Greetings!

You talked, we listened.

When asked what would make the training submission process even easier than it already is, trainers voiced two primary suggestions:
1. The ability to modify an approved training to make it shorter, longer, change the objectives, etc., without starting completely over.
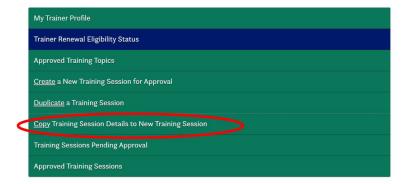2. The ability to change the format of a training from in-person to virtual and vice versa.

Good news! Both features are now available within your trainer account!

COPY a Training Session:
Making a copy of an approved training session is the quickest way to create a new training session without having to recreate all of the descriptive details of your original request, while still allowing you to make basic changes to the session (i.e., length, objectives, sequence of learning, etc.). ***Please Note:*** *Copying a training session is* <u>*not*</u> *the same as duplicating a training session. If you simply desire to* **duplicate** *a previously approved training session to a new date and time* **without changing the details***, select the 'Duplicate a Training' tab in your account to proceed.*

To copy the training details to a NEW training session:
- Click on the 'Copy Training Session Details to New Training Session' tab within your trainer account.
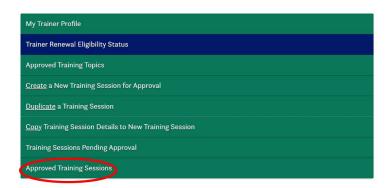
- Click on the 'Copy' button of the training you would like to copy. Update any information necessary to reflect the changes and submit. *Doing so will make this a NEW training subject to the three-day submission requirement and Registry review process.*

CHANGE FORMAT of a Training Session:
To change the format of a training session from in-person to virtual and vice versa (and/or to edit any other logistical details of an already approved training session):

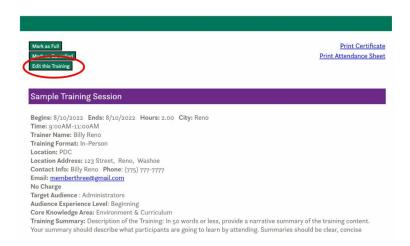- Click on the 'Approved Training Sessions' tab within your trainer account.
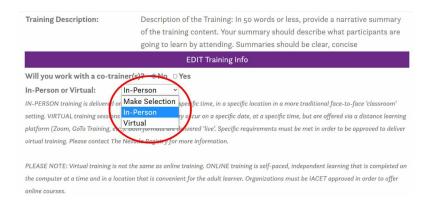

- Click on the approval code of the training session you would like to modify. *Changes may only be made to a future training.*

- Click on the 'Edit this Training' button.

- Change the format as desired. If changing from an in-person to a virtual training session, additional information will be required prior to saving your changes.

Training Description: Description of the Training: In 50 words or less, provide a narrative summary of the training content. Your summary should describe what participants are going to learn by attending. Summaries should be clear, concise

EDIT Training Info

Will you work with a co-trainer(s)? ● No ○ Yes

In-Person or Virtual: [In-Person ▾]
  Make Selection
  In-Person
  Virtual

IN-PERSON training is delivered on specific time, in a specific location in a more traditional face-to-face 'classroom' setting. VIRTUAL training sessions occur on a specific date, at a specific time, but are offered via a distance learning platform (Zoom, GoTo Training, etc.). Both formats are delivered 'live'. Specific requirements must be met in order to be approved to deliver virtual training. Please contact The Nevada Registry for more information.

PLEASE NOTE: Virtual training is not the same as online training. ONLINE training is self-paced, independent learning that is completed on the computer at a time and in a location that is convenient for the adult learner. Organizations must be IACET approved in order to offer online courses.

- Click the 'Submit these Changes' button to save the record.

Your confirmation will be emailed to: memberthree@gmail.com

If you'd like the confirmation to be emailed to an additional email address, enter that address here:

[   ]

[Submit these Changes]

Thank you!

It really is that easy! We hope you enjoy these new features that further streamline the training submission process.

The Nevada Registry team is here to support you. Please feel free to [contact our office](#) with any questions or feedback!

The Nevada Registry | www.nevadaregistry.org