



Frequently Asked Questions about Training & Development

How do I get a Training Catalog?

1. View the PDF version of the [Training Catalog](#), or
2. View the catalog by logging into [OPUS](#).
 - a. In OPUS, select PIN OLM Learner and Learner Home to view all courses offered.
 - b. Select the ***Consortium Training Catalog** link on the right side under Browse Catalog.
 - c. When that page opens, view classes by clicking on the **Alphabetical Listing** link (TIP – Once this page opens, click on the **Course Name** column heading so that classes display in alphabetical order).
 - d. Click the 'Next' button on the right side to scroll through classes or 'Previous' to scroll back.

How do I request a class in OPUS?

Requesting a class in OPUS OLM is quick and easy. See:

- [OPUS Class Request - Quick Reference](#)
- [OPUS Class Request - Step-by-Step Guide](#)

I'm searching for a class, and I can't find it.

To locate a class in OPUS, try restricting your search by using only one of the words in the name of the class. If your search still does not display a class, there are several explanations:

- Class is restricted to certain learner group(s) and therefore would not be listed as being open to all Consortium members
- Class is not presently offered (OPUS displays current and future date classes, not classes that occurred in the past).

If a particular class is not offered, please contact Training & Development via [email](#) or call us at 464-3796. Based on needs and resources available, additional training options may be made available.

My class enrollment request has been approved. Does that mean I am enrolled?

No. Your OPUS request for training is reviewed by your supervisor and if approved is then sent to OLM to confirm seat availability.

- You are enrolled in a class when you receive an email from WFEPD that says, "*You have successfully enrolled in the class.*" If you have not received that email, you are not enrolled.
- You can view your class enrollments at any time by logging into OPUS, selecting PIN OLM Learner, Learner Home. On the Learn Home tab (click **Current Learning** under it), you will see all the classes you are currently enrolled in.
- If a class is full you may have been placed on the wait list. To check, click the **Requested Learning** tab to view your list of class names (if none display click the ' + ' sign to the left of the word **Enrollments**). Classes are displayed in 'oldest to newest' order so click the **Start Date** column heading to display newest classes first. If the class you requested is displayed and you are wait listed it will display **Wait Listed** under the **Status** column.

Where is my class being held?

Log into OPUS then select PIN OLM Learner, Learner Home. Under the Learner Home/Current Learning tab, click on the class link to view the class information.

Where can I find a map and parking info for my training class?

See [Training Location Maps](#) for maps, driving directions and parking information.

Will OPUS remind me that I have an upcoming class to attend?

Yes. Once you are enrolled in a class, you will get a 7-Day Class email reminder sent to you seven calendar days prior to the class date. We recommend you drag and drop this email into your Outlook Calendar. Remember to set the appointment reminder ahead of time to allow for travel time. NOTE: Class enrollments that take place less than 7 days prior to class start date will not get this OPUS reminder.

I signed up for a class, but I can't make it. Will my department get billed?

No. There is no charge to departments for classes published in the Training Catalog, although Consortium members (non-UPS employees) do pay for materials for certain classes. However, we ask that you log into OPUS and unenroll yourself from the class to assist us with filling all available class seats.

Does a record of my county training classes go in my personnel file?

From 2011 forward, OPUS contains your training history for any classes taken through OLM. Using OLM means there is no longer a need to update your personnel file with OLM provided training. For training records prior to 2011, please contact Training & Development via [email](#) or call us at 464-3796.

I have taken external training classes or obtained a degree. Does this training go in my personnel file?

You can add external learning in OPUS (PIN OLM Learner area) and degrees in PIN Employee Self Service. Entries should be relevant to your current or past positions. Please see [Adding Outside Training to OPUS](#) for complete details for external learning, degree and certification entry into OPUS.

How do I take classes not offered in the Training Catalog?

The Tuition Reimbursement Program may be used for classes taken on your own time for job enhancement or career development. See [Career Development/Tuition Reimbursement Program](#). Also, academic and career coaching are available if you would like to speak with someone about similar classes that would meet the same learning objectives.

For assistance on these or other training questions, please contact Training & Development via [email](#) or at 464-3796.