

Add an Individual Provider Training

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CDT

If you gave a provider one-on-one training, you do not need to create a training session independently. Instead, you can create the training session as you record the first provider training.

1. From the menu to the left, click **Tools** and select **Provider Training**. The List Provider Training window opens.

2. In the Find Records section, click **Select Provider** and select the provider you are training.
 - a. Use the **Filter Training Sessions** and **Training Types** drop downs and click **Go** to show a list past trainings for the selected provider.
3. Click **+ Add Training**. The **Training Session Information for Provider** window opens.

4. Click the **Training Type** drop-down and select the training type. You must set up training types to populate this menu. For more information, see [Set Up Training Types](#).
5. If you have already recorded the training session you are adding, click the **Training Session** drop-down menu and select the proper training session. The details below will auto populate for this training. If you have not already created the training session, do not use this field and proceed to **step 6**.
6. Click the **Session Name** box and enter a name for this training session. You should give each training session a name so you can identify it later. It should indicate the general topic/theme of the training, and maybe a location.
7. Click the **Date** box and enter the date on which the training was performed.
8. Click the **Start Time** and **End Time** boxes and enter the start and end times for this training. The **Total Hours** box automatically calculates the total training time.
9. Use the **Type** dropdown to select the specific training type for this session.
10. Click the **Trainer** box and enter the name of the person who conducted the training.

11. Click the **Location** box and enter the location where the session was held.
12. Click the **Comments** box and record any general comments about the training.

Training Session Information For Provider ✕

Berky, Jordan 0991

Training Type: Annual Training

Training Session: Please select

Session Name *: Annual Training

Date *: 07/01/2022 📅 Type *: Annual Training

Start Time: 10:00 AM 🕒 End Time: 12:00 PM 🕒

Total Hours *: 2

Trainer: Jazmaine

Location:

Comments: completed annual training on compliance and paperwork

Cancel Save

13. Click **Save**.