Training Verification Guidance for CELP Users

Contents

Overview

This guidance document is to help CELP users submit external PD for training verification. The external PD referenced is 1) not CELP PD and, 2) not the 18-hour health and safety courses issued by ProSolutions, nor the other approved ProSolutions PD. This process meets the same standards as the current training verification protocols for approved hours. This new process of submitting external PD details via your CELP account will enable you to track PD information and hours in your RISES account.

If the submission is approved, the PD will show on the 'My Courses' page of your CELP account. If the correct Workforce ID is entered into your CELP account, the PD hours will then transfer to your RISES account. This automated process typically takes 1-2 days.

If the submission is not approved, a message will be sent to the email in your CELP account and will no longer show on your 'My Courses' page. The message will include an explanation for why the submission was not approved.

For trainers and organizations, the process for seeking approval to run a PD has NOT changed. Please view the details on the CELP website: https://center-elp.org/professional-development/pd-approval/.

Training Verification and Professional Development Approval Applications will continue to be reviewed by the CELP Admin team within 30 days.

*For some situations, the CELP Admin team will reach out to the person who submitted the information to request additional information. Our CELP team is here to answer any questions, please contact us via our Infoline at: info@center-elp.org or call 401-736-9020.

Where to submit training verification information and certificates in your CELP account

- Log in to your CELP account: https://apps.center-elp.org/Account/Login
- Hover over "Professional Development" and scroll to "External Training Verification"
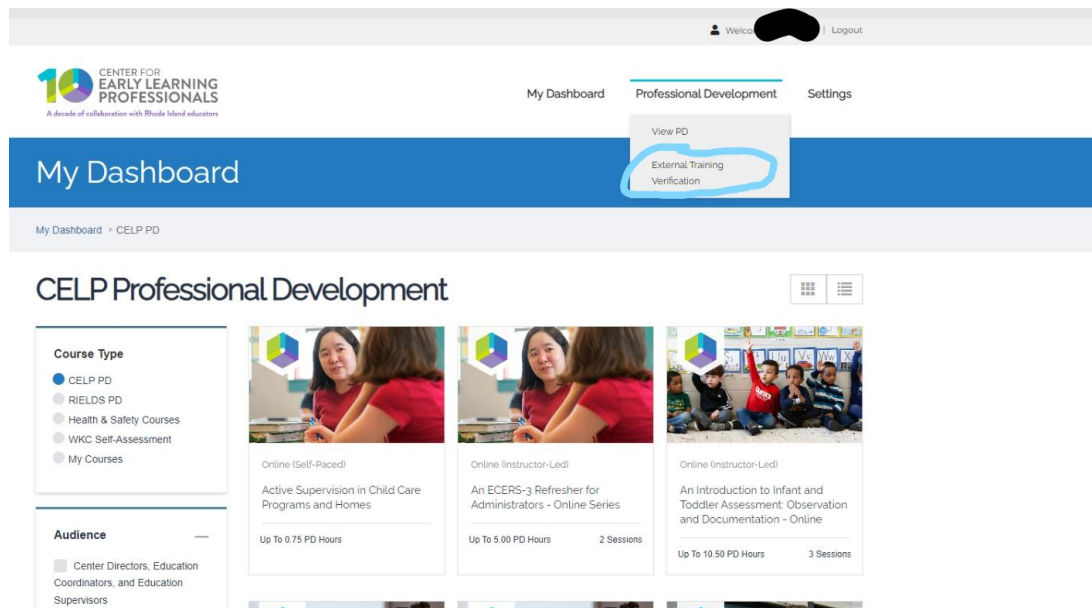
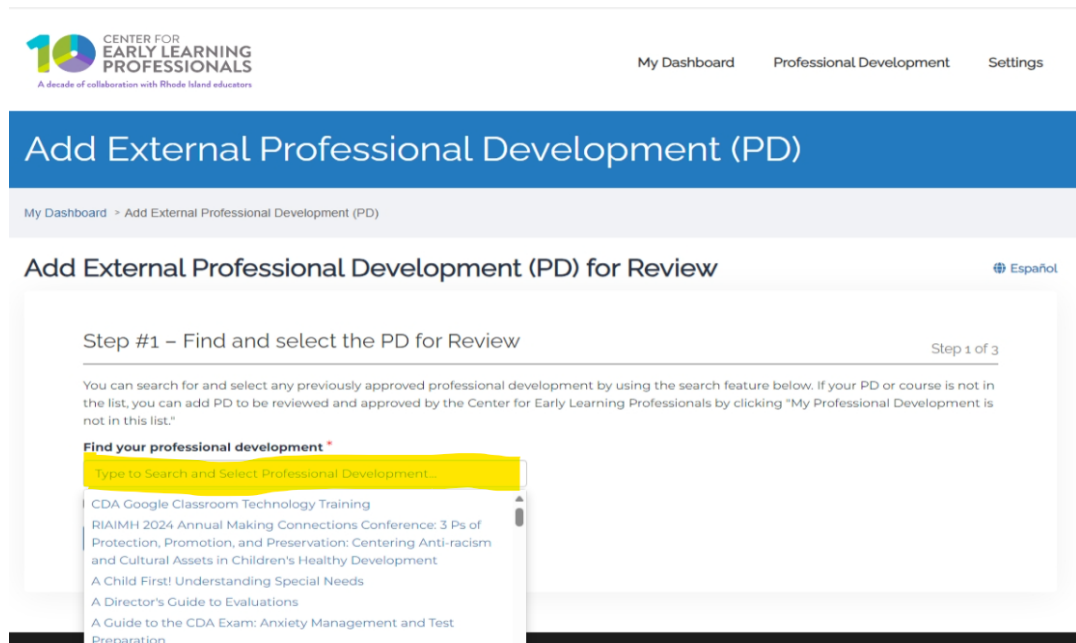

- Follow the prompts and instructions for each step.

Submit your Training Verification

There are two different pathways for submitting training verification.

- o The first pathway is submitting a training verification for PD that has been previously approved by CELP (within the past two years) and is found in Step #1 in the pre-populated list.
- o The second pathway is submitting a training verification for PD NOT found in Step #1's pre-populated list.

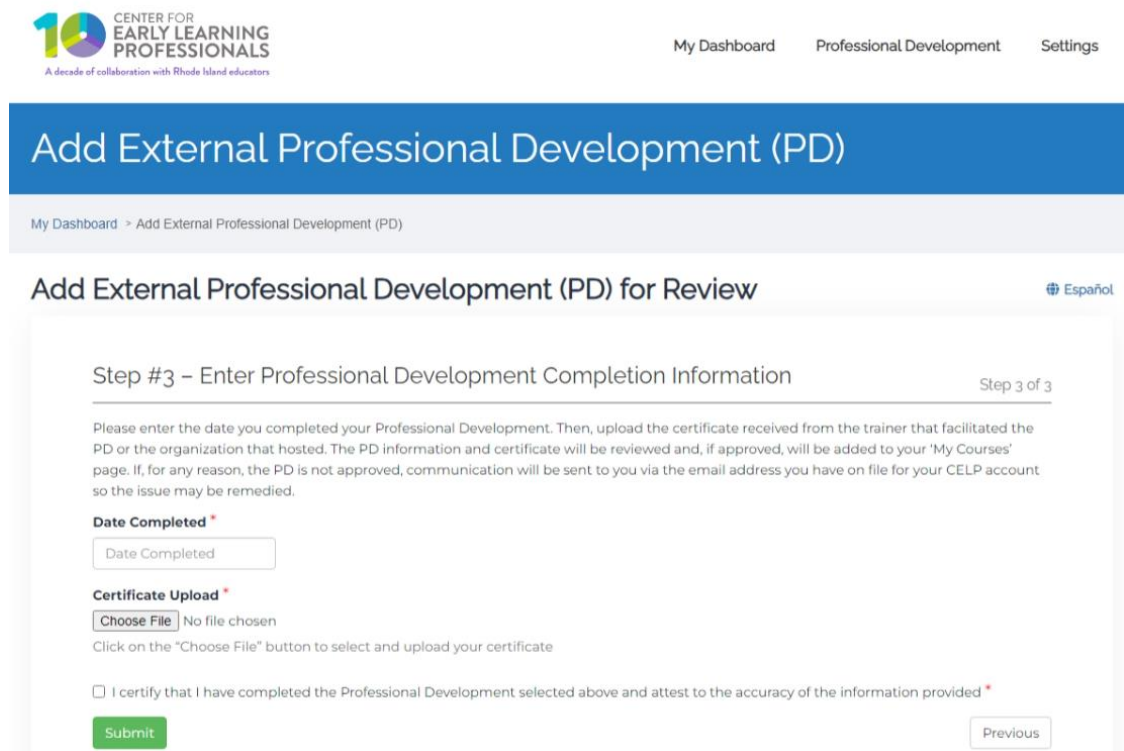# Training Verification – Previously approved PD

- ## Step # 1 Find and select the PD for Review
  - o Type in the textbox the name of the PD completed. If this PD has been previously approved by the CELP Admin Team within the last two years, it will show in the list.
  - o Select Next.

- ## Step #2 – Review the PD Information
  - o If the PD Information is inaccurate, then:
    - ▪ Select Previous to return to Step #1 to either select:
      - • the correct PD OR
      - • check the box "My Professional Development is not on the list"
  - o If the information about the PD is accurate, click Next.

- **Step #3 – Enter Professional Development Completion Information**
    - Enter the date the PD was completed.
    - Upload the electronic version or image of your certificate of completion for the PD.
    - ==**Keep your certificates for your records!!**==
    - Check the box to certify the PD information you have submitted was completed by you and that you attest to the accuracy of the information provided.
    - Click Submit.

    - This will now show as "Pending" on your 'My Courses' page until the CELP Admin team reviews the submission and determines approved or not approved. This approval process may take up to 30 days.

Training Verification - PD is NOT on the list

- ## Step #1 – Find and select the PD for Review
  - o After you have determined your PD is not in the list, click the checkbox for "My Professional Development is not on the list" and click Next.

- **Step #2 – Enter the Professional Development Information**
  - Follow the instructions on the page and enter the PD information including PD details, instructors, URL (website) or other information helpful to verify submission information.
  - Click Next.

- ## Step # 3 – Enter Professional Development Completion Information
    - o Enter the date the PD was completed.
    - o Upload the electronic version or image of your certificate of completion for the PD.
    - o **Keep your certificates for your records!!**
    - o Check the box to certify the PD information you have submitted was completed by you and that you attest to the accuracy of the information provided.
    - o Click Submit.
    - o This will now show as "Pending" on your 'My Courses' page until the CELP Admin team reviews the submission and determines approved or not approved. The approval process will take up to 30 days.

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My Dashboard   Professional Development   Settings

Add External Professional Development (PD)

My Dashboard > Add External Professional Development (PD)

Add External Professional Development (PD) for Review   ⊕ Español

Step #3 – Enter Professional Development Completion Information   Step 3 of 3

Please enter the date you completed your Professional Development. Then, upload the certificate received from the trainer that facilitated the PD or the organization that hosted. The PD information and certificate will be reviewed and, if approved, will be added to your 'My Courses' page. If, for any reason, the PD is not approved, communication will be sent to you via the email address you have on file for your CELP account so the issue may be remedied.

Date Completed *

Date Completed

Certificate Upload *

Choose File   No file chosen

Click on the "Choose File" button to select and upload your certificate

☐ I certify that I have completed the Professional Development selected above and attest to the accuracy of the information provided *

Submit   Previous