

# Logging Training Courses

## To add a training course

1. Go to **My Profile: Training**.
2. Click the **Add Training Course** link.
3. Enter the training course information. Required fields are marked with an asterisk (\*).

Field	Description
Training Course	Select the training course from the drop-down list.
Institution	Enter the name of the institution where the training was completed.
Training Course Date	Enter the date you completed the training course.
Expiration Date	Enter the date your training expires. Select the check box if the course has no expiration date.
Upload Certificate	Click the Browse button to add a training certificate. Click Add Another Certificate to add multiple certificates.
Verification Status	Set a verification status if a credential check has been performed on your profile.
Verification Notes	Enter any notes regarding the verification status.

4. Click **Save Changes**.

## To perform other actions:

- Click the name of a training course to open it for editing.
- To delete a training course, select it from the list and then click **Delete Training Courses**.
- Optionally click the name of a training course in the **Training Sessions** section of the page to sign up for an upcoming training course.