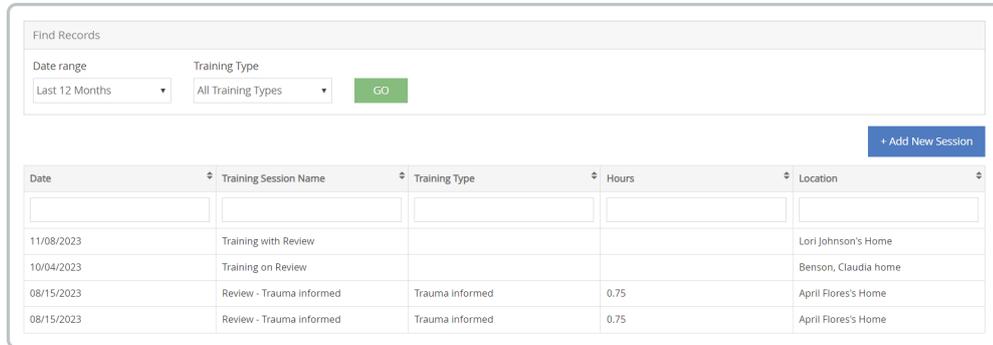


Add a New Training Session

Last Modified on 07/16/2024 11:12 am
CDT

When you record training sessions that are not offered/conducted during a home review, you must typically set up the training session first. You can create training sessions independently, or you can create a training session as you record an individual provider's training sessions.

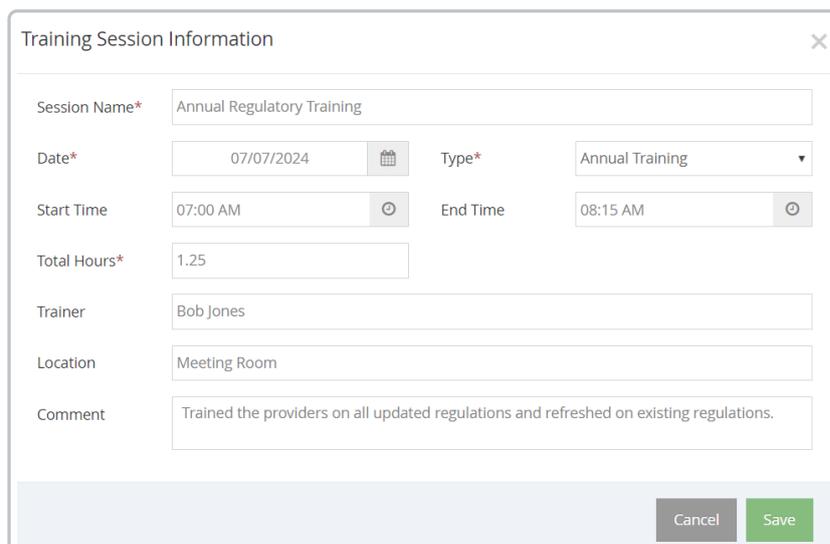
1. From the menu to the left, click **Tools** and select **Training Sessions**. The Training Sessions window opens.



The screenshot shows a window titled "Find Records" with a search bar containing "Date range" (set to "Last 12 Months") and "Training Type" (set to "All Training Types"), with a "GO" button. Below the search bar is a table with columns: Date, Training Session Name, Training Type, Hours, and Location. The table contains four rows of data:

Date	Training Session Name	Training Type	Hours	Location
11/08/2023	Training with Review			Lori Johnson's Home
10/04/2023	Training on Review			Benson, Claudia home
08/15/2023	Review - Trauma Informed	Trauma informed	0.75	April Flores's Home
08/15/2023	Review - Trauma Informed	Trauma informed	0.75	April Flores's Home

2. Click **+ Add New Session**. The Training Session Information window opens.
3. Click the **Session Name** box and enter a name for this training session. You should give each training session a name so you can identify it later. It should indicate the general topic/theme of the training, and maybe a location.
4. Click the **Date** box and enter the date on which the training was performed.
5. Click the **Type** drop-down menu and select the training type. You must set up training types to populate this menu. For more information, see [Set Up Training Types](#).
6. Click the **Start Time** and **End Time** boxes and enter the start and end times for this training. The **Total Hours** box automatically calculates the total training time.
7. Click the **Trainer** box and enter the name of the person who conducted the training.
8. Click the **Location** box and enter the location where the session was held.
9. Click the **Comments** box and record any general comments about the training.



The screenshot shows a window titled "Training Session Information" with a close button (X) in the top right corner. The form contains the following fields:

- Session Name*: Annual Regulatory Training
- Date*: 07/07/2024 (with a calendar icon)
- Type*: Annual Training (with a dropdown arrow)
- Start Time: 07:00 AM (with a clock icon)
- End Time: 08:15 AM (with a clock icon)
- Total Hours*: 1.25
- Trainer: Bob Jones
- Location: Meeting Room
- Comment: Trained the providers on all updated regulations and refreshed on existing regulations.

At the bottom right, there are "Cancel" and "Save" buttons.

10. Click **Save**.

Once you have created a training session, you can assign multiple providers to it. See [Assign Multiple Providers](#)

to a **Training** for more information.