Adding Supplemental Training Line Items to Individual Training Histories

“Supplemental Training” refers to training outside the OCWTP that an individual county or RTC elects to include as a line item in a person’s E-Track training history record. Supplemental training is not eligible for OCWTP training hours and does not affect aggregate OCWTP training hours.

This module addresses how to add supplemental training history line items to individual training records from the “Everyone” or end-user side of E-Track. This is the method that will be used by county training liaisons and licensing specialists.

E-Track users can select whether or not they want to include supplemental training hours each time they print their individual learning transcripts.
Once you are logged into the end-user side of E-Track, FIRST switch to “Manage Trainees” login mode and THEN click the blue “Activities” tab along the top of the screen.
To add supplemental training to a SINGLE person’s record, FIRST click on “Add Supplemental” from the left-side menu and, ON THE RESULTING SCREEN, enter the first and last name of the person for whom you wish to add supplemental training history, and hit the blue arrow to search for the person.
In the search results, put a check in the box to the left of the individual and select “add supplemental training” from the left-side menu.
In the resulting screen, give your supplemental training line item a title, a provider (e.g., National Center for Adoption Law and Policy), a start and completion date, and a total number of hours. Note that the “time in class” hours you list will NOT count as OCWTP training hours. You can also add details in the “notes” field if you wish. Then click “Add Supplemental Training” to complete the process. To add additional supplemental line items, simply repeat the above steps.

**NOTE:** For college or university courses, the “hours” field should reflect credit hours.
To add the SAME supplemental training to MULTIPLE records, FIRST click on “Add Supplemental” from the left-side menu and, ON THE RESULTING SCREEN, click the blue arrow WITHOUT entering a name.
On the resulting screen, you’ll see an alphabetical list of all individuals within your county. Place a check in the box to the left of each person to whom you wish to add the supplemental training line item and click “Add Supplemental Training.” NOTE: You can check names on multiple pages of search results before selecting “Add Supplemental Training.”
In the resulting screen, give your supplemental training line item a title, a provider (e.g., National Center for Adoption Law and Policy), a start and completion date, and a total number of hours. Note that the “time in class” hours you list will NOT count as OCWTP training hours. You can also add details in the “notes” field if you wish. Then click “Add Supplemental Training” to complete the process. To add additional supplemental line items, simply repeat the above steps.

NOTE: For college or university courses, the “hours” field should reflect credit hours.