Submitting External Training Credit via the LMS

ATTENTION: **THIS** **DOES REQUIRE** a certificate of completion or an OSDT approved CNTR001a to be attached to the request for approval. This request to add training to the transcript is after the training has occurred.

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

2. Under **OPTIONS**, select "**ADD EXTERNAL TRAINING**" link. Complete the Add External Training form, **attach the required course completed certificate** (it must contain your name, date of training, title of training, credit/training hours and must be job related), or your OSDT approved CNTR001a, and 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.