External (Self-Reported) Training

WHAT IS IT?
External Training is the feature that allows a learner to record a training event or activity that has occurred outside of the ULearn system. In other words, it is a training event that did not originate with a ULearn entry.

WHEN IS IT USED?
The External Training feature in ULearn is available when a learner needs to report a course taken that qualifies for continuing education credits for a certification. The certification can be a professional certification (such as CPA) or a University certification (such as RCR continuing education credits).

Courses that are required by a unit, a job, or for access should be in the ULearn system and not require self-reporting. This includes things like lab safety training, research education like CITI training, and other departmental trainings.

WHERE IS IT FOUND?
The “Add External Training” feature can be found in the Options menu at the top of the page.

HOW IS EXTERNAL TRAINING ADDED?
Most fields on the external training pop-up screen are required. A learner will complete the fields with as much specific detail as possible, including the reason for training, before submitting the entry.

1. On the Home page or the Learning page, click <View Your Transcript>.
2. On the transcript, select “Add External Training” from the Options menu in the top right corner.
External (Self-Reported) Training (cont.)

3. Enter the external training Title.
4. Enter the Training Description.
5. Enter the Institution.
6. Click the Calendar icon to select a training Start Date and End Date.
7. Enter the training Cost.
8. Enter the Credits Earned.
9. Enter the Training Hours.
10. Select the Reason for Training.
11. To attach documents or other resources to the external training, click <Select a file> and upload an attachment.
12. Click <Submit>. Upon submitting, the external training will record on the learner’s transcript with a status of “Registered.”
13. On the transcript, click <Complete> to the right of the course title. The status will now show “Completed.”

Note: Your unit may require specific information to be entered in these fields. Check with your unit to ensure proper recording.