TRAINING COORDINATOR

NOTE: The System Administrator assigns the Training Coordinator role on the ETMS for all Training Groups.

OVERVIEW: As a Training Coordinator, you will have all the functions of an Employee (see Employee Help Files).

The Training Coordinator Role will allow you to manage several of the Training Requirements for Employees within the Training Group. There are two additional tasks on the Training Coordinator's Home Page, the Training Coordinator drop down menu and the Training Request Management bar.

I. TRAINING COORDINATOR DROP DOWN: By placing the mouse on the [Tr Coord] link, six management tasks will appear on a drop down menu: Employee, Proxy, Record Correction, Reports, Roster-Group and Schedule Request. The drop down menu will look similar to this:

A. Employee: By clicking the Employee link, a page will appear that will look similar to this:

![Employee Page Screenshot]
1. **Employee Listing:** The Training Coordinator can search for an Employee based on a keyword or A-Z listing. To search by a keyword, type in the first or last name and click **search**. The screen will look similar to this:

![Employee Listing Screen](image)

**NOTE:** Review your Employee listing to insure that all Employees are listed. Any missing Employee needs to update their profile.

a. **Home Page:** To view the details of an Employee’s Home Page, click the Employee’s name. The Training Coordinator will be presented with a screen that will allow them to edit the Employee’s profile and view required training program compliance. The screen will look similar to this:

![Home Page Screen](image)
(1) **Edit Employee’s Profile:** To edit the information in an Employee’s Profile do the following:

(a) **Training Group:** To change the Employee’s Training Group, select the new Training Group from the drop down menu. This allows the system to load the Sub-Groups and Supervisors.

(b) **Sub-Group:** To select, click the down arrow and select the appropriate Sub-Group or select N/A if not assigned to a Sub-Group.

(c) **Supervisor(s):** Select the Supervisor from the drop down menu as Primary and a different name as Alternate if applicable. If the Employee does not have an Alternate Supervisor, select the same name for both Primary and Alternate.

(d) **Email:** Enter the Employee’s current email address.

(e) **Work Phone:** Enter the Employee’s current work phone number.

(f) **Submit**

(g) **Back:** Click the back button to return to Employee listing.

(2) **Required Training Programs:** From the Employee listing, click the name link to view required training programs and compliance in the following areas:

(a) **P.O.S.T. Management,** if applicable.

(b) **Required Programs,** if applicable.

(c) **Continual Professional Training (CPT) Management,** if applicable.

[1] Click the **YES/NO** link to view compliance details.

b. **Training Record**

(1) **View:** To view the Employee’s Training Record, click the **View** link in the Training Record column. This screen will list all training programs and instructor hours that have been added to the ETMS. The screen will look similar to this:

**NOTE:** Training records prior to year 2000 are stored in hard copy at the Mott Training Center.
(a) **Correction-Edit:** To edit the Employee’s Training Record, click the **Edit** link in the Correction column next to the course you would like to edit. This screen will list all information related to the course entry. The screen will look similar to this:

![Edit Training Record](image)

(1) Make the appropriate changes and click Submit.

(b) **Correction-Delete:** To delete an entry from the Employee’s Training Record, click the **Delete** link in the Correction column next to the course you would like to edit. This screen will list all information related to the course entry. The screen will look similar to this:

![Training Programs Completed]

<table>
<thead>
<tr>
<th>S/N</th>
<th>Correction</th>
<th>Program Title</th>
<th>Status Info/Status/State/County</th>
<th>Location</th>
<th>Completion Date</th>
<th>Length (hr)</th>
<th>Grade</th>
<th>Training Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1a</td>
<td>Defensive Driver Training Program</td>
<td>Office of Risk &amp; Insurance Mgmt, DGS</td>
<td>Internet</td>
<td>3/20/2012</td>
<td>4</td>
<td>N/A</td>
<td>Job Required</td>
</tr>
<tr>
<td>2</td>
<td>1b</td>
<td>Information Privacy Protection</td>
<td>Office of the Attorney General, State of Justice</td>
<td>Internet</td>
<td>5/10/2012</td>
<td>2</td>
<td>N/A</td>
<td>Job Required</td>
</tr>
<tr>
<td>3</td>
<td>1c</td>
<td>SDD With All Due Respect</td>
<td>State Agency</td>
<td>5/24/2014</td>
<td>4</td>
<td>N/A</td>
<td>Job Required</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1d</td>
<td>Information Privacy Protection</td>
<td>State Agency</td>
<td>9/1/2007</td>
<td>1</td>
<td>N/A</td>
<td>Job Required</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1e</td>
<td>SDD With All Due Respect</td>
<td>State Agency</td>
<td>3/20/2007</td>
<td>4</td>
<td>N/A</td>
<td>Job Required</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>1f</td>
<td>Defensive Driver Training Program</td>
<td>Office of Risk &amp; Insurance Mgmt</td>
<td>Sacramento</td>
<td>3/20/2007</td>
<td>4</td>
<td>N/A</td>
<td>Job Required</td>
</tr>
<tr>
<td>7</td>
<td>1g</td>
<td>SDD With All Due Respect</td>
<td>State Agency</td>
<td>4/20/2007</td>
<td>2</td>
<td>N/A</td>
<td>Job Required</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>1h</td>
<td>Information Privacy Protection</td>
<td>State Agency</td>
<td>1/20/2007</td>
<td>16</td>
<td>N/A</td>
<td>Job Required</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>1i</td>
<td>Introduction to California State Data</td>
<td>State Agency</td>
<td>10/29/2012</td>
<td>28</td>
<td>N/A</td>
<td>Job Required</td>
<td></td>
</tr>
</tbody>
</table>
(1) Click Yes or No.

(c) **Program Title:** If the program title has a hyperlink, you can click this link to view details of the Training Request. This screen can be printed and included with a Travel Expense Claim for reimbursement. The screen will look similar to this:

![Program Title Screen]

(2) **Add:** To add a program to an Employee’s Training Record, click the Add link in the Training Record column. A list of all programs in the Training Catalog
will be presented in an A-Z listing or search by program title. The screen will look similar to this:

![Training Catalog](image)

(a) Click the **Submit** link in the Roster column and complete the required information and **submit**. The page will look similar to this:

![Training Request](image)

(3) In order to submit a Training Request, the training program must be listed in the Training Catalog. If the
program does not exist in the Training Catalog, you have the ability to request that the program be added to the Training Catalog. By clicking the **SUBMIT** link, the **Request to Add Program** screen will appear in a pop up window. Complete all required fields and **submit**. The screen will look similar to this:

(a) Once you click the **submit** button, this request will be sent to the System Administrator for approval and inclusion into the Training Catalog. The screen will look similar to this:

```
Your request to Add a Program to ETMS has been submitted.
You will be receiving notification via e-mail once action has been taken.
If the training program is approved, you will need to log into the system to submit a Training Request or Training Attendance Roster.
```
c. **Training Request**: To submit a Training Request for an Employee, click the **Submit** link in the Training Request column. This will display the current Training Catalog. The screen will look similar to this:

![Training Catalog](image)

(1) **Training Catalog**: The Training Coordinator can locate a program in the Training Catalog based on a keyword or an **A-Z** listing. To search by a keyword, type in the keyword and click **search**. The screen will look similar to this:

![Training Catalog](image)

<table>
<thead>
<tr>
<th>Training Request</th>
<th>Type</th>
<th>Program Title</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit</td>
<td>Out-Service</td>
<td>A Climate of Change - 2006 Legislative Symposium</td>
<td>Administration</td>
</tr>
<tr>
<td>View Schedule</td>
<td>In-Service</td>
<td>A.L.R.T. - Advanced Watercraft Rescue Training (PWC)</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>Submit</td>
<td>Out-Service</td>
<td>A.L.R.T. - Aquatic Safety Video Conference</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>Submit</td>
<td>Out-Service</td>
<td>A.L.R.T. - Annual Lifeguard Program Update Meeting</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>View Schedule</td>
<td>In-Service</td>
<td>A.L.R.T. - Aquatic Search, Rescue, and Recovery</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>Submit</td>
<td>In-Service</td>
<td>A.L.R.T. - Beach Driving</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>Submit</td>
<td>Out-Service</td>
<td>A.L.R.T. - Beach Driving Refresher</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>Submit</td>
<td>Out-Service</td>
<td>A.L.R.T. - Driving Orientation Course for Seasonal Lifeguards (non-Code 3 operation)</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>Submit</td>
<td>Out-Service</td>
<td>A.L.R.T. - Emergency Vehicle Operations Course for Seasonal Lifeguards</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>Submit</td>
<td>Out-Service</td>
<td>A.L.R.T. - Inflatable Rescue Boat Operation Refresher</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>Submit</td>
<td>Out-Service</td>
<td>A.L.R.T. - Inflatable Rescue Boat Operator Course</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>Submit</td>
<td>Out-Service</td>
<td>A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meetings</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>Submit</td>
<td>Out-Service</td>
<td>A.L.R.T. - Publication Refresher</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>Submit</td>
<td>Out-Service</td>
<td>A.L.R.T. - Publication Rescue</td>
<td>Aquatic Safety</td>
</tr>
</tbody>
</table>

(a) **Click the Program Title link to view the details of the program from the Training Catalog.**
(b) Training Request column.

[1] To complete an Out-Service Training Request click the Submit link, an **Out-Service Training Request** will appear; complete all required fields and **submit**. The screen will look similar to this:

![Out-Service Training Request Form](image)

[2] To complete an In-Service Training Request click the **View Schedule** link, the dates from the current training schedule for the program will appear. If “No Data” is listed, the program has not been scheduled and a Training Request can not be submitted at this time. The screen will look similar to this:
To sign up for the program, click the Program Date link and the In-Service Training Request Form will appear. Complete the required fields and click submit. The screen will look similar to this:

(2) Request to Add Program: If the program does not exist in the Training Catalog, the Training Coordinator
has the ability to add the program by clicking the Request to Add Program **SUBMIT** link.

d. **P.O.S.T. Compliance:** To access the P.O.S.T. Compliance Report, click the **Employee** link within the drop down menu, a page will appear that will look similar to this:

![Employees](image)

(1) By clicking the **P.O.S.T.** link, a Compliance Report will appear for all State Park Peace Officers assigned to the Training Group and the status of their P.O.S.T. training. The screen will look similar to this:

![P.O.S.T (C.P.T.) Compliance Report](image)

(a) To see the specific details of an Employee’s Compliance Report, click the Employee’s name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:
e. **POST ID**: By clicking the **POST ID** link, a report will appear with all State Park Peace Officers who have listed their POST ID number in their profile. The screen will look similar to this:

![Employee Training Management System](image)

- **Proxy**: A Training Coordinator has the ability to assign another User to perform their function within the ETMS. A Training Coordinator is allowed only one Proxy at a time.

1. **Activate**: To activate a Proxy, do the following:
   a. Click the **Proxy** link in the drop down menu.
   b. Select an Employee from the list and click **add**. This Employee is now the Proxy for your role.

2. **Deactivate**: The Proxy can be deactivated by the Training Coordinator or the Employee designated as Proxy. To deactivate, click the Proxy’s name and click **Deactivate**.

- **Record Corrections**: Employees have the ability to request a correction to a program on their Training Record. The Training
Coordinator will be notified via email of a pending Record Correction request and **Action Needed!** will appear under the **Record Correction** link. The screen will look similar to this:

```
[Tr Coord - Training Office (068)]

Employee
Prow
Record Correction **Action Needed!**
Reports
Roster-Group
Schedule Request
```

1. By clicking the **Record Correction** link within the Training Coordinator drop down menu, a screen will appear that will look similar to this:

```
Name          Program Title          Program Date
```

   a. **Record Correction**: Click the link under the Program Title column. The screen will look similar to this:
(1) **Current Record**: Displays the current Training Record.

(2) **Modified Record**: Displays the changes requested.

(3) **Comments**: Displays the comments provided by the Employee and Supervisor.

(4) **Action**: The Training Coordinator can take the following approval action as well as providing a comment.
   (a) **Approve to Modify**: This will modify the record with the new changes.
   (b) **Approve to Delete Record**: This will delete the record from the Employee's Training Records.
   (c) **Disapproved**: Training Record will remain the same.
D. **Reports**: By clicking the Reports link within the Training Coordinator drop down menu, a screen will appear with several standard reports. The screen will look similar to this:

![Report Management](image)

1. **Review Reports**: Click the report you want to view and complete the required fields and submit.

E. **Roster-Group**: To manage a Group Training Attendance Roster for a program, click the Roster-Group link. The screen will look similar to this:

![Completed Training Attendance Roster](image)

1. **Completed Training Attendance Roster**: To access your Completed Training Attendance Roster, type in the keyword of the
Program Title and click search or locate the program through the A-Z listing. The screen will look similar to this:

### Completed Training Attendance Roster

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Start Date</th>
<th>End Date</th>
<th># Trainee</th>
<th>Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Responder (EMR) Refresher</td>
<td>10/31/2002</td>
<td>10/31/2002</td>
<td>2</td>
<td>Add/Remove</td>
</tr>
</tbody>
</table>

**Out-Service Training**

**Program Title**: Click the [Program Title](#) link to view description from the Training Catalog.

**Start/End Date**: Start/End date of the Program.

**# of Trainees on Roster**: Shows the number of Trainees who completed the program.

**Trainee**: By clicking the [Add/Remove](#) link, the Training Coordinator can remove or add additional Trainees and Instructors to the Roster.

**Roster**:

1. **Delete**: The Training Coordinator can delete a program roster by clicking the [Delete](#) link in the Roster column.

2. **Duplicate**: By clicking the [Duplicate](#) link in the Roster column, the Training Coordinator can duplicate a program roster and modified all data fields. The screen will look similar to this:
(a) Modify the required program fields and **submit**.
The screen will look similar to this:
(b) Modify the following columns as required to fit your new program: Delete, Grade, Hour(s), Training Category, and Instructor and submit. The screen will look similar to this:

```
<table>
<thead>
<tr>
<th>Program Title</th>
<th>Hours</th>
<th>Program Location</th>
<th>Program Provider</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.O.B. and Freight Terms</td>
<td>1</td>
<td>Mott Training Center</td>
<td>State Agency</td>
<td>1/1/2017</td>
<td>1/1/2007</td>
</tr>
</tbody>
</table>
```

Department Participants(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>Hour(s)</th>
<th>Training Category</th>
<th>Employer</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHAMBRA, EDITH Management Services</td>
<td>N/A</td>
<td>1</td>
<td>Job Related</td>
<td>DPR</td>
<td>False</td>
</tr>
</tbody>
</table>

Non-Department Participants(s)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Grade</th>
<th>Hour(s)</th>
<th>Employment</th>
<th>Instructor</th>
</tr>
</thead>
</table>

(c) Add additional Department/Non-Department Participants/Instructors and click ADD to Roster link or if no modifications are required, close window.

**NOTE:** If you need to correct a program roster that you submitted in error, do the following: duplicate the roster with the correct information, click the Add/Remove link, and highlight all the Employees on the roster and click Remove. The program has now been removed from the Employee’s Training Record. You can now delete the program roster.

2. **New Group Training Attendance Roster:** To submit a New Group Training Attendance Roster, click Submit link. Locate the program by the A-Z listing or the search function. The screen will look similar to this:
<table>
<thead>
<tr>
<th>Program Title</th>
<th>Program Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Climate of Change - 2006 Legislative Symposium</td>
<td>Administration</td>
</tr>
<tr>
<td>A.L.R.T. – Annual Aquatic Safety Video Conference</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>A.L.R.T. – Annual Lifeguard Program Update Meeting</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>A.L.R.T. - Aquatic Search, Rescue, and Recovery</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>A.L.R.T. - Beach Driving</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>A.L.R.T. - Beach Driving Refresher</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3) operation</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>A.L.R.T. – Emergency Vehicle Operations Course for Seasonal Lifeguards</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>A.L.R.T. – Inflatable Rescue Boat Operation Refresher</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>A.L.R.T. - Inflatable Rescue Boat Operator Course</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>A.L.R.T. - Junior Lifeguard Coordinator’s Statewide Meeting</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>A.L.R.T. - Paddleboard Refresher</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>A.L.R.T. – Paddleboard Rescue</td>
<td>Aquatic Safety</td>
</tr>
<tr>
<td>A.L.R.T. - Personal Watercraft Operator for Inland Water Rescue</td>
<td>Aquatic Safety</td>
</tr>
</tbody>
</table>

a. If the program is not listed, you will need to submit a request to add the program to the Training Catalog.
b. **Training Attendance Roster**: Click the **Program Title** link to complete the details of the Training Attendance Roster. The screen will look similar to this:

![Training Attendance Roster](image)

1. Complete all required fields and **submit**. The screen will look similar to this:

![Completed Training Attendance Roster](image)
NOTE: The listing will default to the Employees in your Training Group. To view all Department Employees click the All link.

c. **Completion of the Training Attendance Roster:**

(1) **Step 1 – Employees:** Select the Employees that attended the program and click **ADD to Roster**. To add non-Department Employees, complete all required fields and click **ADD to Roster**. To remove an Employee, highlight their name and click **Remove**. The screen will look similar to this:

![Training Attendance Roster](image)

**NOTE:** Use the control key to select more than one employee at a time.

(a) Once all of the Employees who have attended the training are added, click the **Go to Next Step** link to complete grade, hours and training category. The screen will look similar to this:

![Completed Training](image)
(2) **Step 2 – Grade, Hours and Training Category:** From the drop down menus select the appropriate Grade, Hours and Training Category and submit. The screen will look similar to this:

![Training Attendance Roster](image)

NOTE: Depending on your Internet browser you may need to repeat this step until all of the drop downs (Grades, Hours and Training Category) are gone.

(a) Click the [Go to Next Step](image) link to select the Instructors and hours taught. The screen will look similar to this:
**NOTE:** To finalize the roster without adding instructors, click the link [Click Here to Finalize the Attendance Roster](#).

(3) **Step 3 - Department Instructors:** (1) Select a Department Instructor from the drop down menu, (2) wait for Instructor Type to appear in the drop down menu, (3) select Instructor Type and Hours, and (4) **submit.** Repeat the process to add additional Department Instructors. The screen will look similar to this:

(a) To add Non-Department Instructors, complete all required fields and **submit.** Repeat this process to add additional Non-Department Instructors. The screen will look similar to this:
(4) **Step 4 – Finalize Roster:** Click the link [Click Here to Finalize the Attendance Roster](#) to view the finalized roster. The screen will look similar to this:

(a) **Email List:** Click the [View](#) link to review the Email Address of all the Employees who completed the program. By clicking **send**, the Employee and their Supervisor will be notified that the program has been added to their training record. If
additional Employees are added to the roster, the email will be sent only to those Employees. The screen will look similar to this:

(b) Completed Training Attendance Rosters: Click the View link to return to your listing of Completed Training Attendance Rosters.

F. Schedule Request: This will allow the Training Coordinator to request that a Training Program held by their Training Group be listed on the Training Schedule. Employees from other Training Groups will be able to submit an In-Service Training Request to attend that program.

1. Training Schedule: To submit a Training Schedule Request, click the Schedule Request link within the drop down menu. The screen will look similar to this:
a. Complete all required fields and submit.

**NOTE:** In the Comment field include all pertinent information that is required for an Employee to attend the program such as location, program agenda, and required equipment, etc. An email from the System Administrator will be sent to the Program Coordinator when the program is added to the schedule. Then the Program Coordinator will be assigned the Training Specialist role. See Training Specialist Help File. Once the program has been added to the schedule, contact the System Administrator to modify the program.

II. **TRAINING REQUEST MANAGEMENT:** To manage all Out-Service Training Requests for the Employees in the Training Group, a task bar called [Training Office (063)](TrainingOffice(063)) IN-OUT is located on their Home Page. There are two links that allow the Training Coordinator access to both In-Service and Out-Service Training Requests.

A. **In-Service Training Request:** By clicking the IN link, the Training Coordinator can view the status of all In-Service Training Requests for
Employees within the Training Group. The screen will look similar to this:

![Image of the Employee Training Management System (ETMS) page]

**NOTE:** The link defaults to the Pending In-Service Training Request.

1. **Pending:** This link displays a listing of all Training Requests that are pending action.

2. **Approved:** This link displays a listing of all Training Requests that have been approved.

3. **Not Approved:** This link displays a listing of all Training Requests that have not been approved.

4. **Detail:** This link displays the details of the Training Request.

5. **Search by Employee Name:** The Training Coordinator has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down menu and click the **Search** link.

6. **Page:** Each page displays nine records at a time. To view additional records click the page # link(s).
B. **Out–Service Training Request**: By clicking the link, the Training Coordinator can view a listing of all Pending, Approved and Not Approved Training Requests. The screen will look similar to this:

![Out-Service Training Request Screen](image_url)

**NOTE:** The link defaults to the Pending Out-Service Training Request.

1. **All Pending**: Displays a listing of all Out-Service Training Requests for the Training Group that is pending at any stage in the process, i.e. Supervisor, Sub-Group Manager, Manager and Training Coordinator.

2. **Pending**: Displays a listing of all Training requests that are pending approval action by the Training Coordinator. The screen will look similar to this:

![Pending Training Request Screen](image_url)

   a. **Detail**: Click the **View** link in the Detail column to display the details of the Employee Training Request.

   b. **Approval Action**: From the drop down menu in the Approval column, the Training Coordinator can Approve or Not Approve the Training Request. If Not Approve is selected, the Training Coordinator must provide a comment.
c. **Submit**: An email is sent to the Employee and Supervisor notifying them of approval action.

3. **Approved**: This link displays a listing of all Training Requests that have been approved by the Training Coordinator. The Training Coordinator can also submit a program to be added to the Employee’s Training Record. The screen will look similar to this:

```
<table>
<thead>
<tr>
<th>Detail</th>
<th>Submit Date</th>
<th>Name</th>
<th>Classification</th>
<th>Program</th>
<th>Program Date</th>
<th>Approval</th>
<th>Comment</th>
<th>Training Record</th>
</tr>
</thead>
</table>
```

a. **Detail**
   1. **View**: Click the View link to view the details of the Training Request.

b. **Training Record**: Once the Training Coordinator has certified that the Employee has completed the Program, click the Submit link to add the program to the Employee’s Training Record. The screen will look similar to this:
(1) Review the program information, edit as required and click submit. The program has now been added to the Employee’s Training Record.

4. **Not Approved**: This link displays a listing of all Training Request that have not been approved by the Training Coordinator.

5. **Search by Employee Name**: The Training Coordinator has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down menu and click the Search link.

6. **Page**: Each page displays nine records at a time. To view additional records click the page # link(s).