JOB AID SUBMIT PROOF OF COMPLETION



Learners may submit a Proof of Completion for training received from another agency or an external vendor to have the training listed on their training record. After registering for (through FOCUS and the external vendor if necessary) and taking a training, Learners may submit a Proof of Completion.

Note: This is for courses that are not managed by a Training Specialist or the Training Section; they will add the training to your record. If a Section/Course is not listed in the catalog to register for, please contact focus@parks.ca.gov

FOCUS Logback in Learner	SUBMIT PROOF OF COMP Select Course: FOCUS TESTING Only 1st 1 Submit	Level Approval Junx	3 oof of Completion thoose File No file chosen ach completion proof		
C Dashboard	File Name	UploadOn	Section	Status	
F View Course Catalog	Course Roster Form.csv	6/18/2021 3:02:03 PM	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	PENDING	Remove
Training Requests Withdraw from a Course Draw/Docard.	-				
Training Record					
Submit proof of completion					

Step One

Select **Submit Proof of Completion** on the left side of the Learner Dashboard.

Step Two

Select the course you <u>previously</u> enrolled in through FOCUS (Ethics, Defensive Driver, BAC, etc.) from the **Select Course** dropdown menu.

Step Three

Select **Choose File**, locate the file you wish to submit.

Step Four

Select Submit.

Step Five

Your file will be listed as uploaded and routed to your Supervisor for approval.

When your request is approved, you will receive the notification below.

	commadon of maining completion
	Confirmation of Training Completion
Dear	Boudreaux,
This e Time	mail is being sent to you to confirm your recent completion for Advance Management.
Cours Instru Credit	e name:Advanced Time Management ctor/Training Specialist:Jack Futoran s:1
Comn	nents:
The tr	aining has been added to your record.
	have any questions, contact your Queenisor