



How to View Required Courses

1. In the Training Menu, click the Sponsor Course Requirements link
2. In this screen, you will see a list of the annual training courses for the program year that you have selected
3. The courses that are marked with a **RED** asterisk * means that it is **required**
4. The courses that have the **GREEN** ✓ checkmark under the Sponsor Requirement Completed means that the Requirements for this course were fulfilled

How to View Requirements of a Course

1. Go on a Course's Registration Entry Form
2. Look in the Course data for Requirements
3. There are two types of Requirements:
 - I. Attendance Only—indicates the number of attendees that each Sponsor must require to attend the course
 - II. Attendance and Other Requirements—number of required attendees AND some other measurement, such as a quiz

How to Register for a Course

To Register for a course there are **two** ways:
Via Sponsor Course Requirements link

1. In this screen, you will see a list of the annual training courses
2. To register, click on the “Register for date” link to the right of the desired Course Name, or to register as a guest, click on “Register Guest for date”
3. This link will take you to the Registration Entry Form
4. Verify course data and your registration information
5. Click Submit when done

OR:

Via Sponsor Registration Entry link

1. Upon clicking the link, you will be directed to the Registration Entry form
2. The first item will be the dropdown list of the courses available, choose desired course and course data will populate below
3. Verify course data and your registration information, if Guest click on “Registrant is a Guest” check box and fill out Guest’s registration information
4. Click Submit when done

How to Complete Registration Entry Form

The Registration Entry Form is the same form either way you choose to Register:

1. Select a course
2. Course data will appear
3. View location BEFORE submitting
4. Complete info for Self or Guest
5. Indicate any ADA if needed
6. Click Submit

How to Print a Registration Entry Form

1. Go to Sponsor Course Requirements link
2. Click on Edit to the right of the course name that you have registered for
3. This will take you back to your Registration Entry Form
4. Print out this form

Important Information:

- After Printing, click Cancel on the bottom of the form to make sure you did not make any unwanted changes to your Registration Entry form.



How to Edit a Registration Entry

1. In the Training Menu, click the Sponsor Course Requirements link
2. After you have successfully registered for a course, there will be an “Edit” or “Edit Guest” link to the of the Course Name
3. Click the “Edit” link
4. Sponsors are only allowed to edit the Registrant’s information. Sponsors cannot delete their own Registration Entry

How to Delete a Registration Entry

1. To delete a Registration Entry, you will need to email the HCNP Program Specialist
2. In the email please include: Course Name, Date, Location, and Reason why the course is to be deleted

- * If registering for the course on a different date, please indicate the date in the email

Important information:

- If you do not attend on the date that you have registered for, you will automatically be marked absent

How to Enter a Course Evaluation

After a course has been conducted and been marked by HCNP staff, the Sponsor then can complete a Course Evaluation.

1. In the Training Menu, click Attendee Course Evaluation
2. This will take you to the Course Evaluation Entry
3. Select a course from the drop-down list
4. Verify this is the correct course
5. To fill out the Evaluation Entry, you will score: Instructor, Course, and Facility on a scale of 1—strongly disagree to 6—strongly agree
6. There is also a field for comments
7. Click Submit when done

How to Edit a Course Evaluation

If you want to edit or delete an evaluation, it is the same process as adding an evaluation

1. If you want to edit, type your changes in the fields.
2. If you want to delete, simply delete the data out of the desired field.
3. After you are done editing/deleting, you will click on the submit button on the bottom of the form.

How to Exit Training Module

There are 3 different ways to exit the training module:

1. To leave the website entirely, click the “Logoff” link in the top middle of the page
2. To change CN Programs, click the “Programs” link in the top middle of the page
3. To access another part of HCNP_S without changing from one CN Program to another, simply click the desired link in the main menu

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