

Stages Of A Training Course

1.



REGISTER

- Login to your CoLearn account to locate training
- Register for the training
- The status on the transcript will show Registered

2.



ATTEND

- Click 'Launch' from the transcript
- The status on the transcript will show In Progress
- If unable to attend the course, the status will change to No Show or Withdrawn

3.



COMPLETE

- Once training has ended, users will be marked complete
- The status on the transcript will show Pending Evaluation

4.



EVALUATE

- Complete the evaluation for the course
- The status on the transcript will show Completed

In order to receive credit for the Medicaid Training Incentive, a user's transcript must say either Pending Evaluation or Completed.



COLORADO

Health Care & Economic Security
Staff Development Center

Questions?

If you have any questions about this document, contact the Staff Development Center at SOC_StaffDevelopment@state.co.us