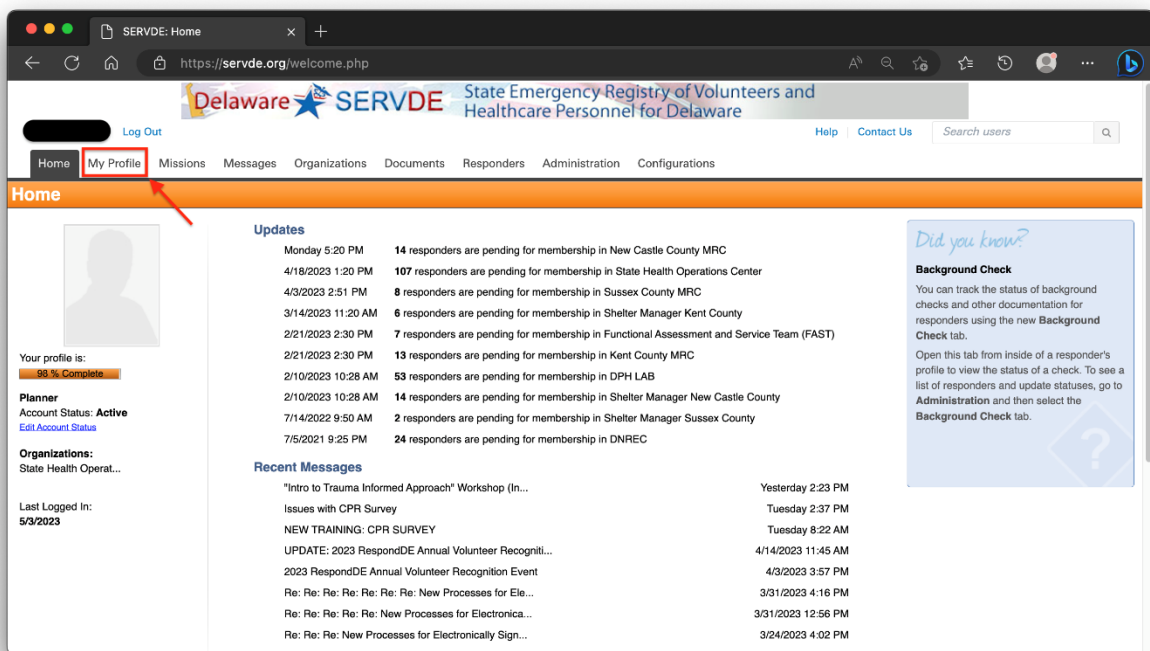




To upload any certifications, awards, or training to your ServDE profile, please follow the steps listed below. If you have any questions or comments regarding these directions, please email us at RespondDE@delaware.gov.

1. Login to ServDE (<https://servde.org>).
2. Click 'My Profile' in main header bar.



3. Click 'Training' in black header bar.



Delaware **SERVDE** State Emergency Registry of Volunteers and Healthcare Personnel for Delaware

Log Out Help Contact Us Search users

Home My Profile Missions Messages Organizations Documents Responders Administration Configurations

Summary Identity Deployment Prefs Contact Occupations **Training** Skills & Certifications Medical History SHOC Background Check Settings

Summary

98 % Complete

In order to make you eligible for potential deployments, all profile information must be complete. Please take the time to fill out each section below.

- Identity (complete)**
Your name, current address, physical characteristics, and ability to operate a licensed motor vehicle.
- Deployment Preferences (complete)**
Your availability for deployments, activity preferences for deployments, and existing emergency response commitments.
- Contact (complete)**
Your contact information and emergency contacts for use during a deployment.
- Occupations (complete)**
Your professional experience.
 - Planner (complete)**
Credentials are the formal qualifications you possess and are verified by the system.
- Training (complete)**
Your completed training courses.
- Skills and Certifications (complete)**
Your expertise to be considered for deployment eligibility and prior deployment history.
- Medical History (complete)**
Your health conditions that may affect deployment eligibility and your vaccination history.
- Background Check (incomplete - required fields missing)**
Your background check may affect deployment eligibility.

4. Click 'Add Training Course' button below orange 'Training' header.

Delaware **SERVDE** State Emergency Registry of Volunteers and Healthcare Personnel for Delaware

Log Out Help Contact Us Search users

Home My Profile Missions Messages Organizations Documents Responders Administration Configurations

Summary Identity Deployment Prefs Contact Occupations **Training** Skills & Certifications Medical History SHOC Background Check Settings

Training

Add Training Course

Completed Training Courses

The following is a list of training courses you have completed through DETRAIN or SERVDE

| Course Name | Course Type | Course Date | Course ID | Location | Verification Status | Delete |
|--|-------------|-------------|----------------|----------|---------------------|--------|
| RespondDE Acknowledgement for Code of C... | DETRAIN | 03/08/2023 | 1108190 | -- | Not Applicable | -- |
| RealOpt Modeling for Point of Dispensin... | DETRAIN | 03/15/2021 | 1076388 | -- | Not Applicable | -- |
| DMRC Code of Conduct | SERVDE | 03/23/2021 | Not Applicable | -- | Success | X |
| Public Health Confidential: Federal Ove... | DETRAIN | 06/23/2021 | 1064343 | -- | Not Applicable | -- |
| Active Shooter | SERVDE | -- | Not Applicable | -- | Success | X |
| ICS-100: Introduction to the Incident C... | SERVDE | -- | Not Applicable | -- | Success | X |
| ICS-200: Basic Incident Command System | SERVDE | -- | Not Applicable | -- | Success | X |
| ICS-700: An Introduction to National In... | SERVDE | -- | Not Applicable | -- | Success | X |
| ICS-800: An Introduction to National Re... | SERVDE | -- | Not Applicable | -- | Success | X |

1-18 of 18

History of Changes



5. Fill out information and upload pertinent files, if applicable.
 - a. Choose appropriate course from 'Training Course' drop-down menu.
 - i. If course is not listed, please let us know so we can add it.
 - ii. ****If you are unsure about what course to select, please contact us at RespondDE@delaware.gov.**
 - b. Select 'Pending' option from the Verification Status drop-down menu.
6. Click 'Save Changes' button at bottom of screen.

A screenshot of a web browser window showing the "SERVDE: Edit Training" page. The browser's address bar shows the URL "https://servde.org/training_course_details.php". The page has a navigation menu at the top with options like "Home", "My Profile", "Missions", "Messages", "Organizations", "Documents", "Responders", "Administration", and "Configurations". Below this is a sub-menu with "Summary", "Identity", "Deployment Prefs", "Contact", "Occupations", "Training" (which is highlighted), "Skills & Certifications", "Medical History", "SHOC", "Background Check", and "Settings". The main content area is titled "Add Training" and "Training Course". It contains several form fields: a dropdown menu for "Training Course" (currently set to "Select"), a text input for "Institution", two date inputs for "Training Course Date" and "Expiration Date" (both with "mm/dd/yyyy" placeholders), a checkbox for "Check this box if your training course has no expiration date", a file upload section for "Upload Certificate" with a "Choose File" button, "Clear" button, and "Add Another Certificate" button, a dropdown menu for "Verification Status" (currently set to "Select"), and a text area for "Verification Notes". At the bottom right of the form, there are two buttons: "Cancel" and "Save Changes". A red arrow points to the "Save Changes" button, which is highlighted with a red border.