How to verify external learning in LearningLink
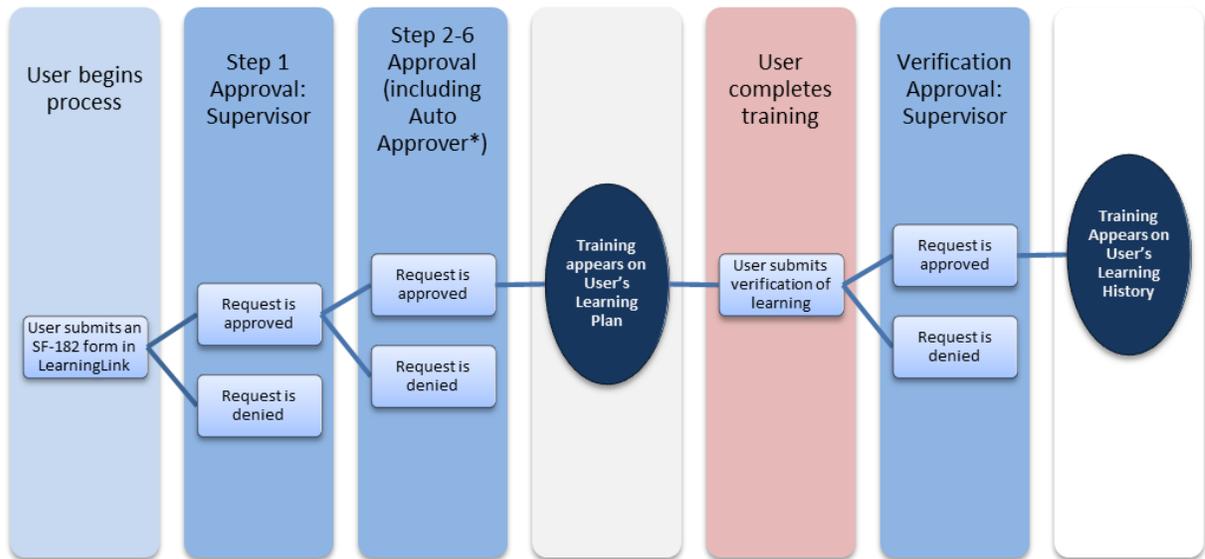
Contents

Overview

The following instructions detail the process that users will use in LearningLink to verify external learning. This process is used after an employee has submitted an SF-182, had the training approved by all necessary authorities, and completed the external training that was requested.

*Note: Supervisor Approval is routed to your direct supervisor. If your supervisor information is inaccurate, you can correct it in LearningLink by clicking on your hyperlinked name on the homepage.

The number of approval steps may vary based on your agency's approval policy, with up to six levels of approval possible. If all six levels are not utilized by your agency, your request will automatically be approved in the system, and you will be notified that your request has been approved by LearningLink's Auto Approver.
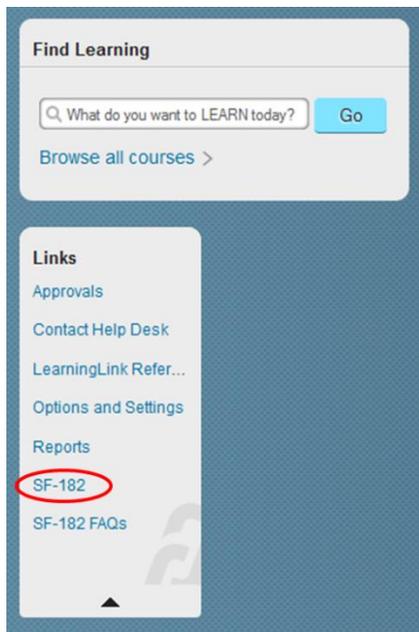
Instructions

Verifying Learning

Once you have completed the training, you will receive a notification instructing you to submit a verification form for your learning.

1. Select the 'SF-182' link on your LearningLink homepage. This can be found under Links.

2. Find your completed course on the list and select 'Verify.'

Request, Authorization, Agreement & Certification of Training   ⓘ Help

Below is a list of all of your External Requests. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click **Go** to Copy or Withdraw from an External Request. Click the **New Request** button to initiate a new request.

SF-182					Viewing Options: All requests ▼	Sort By: Request ID ▼
Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
14022	jan1	1/1/2013	1/1/2013	Approved	Pending Verification	Copy Request
						Verify
14021	Nov30	11/1/2013	11/4/2013	Approved	Pending Verification	Copy Request
11021	Auto Test	12/7/2012	12/7/2012	Expired	None	Copy Request
						Resubmit
10021	Newest	12/5/2012	12/5/2012	Completed and Verified	None	Copy Request
9021	Nov30	11/1/2013	11/4/2013	Approved	Pending Verification	Copy Request
8021	Course	11/13/2013	11/14/2013	Denied	None	Copy Request
						Resubmit
7021	Course	11/14/2012	11/16/2012	Expired	None	Copy Request
						Resubmit
6021	Course	11/2/2012	10/7/2013	Expired	None	Copy Request
						Resubmit
5021	Course	10/31/2012	11/1/2012	Expired	None	Copy Request
						Resubmit

Records per Page 10 ▼ (9 total records)

New Request

3. You will be directed to the Request, Authorization, Agreement, and Certification of Training page. Fill in all required fields and certify that you have completed the learning. Click 'Submit.'

Request, Authorization, Agreement & Certification of Training   ⓘ Help
Verification

Training Request ID: 14022   Submit
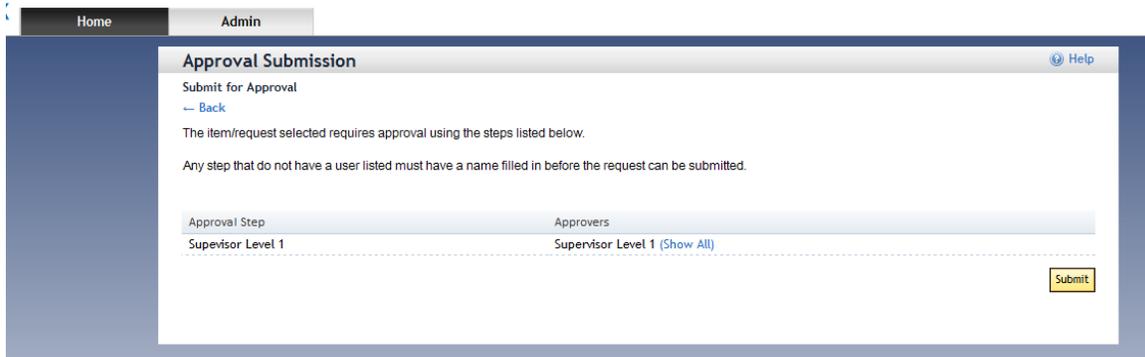
REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

* **V.1. Course was completed**

⦿ Yes   **V.2. Comments/Explanation**

○ No

V.3. Actual Course Dates (MM/DD/YYYY)   **V.4. Actual Course Hours**   **V.5. Academic Score**

                                             * a. During Duty: [2]

a.Commenced: [1/1/2013] 📅

                                             * b.Non Duty: [0]
b.Complete: [1/1/2013] 📅

4. You will be directed to the Approval Submission page. Review your approvers and Click 'Submit.'

5. You have successfully submitted verification. Once your verification form is approved, the learning event will appear on your learning history.

Appendix A: List of Required EHRI Fields on the SF-182

More information regarding the required EHRI fields on the SF-182 can be found below. For more guidance, you can work with your Training Officer.

- **B.2a. Course Title:** *Enter exactly as it appears from Vendor*
- **B.3. Training Start Date:** *Enter future dates only*
- **B.4. Training End Date:** *Enter future dates only*
- **B. 5. Training Duty Hours:** *Insert the number of duty hours for training*
- **B.6. Training Non-Duty Hours:** *Insert the number of non-duty hours for training*
- **B.7. Training Purpose Type:** *Choose a Purpose Type from the drop down menu*
- **B.9. Training Sub Type Code** *Choose a Purpose Sub Type from the drop down menu*
- **B.11. Training Designation Type Code:** *Choose a Designation Type from the drop down menu*
- **B. 12. Training Credit:** *A '0' should be entered for this field unless the training provides academic hours (i.e. semester or quarter hours from a university or college) or if the training provides continued education units (CEU or CPE).*
- **B. 13. Training Credit Type Code:** *Choose a Training Credit Type code from the drop down menu*
- **B. 14. Training Accreditation Indicator:** *Select (Y) for academic institutions such as universities or colleges, otherwise select (N)*
- **B. 15. Continued Service Agreement Requirement Indicator:** *Required (Y) for any single training over 80 hours or $1,500 per DPR 410, otherwise select (N).*
- **B. 17. Training Source Type Code:** *Choose a Source Type code from the drop down menu*
- **C.1. Direct Cost and appropriation/fund chargeable *(Must enter a value – if there is no cost, enter "0")*:**
  - **A. Tuition**
  - **B. Books or materials**

- o **C. Total**

- **C.2. Indirect cost and appropriation/fund chargeable** *(Must enter a value – if there is no cost, enter "0")***:**
  - o **A. Travel**
  - o **B. Per Diem**
  - o **C. Total**

- **C.3. Total Training Non-Government Contribution Cost** *(Must enter a value – if there is no cost, enter "0")*