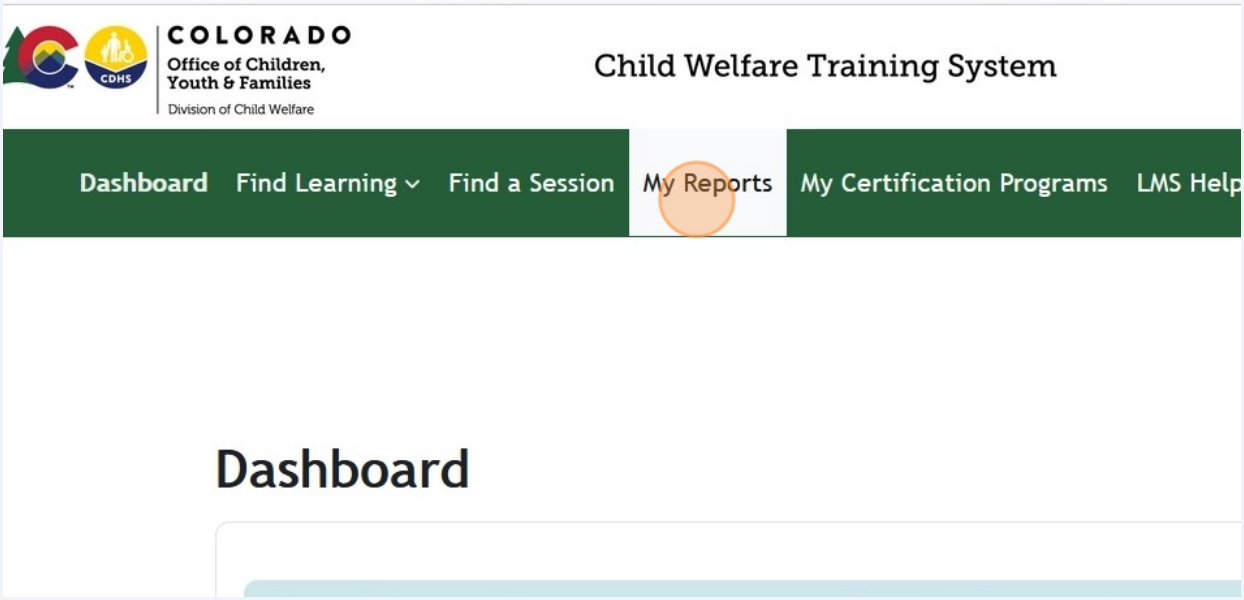
Confirm Hours Earned Toward Recertification

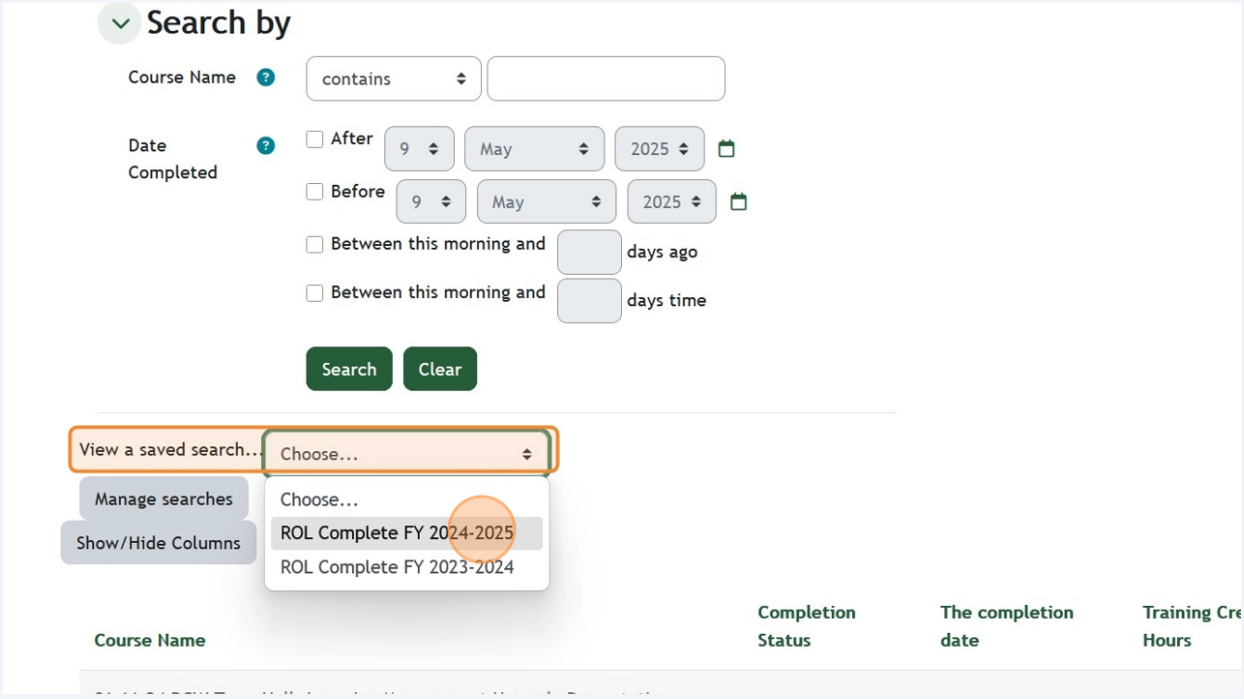
COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

1 Click **My Reports.**

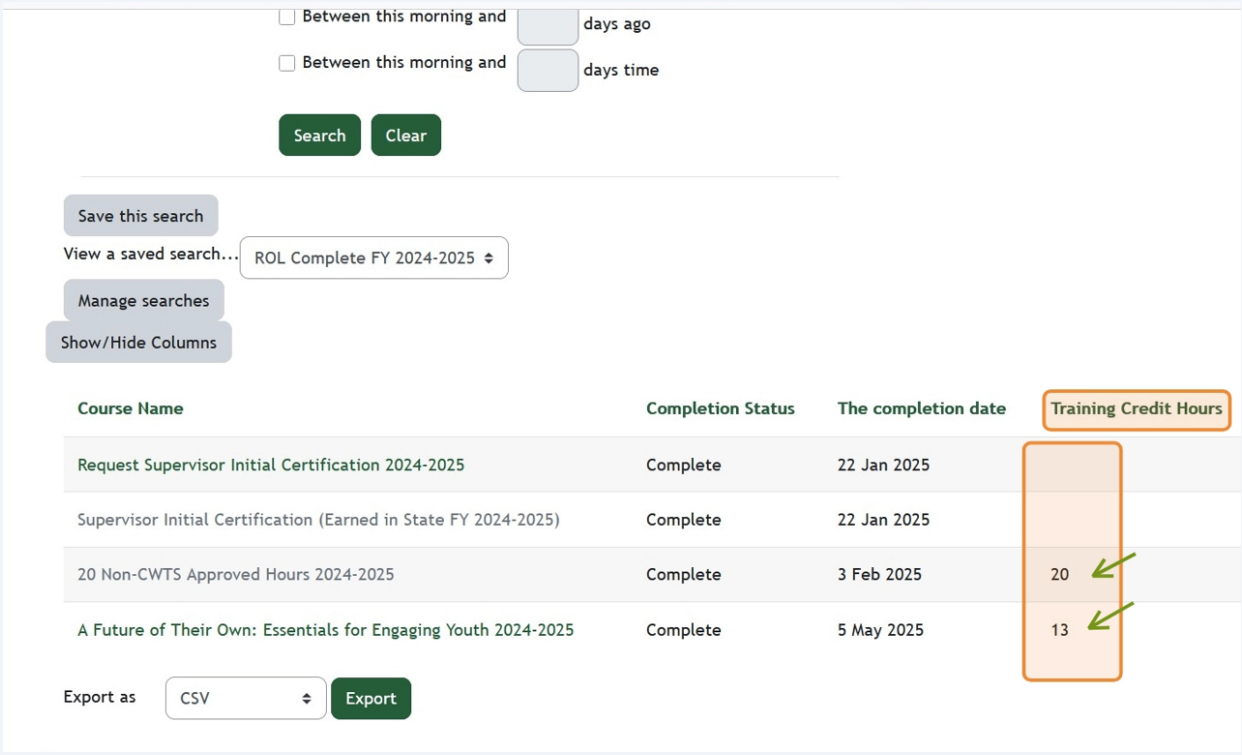


2 Click **Record of Learning - Completed Courses.**

3 Click the **View a saved search** dropdown menu and select **ROL Complete FY 20XX-20XX** (choose current fiscal year).



4 These are your training credit hours EARNED toward recertification. Manually add up the Training Credit Hours and note the total before proceeding to step 5. (In this example, the total is 33 hours.)



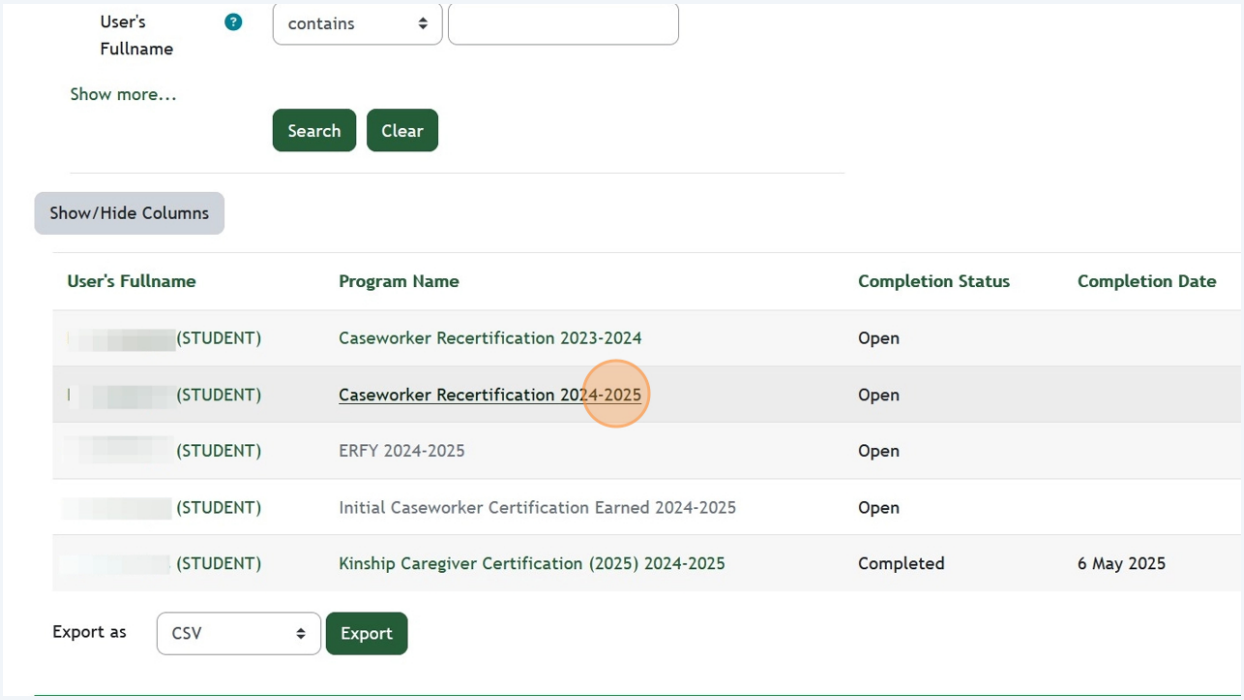
Missing a course that you thought you completed?

From your Dashboard, scroll to **My Incomplete Courses 20XX-20XX.** Courses listed here are incomplete (you have NOT earned training credits for them). To complete a course, click into it and review the status indicator for each required activity (pre-test, post-test, and evaluation are the most overlooked). If it says **To do**, click the activity to begin. When it's green and marked **Done**, the activity is complete. When all required course activities are marked **Done**, the course will appear in your **Record of Learning - Completed Courses** rather than in **My Incomplete Courses.**

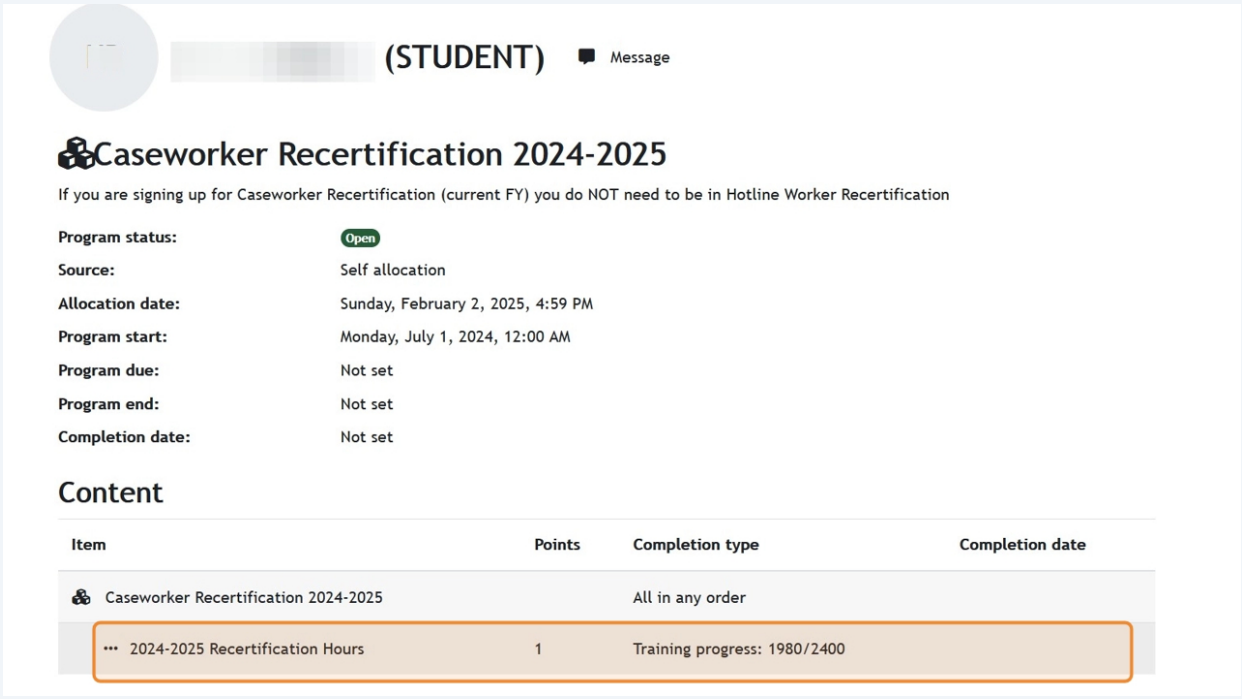
5 Click **My Reports** again.

6 Click **Record of Learning - Programs.**

7 Choose the current fiscal year recertification program for your role.



8 Your certification hours earned are provided in minutes here (as Training Progress), so divide the figures by 60 to convert to hours. (In this example, the progress converted to hours is 33/40 and matches the total from step 4). This learner needs 7 more training credits to complete their recertification.



⚠ **IMPORTANT:** If you find that your hours earned from step 4 do NOT match the program training progress in step 8, please contact the **CWTS help desk.**