Add External Training

Revision History
This document was prepared by:

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<th>Date</th>
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<td>5-27-2022</td>
<td>01</td>
<td>First draft for FDA OTED review</td>
<td>Sam Dillener</td>
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Add External Training

This section shows a learner how to submit a request to add External Training to their Transcript. This is how learners can request credit for prerequisites that they have already completed.

1. From the Navigation Bar, hover over Learning and select Add External Training
This form gives you the opportunity to add training to your record that 1) you have already taken, and 2) is external to ORA LearnED. Fill out all required fields.

If you are requesting a prerequisite override, make sure to select that option.

Click **Submit** when the form is complete.

After submitting the form, you will land on your **Active Transcript**. Find the title of the training you just submitted and click **Mark Complete**.

Tip: It helps to filter by date added.

The training will now be in a **Pending Completion Approval** status.

You will be notified by email whether your request was approved or denied.