How to Submit External Training Credit Requests

Login to K@TE using your NetID and password: https://tennessee.csod.com/samldefault.aspx

Navigate to your Transcript by selecting "Learning" > "View your Transcript"
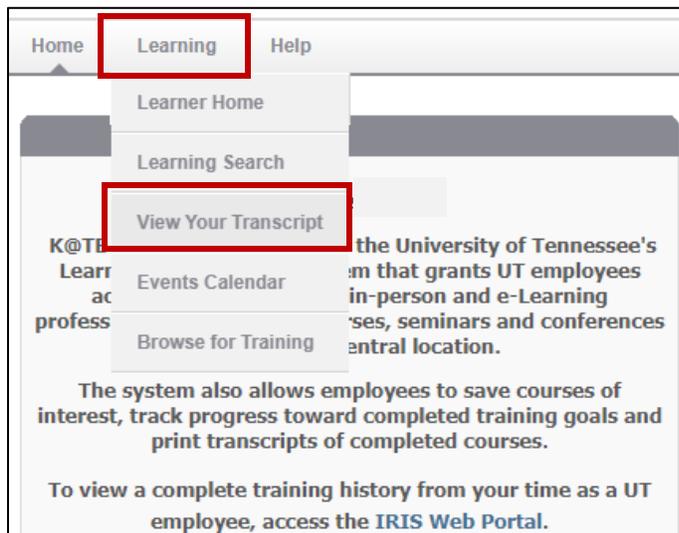
From your transcript, navigate to the options menu on the right and select "Add External Training"

Please read the instructions for submission carefully. Your request must meet the following criteria:

1) The professional development activity must be relevant to your role at UT
2) Credit for the activity must not already be available or given through K@TE or IRIS
3) Training credits must be entered at 1 per hour of activity and may not include meals or breaks
   - 2 hours = 2 credits
   - 45 Minutes = .75 credit
4) Confirmation of attendance must be included as an attachment: conference registration, certificate of completion, course agenda, or other acceptable documentation.

Include the Title, Description, Providing Institution, and Date(s) of Attendance.

Title *

Description *

Providing Institution *

Training Dates *

Start Date | End Date

Enter the number of Credits and Hours (1 credit= 1 hour) and attach your Confirmation of Attendance.

A confirmation of attendance is required to not only ensure your presence at the training event or activity but to also confirm the number of hours and the relevance of the training event to your role.

The following file types can be submitted: ppt, pptx, doc, docx, pdf, jpg, jpeg, png, txt, gif, xls, xlsx, & rtf. If your file is too large to submit, we suggest that you take screenshots or send via email.

Credits Earned *

Training Hours *

Hours | Minutes

0 | 0

Attachment(s) - Confirmation of Attendance *

Drag and drop files here or [Select a file]

Cancel | **Submit**

Click Submit and the requested professional development activity will appear on your transcript.

To ensure your request is processed and to update your Training Status from "Registered" to "Pending Completion Approval", you will need to select "Mark Complete".

Leadership Institute Conference
Due: No Due Date   Status: Registered

Mark Complete ▾

Leadership Institute Conference
Due: No Due Date   Status: Pending Completion Approval

View Training D...

"Pending Completion Approval" is confirmation that your request was received.

External Training Credit Requests are reviewed in the order in which they are received. The average response time once the request is Pending Approval is 1-2 weeks.

➢ When the training is <u>approved</u>, it will appear under the 'Completed' section of your transcript, and the status will show "Completed". To view your completed transcript, toggle the transcript dropdown menu from "Active" to "Completed".
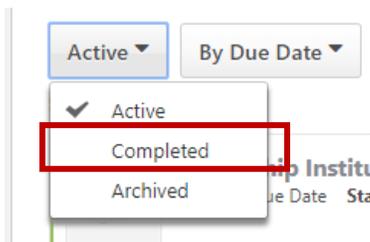
Active ▾   By Due Date ▾
✓   Active
   Completed
   Archived

➢ If training is <u>denied</u>, the request will remain on your Active transcript with a status of 'Completion Approval Denied'. Requests are denied for a specific reason, and will include comments in the 'View Training Details' section. Once corrected, you can request another completion approval.
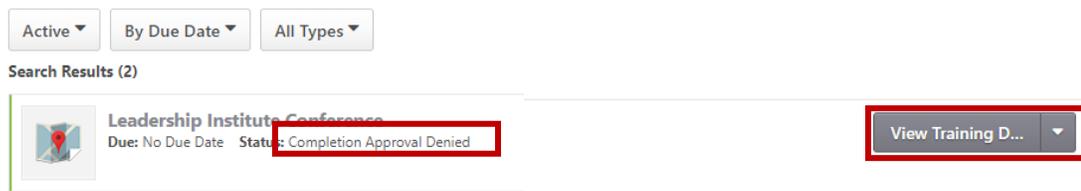
Active ▾   By Due Date ▾   All Types ▾
Search Results (2)

Leadership Institute Conference
Due: No Due Date   Status: Completion Approval Denied

View Training D...

To locate comments left on a denied request, select 'View Training Details', then toggle open the 'Transcript History' for the request via the small arrow on the right

The EOD member who denied your request will provide feedback and if applicable, instructions to clarify and resubmit your request.

Have Questions?

Please contact Employee and Organizational Development at uteod@tennessee.edu.