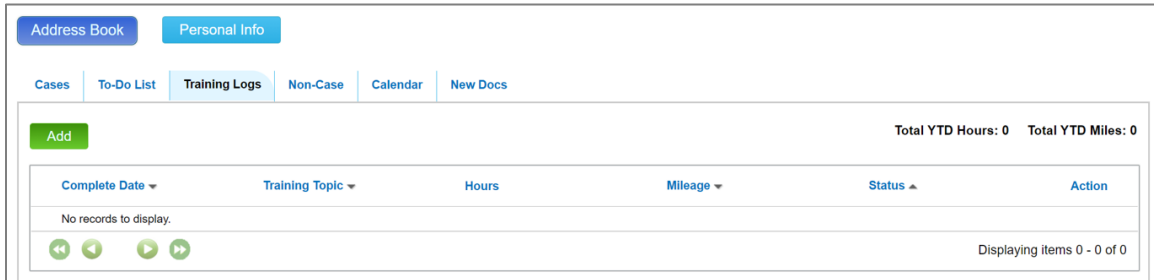


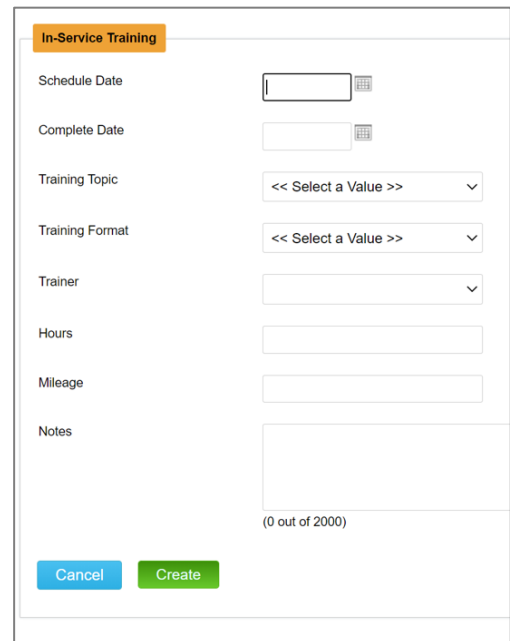
Enter Continuing Education into Optima

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.



- ❑ 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.
- ❑ Click the **Create** button.



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

Complete Date	Training Topic	Hours	Mileage	Status	Action
6/16/2021	Abuse/Neglect	2		Pending	

If you have a “Deny” status:

- Open the entry by clicking on the magnifying glass () 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.