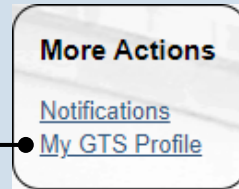




# How to Add Trainings and Certifications

## 1. Access your GTS profile

In the More Actions area of your Dashboard, click the *My GTS Profile* link.

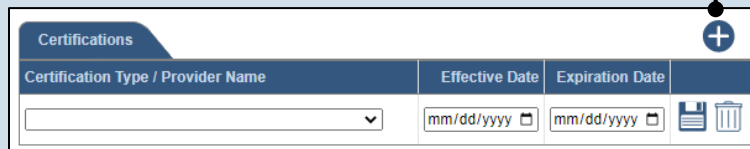


## 2. Are you adding a certification?

To add a certification, continue to Step 3. Otherwise, proceed to Step 6.

## 3. Insert a new certification row

Click the Add Certification icon above the Certifications grid.

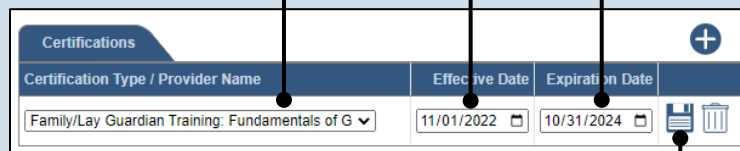


## 4. Record the certification details

Select the **Certification Type/Provider Name** from the dropdown and enter the **Effective Date** and **Expiration Date** of that certification.

## 5. Click the Save icon

The certification is saved to your profile.

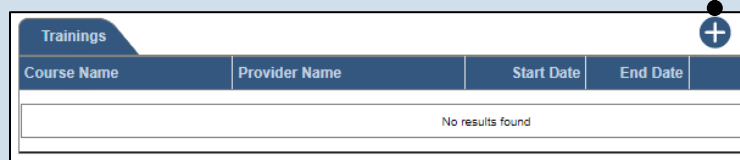


## 6. Are you adding training?

To add trainings for a guardian, continue to Step 7. Otherwise, this process is complete.

## 7. Insert a new training row



Click the Add Training icon above the Trainings grid.



# How to Add Trainings and Certifications



8. Enter the name of the training in the Course Name field

Course Name	Provider Name	Start Date	End Date	
Caring for Someone with Alz	National Guardianship As	09/30/2022	09/30/2022	 

9. Enter the provider

Enter the name of the individual, organization, or institution that offered the training in the **Provider Name** field.

10. Enter the training dates  
Enter the **Start Date** of the training. Entering the **End Date** is optional.

11. Click the Save icon

The training is saved to the guardian's person record.

12. Enter additional training

Repeat Steps 7 – 11 for additional trainings.