

Course Completions after the event

Background: A lot of events that provide training for learners are held and then the enrollment and completions are provided when the sponsor of the training provides a completion list to the Systems Data and Support Team (SDAS), of the Local Training and Development Division.

Steps for success:

- **Course Requirements**
 - Title with VDSS prefix
 - Description
 - Course Provider
 - Is this for State employees, local agency employees, or both?
 - Course Number
 - Duration
 - Category
 - Prerequisites
 - Equivalencies
 - Access Approval?
 - Survey
 - Do you have an image you want displayed?
- **Event Requirements**
 - Start
 - End
 - Location
 - Instructor
 - Minimum
 - Maximum
 - Enrolment Start
 - Enrollment End
 - Waitlist?
- **Enrollment and Completion after the event**
 - The sponsor will provide a completion list that consists of last name, first name, email, and agency.
 - The SDAS Team will build the course and event and then email the learners from the list provided from the sponsor and let them know the deadline for enrollment. Once the enrollment deadline is met, SDAS will provide completions.

