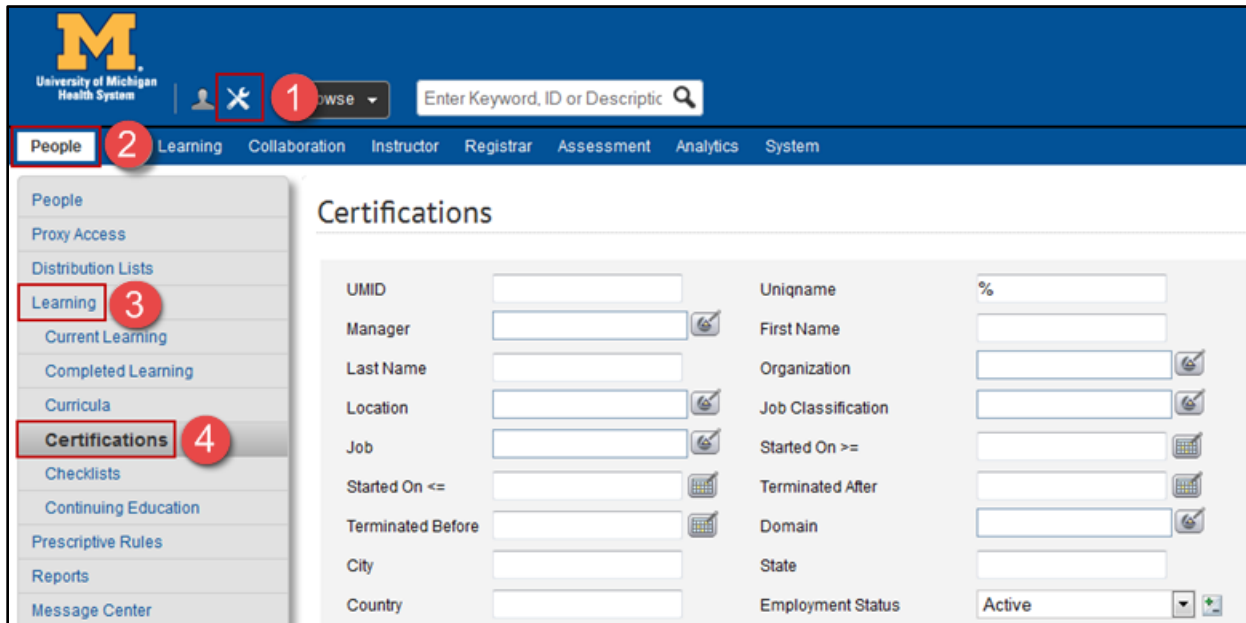


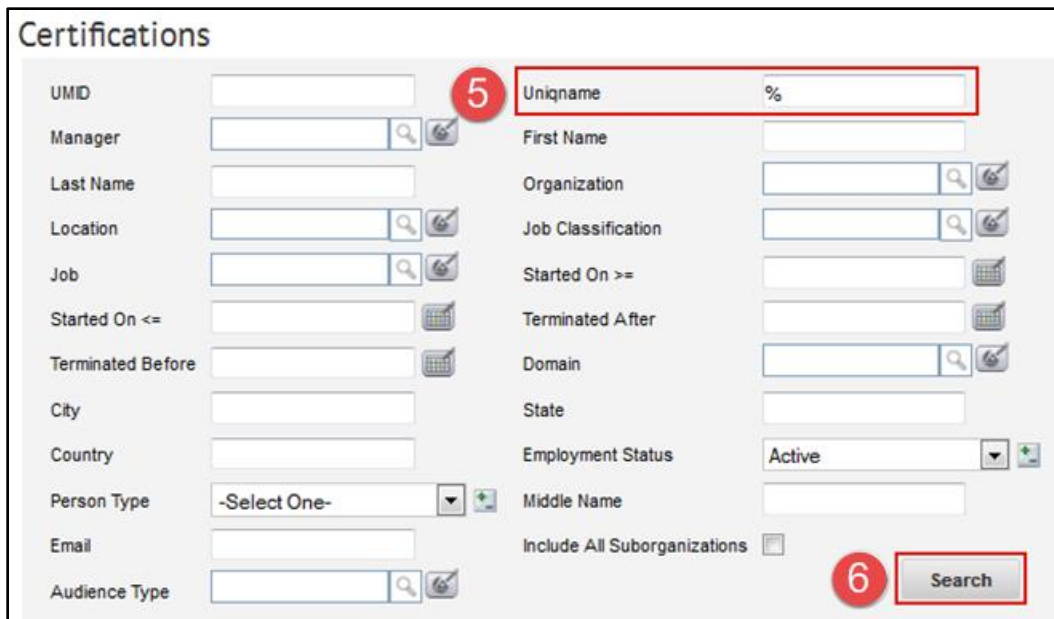
Facilitator: Drop or Reschedule a Learner's Scheduled Offering Using the Certification

Open the Learner's Certification page by following this path:

1. **Admin Icon**
2. **People Tab**
3. **Learning**
4. **Certifications**



5. Enter **Uniqname** or identifier for learner
6. Click **Search**



Facilitator: Drop or Reschedule a Learner's Scheduled Offering Using the Certification

- Click **View Certificate**.

Search Results Print | Export | Modify Table

Last Name	First Name	Uniqname	Manager Name	Job Level	Person Type	View Certifications
Butterfly	Brent	TEST8	Allison Armadillo			7 View Certifications

- Click the **Certificate Title**.

Internal Certifications Grant Certifications | Add Certifications | Print | Export | Modify Table

Name	Selected Path (% Complete)	Mastery Score	Status	Assigned By	Due Date	Assigned On Date	Acquired On Date	Actions
IntraOp Surgical Nurse - MiChart Certification (MC-OR80001A)	8 <small>IntraOp Surgical Nurse - 0% Completed</small>	N/A	Assigned	Lana Campbell	06/03/2014			Actions

- Locate the Course Name in **Required Courses and Tests**.

- Click **Drop**.

Note: Do not click Mark Complete. This action is tracked.

Required Courses and Tests (Required)

Completion Requirement: 4 of 4 Learning Items Required
 Status Not Completed
 Progress: 0 of 4 Learning Items Completed

Watch! Do Not click Mark Complete. This is tracked. Contact MLearning for Assistance with an accidental Mark Complete.

CAUTION

9 Inpatient HOD Nurse Course 1 <small>(Not Completed)</small>	Instructor-Led Start Date: 12/15/2014 End Date: 12/15/2014 Michigan House - Room: F2 2234 Mon 08:00am-05:00pm: 9 hrs (course plus lunch break)	10 Mark Complete Drop
---	--	--

- Click **Drop** again.

Drop Course: Inpatient HOD Nurse Course 1

Title: Inpatient HOD Nurse Course 1

Delivery Type: Instructor-Led

ID: 10004235

Start Date: 12/15/2014

End Date: 12/15/2014

Sessions: Mon 08:00am-05:00pm: 9 hrs (course plus lunch break)

Location: Michigan House - Room: F2 2234

Language: English

Description: This course is the first course in a two part series. Nurses will learn system functionality and basic concepts for documenting patient status. For example, they will learn to document vitals and assessments, assess IV lines, administer medications, document basic intake and output, collect labs and point-of-care tests, review, acknowledge, and act on orders, patient transports, and document IV and PCA medications.

Domain: System Common Domain

11
Drop
Back

Facilitator: Drop or Reschedule a Learner's Scheduled Offering Using the Certification

12. The system returns to the learner Certification page for rescheduling.

Required Courses and Tests (Required)
Completion Requirement: 4 of 4 Learning Items Required
Status **Not Completed**
Progress: 0 of 4 Learning Items Completed

	Course	
	Inpatient HOD Nurse Course 1	12 <input type="button" value="Register"/>

See Job Aid: Enrolling **Faculty and Staff** into Instructor Led Training Using Certifications.