

WDL: Self-Reported Training for Resource Families

Purpose:

This guide provides Resource Families instructions on how to add, edit, remove, and print self-reported training in Workday. Self-Reported training is learning you have taken outside of the Workday Learning system. How training hour credits are counted toward recertification:

Library materials and videos:

- Books
 - 100-170 pages = 1.5 hrs.
 - 171-275 pages = 3 hrs.
 - 276-375 pages = 4 hrs.
 - Over 375 = 5 hrs.
 - Over 475 = 6 hrs.
- Audio Books (listening time in credit hours)
- DVDs, Videos, and Podcasts:
 - 75-90 minutes = 1.5 hrs.
 - 91-120 minutes = 2 hrs.
 - Over 120 hours = 3 hrs.

Counseling and therapeutic services:

- Count time spent as part of and involved in the session.

Support groups, mentoring, advisory committees, associations, and peer gatherings:

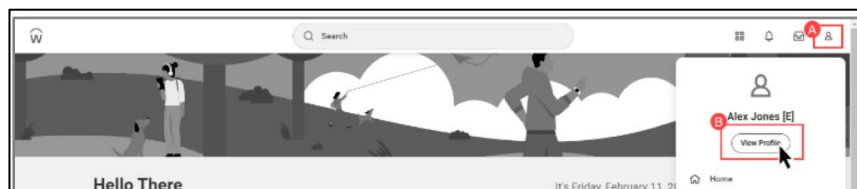
A maximum of 12 credited training hours for any 24-month period can be awarded for attending support group related activities or meetings as follows:

- Structured Support Group: Maximum of 3 training credits
- Unstructured Support Group: Maximum of 2 training credits
- Mentoring between Resource or Relative Resource Parent Providers: Maximum of 1.5 training credits
- Resource Parent Advisory Committee or local Resource Parent Association meeting: 1 training credit
- Social gatherings of Resource and Relative Resource Providers: .5 training credit

Add Self-Reported Training:

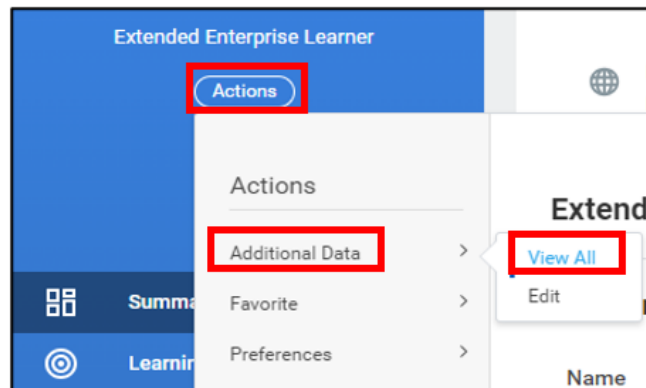
Step 1:

- On the Workday Home screen, in the upper right corner click on person icon (A).
- Select **View Profile** (B).



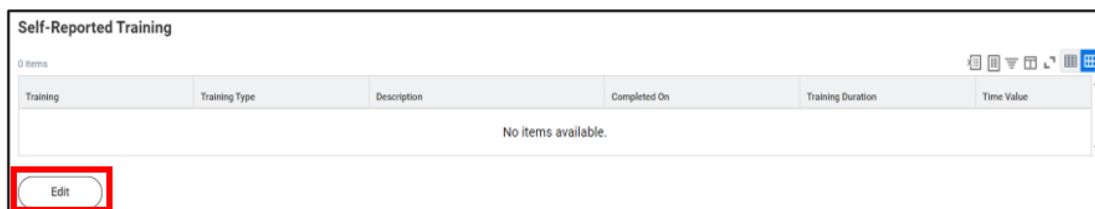
WDL: Self-Reported Training for Resource Families

- Click on **Actions** > **Additional Data** > **View All**.



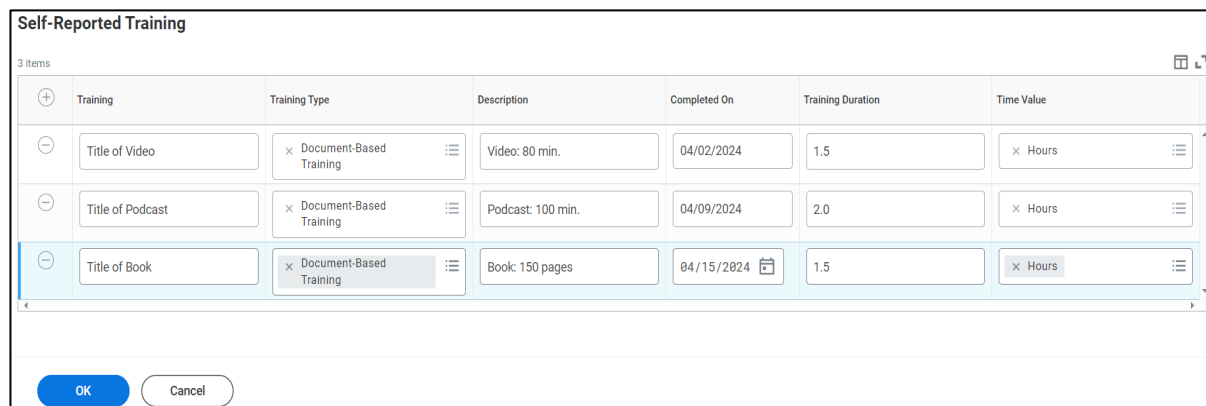
Step 2:

- Scroll down to **Self-Reported Training** and select **Edit**.



To Add the new Self-Reported Training: Click the plus sign (+):

- o Enter the **Title** in the **Training** column.
- o For materials and videos: select Document Based Training in the **Training Type**.
- o In the **Description**, enter type of video/book/podcast and the number of pages or time.
- o Select the '**Completed On**' date.
- o Enter the hours in the **Training Duration**. *Refer to 'Purpose' above for training credit hours.
- o Enter the **Time Value** in hours or minutes.
- o Click **OK** and **Done**.



WDL: Self-Reported Training for Resource Families

Edit or Remove Self-Reported Training:

To Edit a Self-Reported Training:

- Click **Edit**.

Self-Reported Training

1 Item

Training	Training Type	Description	Completed On	Training Duration	Time Value
Title of Book	Document-Based Training	Book: 150 pages	04/17/2024	1.5	Hours

Edit

- Click in the row and make the edit.
- Click **OK** and **Done**.

To Remove a Self-Reported Training:

- Click **Edit**.

Self-Reported Training

1 Item

Training	Training Type	Description	Completed On	Training Duration	Time Value
Title of Book	Document-Based Training	Book: 150 pages	04/17/2024	1.5	Hours

Edit

- Click the minus sign (-) next to the training to be removed.
- Click **OK** and **Done**.

Export & Print Self-Reported Training:

To export to excel, click on the icon outlined in the image. All Self-Reported training will pull into an excel sheet and learners can save to their computer and print.

Self-Reported Training

0 Items

Training	Training Type	Description	Completed On	Training Duration	Time Value
----------	---------------	-------------	--------------	-------------------	------------