

Apply External Awarded Certification Credit



Industry Partner Training

1 Click "Apply external awarded Certification Credit Requirement credits"

The screenshot displays the CLIA application interface. On the left is a vertical sidebar with various icons. The main content area is divided into sections. At the top, there are instructions for adding more information in the 'Description' field and entering credits. Below this is a progress bar for 'Certification Credit Requirement (126 of 130)' which is 97% complete. A blue button labeled '+ Apply external awarded Certification Credit Requirement credits' is highlighted with an orange circle. Below the progress bar is a search bar with the placeholder text 'Search for relevant learning activities'. Further down is a section titled 'Ship Inspections' with a sub-header '1 items'. A blue callout box contains the instruction: 'Please press the "more information" button in the bottom right corner.' Below this, there are requirements for 'Three (3) Live or Virtual Ship Inspection':

- Must be a Live Ship Inspection or CLIA provided Virtual Ship Inspection
- Must be CLIA Global Cruise Line Member
- May include a Ship Inspection from up to three (3) years prior to enrollment date
- May use same Global Cruise Line, but must be for different ships.

In the bottom right corner of the main content area, there is a blue circular button with a white upward-pointing arrow.

2 Ignore the blue search bar.

Untitled Create

General Details

Specify General Properties for this External Training

Select from the following list to help you quickly create your training activity.
If none are applicable - you are still free to enter all the relevant data yourself.

Type Here To Choose

* Title ?

* Date Completed ?

Expiry Date ?

Vendor ?

B I U [List Icons] [Link Icon] [Unlink Icon]

3 Click the "Title" field.

General Details

Specify General Properties for this External Training

Select from the following list to help you quickly create your training activity.
If none are applicable - you are still free to enter all the relevant data yourself.

Type Here To Choose

* Title ?

* Date Completed ?

Expiry Date ?

Vendor ?

B I U [List Icons] [Link Icon] [Unlink Icon]

Description

0 WORDS POWERED BY TINY

4 Type "Industry Partner Training"

The screenshot shows a web application interface with a sidebar on the left containing various icons. The main content area is titled 'General Details' and includes a sub-header 'Specify General Properties for this External Training'. Below this is a blue box with instructions: 'Select from the following list to help you quickly create your training activity. If none are applicable - you are still free to enter all the relevant data yourself.' and a text input field labeled 'Type Here To Choose'. The form fields are as follows:

- * Title:** A text input field containing 'Industry Partner Training'.
- * Date Completed:** A date picker field showing 'MM/dd/yyyy'.
- Expiry Date:** A date picker field showing 'MM/dd/yyyy'.
- Vendor:** A text input field containing 'Vendor'.
- Description:** A rich text editor with a toolbar (bold, italic, underline, bulleted list, numbered list, link, unlink) and a text area.

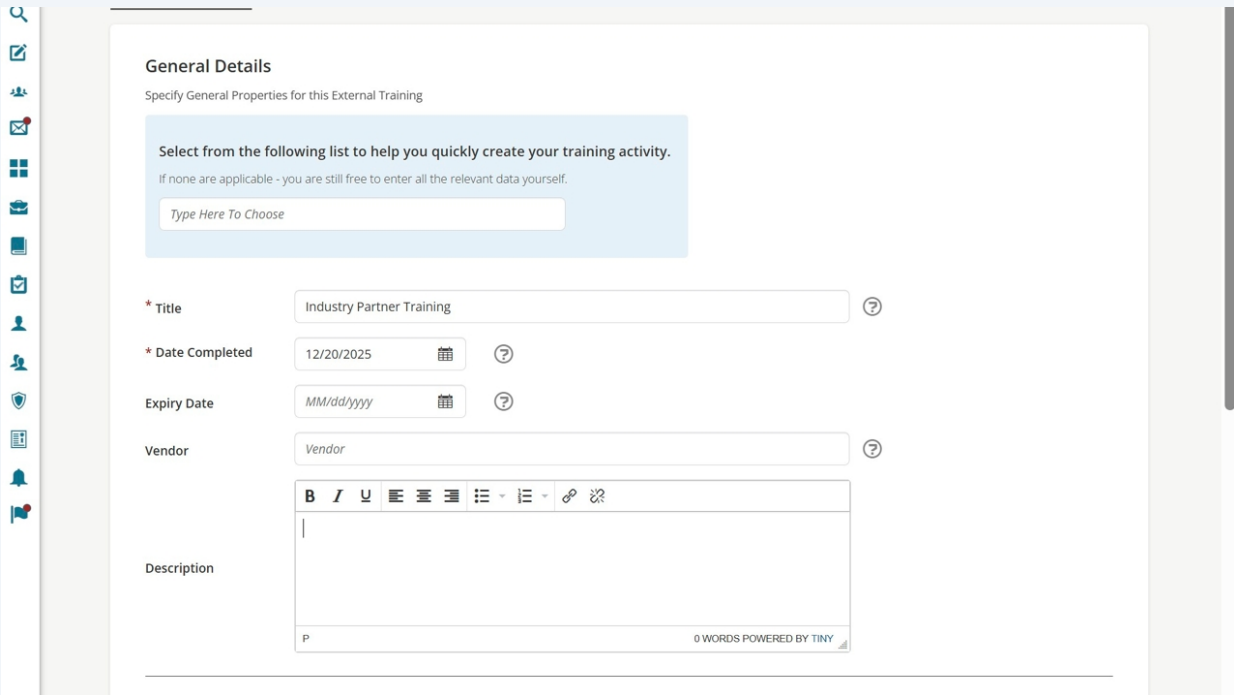
At the bottom right of the description field, it says '0 WORDS POWERED BY TINY'.

5 Click the "Date Completed" field.

This screenshot is identical to the one above, but with an orange circle highlighting the 'Date Completed' field, which is currently showing 'MM/dd/yyyy'.

6

Enter today's date. This will ensure your trainings are applied towards your current certification path.



General Details
Specify General Properties for this External Training

Select from the following list to help you quickly create your training activity.
If none are applicable - you are still free to enter all the relevant data yourself.

Type Here To Choose

* Title: Industry Partner Training

* Date Completed: 12/20/2025

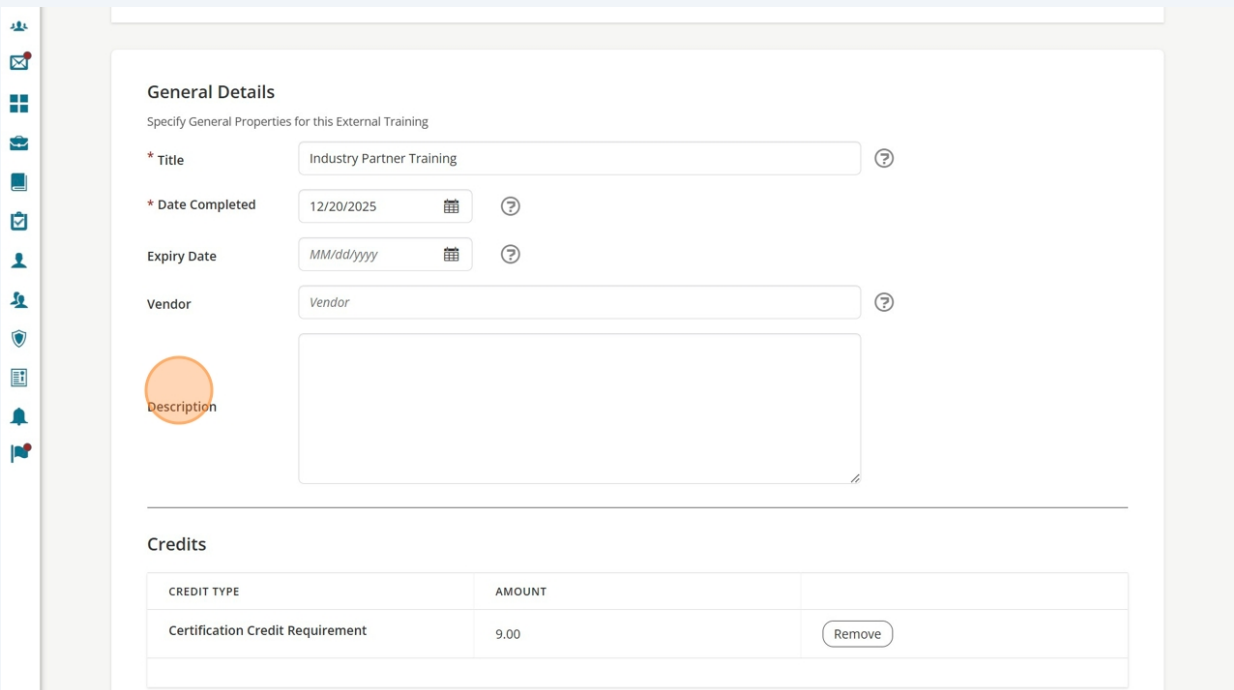
Expiry Date: MM/dd/yyyy

Vendor: Vendor

Description:
B I U
0 WORDS POWERED BY TINY

7

Move to the "Description" section.



General Details
Specify General Properties for this External Training

* Title: Industry Partner Training

* Date Completed: 12/20/2025

Expiry Date: MM/dd/yyyy

Vendor: Vendor

Description:
Description

Credits

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	9.00	Remove

8

Click this field.

General Details
Specify General Properties for this External Training

* Title: Industry Partner Training ?

* Date Completed: 12/20/2025 ?

Expiry Date: MM/dd/yyyy ?

Vendor: Vendor ?

Description: [Empty text area]

Credits

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	9.00	Remove

9

Type the names of the Industry Partner Trainings you have completed.

General Details
Specify General Properties for this External Training

* Title: Industry Partner Training ?

* Date Completed: 12/20/2025 ?

Expiry Date: MM/dd/yyyy ?

Vendor: Vendor ?

Description: Type the names of the Industry Partner Trainings you have completed.

Credits

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	9.00	Remove

10 Click the "Type" field under 'Credits'.

The screenshot shows a web form with a sidebar on the left containing various icons. The main form area has sections for 'Description', 'Credits', and 'Attachments'. The 'Credits' section contains a table with columns 'CREDIT TYPE' and 'AMOUNT'. Below the table is a button labeled 'No Credits Specified'. The 'Type' field is highlighted with an orange circle, and a dropdown menu is open, showing 'Type Here To Choose'.

Empty Date

Vendor

Description

Credits

CREDIT TYPE	AMOUNT
No Credits Specified	

Type

Amount

Add Credit

Attachments

11 Click "Certification Credit Requirement"

The screenshot shows the same web form as in step 10, but with the 'Type' dropdown menu open. The dropdown menu lists various credit types, and 'Certification Credit Requirement' is highlighted with an orange circle. The 'Amount' field is also visible.

Description

Credits

CREDIT TYPE	AMOUNT
No Credits Specified	

Type

Amount

Attachments

Attachments (0)

ATTACHMENT

12 Click the "Amount" field.

The screenshot shows a web form for logging training. On the left is a vertical sidebar with icons for home, messages, dashboard, calendar, profile, and other functions. The main form area has sections for 'Description', 'Credits', 'Type', 'Amount', and 'Attachments'. The 'Description' field contains the placeholder text 'Enter the names of the Industry Partner Trainings you completed.' and a '10 WORDS POWERED BY TINY' indicator. The 'Credits' section has a table with columns 'CREDIT TYPE' and 'AMOUNT', currently showing 'No Credits Specified'. The 'Type' field is set to 'Certification Credit Requirement' with a 'Reset' button. The 'Amount' field is an input box with an orange circle highlighting the word 'Amount' inside it, and a question mark icon to its right. Below the input box is an 'Add Credit' button. The 'Attachments' section shows 'Attachments (0)'.

13 Enter the total amount of credits you completed according to this website: [CLIA Industry Partner Training | Cruise Lines International Association](#)

This screenshot shows the same form as the previous one, but with the 'Amount' field now containing the value '9.00'. The 'Add Credit' button remains below the input field. All other elements, including the sidebar, description field, credits table, and type field, are identical to the previous screenshot.

14 Click "Add Credit"

Description

Enter the names of the Industry Partner Trainings you completed.

P 10 WORDS POWERED BY TINY

Credits

CREDIT TYPE	AMOUNT
No Credits Specified	

Type

Certification Credit Requirement

Reset

Amount

9

?

Add Credit

Attachments

Attachments 0

Up Arrow

15 Verify that the credits were applied.

Description

Enter the names of the Industry Partner Trainings you completed.

P 10 WORDS POWERED BY TINY

Credits

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	9.00	Remove

Type

Type Here To Choose

Amount

Amount

?

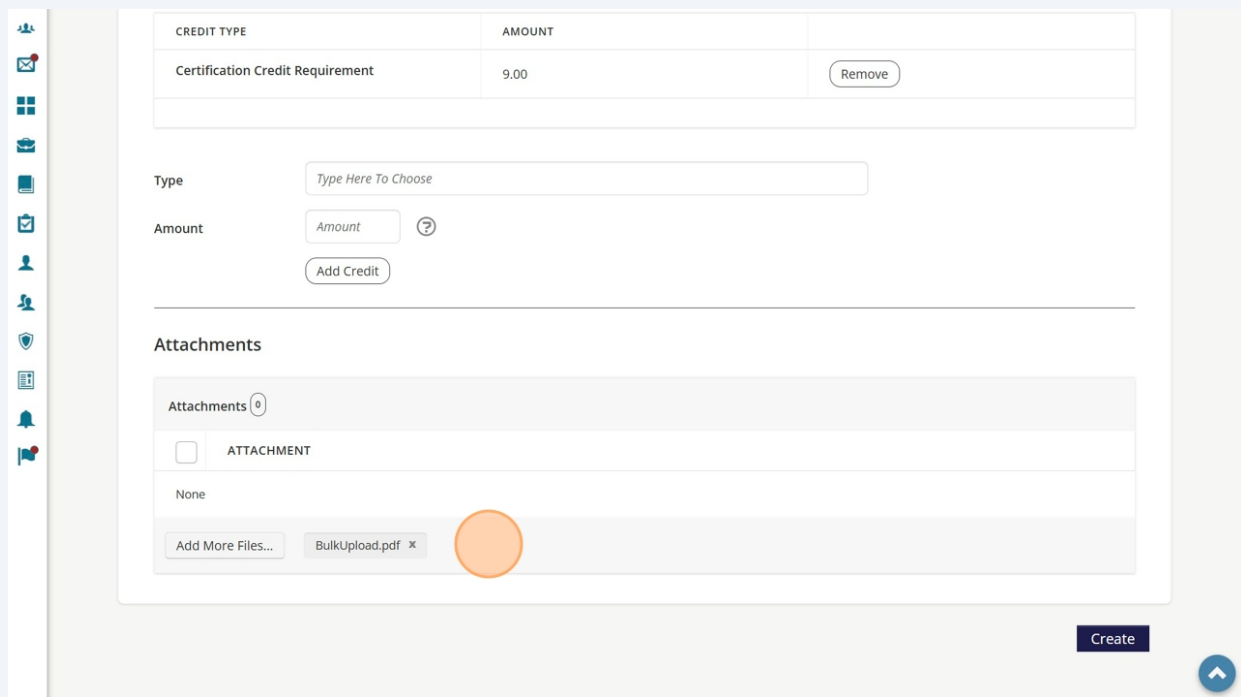
Add Credit

Attachments

Attachments 0

16

Upload your proof of completion. You can add as many attachments that you need.



The screenshot shows a web form for creating an External Training Template. On the left is a vertical sidebar with various icons. The main form area contains a table for credit requirements, input fields for 'Type' and 'Amount', and an 'Attachments' section. The 'Attachments' section has a header 'Attachments 0', a table with one row for an attachment, and a file upload area with a red circle highlighting the 'Add More Files...' button. A 'Create' button is at the bottom right.

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	9.00	<button>Remove</button>

Type

Amount ? Add Credit

Attachments

Attachments 0

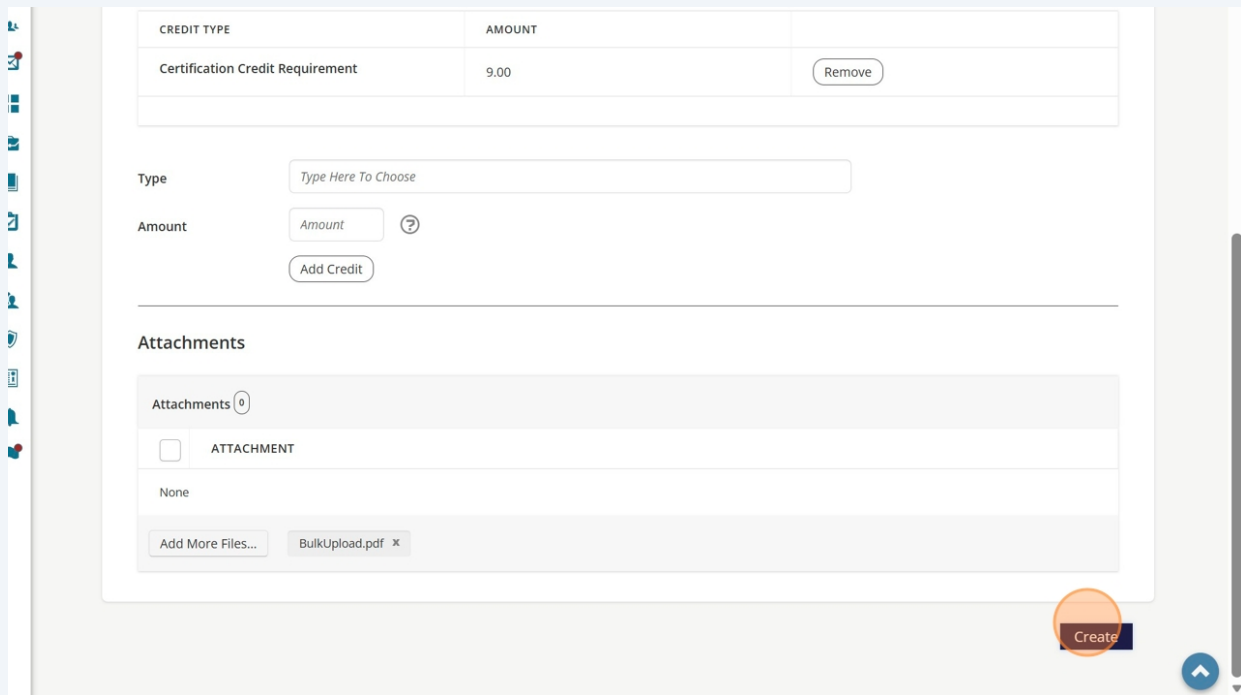
☐	ATTACHMENT
	None

x

Create ↑

17

Click the "Create" button. This will submit your External Training Template for review by a CLIA Staff Member. Once approved, it will be marked as 'Complete' within your Certification Path.



This screenshot is identical to the one above, showing the same form structure. However, a red circle is now placed over the 'Create' button at the bottom right, indicating the next step in the process. The 'Add More Files...' button in the attachments section is no longer highlighted.

CREDIT TYPE	AMOUNT	
Certification Credit Requirement	9.00	<button>Remove</button>

Type

Amount ? Add Credit

Attachments

Attachments 0

☐	ATTACHMENT
	None

x

Create ↑