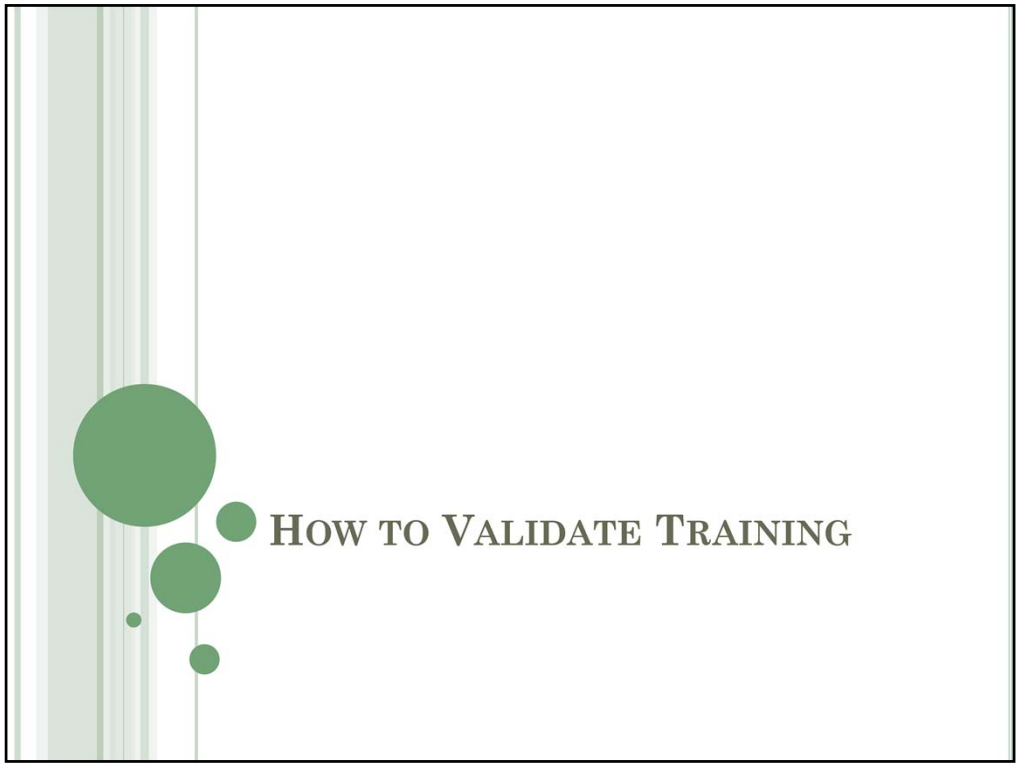
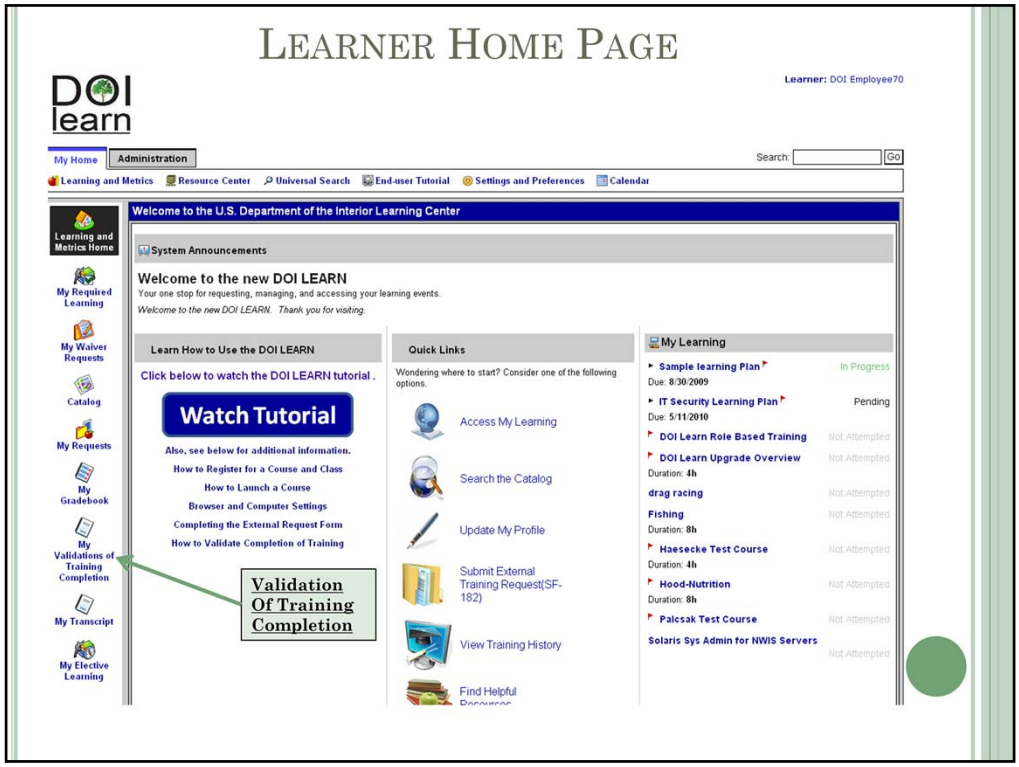


How To Validate Training

When you receive an email asking you to validate your training, these are the steps to use. Note: This is separate from the Instructor marking the roster complete when you finish an Instructor Led Class.

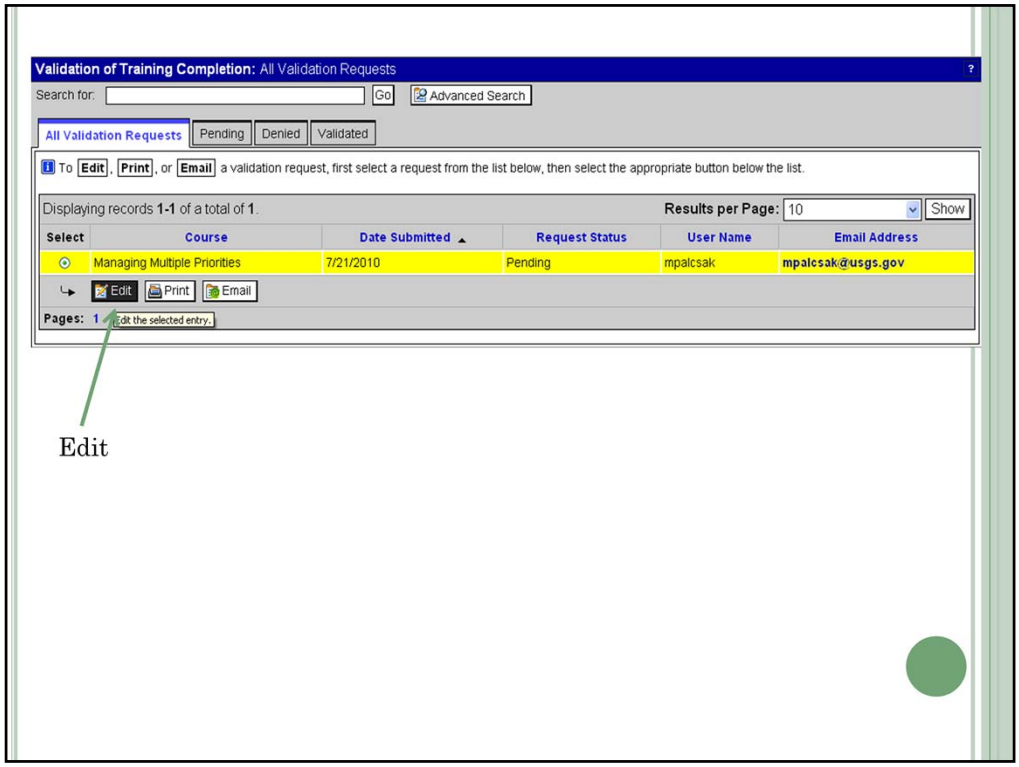
This is how you send your training to OPM for your electronic Personnel File (e-OPF).



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

Form the **My Home** you will need to Select the **My Validations of Training Completion** tab.

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

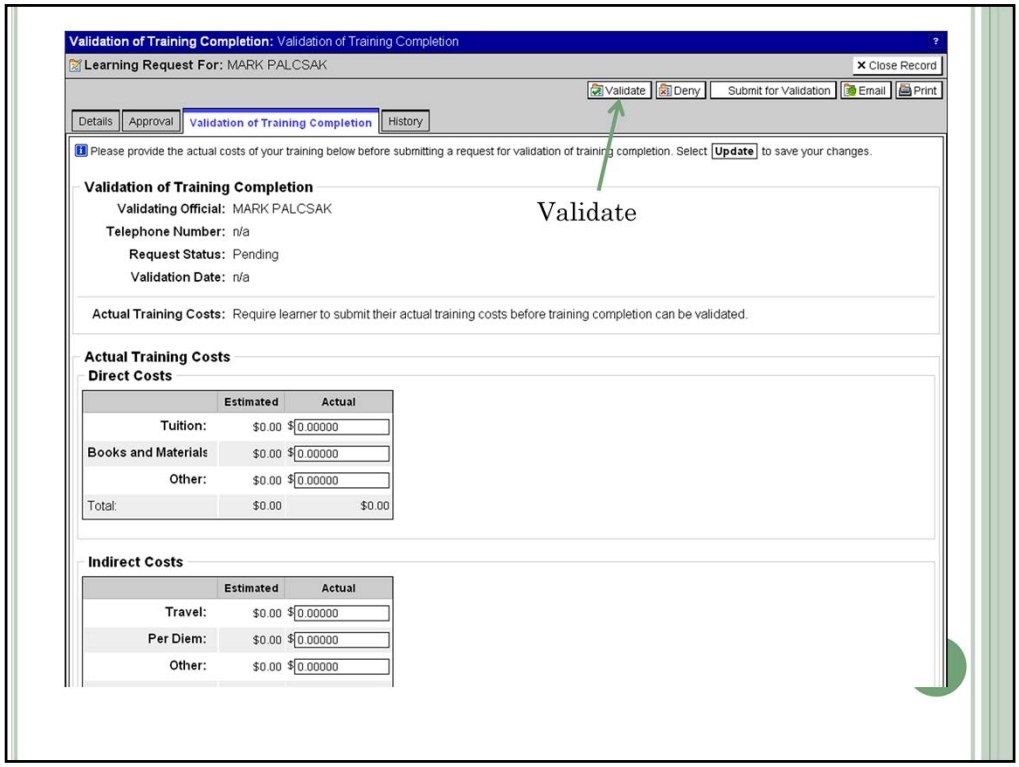


Validation of Training Completion Edit

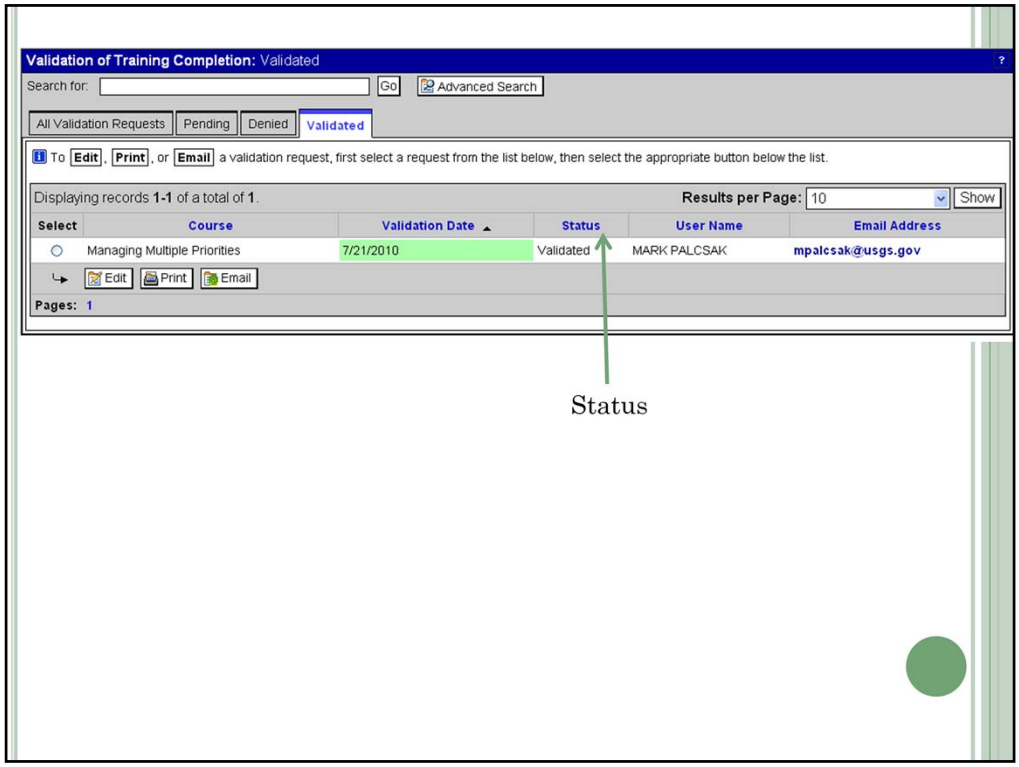
After your request has been approved by your supervisor you need to validate your training, After selecting "My Validations of Training Completion"

-Select the Course you wish to Validate

-Select **Edit**



Validation of Training Completion Review
Review the training and select **Validate**.



Validation of Training Completion Confirm

To confirm your validation you can go back to the "My Validations of Training Completion" page and select the **Validated** Tab or look under All Validation requests, and look at the Status. If it says Validated, you have validated this training.