

### **How to Reserve Seats for Training (Placeholder Process)**

Background: It is recommended to look ahead at your hiring schedule to ensure you have the appropriate number of seats for your learners to get training done as soon as possible.

Learners at agencies who are designated by their supervisor can enroll into training for the purpose of awaiting hiring and completion of prerequisites.

The supervisor at the local agency is responsible to make sure the learner completes prerequisites for the training. If the learner attends training and does not have the prerequisites, they will be asked to leave the event.

The placeholder s responsible to ensure confirmations are forwarded to the learner.

The learner is responsible to inform the trainer that they are attending in place of the placeholder.

***The switch of names is completed when the final roster is provided by the trainer, which coincides with the last day of the class.***