

HOW TO TAKE A RETRAINING COURSE

What is a Retraining Course?

Retraining courses allow users to quickly and easily renew a course to gain an updated certificate as often as needed.

How Do I Take a Retraining Course?

1. Go to <https://theicn.org/iLearn>
2. **Sign In**
3. Find the **Quick Links** box on your **Dashboard**
4. Click the link under **View my Retraining Courses** to locate courses that are up for renewal.

The screenshot shows the iLearn dashboard interface. At the top, there is a navigation bar with the logo for the Institute of Child Nutrition, a search bar, and user navigation icons. Below the navigation bar, the user's name 'Ginger Gregory' and profile options are visible. The main content area features a 'Welcome iLearn Users!' message, a 'View Full Course Catalog' button, and a 'Recommended Courses for You' section. The 'Recommended Courses for You' section displays a grid of course cards, including 'Adult Learning', 'CACFP Child and Adult Meal Pattern...', 'CACFP Infant Meal Pattern Requirements', and 'CACFP Optional Best Practices'. On the right side, there is a 'Quick Links' section with several options: 'View My Courses', 'View My Certificates', 'View My Retraining Courses', 'View Recorded Webinars', 'Filtered Course List', 'ICN Website', and 'Get Help'. The 'View My Retraining Courses' link is highlighted with a red box and a red arrow pointing to it.

5. Click **RENEW NOW** next to the course you want to take.

The screenshot shows the 'My Activities' page with a sidebar on the left containing options like Statistics, Additional Info, Courses, ILT (Instructor-Led Training), Learning Plans, External Training, Badges, Social, and Retraining (highlighted with a red box). The main content area is titled 'Certifications & Retraining' and includes a search bar and a table. The table has columns for TITLE, CODE, DESCRIPTION, ISSUED ON, EXPIRATION, and TO RENEW IN. One row is visible for 'Civil Rights' with code 'CR_EN', description 'Civil Rights Annual Training', issued on '3/6/2023', and expiration 'Next exp: 3/7/2023'. A red arrow points to the 'RENEW NOW' button in the 'TO RENEW IN' column.

****STOP HERE****

- Before moving forward, be sure you have downloaded and saved your previous certificate.
- Moving forward will replace the existing certificate.
- Want to store all of your certificates in iLearn? Scan the QR code or visit the link for instructions on uploading your certificate to the External Activities - [iLearn - How to add external training certificate?](#)



6. Hover over the course that has a **green check mark** and click the Play button.

The screenshot shows the 'Renew your certification' page. At the top, there is a message: 'Your certification Civil Rights has expired at 3/7/2023 7:31:46 pm. Please enroll to and complete one of the following courses or learning plans in order to renew it. Selecting an item you've already used to obtain this certification in the past, will result in a complete tracking data reset for that item!'. Below the message is a video player for 'Civil Rights in Child Nutrition Programs'. The video player shows a play button with a red arrow pointing to it. The video player also displays 'Learner', '1/12', and '1:00:00'.

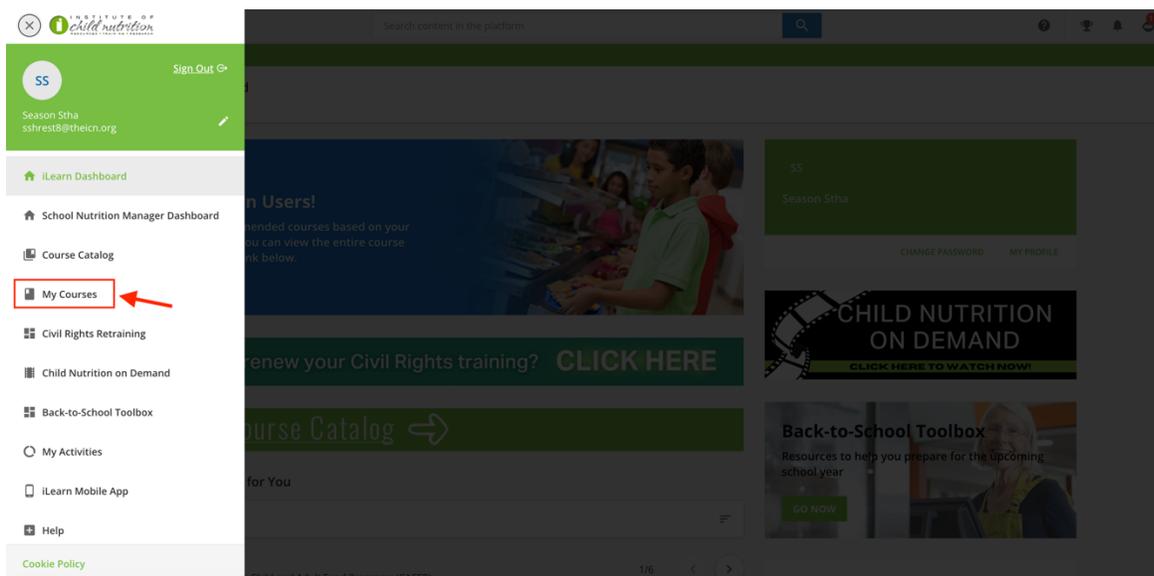
7. You are now in the course. Click **Start Learning Now** to begin.

Another Option To Find and Take a Retraining Course

1. Click the Menu



2. Click My Courses



3. Go to Completed section
4. Click the course you want to take

My Courses
Below are all of the courses you are enrolled in. Click on a course to continue your learning.

Completed
Review your completed activity

Not yet started	In progress	Completed
3 Items	6 Items	2 Items
<ul style="list-style-type: none">Not Started: ICN Menu Strategies for Special Diets and Allergens (Jul 2021) 5.0 EN E-Learning 1h 00mNot Started: Wellness Wednesday – Nutrition and Mental Health 5.0 EN E-Learning 15m 00sNot Started: STAR Back to School: Completing Food Production Records the Best Way (July 2021) 5.0 EN E-Learning 1h 00m	<ul style="list-style-type: none">In Progress: Food Safety in Summer Meals 5.0 EN E-Learning 1h 00mIn Progress: CACFP Infant Meal Pattern Requirements EN E-Learning 4h 00mIn Progress: Adult Learning 5.0 EN E-Learning 4h 00m	<ul style="list-style-type: none">Completed: Norovirus for Schools 5.0 EN E-Learning 2h 00mCompleted: Civil Rights in Child Nutrition Programs 5.0 EN E-Learning 1h 00m

5. Click **RENEW YOUR CERTIFICATE**

Course completed on 11/7/2023
Norovirus for Schools
How would you rate this course? ★★★★★

Renewable Certification
The certificate for Norovirus for Schools is eligible to be renewed.

RENEW YOUR CERTIFICATE

Norovirus for Schools
ID: E-6VXJ51
2 / 7 lessons completed

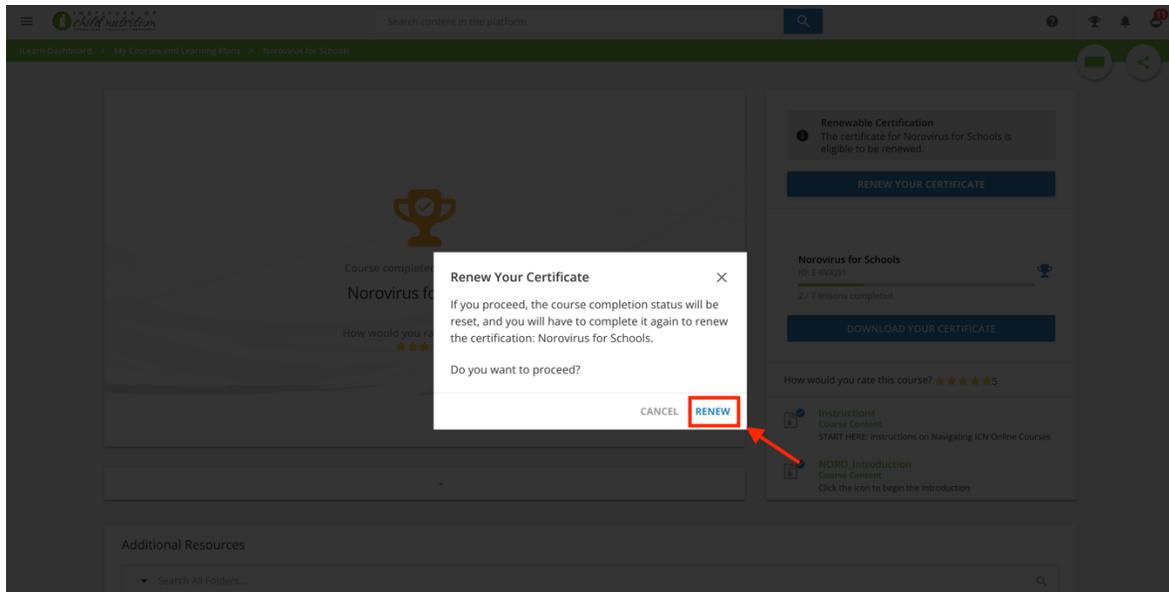
DOWNLOAD YOUR CERTIFICATE

How would you rate this course? ★★★★★5

- Instructions Course Content
START HERE: Instructions on Navigating ICN Online Courses
- NORO Introduction Course Content
Click the icon to begin the Introduction

Additional Resources
Search All Folders...

6. Click **RENEW**



7. You are now in the course. Click **Start Learning Now** to begin.