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.

This is how training hour credits are counted toward recertification:

Library materials and videos:

- o 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.

- o Audio Books (listening time in credit hours)

- o DVDs, Videos, and Podcasts:
  75-90 minutes = 1.5 hrs.
  91-120 minutes = 2 hrs.
  Over 120 hours = 3 hrs.

Counseling and therapeutic services:

- o 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:

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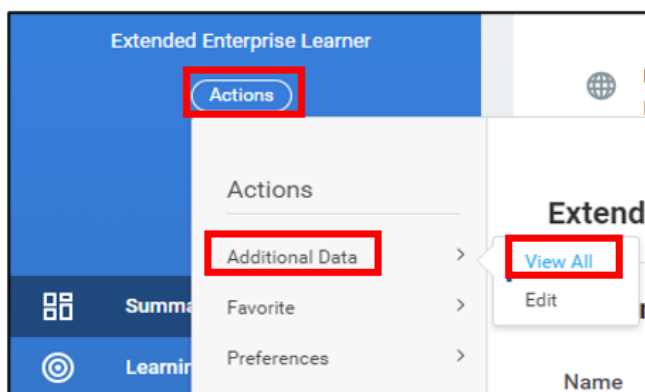 (.5 training credit)

Add Self-Reported Training:

Step 1:

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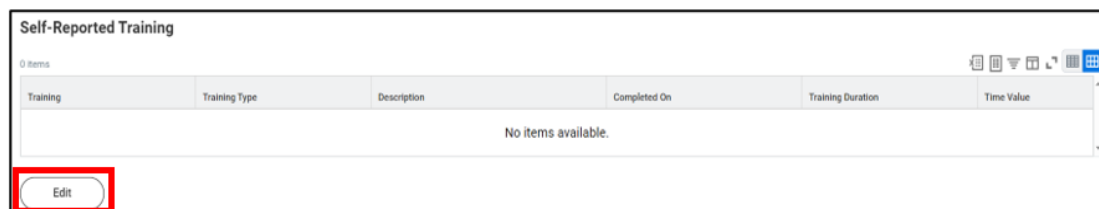- Select **View Profile** (B).
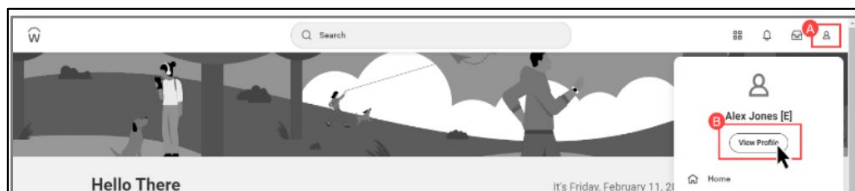
- Click on **Actions** > **Additional Data** > **View All**.

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.**

Example:

Self-Reported Training

3 items

	Training	Training Type	Description	Completed On	Training Duration	Time Value
⊖	Title of Video	✕ Document-Based Training	Video: 80 min.	04/02/2024	1.5	✕ Hours
⊖	Title of Podcast	✕ Document-Based Training	Podcast: 100 min.	04/09/2024	2.0	✕ Hours
⊖	Title of Book	✕ Document-Based Training	Book: 150 pages	04/15/2024	1.5	✕ Hours

[OK] (Cancel)

Edit/Remove Self-Reported Training:

To Edit a Self-Reported Training:

- o 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)

- o Click in the row and make the edit.
- o 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.