

Add External Training Letter of Verification



1 Click "Add Record"

EXTERNAL TRAINING

Letter of Verification

1 items

CLIA Individual Agent Member must submit a signed letter of verification of employment or affiliation from their CLIA Agency Member

Applying Certification Credits on the CLIA Platform:

1. Click on "Add Record"

CLIA LETTER OF VERIFICATION EXTERNAL TRAINING

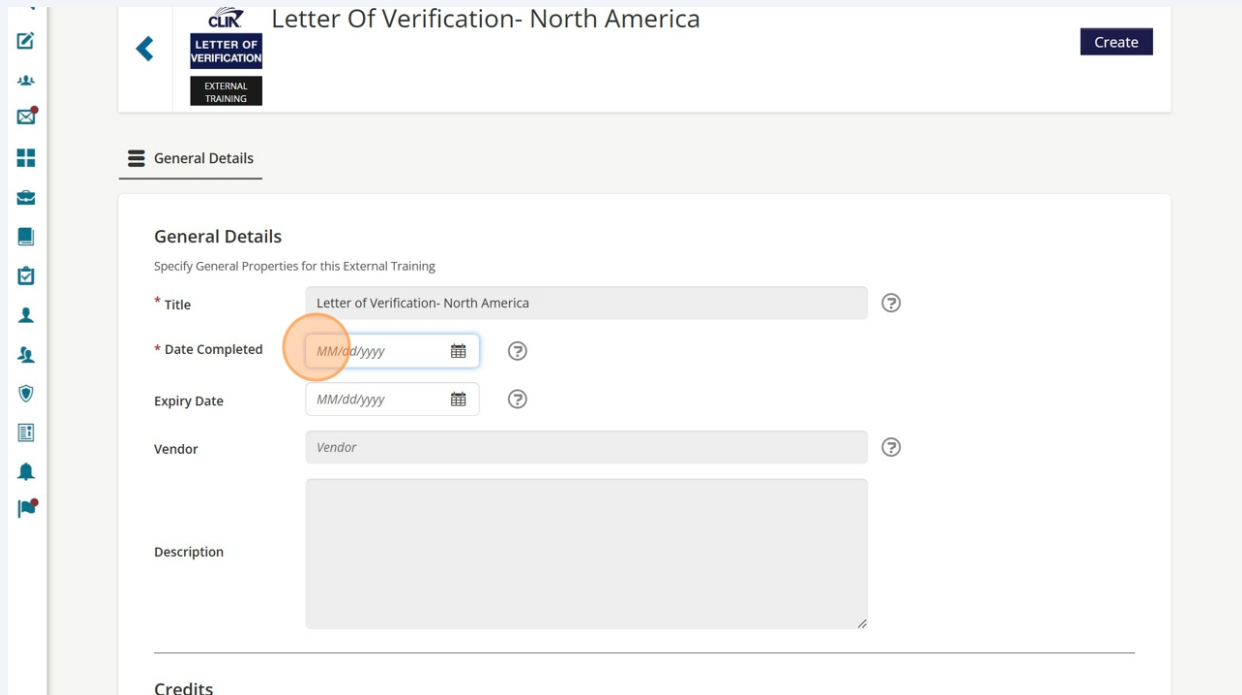
Letter of Verification- North America

Incomplete

Add Record

more information

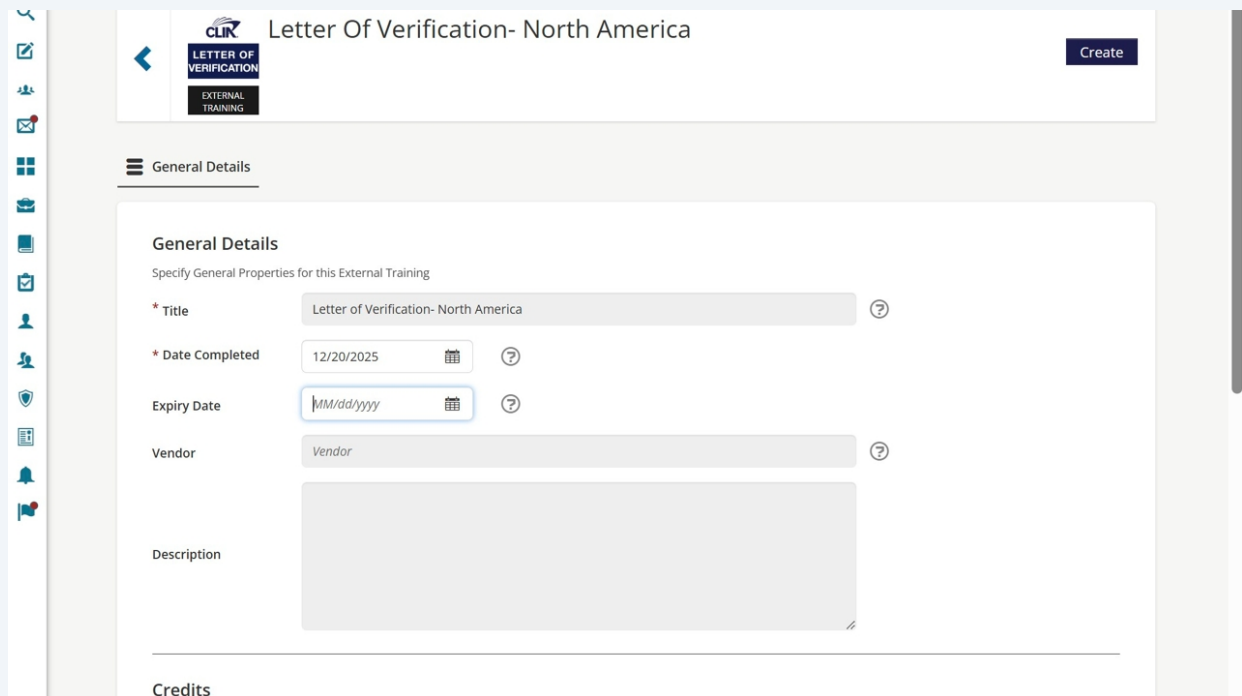
2 Click the "Date Completed" field.



The screenshot shows a web interface for creating a 'Letter Of Verification- North America'. The form is titled 'General Details' and includes a 'Create' button in the top right. The 'Date Completed' field is highlighted with an orange circle, indicating it is the next step in the process. The form fields are as follows:

Field	Value
* Title	Letter of Verification- North America
* Date Completed	MM/dd/yyyy
Expiry Date	MM/dd/yyyy
Vendor	Vendor
Description	
Credits	

3 Enter today's date. This will make sure that your training is applied to the certification path that you are currently enrolled in.



The screenshot shows the same web interface as the previous one, but now the 'Date Completed' field is filled with the date '12/20/2025'. The 'Expiry Date' field is still empty. The form fields are as follows:

Field	Value
* Title	Letter of Verification- North America
* Date Completed	12/20/2025
Expiry Date	MM/dd/yyyy
Vendor	Vendor
Description	
Credits	

4 Ignore the "Expiry Date" field and leave blank.

The screenshot shows a web application interface for 'EXTERNAL TRAINING'. A sidebar on the left contains various icons. The main content area is titled 'General Details' and includes a sub-header 'Specify General Properties for this External Training'. The form contains several fields: 'Title' (filled with 'Letter of Verification- North America'), 'Date Completed' (filled with '12/20/2025'), 'Expiry Date' (highlighted with an orange circle and containing the placeholder 'MM/dd/yyyy'), 'Vendor' (filled with 'Vendor'), and a large 'Description' text area. Below the form is a table titled 'Credits' with columns 'CREDIT TYPE' and 'AMOUNT'.

CREDIT TYPE	AMOUNT
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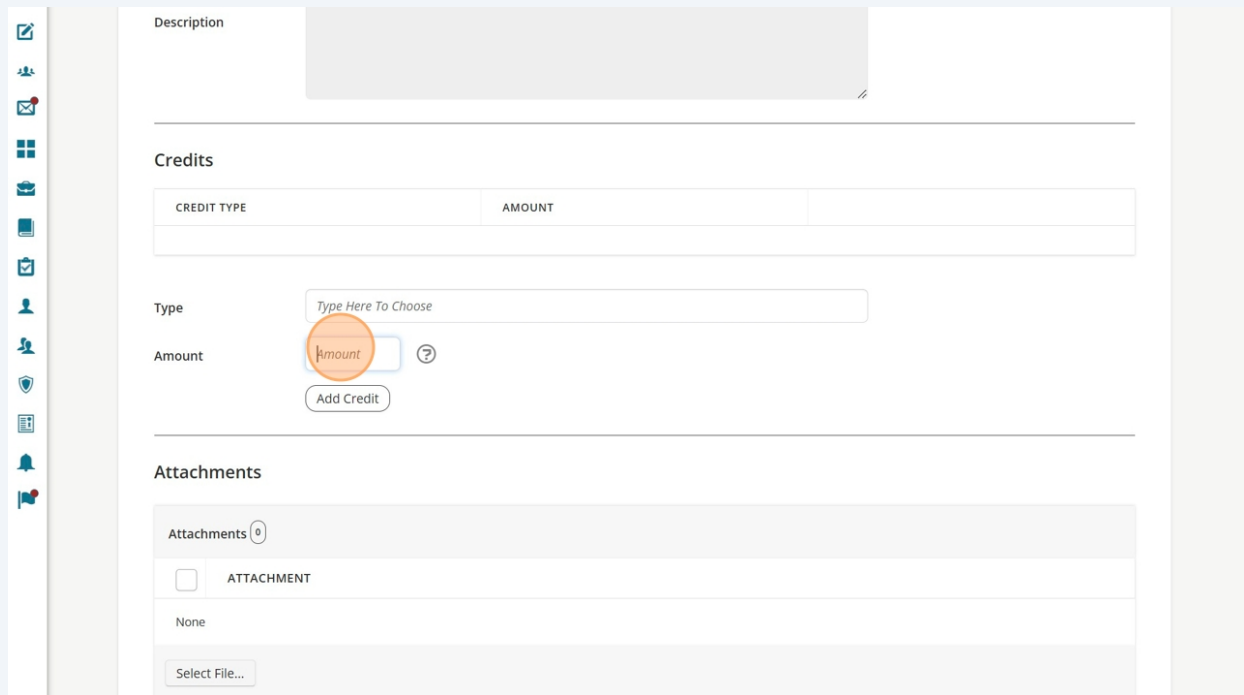
5 Ignore the "Type" field and leave blank.

The screenshot shows the lower portion of the form. It includes a 'Description' text area, a 'Credits' table with columns 'CREDIT TYPE' and 'AMOUNT', a 'Type' dropdown menu (highlighted with an orange circle and containing the placeholder 'Type Here To Choose'), an 'Amount' input field, and an 'Add Credit' button. Below these is an 'Attachments' section with a header 'Attachments 0' and a table with columns 'ATTACHMENT' and 'None'.

CREDIT TYPE	AMOUNT
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ATTACHMENT	None
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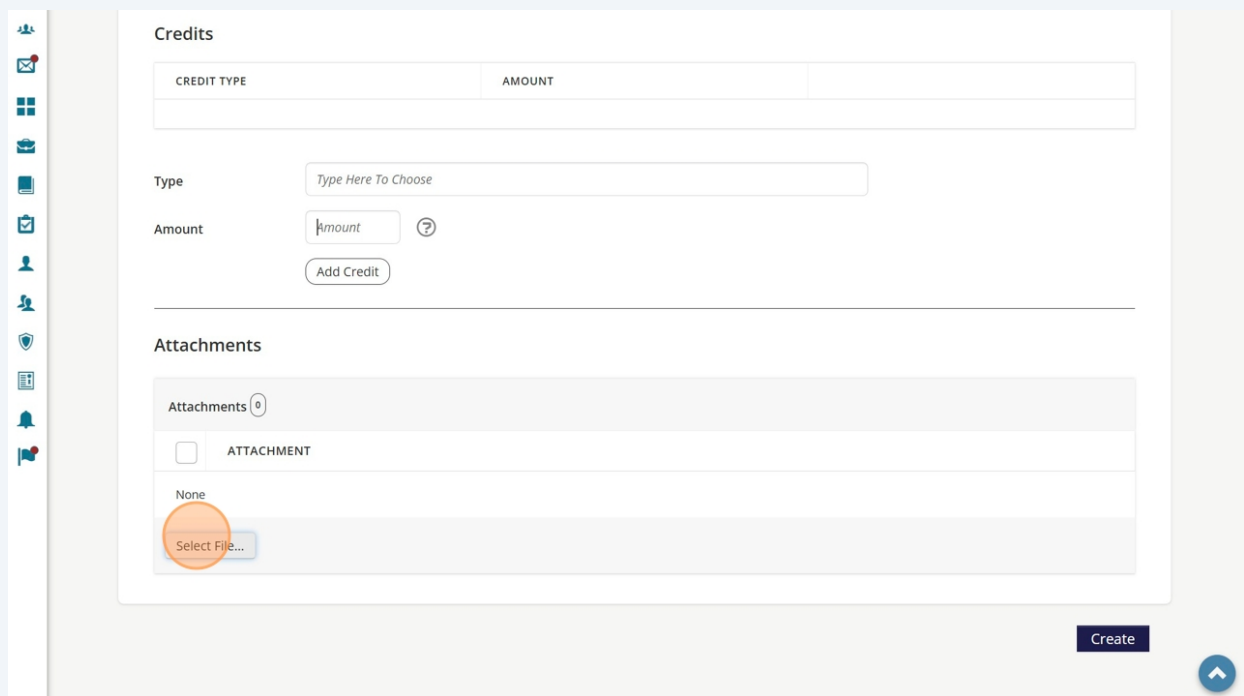
6 Ignore the "Amount" field and leave blank.



The screenshot shows a web application interface with a vertical sidebar on the left containing various icons. The main content area is divided into several sections:

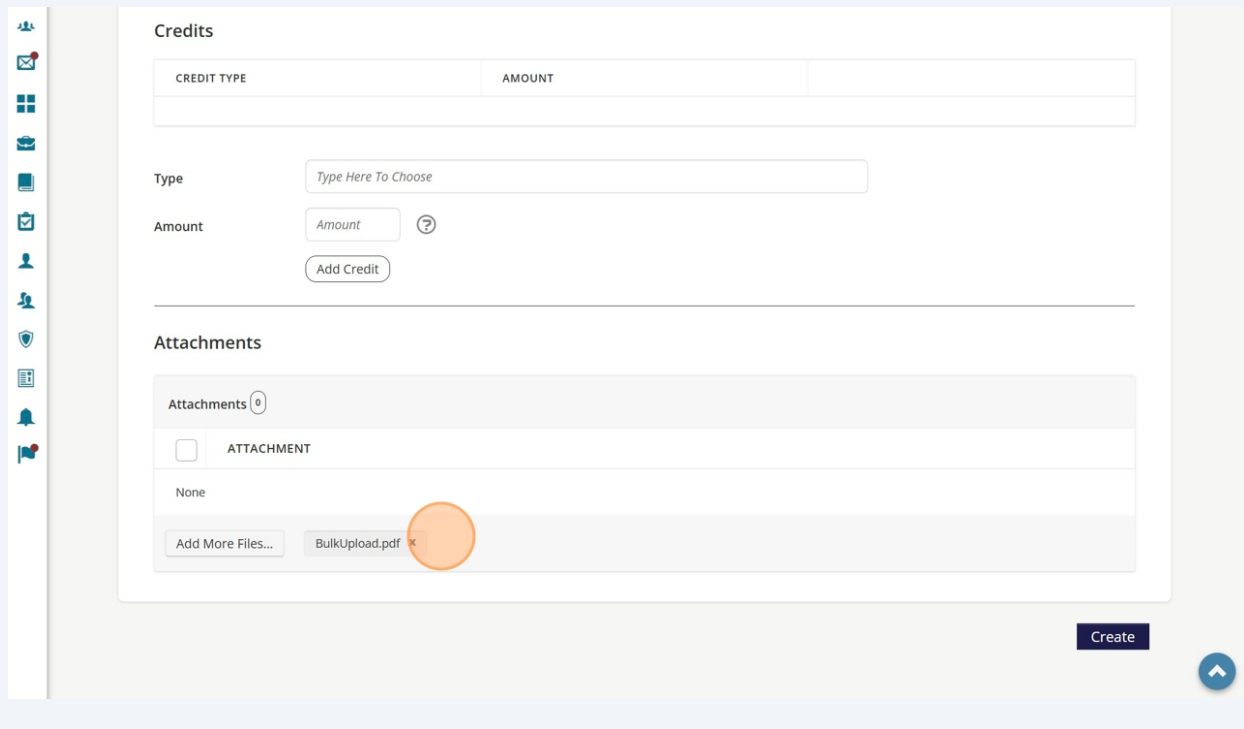
- Description:** A text input field with a placeholder and a double-slash icon at the end.
- Credits:** A table with two columns: "CREDIT TYPE" and "AMOUNT". Below the table is a "Type" dropdown menu with the placeholder text "Type Here To Choose".
- Amount:** A text input field containing the word "Amount", a question mark icon, and an "Add Credit" button below it.
- Attachments:** A section with a header "Attachments 0", a table with a checkbox and the text "ATTACHMENT", and a "None" label.
- Bottom Bar:** A "Select File..." button and a "Create" button.

7 Click the "Attachments" field.



This screenshot is identical to the one in step 6, but with an orange circle highlighting the "Select File..." button in the "Attachments" section, indicating the next step in the process.

8 Upload as many attachments that you need.



The screenshot shows a web form titled 'Credits'. It has a sidebar on the left with various icons. The main form area is divided into two sections: 'Credits' and 'Attachments'.

Credits Section:

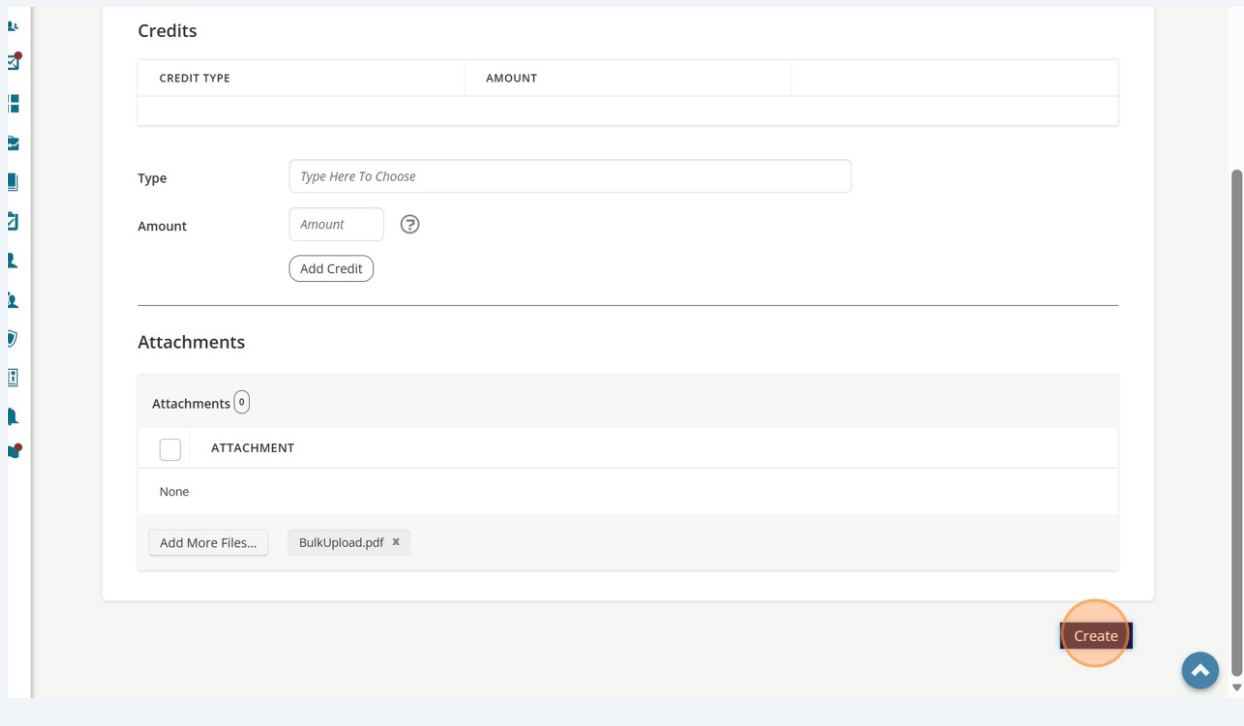
- A table with two columns: 'CREDIT TYPE' and 'AMOUNT'.
- A 'Type' dropdown menu with the placeholder text 'Type Here To Choose'.
- An 'Amount' input field with a placeholder 'Amount' and a help icon (?) to its right.
- An 'Add Credit' button.

Attachments Section:

- A header 'Attachments 0'.
- A table with one column: 'ATTACHMENT'.
- A 'None' option below the table.
- A list of attachments at the bottom: 'Add More Files...' and 'BulkUpload.pdf x'. An orange circle highlights the 'BulkUpload.pdf' file.

At the bottom right of the form, there is a 'Create' button and a blue circular button with an upward arrow.

9 Click 'Create'. Once your training is approved by a member of the CLIA team, it will show as 'completed' on your certification path.



This screenshot is identical to the one above, showing the 'Credits' form. However, in this version, an orange circle highlights the 'Create' button at the bottom right of the form, instead of the attachment file.