



Receiving External Training Credit for Seated Training

ATTENTION BEFORE COMPLETING THE STEPS BELOW: *Contact your training coordinator or coordinator of the training (conference, seminar, etc.) you are attending to see if the training event will be added to the LMS catalog. If so, please do not submit the External Training request, training credit will be applied by the event's Training Contact.*

1. Complete, obtain management approval/signatures, and submit form, CNTR001a (formerly OSDT 2) Training Authorization at least **30 days prior to the training event**, attach all supporting documentation (brochure, schedule, event registration, agenda, etc.) of the training event with the request, along with Travel Authorization form CNTR001. Email both forms to OSDT@ncdps.gov or fax to 919-367-7180, Attention: External Training

Note: *Notification of approval is sent via email from OSDT to the employee, employee's management and/or training support staff regarding the external training request. Keep this approved document; it will be needed when confirmation of training is submitted using the LMS. (Steps 2 - 7 below)*

2. Once approved, and within **60 days** of having attended the external training event, login to the LMS via BEACON, click **MY TRAINING AND TRANSCRIPT**. Under **OPTIONS**, select **ADD EXTERNAL TRAINING**
3. Complete the Add External Training form, **attach your approved CNTR001a Training Authorization** with approval signatures from OSDT, click on **SUBMIT**
4. Under the Active tab on your transcript, click **MARK COMPLETE** under Options

Title	Type	Due Date	Status	Options
Testing	External Training	None	Registered	Mark Complete

5. Check mark the box labeled "I have submitted all relevant paperwork to the appropriate person in my organization." Click on **SUBMIT**

Mark Complete

By marking this item complete and submitting it for approval, you are certifying that you have completed the training successfully.

I have submitted all relevant paperwork to the appropriate person in my organization.

Grade Earned:

Cancel

Submit

6. Once marked complete, you should see "**Pending Completion Approval**" status on your transcript next to the external training title.

Title	Type	Due Date	Status	Options
Testing	External Training	None	Pending Completion Approval	None

Submitted information is sent to OSDT, training hours are reviewed for accuracy and validated with approved submitted CNTR001a Training Authorization. Once validated training credit applied to the user's transcript.

Note: Requests submitted without supporting documentation and/or without an approved CNTR001a Training Authorization will be denied. Clicking on the training title from the transcript, then clicking on the down arrow next to "Approval History" will show comments relating to the approval process.

IMPORTANT NOTE: *Employee must submit all training and travel expense documentation (CNTR003 Travel Reimbursement) to their administrative section for reimbursement.*