Enter Continuing Education into Optima

All continuing education must be entered into Optima. Once you enter information, your Advocate Manager will see your entry and "Approve" or "Deny" your entry. You must complete 12 hours of continuing education each calendar year.

□ After logging into Optima, click the **Training Logs** tab.

Address Book Personal Info							
ases To-Do List	Training Logs	Non-Case	Calendar New Docs				
Add					Total YTD Hours: 0	Total YTD Miles:	
Add Complete Date -	Tra	aining Topic 👻	Hours	Mileage 👻	Total YTD Hours: 0	Total YTD Miles: Action	
Add Complete Date – No records to display.	Tra	aining Topic 👻	Hours	Mileage 👻	Total YTD Hours: 0 Status ▲	Total YTD Miles:	

- □ Click the **Add** button.
- □ Enter the information for training after it is complete:
 - Schedule Date and Complete Date are usually the same date for a one-day training. If it spans multiple days, use different dates.
 - Select the **Training Topic** for the general subject matter of the training.
 - Select the **Training Format**, (often "Webinar").
 - Select the Trainer (often "CASA, Illinois").
 - Enter the number **Hours** completed.
 - Do not include drive time or breaks.
 - Books are awarded 2 hours CE.
 - Movies are awarded the show length, maximum of 2 hours CE.
 - Enter Mileage traveled to/from the session. (Leave blank for "0" miles.)
 - Enter the title of the training session in the Notes. Add a description of how the training is applicable to your CASA work.

Schedule Date		
Complete Date		
Training Topic	<< Select a Value >>	~
Training Format	<< Select a Value >>	~
Trainer		~
Hours		
Mileage		
Notes		
	(0 out of 2000)	
Cancel		

□ Click the **Create** button.

Add						Total YTD Hours: 0	Total YTD Miles
Com	plete Date	•	Training Topic 👻	Hours	Mileage 👻	Status 🔺	Action
6/16/2	2021		Abuse/Neglect	2		Pending	Q 😫
0	1					Displa	ying items 1 - 1 of

The **Status** of the training entry is "Pending" until your Advocate Manager approves the entry.

If you have a "Deny" status:

- \Box Open the entry by clicking on the magnifying glass (\bigcirc) in the right-most column.
- □ Follow any instructions from your Advocate Manager in the **Notes** section.
- □ Re-save the entry to re-submit to your Advocate Manager.