Entering POST Training Videos (Multimedia) Course Rosters into EDI

Many POST training videos are eligible for two hours of Continuing Professional Training (CPT) credit. Courses that require a roster are marked on the POST Learning Portal with a title that reads: "Requires POST Multimedia EDI Roster for 2 Hours of CPT credit." These courses can be watched individually, or facilitated in a group through the Facilitated Courses list on the portal.

Agency training managers who wish to present POST training videos for CPT credit or to satisfy mandated training requirements must always check the POST Course Catalog (Multimedia Course section) and/or the Electronic Data Interchange (EDI) to ensure that the POST training video is still certified for use. Training videos that have been discontinued are removed from the POST Course Catalog and EDI.

Agency training managers may submit POST Course Rosters for POST training video presentations using the following simple steps:

1. Log into your EDI account.

2. Under GENERAL QUICK LINKS section at left, select Course Rosters (or from the top header drop-down menus, select Courses, then select Rosters).

3. Select Enter Roster on Behalf of: (Select Agency/Presenter from drop-down).

4. Select POST MULTI-MEDIA COURSE (Cert # 29000).

5. Select the Presentation Title (you can sort titles A-to-Z by clicking at the top of the column).

6. Follow prompts to complete the Course Roster.

Note that the "End Date" is the last date the trainees viewed the POST training video.

Contact the POST Training Delivery and Compliance Bureau for more information about CPT credit, course rosters, and using the POST EDI system.

October 24, 2024