Receiving External Training Credit for Online/Webinar Training

ATTENTION: THIS <u>DOES NOT</u> REQUIRE a CNTR001a – Training Authorization form to be submitted prior or after the external online training, only proof of completion.

1. Login to the LMS via BEACON, click **MY TRAINING AND TRANSCRIPT**.

2. Under **OPTIONS**, select "**ADD EXTERNAL TRAINING**" link. Complete the Add External Training form, <u>**attach the required online/webinar course completed certificate**</u> (it must contain your name, date of training, title of training, credit/training hours and job related), click on **SUBMIT**

3. Under the Active tab on your transcript, click **MARK COMPLETE** under Options

Title	Type	Due Date	Status	Options
Testing	External Training	None	Registered	**Mark Complete**

4. Check mark the box labeled "I have submitted all relevant paperwork to the appropriate person in my organization." Click on **SUBMIT**

Mark Complete

By marking this item complete and submitting it for approval, you are certifying that you have completed the training successfully.

☐ I have submitted all relevant paperwork to the appropriate person in my organization.

Grade Earned: [_____]

[Cancel] [Submit]

5. Once marked complete, you should see "**Pending Completion Approval**" status on your transcript next to the external training title.

Title	Type	Due Date	Status	Options
Testing	External Training	None	Pending Completion Approval	None

Submitted information is sent to OSDT, training hours are reviewed for accuracy and validated with certificate of completion. Once validated training credit is approved and applied to the user's transcript.

Note: Requests submitted without supporting documentation will be denied. The user will be notified via the Learning Management System (LMS); the training title will have a status of "Denied" on the user's transcript. Clicking on the training title from the transcript, then clicking on the down arrow next to "Approval History" will show comments relating to the approval process.

IMPORTANT NOTE: If cost is associated with the training the employee must complete and submit a CNTR001 Travel Authorization to their chain of command for cost approval. Employee must submit all training and travel expense documentation (CNTR003 Travel Reimbursement) to their administrative section for reimbursement.