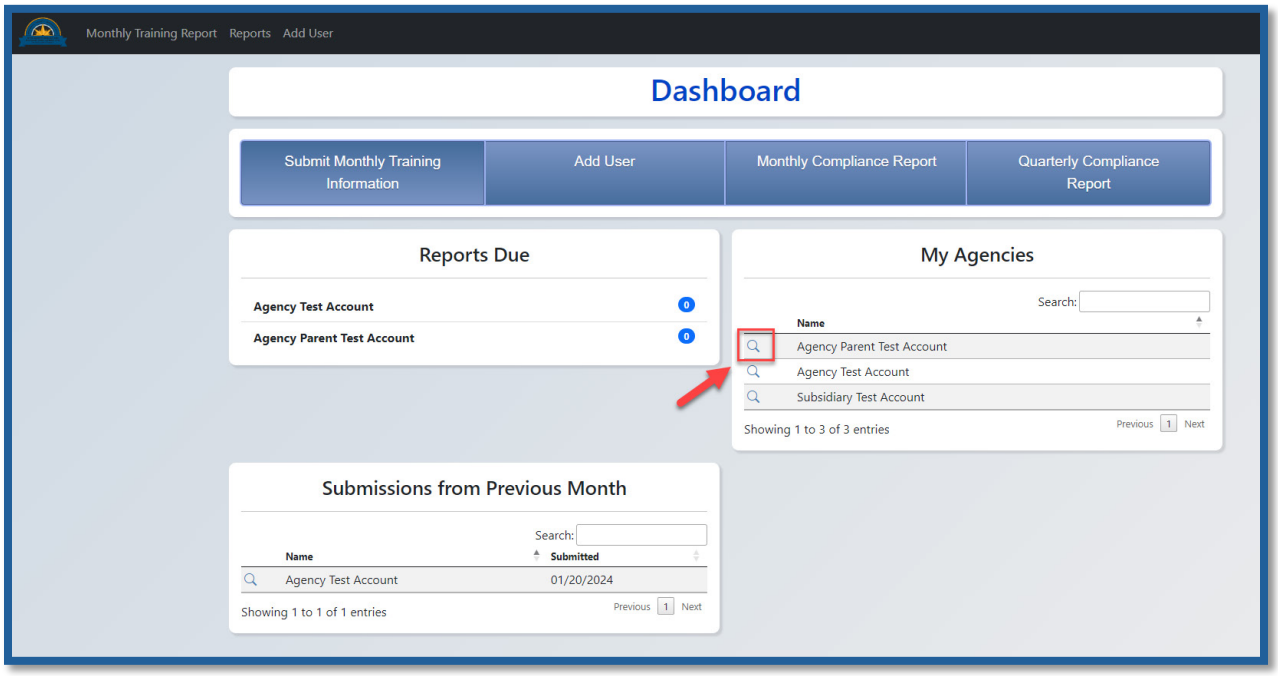
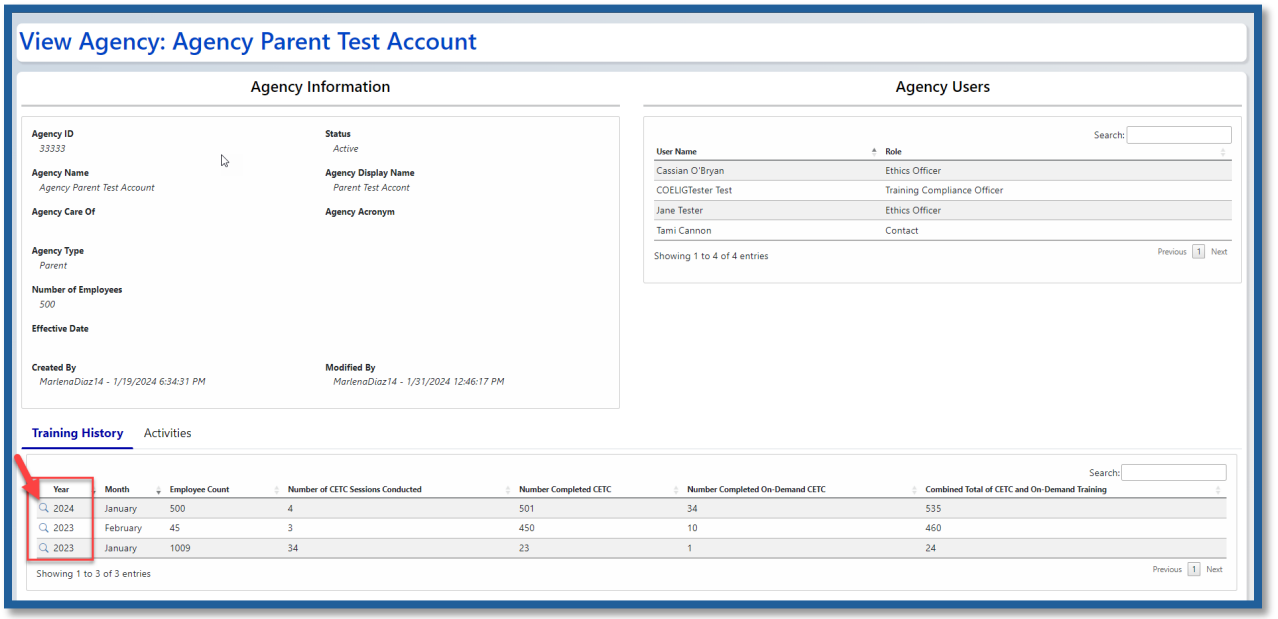
How to edit a previously submitted monthly training report

From the dashboard:

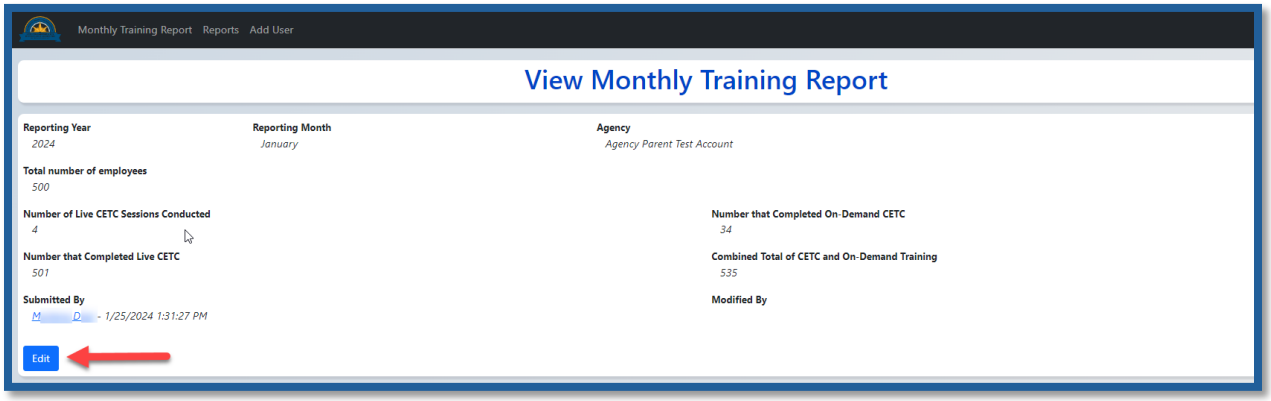
1. Click the **'magnifying glass icon'** next to the agency name of the report you want to modify.



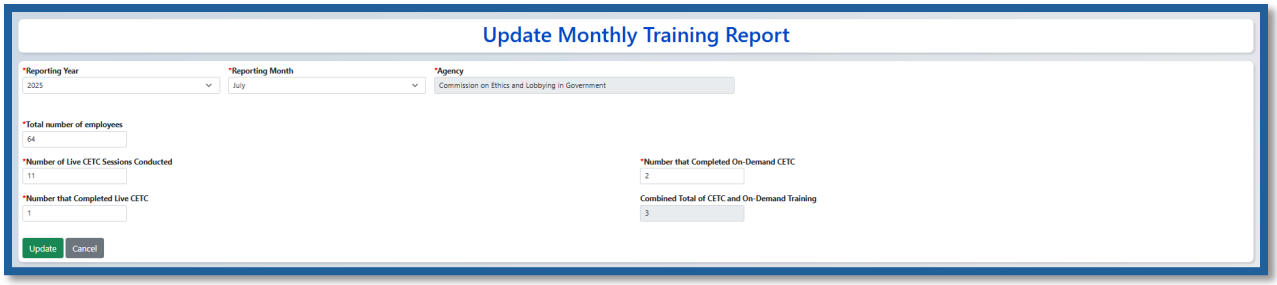
2. Under the **'Training History'** tab, click the magnifying glass of the monthly training report you would like to edit/modify.



3. Confirm that you have selected the correct year and reporting month. Click **'Edit'** to modify the training information. If you are an agency user that reports training information for multiple agencies, you **CANNOT** modify the agency name from this view.



4. Update the applicable sections as needed. Below are instructions on what to report in each field.



- **Total Number of Employees**: Include the number of employees listed in your agency profile.
    - If your employee data hasn't been uploaded or is missing in SETA, enter the total number of active employees who are on your agency profile.
    - If you are identified as a parent agency in SETA, include the total number of employees for your parent agency and all subsidiaries.
- **Number of Live CETC Sessions Conducted**: Include the number of live CETC sessions conducted at your agency.
- **Number that Completed Live CETC**: Include the number of employees who completed live training (in-person or remotely) at your agency and/or attended a live CETC hosted by COELIG.
- **Number that Completed On-Demand**: Include the number of employees who completed the COELIG on-demand ethics training via the Statewide Learning Management System (SLMS), your own learning management system or the on-demand MP4.

- **For new hires:** indicate the number of new hires and existing employees who completed the on-demand ethics training in your monthly (agency-reported) aggregate statistics. This only applies for the July – December 2025 monthly training statistics.

5. Click **'Update'** to save your changes, or **'Cancel'** to discard.