



TALENTEd

# Certified Administrator Training

## Master your TalentEd solution ... without ever leaving your desk *Become a TalentEd Certified Administrator*

TalentEd's Certified Administrator program equips customers with the skills needed to get the most out of their TalentEd solutions. Online training led by a live instructor provides the convenience of working from your own computer while maximizing learning.

All courses are designed as deep dives for customers looking to become system super users, and include:

- Official certification, awarded upon successful course completion.
- Dedicated access to the online forum exclusively for Certified Administrators, making it easy to collaborate with other power users.
- Email badges that can be placed in signature templates to indicate status as a TalentEd Certified Administrator.
- Networking opportunities to learn from peers and discuss new and exciting ways to use TalentEd solutions.

### Available sessions:

#### Records/Onboard

Records and Onboard users will learn how to expertly manage users, build forms, configure workflows and checklists, create reports, maintain security, and send and receive contracts.

- \$1,200 fee covers four two-hour sessions

#### Perform

Perform users will expand their abilities to configure forms, customize evaluation processes, build reports, manage users, and implement advanced scripting, rubrics and artifact portfolios.

- \$1,200 fee covers four two-hour sessions

#### SmartFind Express

SmartFind Express users will expand their knowledge of absence management fundamentals, HR administrative functions, analytics, and system configuration.

- \$1,200 fee covers four two-hour sessions

#### Unify

Our most intensive offering, this training reveals ways to expertly dialogue with data, write items, design and deliver assessments, and manage system preferences.

- \$2,400 fee covers 10 three-hour sessions

To register or learn more, visit [www.talentedk12.com/training](http://www.talentedk12.com/training) and select "Certified Administrator Course."

