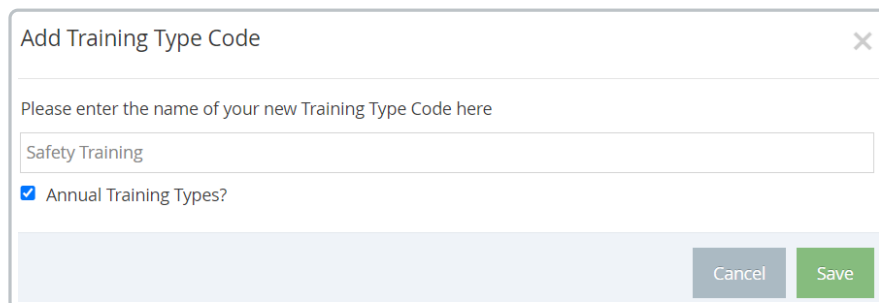# Set Up Training Types

Before you can record any training information in KidKare, you must first set up training types. Training types allow you to easily track training you've completed for your providers. It appears on training records and training reports.

Add Training Types

1. From the menu to the left, click the **Tools** and select **Training Types**. The Training Type Codes window opens.


2. Click **+ Add** in the top right corner. The **Add Training Type Code** dialog box opens.

3. Click the text box and enter the name of your training type code.

4. If the training type being added is an annual training, check the box next to **Annual Training Types?**.
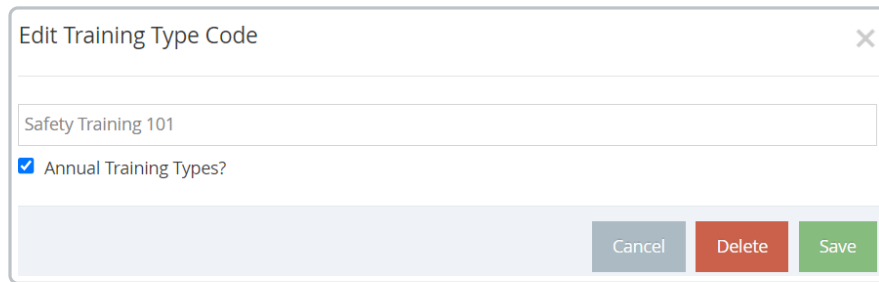

5. Click **Save**.

Edit Training Types

1. From the menu to the left, click the **Tools** and select **Training Types**. The Training Type Codes window opens.
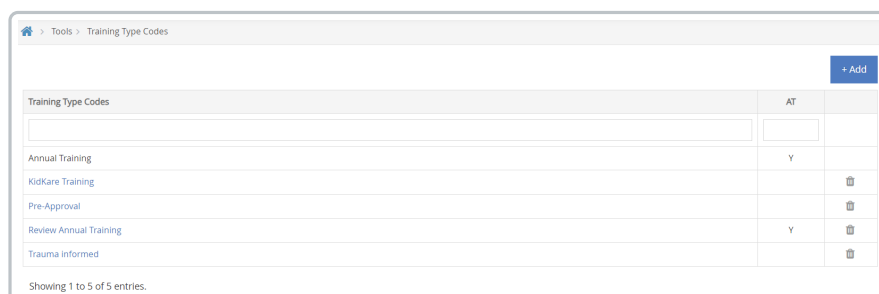
2. Click the name of the training type you are wanting to change.

3. The **Edit Training Type Code** box opens. Make edits as needed.

4. Click **Save.**

Delete Training Type

1. From the menu to the left, click the **Tools** and select **Training Types**. The Training Type Codes window opens.

2. Click the 🗑 icon to the right of the training type to delete it.

3. An **Are you sure?** confirmation appears. Click **Delete**.

4. Once deleted successfully, a green confirmation will pop up in the top right corner of the screen.

'Safety Training 101' Deleted.

Note: A training type cannot be deleted if it has already been used.