



ADDING PAST COURSES

One of the goals in the development of the MBI Training Vault was to provide MBI members and their employees access to their training records. The training that is extracted from the MBI database dates back to 1998. Adding past courses that were provided by your company or a 3rd party provider is encouraged in order to reap the maximum benefits of the MBI Training Vault. As a service, MBI will enter all of your past training courses into the Training Vault.

Please copy this form for multiple courses or email all requested information to Tom Fulcher at tfulcher@mbionline.com.

To add a past course, please provide MBI with the following information:

Course _____ Start Date: _____

Class Length: _____ End Date: _____

City, ST: _____ Instructor: _____

Course Description: _____

Name of one employee who attended this course, to begin the setup process:

MBI will use this information to create the course instance in the MBI Training Vault and will notify you via email when that process is completed. This course will be connected to your company and only you and your employees will be able to view the information. You will then be able to add the remaining employees who attended the class, as well as upload any credential documentation that was earned.

This request is authorized by _____

Email: _____

Note: Please allow 2 business days for processing.

For questions regarding this process, please contact Tom Fulcher at tfulcher@mbionline.com or 515.657.4395.