



LEADERSHIP DEVELOPMENT POINT GOAL

Program Credit Guide

Program Credit – A system designed for tracking of education for the leaders of Covenant Health.

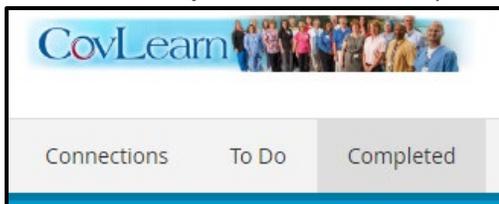
PLEASE USE THESE INSTRUCTIONS TO ADD ANY EXTERNAL (NON-COVENANT HEALTH) TRAINING EVENTS YOU ATTEND.

All training you attend at Covenant Health will be added in your CovLearn account by your instructor, facilitator, or HR. You only need to add EXTERNAL training events.

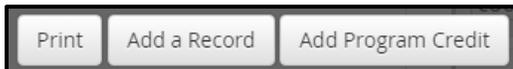
Adding Program Credits

Students can add a Program Credit to their transcript by doing the following steps:

1. Go to the “**Completed**” tab at the top of the page in CovLearn.:



2. Select the “**Add Program Credit**” button at the bottom of the page.





- Fill out the form.
 - Under the “Record Name,” enter the title of the program and resource (ex. **7 Habits of Highly Effective Leaders – Franklin Covey**).
 - Under the “Type,” **always** choose the option listed “Other”.
 - A new field will display to enter your “Type Description.” This is where you will enter your top take-aways.
 - Enter the start and end dates.
 - Enter the amount of time you received education under the “Completion Time” section.
 - Under the “Program Name” select the current year for the program
 - Enter the number of credits under “Program Credits Earned” (see table F1 for guide)

Add Program Credit

General Info

i For internal programs managed by LRN - Covenant Health, submit training or an activity that fulfills a program's requirements.

Record Name
7 Habits of Highly Effective Leaders – Franklin Covey

Type
Other

Type Description
(Insert your top take-aways)

Start Date *Optional* **1/1/2023**  Completion Date **1/1/2023** 

Completion Time *Optional* **1** Hours **15** Minutes

Program Credit

These programs are internally managed by LRN - Covenant Health.

Program Name
Leadership Development-2023

Program Type
Unspecified (n/a)

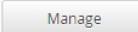
Program Credits Earned
1.25

(Table F1)

Time	Points
15 minutes	0.25
30 minutes	0.50
45 minutes	0.75
50 minutes	0.83
1 hour	1
1 hour, 15 minutes	1.25
1 hour, 30 minutes	1.5
2 hours	2

- After filling out the form, the credit will appear on your transcript as “Self-Entered”
 - Select the “Manage” button on the record to update or delete.

7 Habits of Highly Effective Leaders – Franklin Covey

OTHER COMPLETION TIME: 1h 15m ENTRY: Self-Entered Jan 1, 2023 - Jan 1, 2023 

PROGRAM CREDIT: 1.25

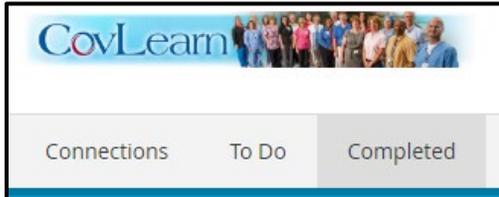
[Show additional information](#)



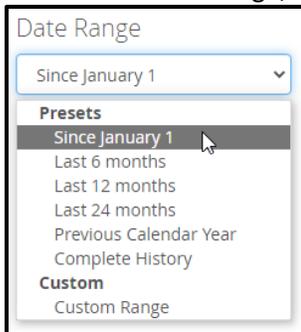
View Your Points

Program Credit provides a feature where you can filter your leadership points by completed classes you have taken, and the manual entry records.

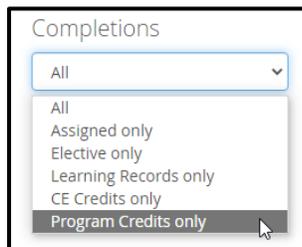
1. After logging into CovLearn, go to the **"Completed"** tab



2. Under the "Date Range," select the option "Since January 1"



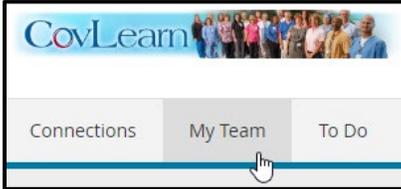
3. Under the "Completions" drop down, select "Program Credits only"
 - o This will filter all courses that have been entered for Leadership Development points.



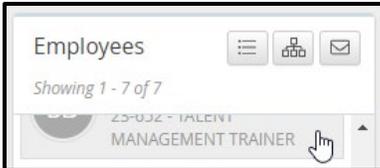


View My Employees Points

1. Go to your "MyTeam" in CovLearn



2. Select individual employee



3. Select the "Completions" tab to view all completed classes. This view will also display Program Credits from manual entries and completed classes built with Program Credits.

