

Submitting External Training Credits

Learning doesn't just happen in KeeleyU — if you've completed training outside our system, you can get credit for it here!

Not Eligible for Credit

(These don't meet the criteria for external training credit)

- **Regular team activities** — Team meetings, STPs, or similar sessions are considered routine work activities, not professional development.
- **KeeleyU courses** — Already tracked internally; complete the KeeleyU survey for credit instead.
- **Volunteer hours** — Should be reported to KeeleyCares, not submitted for training credit.

Needs Edits Before Approval

(Can be approved if corrected and resubmitted)

- **Maryville courses missing requirements**
 - Title must include the format **MaryvilleWORKS – [Course Name]**.
 - Certificate of completion must be uploaded for each course.
- **Incorrectly formatted submissions**
 - Must include both the training organization's name **and** the course title (format: *Organization – Course Name*).
 - Course title must follow the correct format (see examples in the "How to Submit" section below).
- **Submitted before the training occurs**
 - Submit only after the training is complete.

Approved if Submitted Correctly

(Will be approved if these criteria are met)

- **Job-related** external training: workshops, courses, conferences, certifications.
- Virtual or in-person learning with **clear learning objectives**.
- **Maryville University courses** taken through KeeleyU but not tracked automatically — must include "MaryvilleWORKS" in the course name when submitting.

How to Submit

1. KeeleyU Academy → Learner →  Accomplishments → Certificates → Plus button on the right side of the screen



2. **Certificate Title:** Include both course name.



the training provider and the

INVESTORS IN PEOPLE

- *Maryville courses:* Must begin with **MaryvilleWORKS** (example: *MaryvilleWORKS – Digital Marketing*).
- *Other examples:*
 - ACA Conference – Workshop A
 - Viewrail webinar by Architectural Record
 - Vendor Learning Presentation – Cooperworks Commercial Cabinetry Ewing Training Room
- 3. **Credit Type:** External Professional Development Hours
- 4. **Number of Credits:** This represents total training hours (instruction only).
 - **Examples:**
 - 1 hour of training = 1 credit
 - 30 minutes of training - .5 credit
 - 6 weeks of training, 4 hours a week = 24 credits
- 5. **Date Earned:** Use the completion date of the course. For multi-day trainings, use the **last day**.
- 6. **Upload:** Upload documentation showing the completion of the course. This can be a certificate, an email, or a screenshot from the course showing it has been completed.
 - **Required** – Certificates for each course must be uploaded with the credits submitted for Maryville courses.
 - **Optional but recommended** for all other courses.
- 7. **Status:** Use this to view the status of your submitted credits. Credits will appear as *Pending* until reviewed by KeeleyU, typically within 3 business days.

Review Your Approved Credits

1. In the **Certificates** section where you submitted your external credits, select **External** under the **Training Type** filter option
2. Select the **Status** you wish to view (Active, Expired, Pending, or select all of them)
3. If a document was uploaded with the request, you can see it by selecting **View Certificate** next to each submission

Need Help?

Check out our full list of instructional videos on how to navigate the KeeleyU Academy at www.keeley.com/ukg#

Questions? Reach out to keeleyu@keeleycompanies.com