

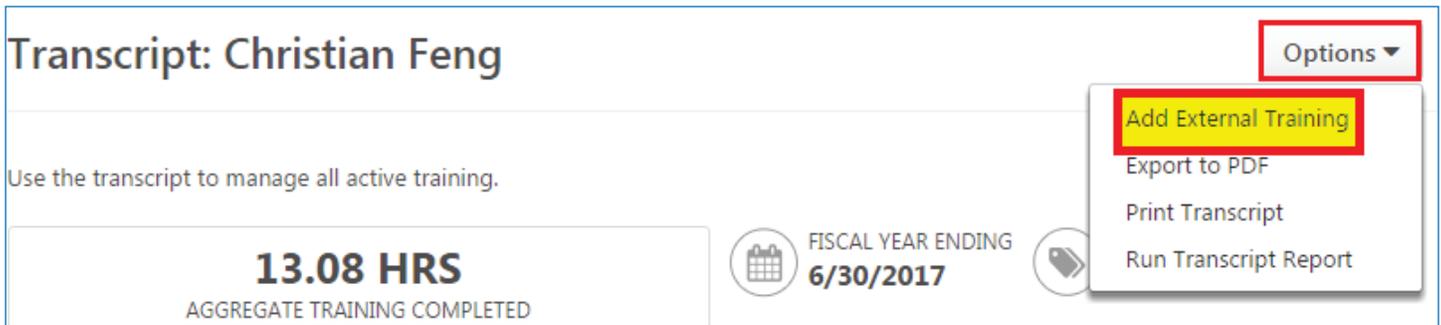
# Adding External Training

External trainings are defined as **any training taken that is not found within LMS**. These trainings can include classes, workshops, conferences taken/attended at outside events, and much, much more. External trainings can count towards the County’s 20-hour training policy.

The following steps for adding external training into LMS applies to **both past and future** trainings.

## A. Complete the External Training Form

1. Access LMS ([www.smcgov.org/LMS](http://www.smcgov.org/LMS))
2. Under the Learning tab, click **View Your Transcript**.
3. Under the “Options” drop-down menu, click **Add External Training**.



## 4. Complete all fields, including:

- a. Title
- b. Training Description
- c. Institution
- d. Training Dates
- e. Schedule
- f. Program Cost
- g. Credits Earned
- h. Training Hours (total time excluding breaks)
- i. Attachments (any relevant documents)

## 5. Click **Submit**.

After clicking submit, the training will appear on your transcript with the status of “**Registered.**”

## B. Mark the External Training as Completed

6. Once the training date has passed, you can mark the external training as “**Completed.**” **Provide your manager with documentation** that shows the training was completed. Click the “**Mark Complete**” button.
  - . The training will now show as “**Pending Completion Approval**” until your supervisor/manager approves it.