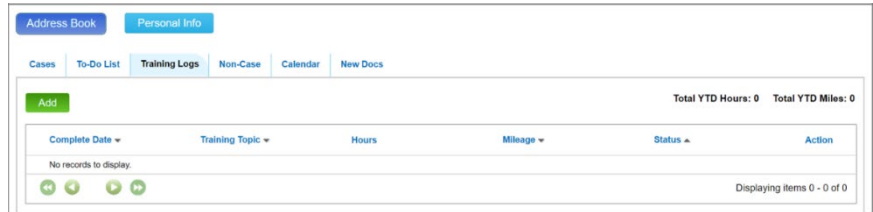


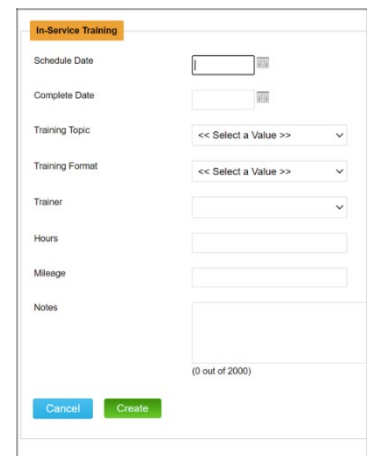
# Enter Continuing Education into Optima

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

- Click the **Training Logs** tab.




- Click the **Add** button
  - **Schedule Date** and **Complete Date** are usually the same date
  - Select the **Training Topic** for the general subject matter
  - Select the **Training Format**
  - Select the **Trainer** (n/a if unlisted)
  - Enter the number **Hours** completed
    - Do not include driving time or breaks
    - Books are awarded 4 hours CE
    - Movies are awarded the show length with maximum of 2 hours CE
  - Enter **Mileage** traveled to/from the session or enter “0”
  - Enter the *title* of the training session in **Notes**. *Add a description of how the training is applicable to your CASA work. Rate the session*
- Click **Create**



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



To address at “Deny” status:

- Open the entry by clicking the magnifying glass (  ) to the far right
- Follow instructions in the **Notes** section
- Click **Save**