

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

File Name	UploadOn	Section	Status	
Course Roster Form.csv	6/18/2021 3:02:03 PM	FOCUS TESTING Only 1st Level Approval June 2021 sec. 1	PENDING	Remove

Step One

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

Step Two

Select the course you previously 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.

