Training Documentation –

Adding External Training

An external training is any training that you completed for credit towards your certification or licensing that is not already in PDS Online.

1. Log into PDS Online.
2. View your transcript. See next page for instructions on how to view your transcript.
3. Click the ellipsis in the upper right corner of your transcript
4. Click "Add External Training

Transcript: Test User   ...

Use the transcript to manage all trainings. Please find navigation instructions here.

| Add External Training |
| Export to PDF |
| Print Transcript |
| Run Transcript Report |

[Active ▾] [By Date Added ▾] [All Types ▾]   Search for trainin

5. Enter the Training **Title** (including the start date in the title is useful for viewing later), the **Description**, the **Agency/Institution** that provided the training, the training **start date** and **end date**, and the number of **Actual Training Hours Earned**.
6. Click Submit.

You will be taken to the Active tab of your transcript where you will see the training you just added is listed as registered. The training must be marked completed by the person listed as the manager in your PDS Online User Profile (usually your supervisor or licensing worker). See following pages for manager's additional steps.

Add External Training

Enter the information below and submit for approval. This information will be added to your transcript, and you may follow the approval process by monitoring the status of the external training.

* = Required

Language

[English (US)   ▾]

Title *

[   ]

Training Description

[   ]

Institution

[   ]

Training Dates *

[Start Date   📅] [End Date   📅]

Schedule

[   ]

Cost

[$ USD ▾] [0   ]

Actual Training Hours Earned *

[Enter Number   ]

                                        Cancel **Submit**

Registration Management –

View Your Transcript

To manage your registrations and/or view your training completion, please click the button on your homepage.
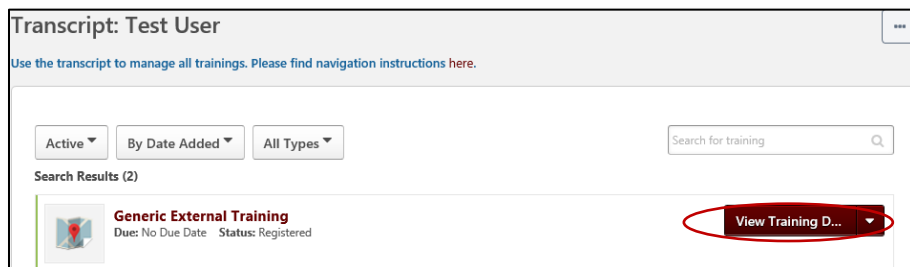

Tip: Your transcript is sorted into three separate pages: Active, Completed, Archived. To view the separate transcript pages, click on the appropriate option from the dropdown menu.
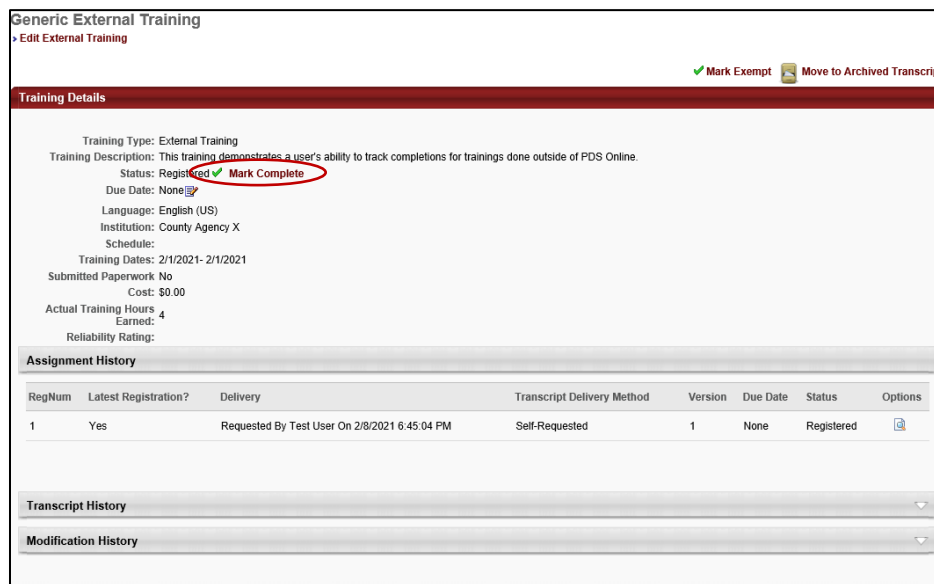
Approving External Trainings

1. From your staff/caregiver's transcript, click "View Training Details" next to the appropriate external training.

2. Click "Mark Complete"

3. You can verify that the training is now marked complete by finding it on the staff/caregiver's completed transcript tab.