When you log into E-Track, click the brown Catalogs tab above your name.
At the Catalogs screen, click the book icon to the left of Competency Catalog.
Locate your topic of interest, using the scroll bar on the right side.

Caseworker competencies are numbers 100-300
Supervisor/Manager Competencies are in the 500’s.
Foster Caregiver and Adoptive Parent Competencies are in the 900’s

In this example, we will be looking for topic 924. Click the small box to the left of the topic.

(More information about the Universe of Competencies is available at www.OCWTP.net
Just click the Competencies quick link at the bottom of the OCWTP website for more information.)
The Skill Sets associated with this topic are listed. Clicking the box to the left of the skill set will reveal the competencies. Click on the underlined competency. In this example, we’re clicking on 924-02-001 (or the first competency under the second skill set).
The complete competency is listed under the Overview. (Title fields are frequently too short for a complete competency to be listed, so you’ll see them ending in three dots)

In the Suggestions section are learnings that address this competency. Click on an underlined Learning title to see the description of that learning. The next page shows the details for the first learning listed.
The Overview statement contains the description and all competencies addressed by this learning. Refer to the links on the left menu to either request a new session or enroll in an existing session. If you need additional assistance on enrolling or requesting a session, refer to the training materials for those functions.