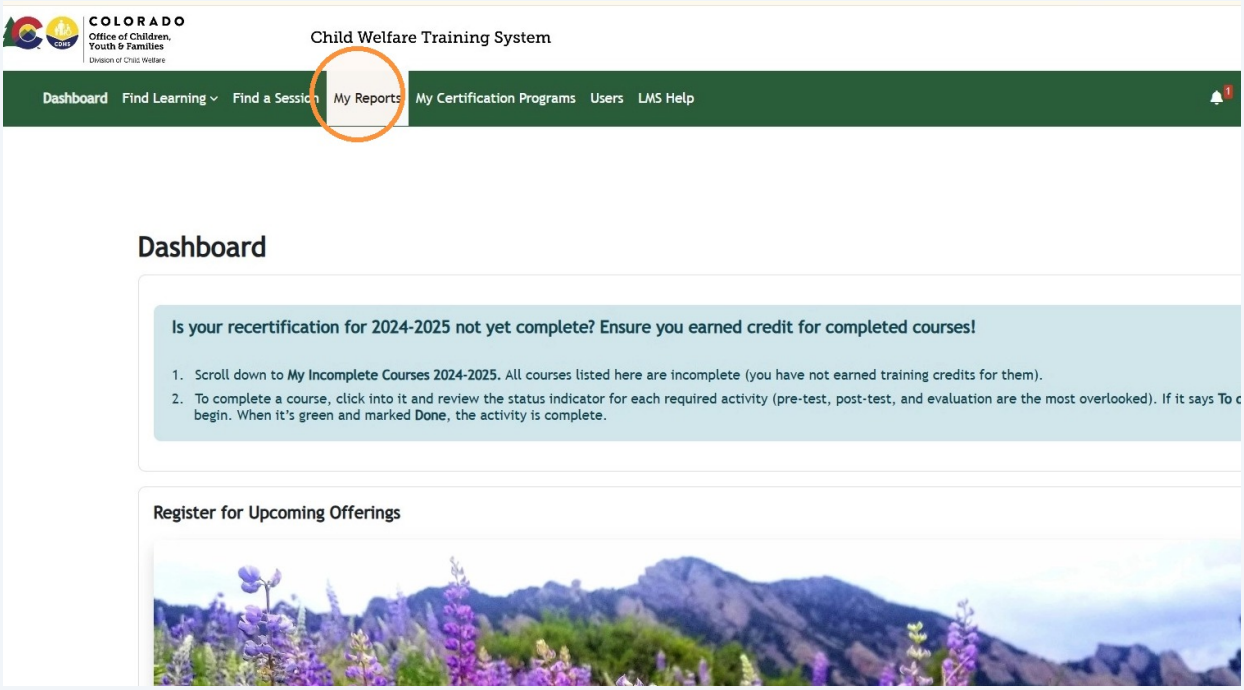
Search a Supervisee's Record of Learning (Courses and Programs)

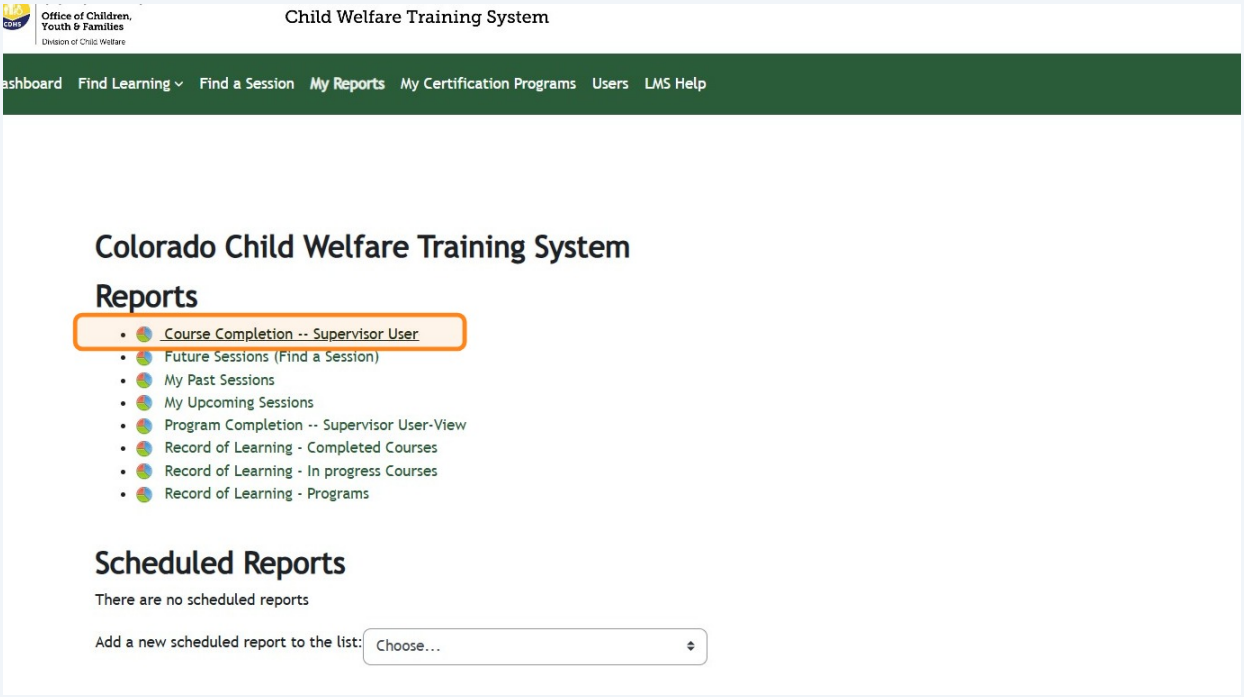
COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

Search a Supervisee's Record of Learning (Course Completion). For program completion, jump to step 7.

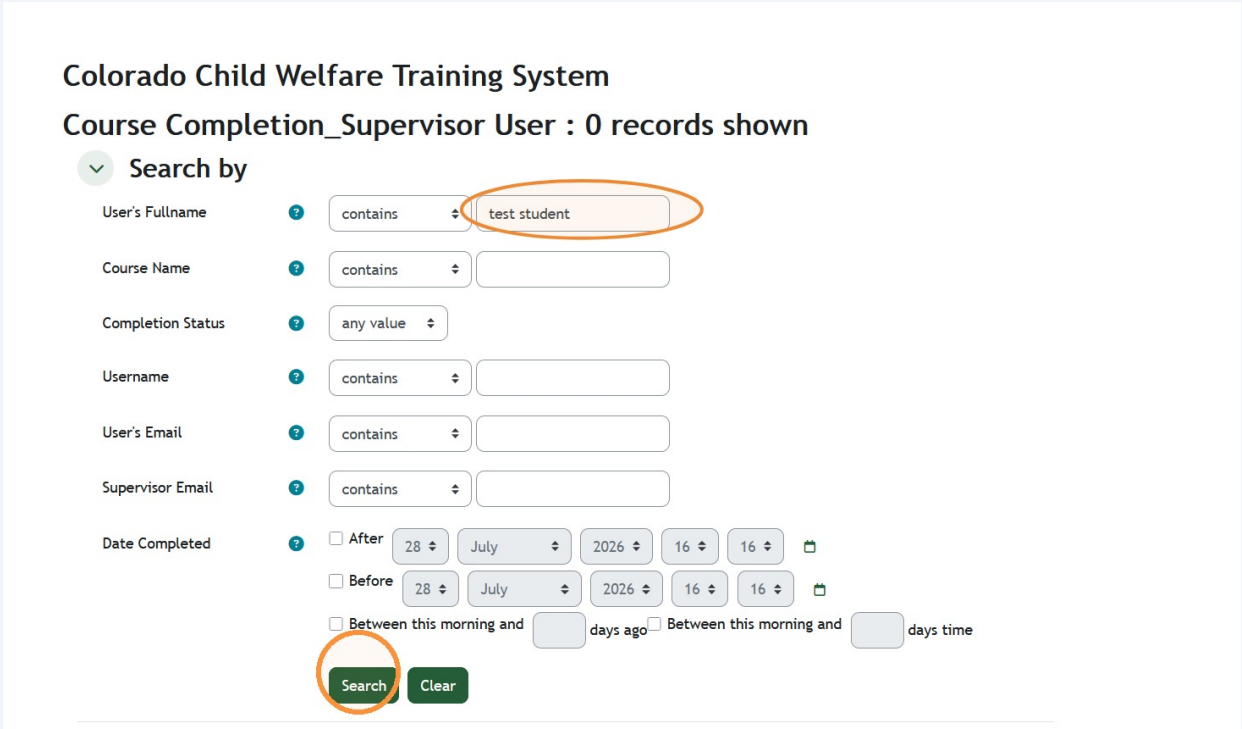
1 Logged in with your county-level supervisor account, click **My Reports.**



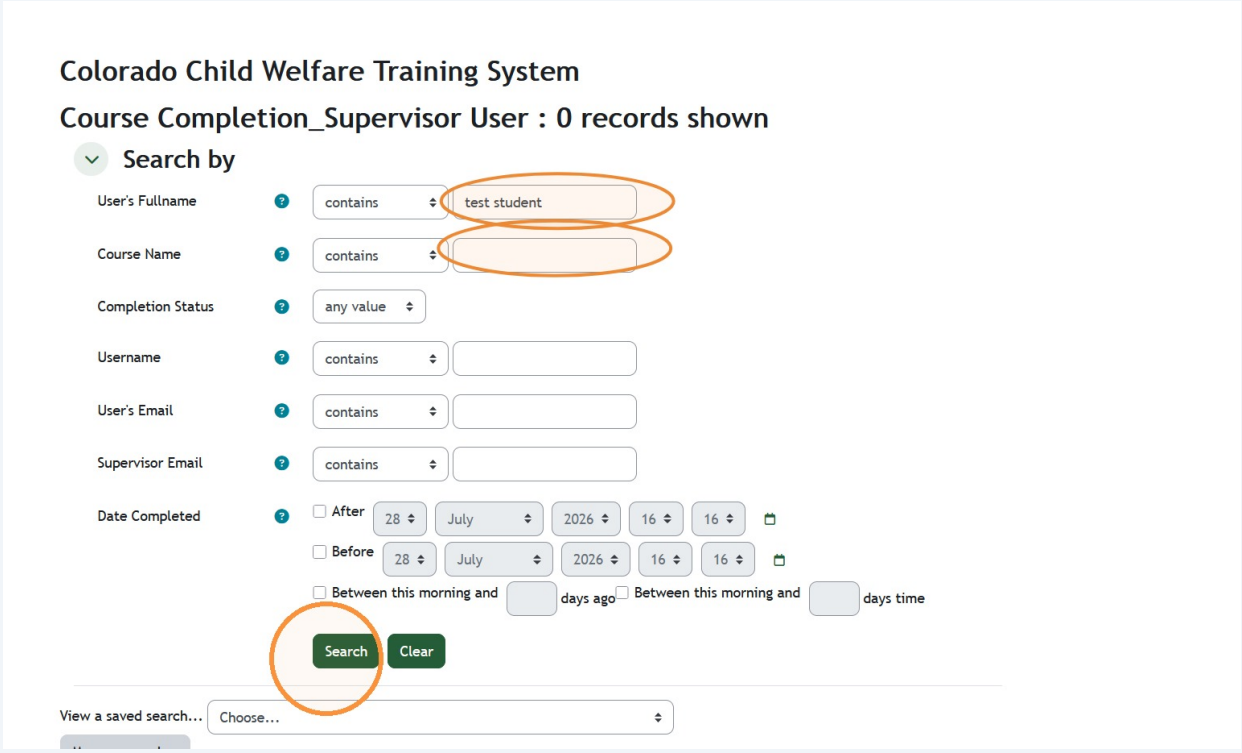
2 Click **Course Completion --Supervisor User.**



3 Enter any part of your supervisee's name and click **Search.** Note that this field is set to search for a name that *contains* the entry.

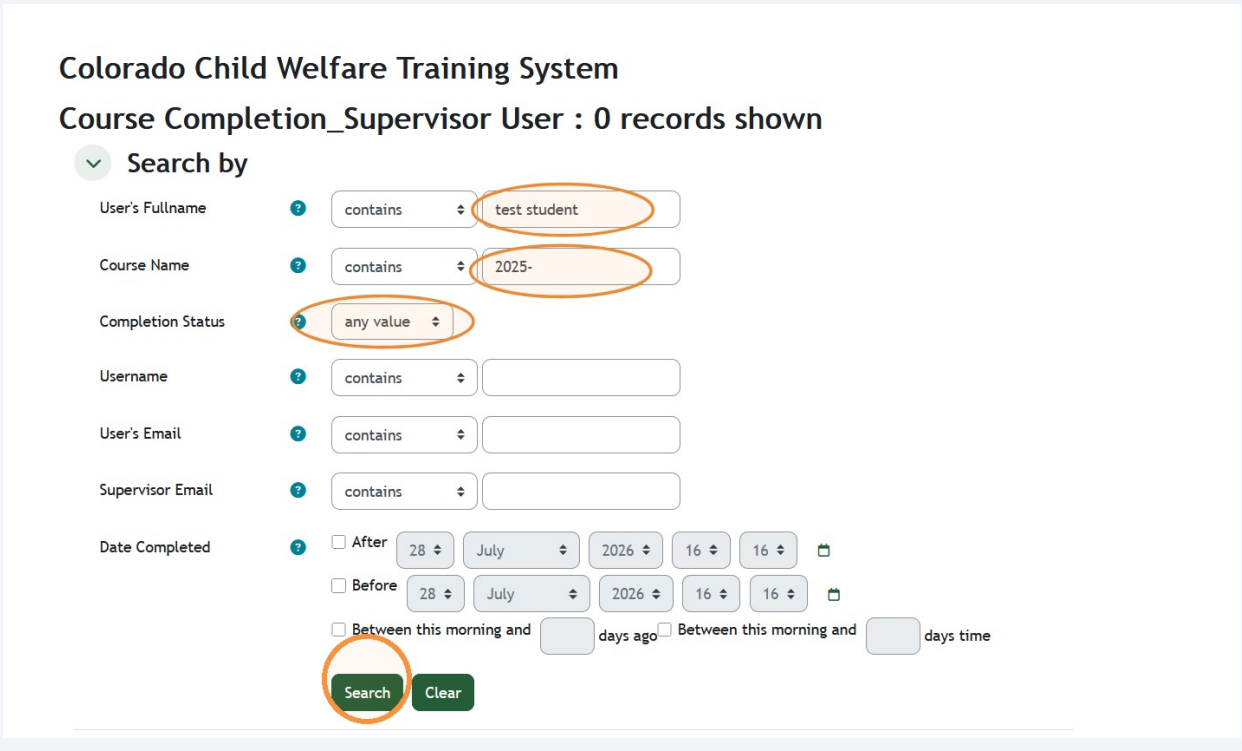


4 You may search for a particular course. (With the filter set to *contains,* you do not need the exact title.)



5 If searching for all courses in a given fiscal year, search for the start of that fiscal year. In this example for FY 2025-2026, we have used *2025-*.

Note: You may also filter the completion status as desired.

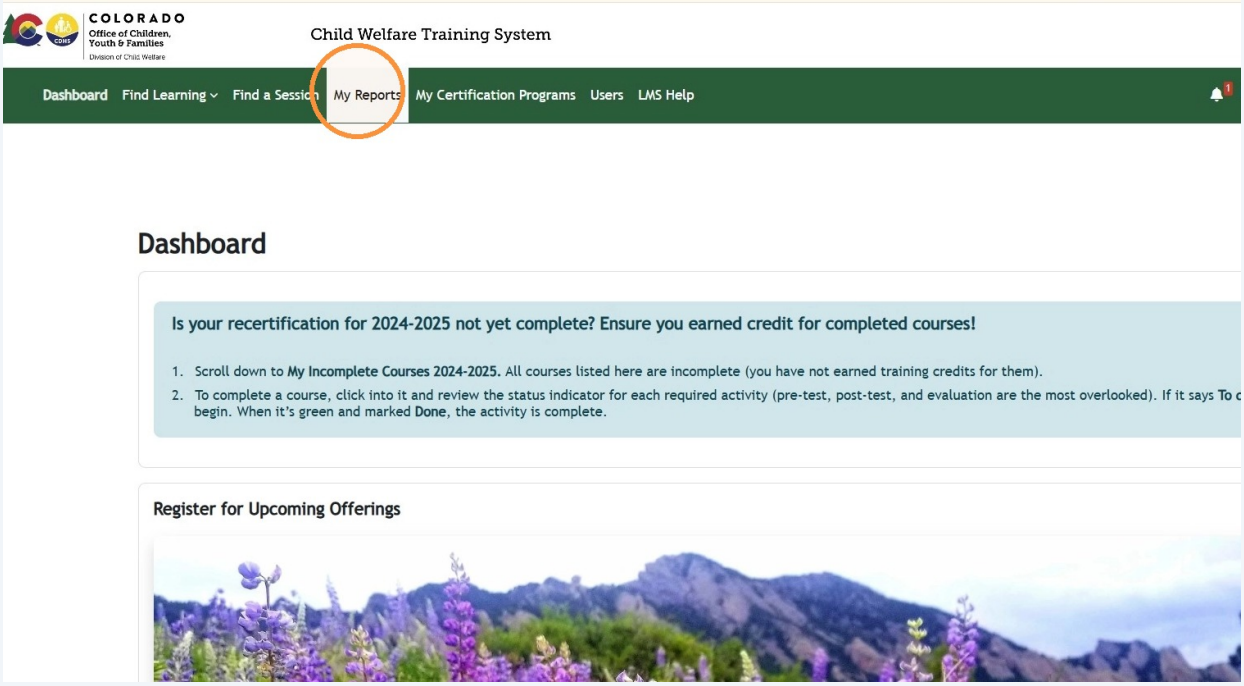


6 Check the completion status column to see if the course is complete, incomplete, or not started.

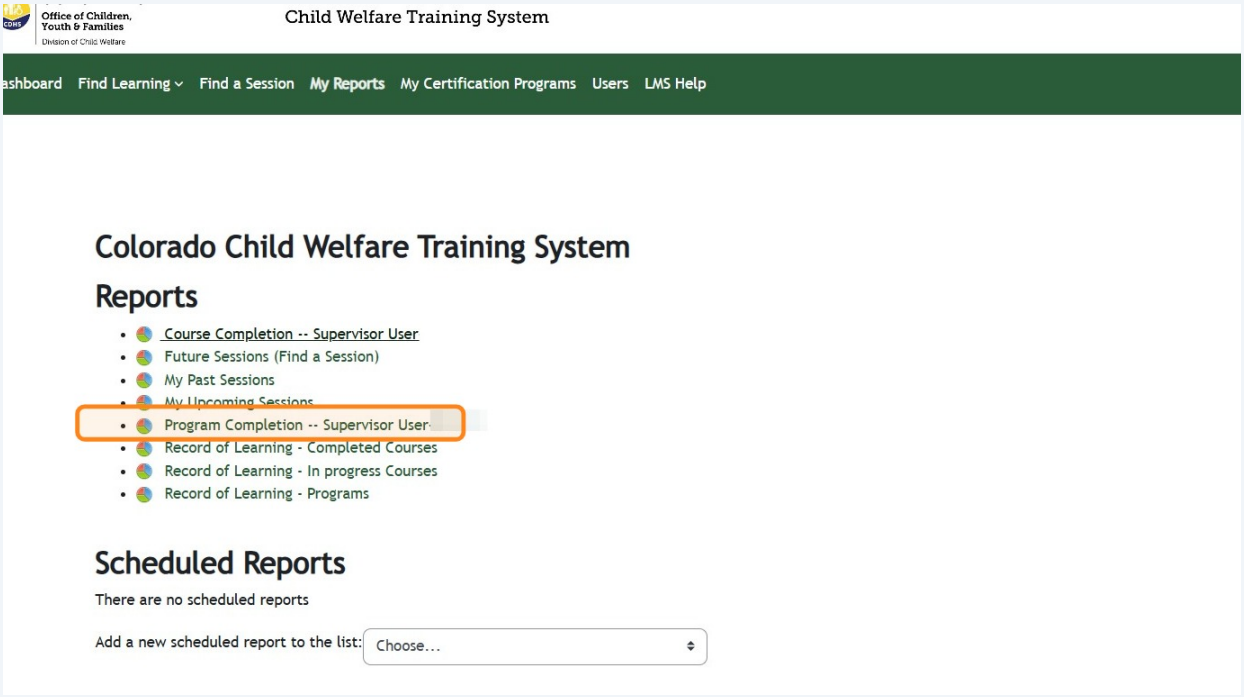
User's Fullname	User's Email (ignoring user display setting)	Course Name	Completion Status	The completion date	Training Hours
Test Student		00 Register for the New Caseworker Academy 2026-2027	Complete	28 Jul 2026	
Test Student		12.01.23 Foster Care Quarterly 2023-2024	Not Started		5.5
Test Student		1. Charting Your Course in the SEA of Supervision (WBT) 2021-2022	Not Started		4
Test Student		1. Welcome to Colorado Child Welfare (Web-based Training) 2021-2022	Not Started		5
Test Student		2. Hotline and RED Team: Where Assessment With Families Begins 2021-2022	Not Started		16
Test Student		2. Hotline and RED Team: Where Assessment With Families Begins 2022-2023	Not Started		16
Test Student		4. Administrative Supervision 2021-2022	Incomplete		13
Test Student		Accountability and Engagement: Working With People Who Have Perpetrated Violence 2022-2023	Not Started		8.5
Test Student		Accurately Completing Random Moment Time Study Surveys (WBT) 2022-2023	Incomplete		1

Search a Supervisee's Record of Learning (Program Completion). For course completion, return to step 1.

7 Logged in with your county-level supervisor account, click **My Reports.**

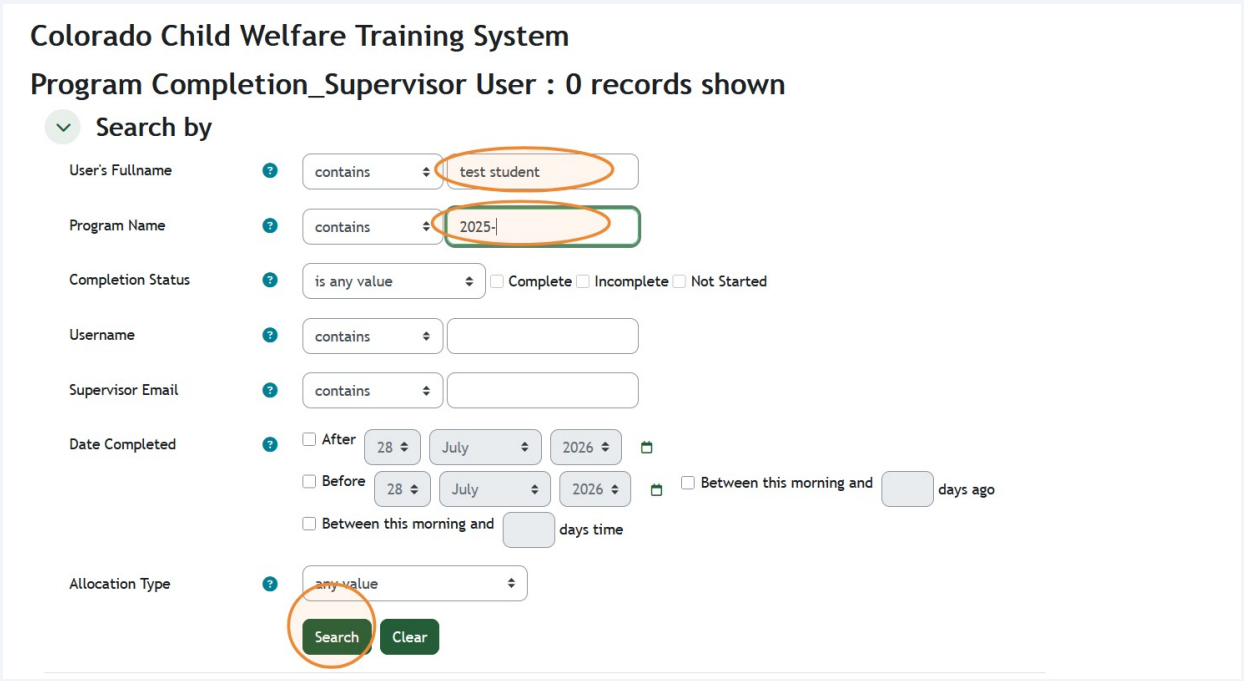


8 Click **Program Completion --Supervisor User.**



9 Enter any part of your supervisee's name and click **Search.** Note that this field is set to search for a name that *contains* the entry.

To search by fiscal year, enter the start of that fiscal year. In this example for FY 2025-2026, we have used *2025-*.



10 Check the completion status column to see if the program is open, completed, or overdue.

User's Fullname	email	Program Name	Completion Status	Completion Date
Test		Foster and Adoptive Caregiver Certification 2025-2026	Open	
TEST		Initial Caseworker Certification Earned 2024-2025	Archived completed	12 Feb 2025
TEST		Initial Supervisor Certification Earned 2024-2025	Completed	12 Feb 2025
TEST		Supervisor Recertification 2024-2025	Completed	16 Jun 2025
TEST		Initial Hotline Worker Certification Earned 2024-2025	Completed	12 Dec 2024
TEST		ERFY 2024-2025	Completed	12 Feb 2025
TEST		Kinship Caregiver Certification (2025) 2024-2025	Completed	6 May 2025
TEST		Supervisor Recertification 2025-2026	Overdue	