



## How to Close/End A Trainee's Learning Path

TARGET AUDIENCE: PROGRAM DIRECTORS AND PROGRAM ADMINISTRATORS Updated January 18, 2022

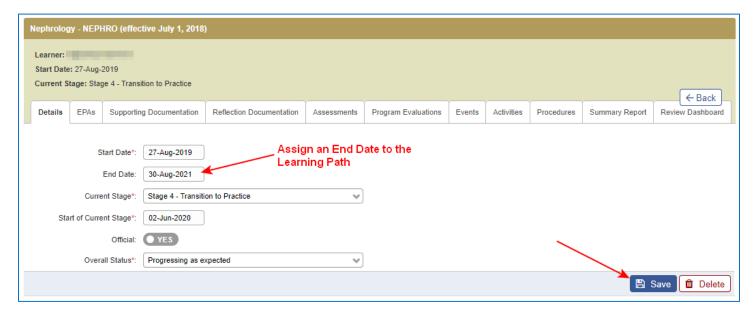




## Ending/Closing a Learning Path When a Trainee Has Left the Program

It is important to maintain accurate files for each trainee. The end date of the learning path should be the date they completed their program, or date they left their program.

1. Under the Details tab of the trainee's EPA dashboard, assign the trainee's end date.



## QUESTIONS?