

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.

Not all courses are available for retraining at this time. To view a list of retraining courses, visit <https://theicn.docebo.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 for user Ginger Gregory. The dashboard includes a search bar, a navigation menu, and a main content area. A 'Quick Links' section on the right side of the dashboard contains several links, with 'View My Retraining Courses' highlighted in a red box and an arrow pointing to it. The 'View My Retraining Courses' link is accompanied by the text: 'View all of your retraining courses by clicking [here](#). Learn how retraining works by clicking [here](#).' Below the 'Quick Links' section, there is a 'Recommended Courses for You' section with a search bar and a grid of course cards. The course cards include 'Adult Learning', 'CACFP Child and Adult Meal Pattern...', 'CACFP Infant Meal Pattern Requirements', and 'CACFP Optional Best Practices'. Each card shows the course title, a rating of 5.0, and the enrollment status 'ENROLLED'.

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

Power User Dashboard > My Activities

My Activities

Certifications & Retraining

Also show expired certifications

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

Total: 1

****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

Certifications & Retraining

! 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.