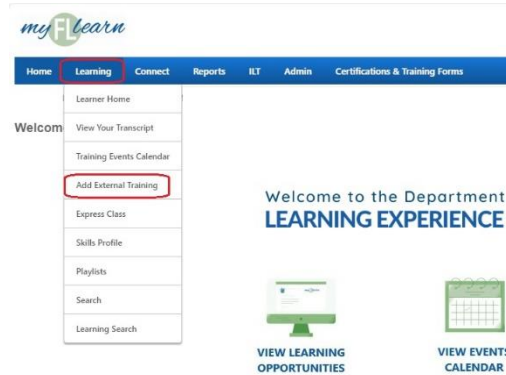


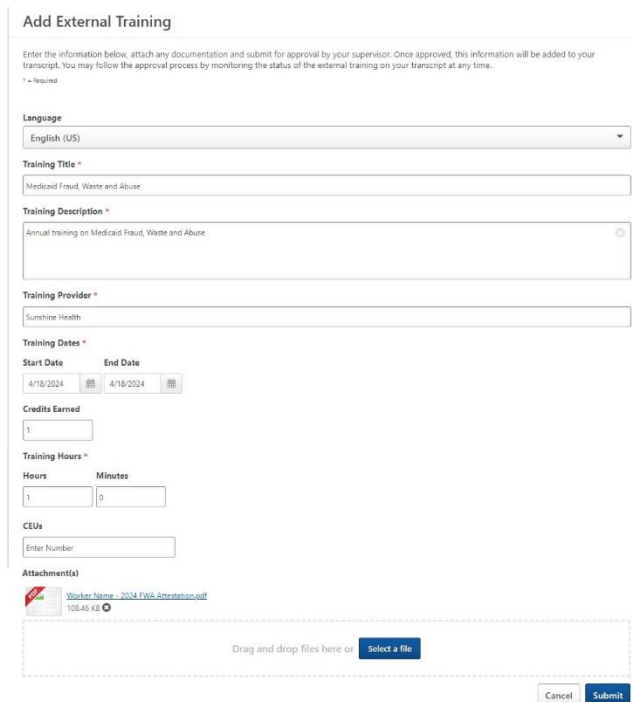
My FL Learn – Recording an External Training

Trainings done outside of the My FL Learn system need to be manually created in order for them to show on an employee's transcript and be counted toward the annual and/or certification requirements. To create a training, log into the My FL Learn site, then:

1. Mouse over the Learning option & select Add External Training:



2. Fill in the information about the training, and add/upload the verification of completion (certificate, attestation, etc.) and then Submit:

A screenshot of the 'Add External Training' form. The form contains the following fields: 'Language' (English (US)), 'Training Title' (Medicaid Fraud, Waste and Abuse), 'Training Description' (Annual training on Medicaid Fraud, Waste and Abuse), 'Training Provider' (Sunshine Health), 'Training Dates' (Start Date: 4/18/2024, End Date: 4/18/2024), 'Credits Earned' (1), 'Training Hours' (1 hour, 0 minutes), and 'CEUs' (Enter Number). There is an 'Attachments' section with a file named 'Wolker Name - 2024 FWA Attestation.pdf' and a 'Select a file' button. The form has 'Cancel' and 'Submit' buttons at the bottom.

3. After submitting it will automatically go to the Transcript page – click on Mark Complete to finalize the process, after which the credits will show on the current transcript:

