



View & Approve Class registration requests

List of scheduled classes

Training Provider: Training Provider One

Search:

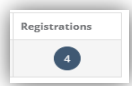
	Course Name	Instructor	Location	Start Date	End Date	Price	Registrations
	Visual Inspector (VI) - Initial	Trainee1 Trainee1Lnm	41 Hand Drive, Elkridge, Maryland - 21045	10/12/2021 12:00 PM	10/12/2021 04:30 PM		

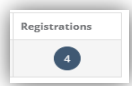
Showing 1 to 1 of 1 entries

Click here



Set-1: Steps



- Click on the icon  under 'Registrations'. This icon shows the number of registration requests for the scheduled class.
- List of trainees will be displayed with options to approve registration request(s), enter attendance log, and generate training card. Orange icon with an exclamation mark indicates that those trainees are not yet approved to attend the class.







CLASS REGISTRATIONS & ATTENDANCE LOG

Structural Steel Supervisor (S1) - Initial



Location: 514 Location three, Hanover, Maryland - 21045
 Date: 10/14/2021 04:05 PM - 10/30/2021 04:05 PM
 Instructor:

[Back](#)







List of trainees

Trainee Name	Email Address	Phone	Registration date	Registration Approval	Attendance Log	Training Card
Bala Subrahma Vega Mr.	bvelagala@serigor.com	(123) 456-7867	10/05/2021 05:25 PM			
Regst Keias	Helium@gmail.com	(293) 048-0928	10/12/2021 01:51 AM			
Brett Klipz	brett@gmail.com	(412) 718-7298	10/14/2021 02:56 PM			

Set-2: Steps







- Click on the icon  under 'Registration Approval' to approve.
- After reconfirming via pop-up, the icon will be updated to a green. 
- Authorized User can re-click on the approved green icon to un-approve or revert the

List of trainees

Trainee Name	Email Address	Phone	Registration date	Registration Approval	Attendance Log	Training Card
Bala Subrahma Vega Mr.	bvelagala@serigor.com	(123) 456-7867	10/05/2021 05:25 PM			
Regst Keias	Helium@gmail.com	(293) 048-0928	10/12/2021 01:51 AM			
Brett Klipz	brett@gmail.com	(412) 718-7298	10/14/2021 02:56 PM			




Update attendance log

List of trainees

Trainee Name	Email Address	Phone	Registration date	Registration Approval	Attendance Log	Training Card
Bala Subrahma Vega Mr.	bvelagala@serigor.com	(123) 456-7867	10/05/2021 05:25 PM			
Regst Keias	Helium@gmail.com	(293) 048-0928	10/12/2021 01:51 AM			
Brett Klipz	brett@gmail.com	(412) 718-7298	10/14/2021 02:56 PM			

Click here

Set-3: Steps

- Click on the icon  to enter attendance log and training result. A pop-up will be displayed to capture the results of that trainee.
- Enter the results and click 'Update Score'.
- Attendance log icon will change to green color.  Authorized user can edit/update the results by clicking on this icon again.
- A new icon  will be displayed for the training card column. User can click on this and generate the training card for the trainee.

Attendance Log

Regst Keias
Phone: (293) 048-0928
Email Address: Helium@gmail.com

Attended Course?*

Select

Identity Verified?*

No

Pass/Fail*

Select

Score*

Score

Update Score

Close

Registration Approval



Attendance Log



Training Card



Notes:

- If the instructor is not selected for the scheduled class, then application will throw a validation error when the attendance log icon is clicked. Application will request to update the instructor before adding results to the trainee.



Instructor Missing

Please update instructor in the class schedule.

OK

Generate Training card

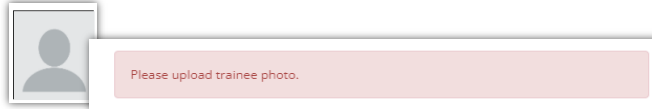
List of trainees

Trainee Name	Email Address	Phone	Registration date	Registration Approval	Attendance Log	Training Card
Bala Subrahma Vega Mr.	bvelagala@serigor.com	(123) 456-7867	10/05/2021 05:25 PM			
Regst Keias	Helium@gmail.com	(293) 048-0928	10/12/2021 01:51 AM			
Brett Klipz	brett@gmail.com	(412) 718-7298	10/14/2021 02:56 PM			

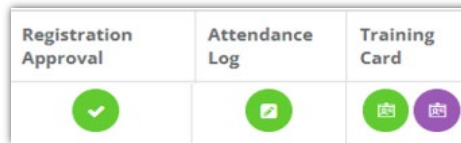
Click here

Set-4: Steps

- Click on the icon to generate training card.
- A preview of training card is displayed where the Instructor/Authorized User can view.
- Training card contain following training information -
 - Trainee Full name, Date of Birth, Class code, Card Expiry date, Provider's / Instructor name, and disclosures.
 - Instructor needs to click on the empty photo image to upload trainees photo.



- 'Please upload trainee photo' message will be displayed when the instructor clicks on 'Generate Card' without uploading the trainee's photo.
- Once the required information is added and verified, instructor can click on 'Generate Card'. A new green & purple icons will be displayed under 'Training card'.



Training Card Preview

Please upload a trainee photograph in order to generate training card.

MDE LEAD PAINT TRAINING

NAME	Regst Keias	DOB	12/1/1980	
CLASS CODE	S1 - I	EXP. DATE	10/16/2023	
PROVIDER'S NAME	Silver Spring Associates			
TRAINER'S SIGN.		NUMBER		
CARDHOLDER'S SIGN.		CARD#	xxxxxxxxxxxx	

STATE OF MARYLAND NOTE: This is not proof of accreditation

MDE LEAD PAINT TRAINING

This card is only proof of training in the lead paint service category listed on the front of the card. Lead paint service providers are required to be accredited with the MD Dept. of the Environment (MDE); except for, the lead paint worker & lead paint project designer who are required to have training. Please see the person's Accreditation Certificate or contact MDE at 410-537-3825 or on visit at mde.maryland.gov/lead

- Maryland requires trained individuals to carry this card while performing lead paint services.
- This training card do not cover EPA - RRP training requirements.

Generate Card
Close

Set-5: Steps

- Clicking on green icon will download the PDF version of the training card.
- Instructor & Trainee can sign the training card before handing it over to the trainee. Printed training card can be cropped and folded to have front & back side of card.
 - PDF version of the card that can be printed & handed over to the trainee or can eMail the electronic version.
- Authorized User can re-click on the green icon to download the card any number of times.
- Purple icon will be available for only 5 days from the day the card is generated. It is used to update the photo of trainee. After 5 days, this purple icon will vanish and only the green icon will stay for downloading/printing purpose.