Using the RHNTC Website to Track Your Title X Training Completion

The RHNTC Training Tracking System allows you to track your completion of trainings on rhntc.org. The person responsible for ensuring that staff at your agency comply with Title X training requirements may share a RHNTC Training List with you to complete.

TRAINING TRACKING SYSTEM FEATURES FOR
TRAINING PARTICIPANTS

A. How to Complete a RHNTC Training List:

1. Follow the steps to Create an Account on rhntc.org (or log in if you already have an account).

2. Click the Training List link (most likely shared via email) to view the Training List.

3. Select the "Save this list" button. This step is required to give the person who created the list the ability to see when you complete a training.

4. Click through each resource on the list to complete the training and/or download the resource. Once completed, you can download a Certificate of Completion.

B. How to View a Saved Training List:

1. Login to your account on rhntc.org.

2. Select "Manage Account & Training" in the upper right hand corner of the window.

3. Select the "My Training Lists" tab to return to Training Lists you've already saved.

My Profile and Training

Account Details | Saved & Recommended Resources | My Courses | Track My Training | **My Training Lists** | Help **B**

A

Lists Assigned to Me

▾ **Annual Title X Required Trainings**

Created by Elizabeth Costello on March 23, 2021

eLearnings and Archived Events	Duration	Due Date	Required	Completion
Title X Orientation: Program Requirements for Title X Funded Family Planning Projects eLearning	1.00 hr	2021-12-31	Yes	Launch Course
Cultural Competency in Family Planning Care eLearning	1.50 hr	2021-12-31	Yes	Launch Course

Other Resources	Duration	Due Date	Required	Completion
Counseling Adolescent Clients to Resist Sexual Coercion Video	0.08 hr	2021-12-31	Yes	Mark Complete
(non-FPNTC resource)	--		No	Mark Complete
Mandatory Child Abuse Reporting State Summaries	--		No	Mark Complete