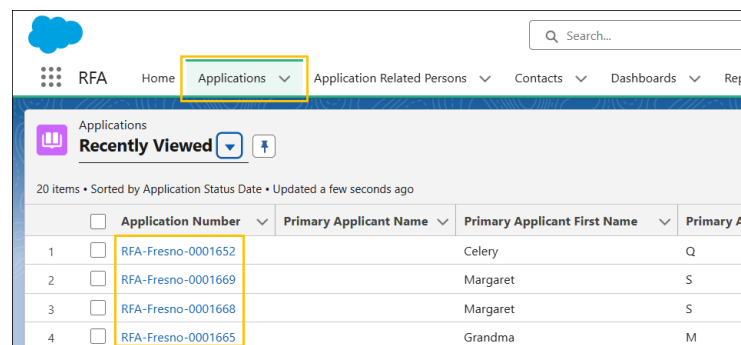


Quick Guide 5b – Training

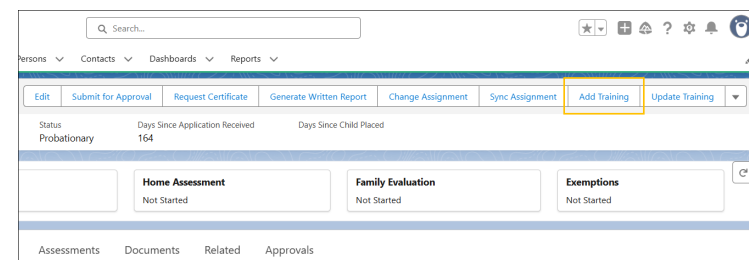
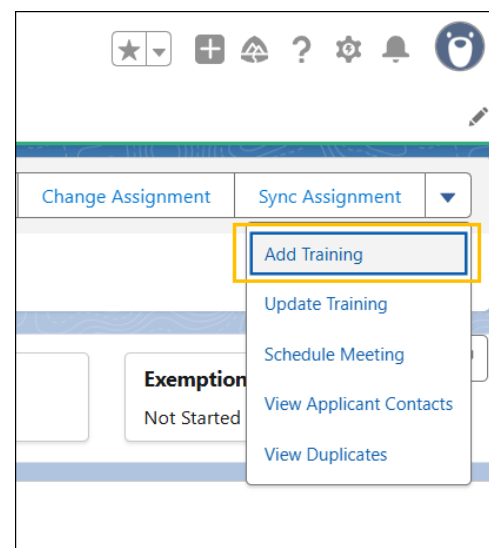
To be used with **Module 5: Background Checks, Orientation and Training** Participant Guide

STEP 1: Click the **Applications** tab, then select the **Application Number** link. The applicant's record displays.



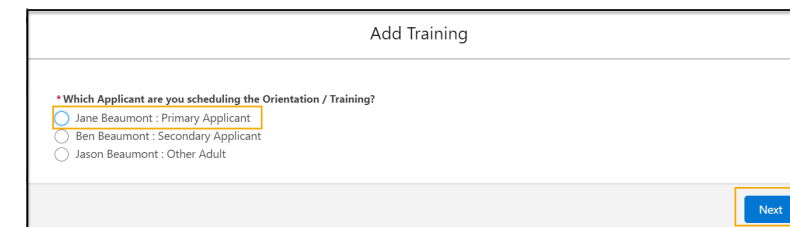
	Application Number	Primary Applicant Name	Primary Applicant First Name	Primary Applicant Last Name
1	RFA-Fresno-0001652	Celery	Q	
2	RFA-Fresno-0001669	Margaret	S	
3	RFA-Fresno-0001668	Margaret	S	
4	RFA-Fresno-0001665	Grandma	M	

STEP 2: Click the **Add Training** button on the header or select it from the picklist by clicking the down arrow at the end of the header.

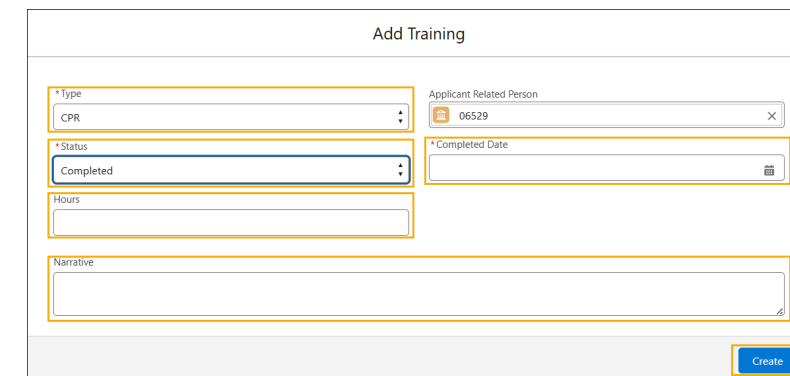



STEP 3: Select the radio button for the **Applicant**. Click the **Next** button.

NOTE: All applicants and other adults listed can be selected for the **Add Training** record.



STEP 4: Select the **Type** of training. Select the **Status**. Enter **Narrative** (optional). Click the **Create** button.

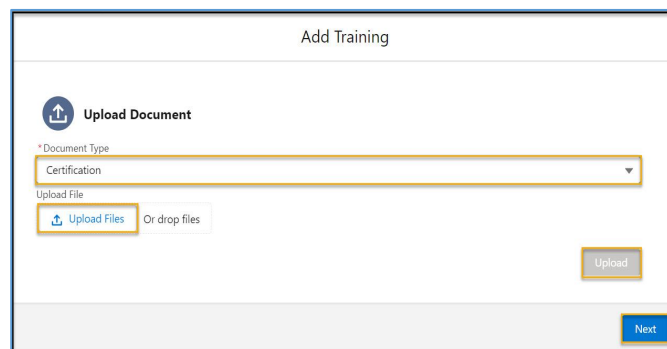


Note: If **Completed Status** is selected, **Completed Date** and **Hours** will be required (Not Applicable to First Aid and CPR types). If **Scheduled Status** is selected, **Scheduled Date** is required. **Scheduled Date** cannot be a past date and cannot be more than 60 days in the future.

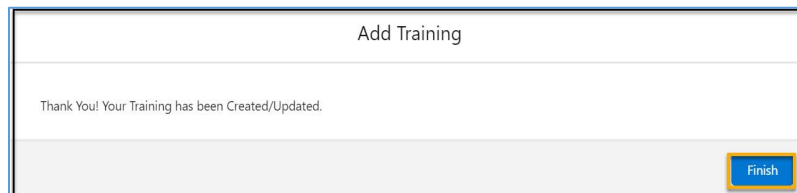
Quick Guide 5b – Training (continued)

To be used with **Module 5: Background Checks, Orientation and Training Participant Guide**

STEP 5: Select the **Document Type**. Click the **Upload Files** button, navigate to the document and select it. Click **Open**. The Add Training page displays. Click **Upload**.



STEP 6: A confirmation displays confirming that the training was added. Click **Next**. Click **Finish**.



STEP 7: To confirm training is recorded: Navigate to the **Person** tab. Click the **ARP for the applicant who you added training for**.

Person	Suzanne Myers
Email Address	smyers@myemail.com
Training Hour Required	12
Training Hour Attended	12
Training Completion Flag	Training Hour Completed
Related Person Type	Primary Applicant

STEP 8: Navigate to the **Person** tab. Click the **ARP** for the applicant who you added training for. Click the **Training Attendance** tab. Click the **Training Attendance Name** for your participant. Click the **Documents** tab.

Details	Activity	Person	Home	Background Checks	Assessments
Application Related Persons (4)					
4 items • Updated a minute ago					
☐	Person	ARP ID	ARP Name	Related Person Type	
1	☐ Suzanne Myers	04004	Suzanne Myers	Primary Applicant	

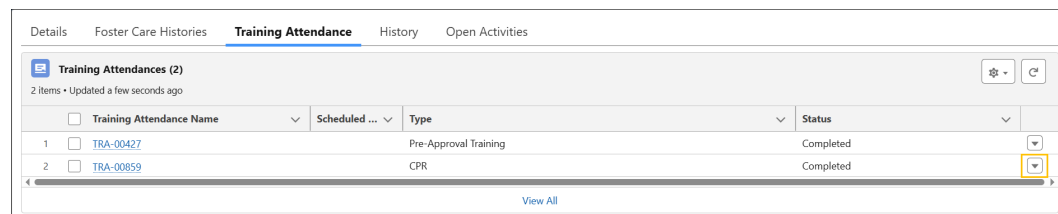
Details	Foster Care Histories	Training Attendance	History	Open Activities
Training Attendances (2)				
2 items • Updated a few seconds ago				
☐	Training Attendance Name	Scheduled Date	Type	
1	☐ TRA-00224		Orientation	
2	☐ TRA-00225		Pre-Approval Training	

Quick Guide 5b – Training (continued)

To be used with **Module 5: Background Checks, Orientation and Training Participant Guide**

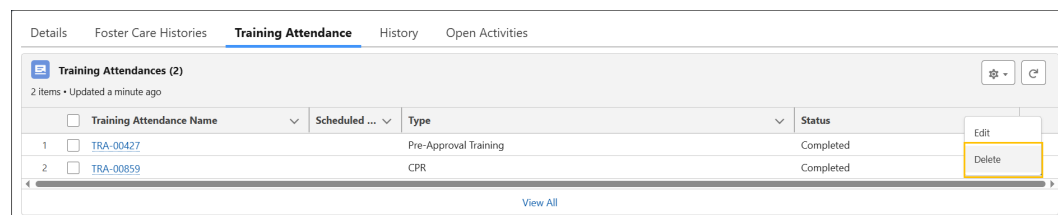
To Delete a Training Record

STEP 1: From the **Training Attendance** tab, find the **Training Attendance Name** link for the training to be deleted and on the far right of that row, click the down arrow.



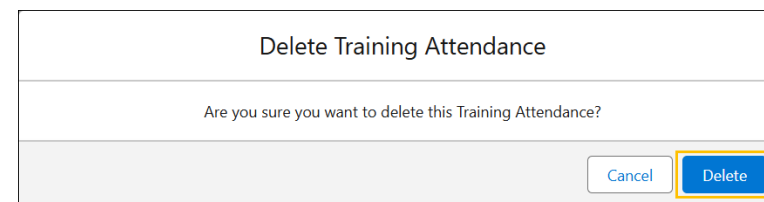
	Training Attendance Name	Scheduled ...	Type	Status	
1	TRA-00427		Pre-Approval Training	Completed	
2	TRA-00859		CPR	Completed	

STEP 2: From the picklist, select **Delete**.



	Training Attendance Name	Scheduled ...	Type	Status	
1	TRA-00427		Pre-Approval Training	Completed	Edit
2	TRA-00859		CPR	Completed	Delete

STEP 3: On the pop-up window, click the **Delete** button.

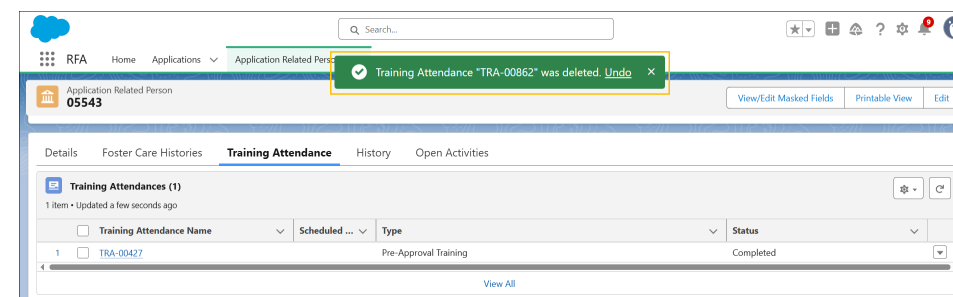


Delete Training Attendance

Are you sure you want to delete this Training Attendance?

Cancel Delete

STEP 4: A green toast message displays that the record was successfully deleted, and the record no longer displays in the **Training Attendance** panel.



Training Attendance "TRA-00862" was deleted. [Undo](#)

	Training Attendance Name	Scheduled ...	Type	Status	
1	TRA-00427		Pre-Approval Training	Completed	