

Using the RHNTC Website to Track Your Training Completion

The RHNTC Training Tracking System allows you to track your completion of both rhntc.org training and training offered by other sources. The person responsible for creating professional development plans at your organization may share a Training List with you to complete. Follow the steps below to track your training progress.



Training Tracking System

A Complete an RHNTC Training List

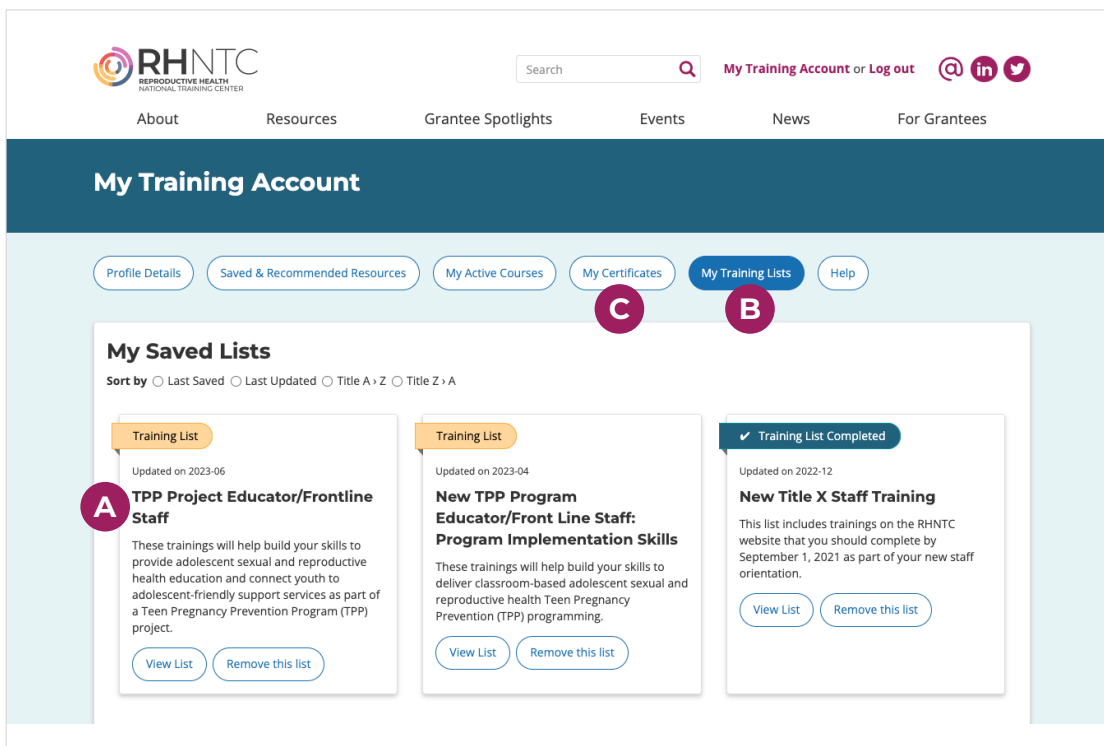
1. Follow the steps to create an account on rhntc.org. Or log in if you already have an account.
2. Click the Training List link (most likely shared via email) to view the Training List.
3. Click the “Save this list” button. This step gives the person who created the list the ability to see when you complete a training.
4. Click through each resource on the list to complete the training or view the resource.

B View a Saved Training List

1. Log in to your account on rhntc.org.
2. Click “My Training Account” in the upper right hand corner of the window.
3. Select the “My Training Lists” tab to return to Training Lists you have already saved.

C Download Certificates of Completion

1. Click “My Certificates.”
2. Download certificates of completion and continuing education credits for training you have completed.



The screenshot displays the RHNTC website's "My Training Account" interface. At the top, there is a navigation bar with the RHNTC logo, a search bar, and links for "My Training Account or Log out" along with social media icons. Below this is a secondary navigation menu with options: "About", "Resources", "Grantee Spotlights", "Events", "News", and "For Grantees". The main content area is titled "My Training Account" and features a sub-menu with buttons for "Profile Details", "Saved & Recommended Resources", "My Active Courses", "My Certificates", "My Training Lists" (which is highlighted with a red circle 'C'), and "Help". Below the sub-menu, there is a section titled "My Saved Lists" with a "Sort by" dropdown menu. Three training list cards are displayed. The first card, titled "TPP Project Educator/Frontline Staff", is marked with a red circle 'A'. The second card, titled "New TPP Program Educator/Front Line Staff: Program Implementation Skills", is marked with a red circle 'B'. The third card, titled "New Title X Staff Training", is marked with a red circle 'C'. Each card includes a "View List" button and a "Remove this list" button. The third card also has a "Training List Completed" status indicator.