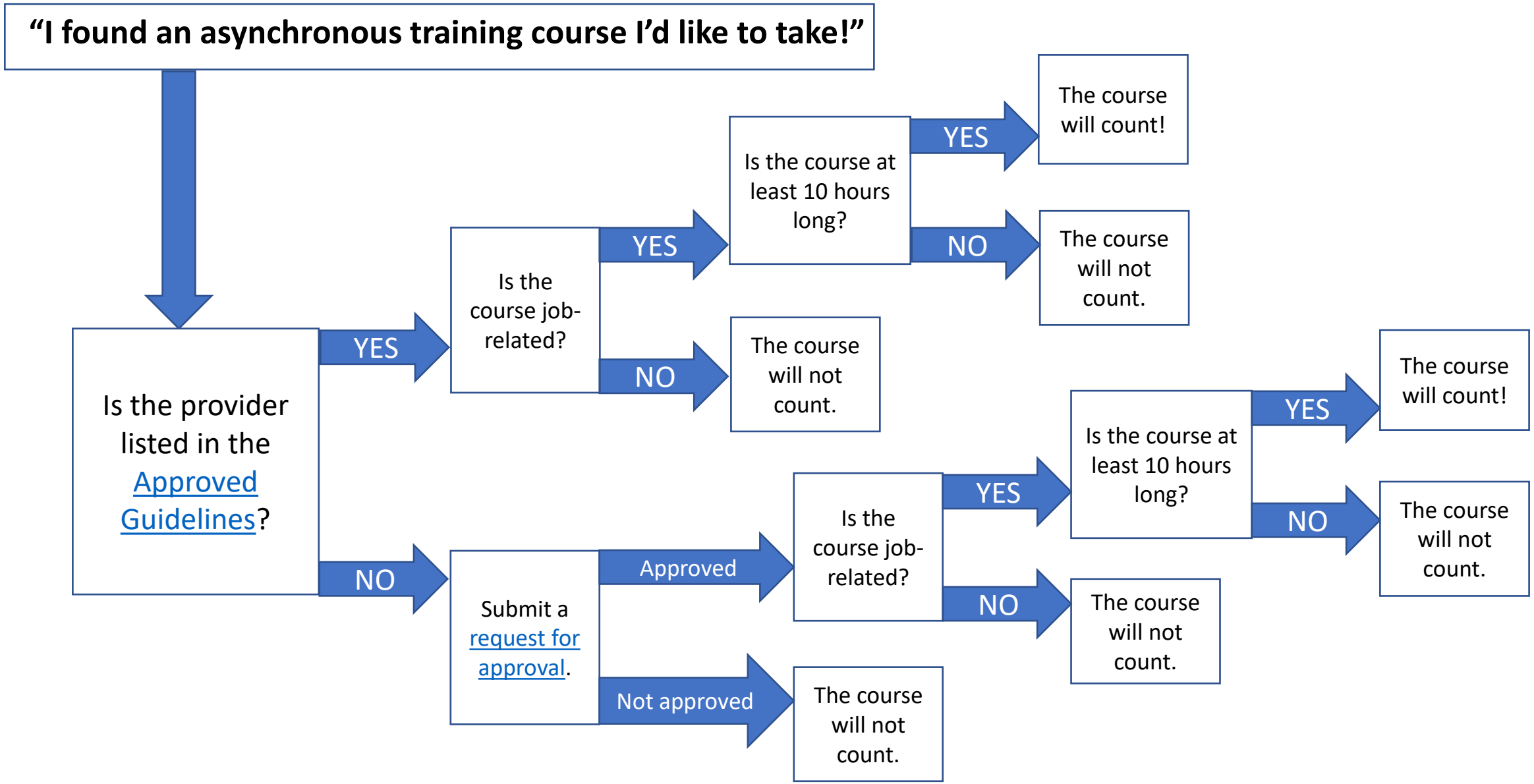
"I found an asynchronous training course I'd like to take!"
Is the provider listed in the Approved Guidelines?
YES
NO
Is the course job-related?
YES
NO
Is the course at least 10 hours long?
YES
NO
The course will count!
The course will not count.
The course will not count.
Submit a request for approval.
Approved
Not approved
Is the course job-related?
YES
NO
Is the course at least 10 hours long?
YES
NO
The course will count!
The course will not count.
The course will not count.