

# Add an Individual Provider Training

Last Modified on 03/21/2019 3:41 pm CDT

If you gave a provider one-on-one training, you do not need to create a training session independently. Instead, you can create the training session as you record the first provider training.

1. Click the **Tools** menu and select **Provider Training**. The List Provider Training window opens.
2. Click the **Select Provider** drop-down menu and select the provider you are training.
3. Click **Add Training**. The Add New Training Session for Provider window opens.

**Add New Training Session for Provider**

Shelly, Mary - 998894

**Add New Training Session**

Select Training Type to filter Training Sessions: --All Training Types--

Choose a training session this Provider attended: --Select--

Session Name:

Date:  Type: --Select--

Start Time:  End Time:  Total Hours:

Trainer:

Location:

Comments:

**Save** **Close**

4. Click **Add New Training Session** to add a training session for the provider.

**Note:** If you have already recorded the training session you are adding, click the **Choose a Training Session This Provider Attended** drop-down menu and select the training session. You can use the **Select Training Type to Filter Training Sessions** drop-down menu to limit the options in the Choose a Training Session This Provider Attended.

5. 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.
6. Click the **Date** box and enter the date on which the training was performed.
7. 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](#) .
8. 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.
9. Click the **Trainer** box and enter the name of the person who conducted the training.
10. Click the **Location** box and enter the location where the session was held.
11. Click the **Comments** box and record any general comments about the training.

**Add New Training Session for Provider** ✕

Shelly, Mary - 998894

**Add New Training Session**

Select Training Type to filter  
Training Sessions: --All Training Types-- ▾

Choose a training session this  
Provider attended: --Select-- ▾

Session Name:

Date:  ▾ Type:  ▾

Start Time:  ▾

End Time:  ▾ Total Hours:

Trainer:

Location:

Comments:

12. Click **Save**.
  13. Click **OK** at the confirmation prompt.
  14. Click **Close**.
-