

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 allowing the user to renew the courses as often as needed.

Not all courses are available for retraining at this time. To view a list of retraining courses, visit <https://theicn.docebos.com/pages/54/retraining>.

How Do I Take a Retraining Course?

1. Go to www.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 search bar and navigation links for 'Power User Dashboard' and 'iLearn Dashboard'. Below this, a 'Welcome iLearn Users!' banner is displayed. A green button labeled 'View Full Course Catalog' with a right-pointing arrow is visible. The main content area is titled 'Recommended Courses for You' and features a grid of course cards. The first card is 'Adult Learning' (EN | 4h 00m, 5.0 stars). The second card is 'CACFP Child and Adult Meal Pattern...' (EN | 4h 00m, 5.0 stars) and is marked as 'The Course Is Now Locked'. The third card is 'CACFP Infant Meal Pattern Requirements' (EN | 4h 00m). The fourth card is 'CACFP Optional Best Practices' (EN | 1h 00m). On the right side of the dashboard, there is a 'Quick Links' section. The 'View My Retraining Courses' link is highlighted with a red box and a red arrow pointing to it. Other links in the 'Quick Links' section include 'View My Courses', 'View My Certificates', 'View Recorded Webinars', 'Filtered Course List', 'ICN Website', and 'Get Help'.

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

TITLE	CODE	DESCRIPTION	ISSUED ON	EXPIRATION	TO RENEW IN
Civil Rights	CR_EN	Civil Rights Annual Training	3/6/2023	Next exp: 3/7/2023	RENEW NOW

****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 - <https://www.theicn.org/ilearn-how-to>.



6. Click the course you want to renew until you see a **green check mark**.
7. Hover over that course and click the **Play button**.

Renew your certification

! 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!

Civil Rights in Child Nutrition Programs

Learner
1/12 1:00:00
EN

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