How To Submit a Waiver

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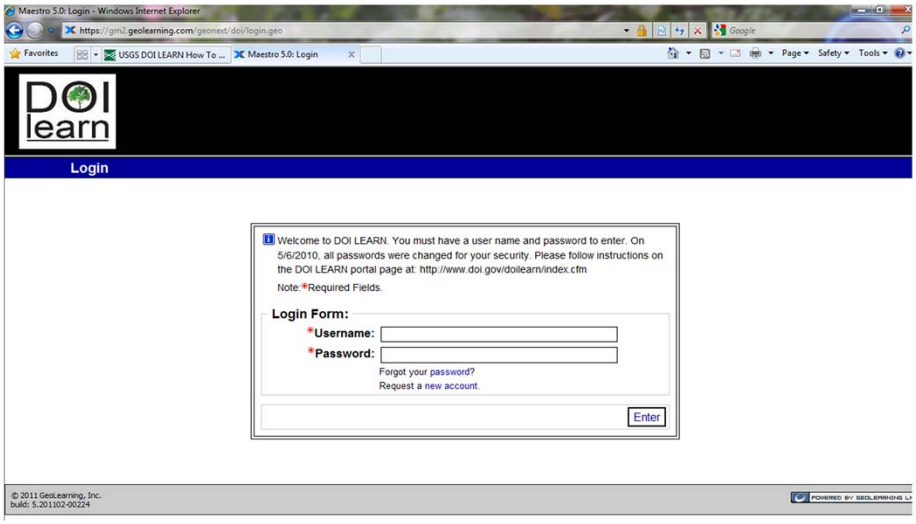
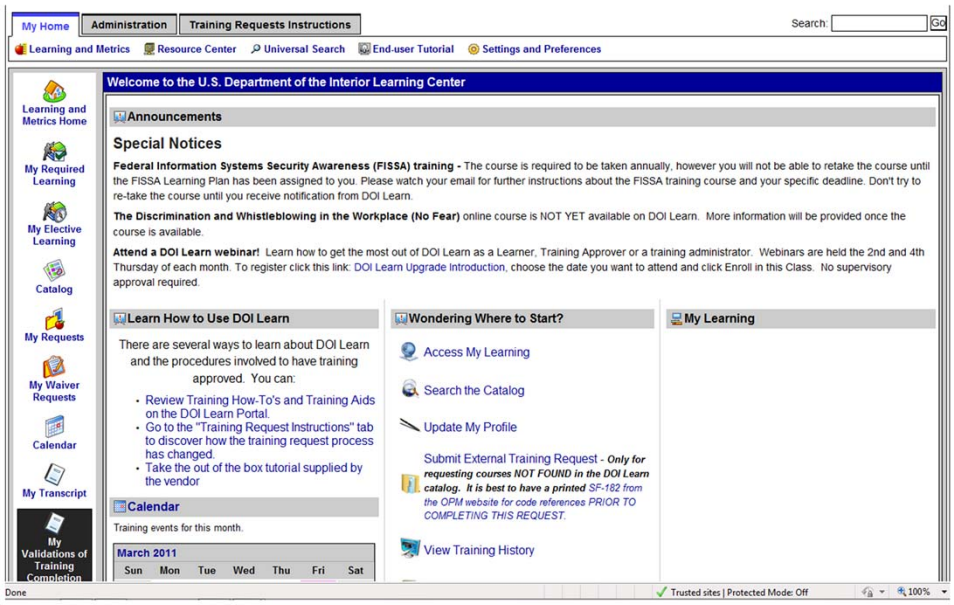
Log In Home Page



Log into DOI LEARN: http://www.doi.gov/doilearn

Learner Home Page

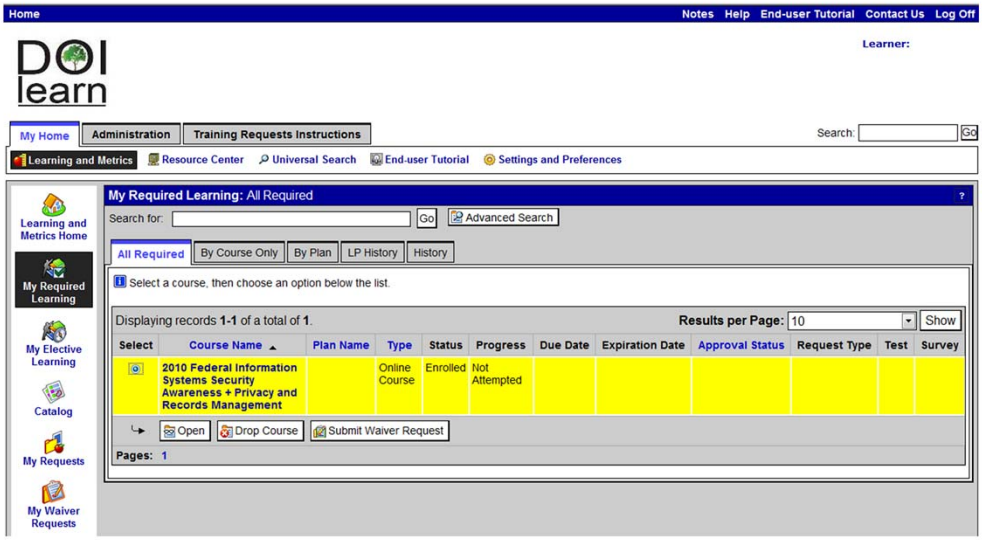


Log into DOI LEARN: http://www.doi.gov/doilearn

From **My Home** you will need
- Select the **My Validations of Training Completion** (left side bar of your screen)

Note: This step will not be able to take place until your supervisor has approved your training

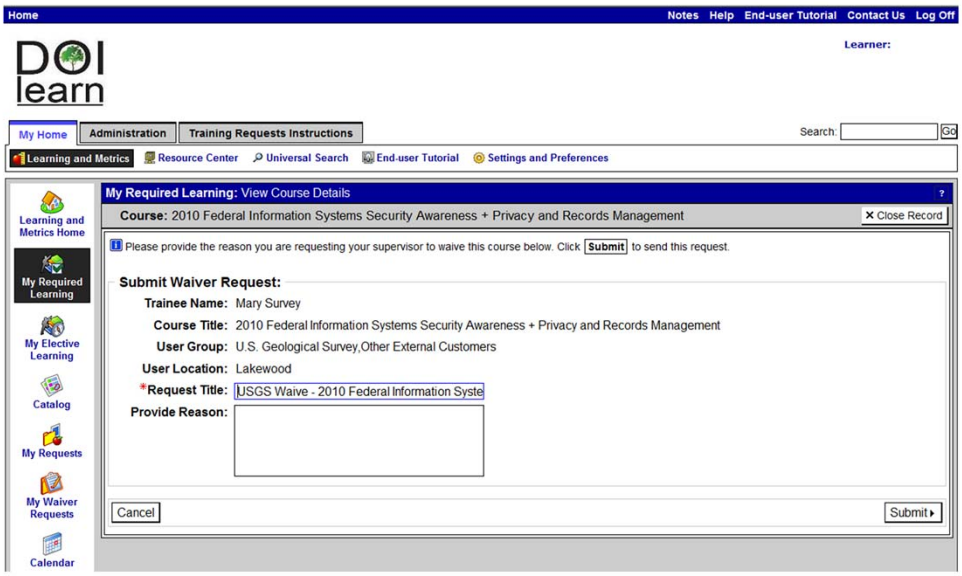
Selecting Course to Waive



To Submit a Waiver:

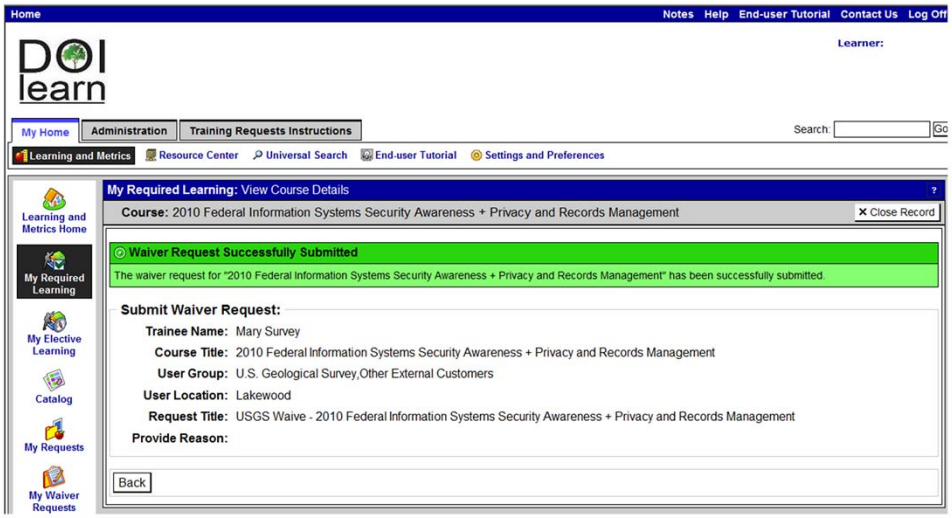
- Click on **Learning and Metrics**
- Click on **My Required Learning**
- Click on the **radio button** next to the Course Name and Plan Name your would like to submit a waiver for
- Click on the **Submit Wavier Request**

Detail for Submitting a Waiver



- Type a **title for your request** (ie. USGS Waive "course title")
- Include a Reason for Submitting this request
- Click **Submit**

Waiver Submitted



If you see the green Waiver Request Successfully Submitted you can click on Close Record

If you see a red error bar you need to fix your errors before completing