



This user guide will cover the process for submitting training provider notifications.

# Training Notifications Role



The screenshot shows the EPA MyCDX Services page. At the top, there is an EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX Central Data Exchange header, with a user login status: Logged in as CPSURBANO [Log out]. A secondary navigation bar includes MyCDX, Inbox, My Profile, HelpDesk, Submission History, and E-Enterprise Portal. The main content area is titled 'Services' and contains a table with columns for Status, Program Service Name, and Role. The table lists several roles for the LEAD: Lead-Based Paint Program, with the 'Training Provider Dashboard (Notifications)' role highlighted in red. To the right of the table are two side panels: 'CDX Service Availability' with a link to see status for all program services, and 'News and Updates' which currently shows 'No news/updates'.

Status	Program Service Name	Role
LEAD: Lead-Based Paint Program	Abatement Notifications	Abatement Notifications
LEAD: Lead-Based Paint Program	Applicant Management	Applicant Management
LEAD: Lead-Based Paint Program	Lead-Based Paint Firm Applications	Lead-Based Paint Firm Applications
LEAD: Lead-Based Paint Program	Application for Individual Certification	Application for Individual Certification
LEAD: Lead-Based Paint Program	Lead Miscellaneous Payments	Lead Miscellaneous Payments
LEAD: Lead-Based Paint Program	Application for Training Provider Accreditation	Application for Training Provider Accreditation
LEAD: Lead-Based Paint Program	Training Provider Dashboard (Notifications)	Training Provider Dashboard (Notifications)

Training Provider Notifications are now housed within the greater Training Provider Dashboard (Notifications) role on MyCDX.

## Training Notifications Tile



The screenshot shows the EPA CDX Lead Training Provider Dashboard. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as BRIGLEAUC. The dashboard is titled "Lead Training Provider Dashboard" and includes a "To Do List" section with a "Quick Actions" section. The "Training Notifications" tile is highlighted with a red border. Below the dashboard, the number "3" is displayed.

**Training Notifications**  
Submit new training notifications or manage previously submitted notifications for your training program.

**Manage People and Facilities**  
Add or remove instructors, program managers, or facilities for your training program.

**Manage Preparers and Submissions**  
Add or remove preparers, review and sign pending submissions.

**Management Course Accreditations**  
Add new course accreditations, renew expired course accreditations, or reaccredit existing course accreditations.

**Certificate Replacement Request**  
Submit a request to replace lost/misplaced certificate(s).

**Amendment - Information Only**  
Submit an amendment to change information associated with your training program such as your name or address.

Click the “Training Notifications” tile on the Training Provider Dashboard to access the Training Notifications home page.

# Training Notifications Home



United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Contact Us Logged in as CPSURBANO (Logout)

Training Notifications Home

New Pre-Training Notification New E-learning Post-Training Notification Search Back to Dashboard

Listed below are your most recently submitted notifications. You may add a new notification or update an existing notification. If the notification you are attempting to modify is not found in the below listing use the search button to find earlier notifications.

Show 10 entries

Form Id	Accreditation Number	Status	Training Dates	Address	City, State	Instructor	Actions
T371319	LBP-S-I-T149330-1-EN	Pre-Notification Submitted	10/23/2017 - 10/26/2017	111 Test	Test, OR	Paige Urbano	Create Post-Training Notification Update Pre-Notification Cancel Notification
T371320	LBP-A-I-T149330-2-EN-E	Pre-Notification Submitted	10/25/2017 - 10/26/2017	222 Test	Test, TN	Paige Urbano	Create Post-Training Notification Update Pre-Notification Cancel Notification
T371323	LBP-A-I-T149330-1-RU	Pre-Notification Submitted	10/30/2017 - 10/31/2017	333 Test	Test, RI	Paige Urbano	Create Post-Training Notification Update Pre-Notification Cancel Notification

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This is the Training Notifications Home page. Here the user can view submitted notifications, submit a new pre-training notification, submit a new post training notification, and use the search to find older notifications. If a user would like to find a notification not listed in the table, they can use the search option. The “New e-learning Post-Training Notification” only applies to notifications for renovator, refresher, and e-learning courses with no hands on requirement; all other post-training notifications must be preceded by a pre-training notification. The button only appears if the training program is accredited for a renovator, refresher, or e-learning course. The users can submit post-training notifications, update notifications, and cancel notifications from the buttons displayed in the data table.

## Create Pre-Training Notification



**EPA** Lead Training Provider System

CDX  
Create New Pre-Training Notification  
This action is for a SINGLE course delivery.

Pre-Training Notification Information

Accreditation Number: \*  
Please Select

Training Facility Information

Training Facility \* Please Select

Location Name

Location Phone Number \* (777) 777-7777

Ext

Instructor Information

Training Instructor \* Please Select

Training Dates

Other	Today	Next
December	2017	
20	21	22
23	24	25
26	27	28
29	30	31

Date	Start Time	End Time	Actions
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Training Program

To change any of the below information you will have to submit an Informational Amendment application.

Lead Training Provider  
323 Test  
Test, OK, 11111  
(777) 777-7777

Submit New Pre-Training Notification Cancel Submission

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If the user clicks the “New Pre-Training Notification” button they will be taken to the new pre-training notification edit page. Here they can enter all their information to submit with their pre-training notification. Their Training Facilities and Training Instructors are pre-filled with data associated with their accreditation number and available on dropdown. A user can select “Other” for training facility only if they are accredited to have non permanent training facilities. There is no longer an option for “Other” under Training Instructors. To add training facilities or instructors, the training providers must submit an amendment from the “Manage People and Facilities” tile on the Dashboard.

## Create Pre-Training Notification – Review Page



**EPA** CDX (CDX) Pre-Training Notification Review Page

Home | About | Record Requirements | Terms and Conditions | Help | Log Out

**CDX** | **Review Pre-Training Notification**

**Pre-Training Notification Information**

Accreditation Number \*  
Superior \* (Select) | (All) | English | LRP-0-0714030-2-0N

**Training Facility Information**

Training Facility \* | 111 Test, Test, Oregon, 11111

Location Name  
Location Phone Number \* | (777) 777-7777  
Location Phone Number  
EPA

**Instructor Information**

Training Instructor \* | Page Urbani

**Training Dates**

Month	Year
2018	2018
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	

Date	Start Time	End Time	Actions
1/8/18	9:00 AM	5:00 PM	
1/9/18	9:00 AM	5:00 PM	
1/10/18	9:00 AM	5:00 PM	
1/11/18	9:00 AM	5:00 PM	

**Training Program**

To change any of the below information you will have to submit an Informational Amendment application.

Lead Training Provider  
111 Test  
Test, OR, 11111  
(777) 777-7777

I hereby attest and affirm that the information included on this notification form is true and accurate to the best of my belief and knowledge. I acknowledge that any approval authorized pursuant to this notification will be subject to revocation if issuance was based on incorrect or inadequate information that materially affected the decision to issue the approval.

[Sign Notification](#) | [Edit](#) | [Cancel Submission](#)

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When the user clicks the “Submit New Pre-Training Notification” button they will be taken to the Review Page. Here they will be able to review their information before submitting. The user can select “Sign Notification” to bring up the eSignature Widget to sign and submit their notification, “Edit” to return to the previous page and edit their notification information, or “Cancel Submission” to return to the home page and erase their data without submitting.

# Notification Successfully Submitted



The screenshot displays the EPA CDX web application interface. At the top, the EPA logo and navigation menu are visible. A green banner at the top of the page reads "Form T373465 Successfully Created". Below this, the page title is "View Pre-Training Notification". The main content area is titled "Pre-Training Notification Information" and contains the following fields:

- Accreditation Number: \*
- Supervisor: Initial : All : English : LBP-S-1-T149330-2-EN
- Training Facility Information section containing:
  - Training Facility: \* (Dropdown menu showing "111 Test, Test, Oregon, 11111")
  - Location Name: (Text input field)
  - Location Phone Number: \* (Text input field with "(777) 777-7777")
  - Location Phone Number Ext: (Text input field)

The user will see this confirmation message when their notification is submitted.

# Training Notifications Home



The screenshot shows the EPA Training Notifications Home page. At the top, there are navigation tabs: Home, About, Recent Assessments, Terms and Conditions, FAQ, and Help. Below the navigation is the EPA logo and the text "United States Environmental Protection Agency". The main heading is "Training Notifications Home". There are two buttons: "View Pre-Notification Notifications" and "View Training Post-Notification Notifications". A search bar is also present. Below the heading, there is a note: "Listed below are your most recently submitted notifications. You may add a new notification or update an existing notification. If the notification you are attempting to modify is not found in the below listing use the search button to find earlier notifications." Below this note is a table with columns: Form #, Accreditation Number, Status, Training Dates, City, State, Instructor, and Actions. The table contains 8 rows of data. The last row is highlighted with a red border. Below the table, it says "Showing 61 of 68 entries" and there is a pagination control showing "Previous 1 2 3 4 5 6 Next".

Form #	Accreditation Number	Status	Training Dates	City	State	Instructor	Actions
T371624	LBP-6-7149330-2-EN	Pre-Notification Submitted	1/3/2018 - 1/8/2018	990	Test, HI	Paige Urbano	<a href="#">Cancel Pre-Notification</a> <a href="#">Update Pre-Notification</a> <a href="#">Cancel Notification</a>
T371650	LBP-6-7149330-2-EN	Pre-Notification Submitted	2/1/2018 - 2/6/2018	111	Test, OK	Paige Urbano	<a href="#">Cancel Pre-Notification</a> <a href="#">Update Pre-Notification</a> <a href="#">Cancel Notification</a>
T371657	LBP-6-7149330-2-EN	Pre-Notification Submitted	2/7/2018 - 2/12/2018	222	Test, TN	Paige Urbano	<a href="#">Cancel Pre-Notification</a> <a href="#">Update Pre-Notification</a> <a href="#">Cancel Notification</a>
T371658	LBP-6-7149330-2-EN	Pre-Notification Submitted	2/13/2018 - 2/16/2018	333	Test, NJ	Paige Urbano	<a href="#">Cancel Pre-Notification</a> <a href="#">Update Pre-Notification</a> <a href="#">Cancel Notification</a>
T371659	LBP-6-7149330-2-EN	Pre-Notification Submitted	2/19/2018 - 2/22/2018	444	Test, VT	Paige Urbano	<a href="#">Cancel Pre-Notification</a> <a href="#">Update Pre-Notification</a> <a href="#">Cancel Notification</a>
T371660	LBP-6-7149330-2-EN	Pre-Notification Submitted	2/23/2018 - 2/28/2018	555	Test, AL	Paige Urbano	<a href="#">Cancel Pre-Notification</a> <a href="#">Update Pre-Notification</a> <a href="#">Cancel Notification</a>
T371661	LBP-6-7149330-2-EN	Pre-Notification Submitted	2/29/2018 - 2/28/2018	666	Test, IA	Paige Urbano	<a href="#">Cancel Pre-Notification</a> <a href="#">Update Pre-Notification</a> <a href="#">Cancel Notification</a>
T371705	LBP-6-7149330-2-EN	Pre-Notification Submitted	1/8/2018 - 1/11/2018	111	Test, OR	Paige Urbano	<a href="#">Cancel Pre-Notification</a> <a href="#">Update Pre-Notification</a> <a href="#">Cancel Notification</a>

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An entry will be added to the table on the user's Training Notifications home page when it is submitted.



## Email Confirmation



Fri 12/29/2017 9:59 AM

[devlannotice@epacdx.net](mailto:devlannotice@epacdx.net)

Lead Training Notification Signed - T372077 (DEV)

To:  Urbano, Christie Paige (CGI Federal)

Paige Urbano,

The original pre-training notification has been received by the Central Data Exchange (CDX):

Form ID: 372077  
Accreditation Number: LBP-S-I-T140330-2-EN-E  
Notification Type: Pre-Training  
Submission Date/Time: 12/29/2017 9:59:12 AM Eastern Time  
Training Dates:  
6/5/2017  
6/6/2017  
6/7/2017  
6/8/2017  
Principal Course Instructor: Paige Urbano  
Training City, State: Test, OR

Please do not respond to this message. If you have questions concerning this request, you may contact us by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

If you have any questions regarding reporting or regulatory requirements, please contact the National Lead Information Center at (800)-424-LEAD.

The user will also receive a confirmation email when their notification is submitted.

# Update Pre-Training Notification



The screenshot displays the EPA CDX web interface for updating a pre-training notification. On the left, a table lists notifications with columns for ID, LBP-6-5-T149330-2, Pre-Notification Status, Date, Test, and Page. The 'Update Pre-Notification' button is highlighted in red. The main form area is titled 'Update Pre-Training Notification' and contains several sections: 'Pre-Training Notification Information' with fields for Accreditation Number and Supervisor; 'Training Facility Information' with fields for Training Facility, Location Name, Location Phone Number, and Fax; 'Instructor Information' with a field for Training Instructor; 'Training Dates' with a calendar and a table of dates, start times, end times, and actions; and 'Training Program' with fields for Lead Training Provider, Test, and Fax. A 'Back to Dashboard' link is visible in the top right.

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If the user clicks the “Update Pre-Notification” button, they will be taken to the update pre-training notification edit page. Here they can make any edits to a previously submitted pre-training notification.

## Update Pre-Training Notification – Review Page



**Review Pre-Training Notification**

**Pre-Training Notification Information**

Accreditation Number \*  
Supervisor / State / Job / English : LSP-0-0714030-2-EN

**Training Facility Information**

Training Facility \* 777 Tac, Tac, Niles, 77777  
Location Name  
Location Phone Number \* (777) 777-7777  
Location Phone Number Ext.

**Instructor Information**

Training Instructor \* Page Links

**Training Dates**

Date	Start Time	End Time	Actions
1/9/18	9:00 AM	5:00 PM	
1/9/18	9:00 AM	5:00 PM	
1/10/18	9:00 AM	5:00 PM	
1/11/18	9:00 AM	6:00 PM	

**Training Program**

To change any of the below information you will have to submit an Informational Amendment application.

Lead Training Provider  
LSP Tac  
Tac, OR, 97111  
(777) 777-7777

I hereby attest and affirm that the information included on this notification form is true and accurate to the best of my belief and knowledge. I acknowledge that any approval authorized pursuant to this notification will be subject to revocation if issuance was based on incorrect or inadequate information that materially affected the decision to issue the approval.

[Sign Notification](#) [Edit](#) [Cancel Submission](#)

11

When the user clicks the “Update Pre-training Notification” button, they will be taken to the Review Page. Here they will be able to review their information before submitting. The user can select “Sign Notification” to bring up the eSignature Widget to sign and submit their notification, “Edit” to return to the previous page and edit their notification information, or “Cancel Submission” to return to the home page and erase their data without submitting. Once the notification has been successfully signed and submitted the user will receive an email confirmation.

## Create Post-Training Notification



1372075	LBP-S-I-17149300-2	Pre-Notification Submitted	1/8/2018	1/21/2018	777 Text	Text, ME	Page Update	<a href="#">Create Post-Training Notification</a>	<a href="#">Update Pre-Notification</a>	<a href="#">Cancel Notification</a>
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If the user clicks the “Create Post-Training Notification” button, they will be taken to the post-training notification edit page. Here they can enter all their information to submit with their post-training notification with pre-filled accreditation number and training dates. Adding at least one student information is mandatory. The user has the option to upload student information in bulk or to enter them individually.

## Create Post-Training Notification – Review Page



CDX  
Review Post-Training Notification

Post-Training Notification Information

Accreditation Number \*  
Supervisor | Initial | All | English | LBP-5-LT140230-2-EN

Training Facility \*  
777 Test, Test, Maine, 77777

Location Name  
Location Phone Number \*  
7777 777-7777  
Location Phone Number Ext

Instructor Information

Training Instructor \*  
Page Urbano

Training Dates

Course Dates Range  
Starting Date \*  
1/6/2018  
Ending Date \*  
1/11/2018

Expanded/Colapsed Student Data

Name	Address	Certificate Number	Test Score
Page Urbano	321 Test Test, VA, 54321	1	95

Training Program

Lead Training Provider  
123 Test  
Test, OR, 11111  
(777) 777-7777

I hereby attest and affirm that the information included on this notification form is true and accurate to the best of my belief and knowledge. I acknowledge that any approval authorized pursuant to this notification will be subject to revocation if assurance was based on incorrect or inadequate information that materially affected the decision to issue the approval.

Sign Notification Edit Cancel Submission

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When the user clicks the “Submit New Post-Training Notification” button, they will be taken to the Review Page. Here they will be able to review their information before submitting. The user can select “Sign Notification” to bring up the eSignature Widget to sign and submit their notification, “Edit” to return to the previous page and edit their notification information, or “Cancel Submission” to return to the home page and erase their data without submitting. Once the notification has been successfully signed and submitted the user will receive an email.

## Update Post-Training Notification



12/22/2018	18P-55-T1493302-EN	Post-Notification Submitted	1/8/2018 - 1/11/2018	777 Text	Text, ME	Page Urbano	<a href="#">Update Post-Training Notification</a>
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If the user clicks the “Update Post-Training Notification” button, they will be taken to the post-training notification edit page. Here they can update the information they had previously submitted.

## Update Post-Training Notification – Review Page



**EPA** Lead Safety Environmental Performance System

CDX: Logout Support or an Official/Member Log Out

### Review Post-Training Notification

Post-Training Notification Information

Accreditation Number \*  
Supervisor : Initial : All ; English : LBP-S-1749230-2-0N

Training Facility \*  
777 Test, Test, Name, 77777

Location Name  
Location Phone Number \*  
777, 777-7777  
Location Phone Number  
Ext

Training Instructor \*  
Page Urbana

Course Dates Range  
Starting Date \*  
5/8/2018  
Ending Date \*  
5/11/2018

**Expanded/Collapsed Student Data**

Name	Address	Certificate Number	Test Score
Page Urbana	321 Test Test, VA, 54321	1	85

Training Program  
Lead Training Provider  
321 Test  
Test, OK, 11111  
(777) 777-7777

I hereby attest and affirm that the information included on this notification form is true and accurate to the best of my belief and knowledge. I acknowledge that any approval authorized pursuant to this notification will be subject to revocation if insurance was based on incorrect or inadequate information that materially affected the decision to issue the approval.

[Sign Notification](#) [Edit](#) [Cancel Submission](#)

15

When the user clicks the “Update Post-Training Notification” button, they will be taken to the Review Page. Here they will be able to review their information before submitting. The user can select “Sign Notification” to bring up the eSignature Widget to sign and submit their notification, “Edit” to return to the previous page and edit their notification information, or “Cancel Submission” to return to the home page and erase their data without submitting. Once the notification has been successfully signed and submitted the user will receive an email.

## Create E-Learning Post-Training Notification



The screenshot shows the 'Create New Post-Training Notification' form on the EPA CDX website. The form is titled 'Create New Post-Training Notification' and includes a 'Back to Dashboard' link. The main section is 'Post-Training Notification Information', which contains an 'Accreditation Number' field, a 'Renovator / Refresher' dropdown menu (set to 'All : English : NAT-RV-R-7149330-2-EN-E'), and a question 'Does this notification contain individuals who participated in Hands on Training?' with 'Yes' and 'No' radio buttons. Below this is the 'Training Dates' section with 'Starting Date' and 'Ending Date' input fields, and buttons for 'Upload Bulk Students...', 'Download Sample', and 'Uploading Instructions'. The 'Students' section has an 'Add New Student' button. The 'Training Program' section contains a red warning message: 'To change any of the below information you will have to submit an Informational Amendment application.' followed by 'Lead Training Provider', '123 Test', 'Test, OR, 11111', and '(777) 777-7777'. At the bottom are 'Submit New Post Training Notification' and 'Cancel Submission' buttons.

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If the user clicks the “New e-learning Post-Training Notification” button, they will be taken to the new e-learning post-training notification edit page. Here they can enter all their information to submit with their post-training notification. The user will only be allowed to select renovator, refresher, or e-learning courses. Their Training Facilities and Training Instructors are pre-filled with data associated with their accreditation number. A user can select “Other” for Training facility only if they are accredited to have non permanent training facilities. There is no longer an option for “Other” under Training Instructors. To add training facilities or instructions, the training providers must submit amendments from the training provider application role. If the user selects the “Yes” answer to the “Does this course require hands-on learning?” question, the user is not allowed to submit the notification. The user will have to submit a pre-training notification first. The user is also required to submit the e-learning completion date.



## Create E-Learning Post-Training Notification – Review Page



CDX  
Review Post-Training Notification

Post-Training Notification Information

Accreditation Number: \*  
Renovator : Refresher : All : English : NAT-RV-R-T149330-2-EN-E

Does this notification contain individuals who participated in Hands on Training?  
No

Training Dates

Course Dates Range

Starting Date \* 12/1/2017  
Ending Date \* 12/10/2017

Expand/Collapse Student Data

Name	Address	Certificate Number	Test Score	Certificate Expiration Date
Paige Urbano	321 Test Test, VA, 54321	R-R-T149330-17-00000	80	1/31/2018

Training Program

To change any of the below information you will have to submit an Informational Amendment application.

Lead Training Provider  
123 Test  
Test, OR, 11111  
(777) 777-7777

I hereby attest and affirm that the information included on this notification form is true and accurate to the best of my belief and knowledge. I acknowledge that any approval authorized pursuant to this notification will be subject to revocation if issuance was based on incorrect or inadequate information that materially affected the decision to issue the approval.

Sign Notification Edit Cancel Submission

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When the user clicks the “Submit New Post-Training Notification” button, they will be taken to the Review Page. Here they will be able to review their information before submitting it. The user can select “Sign Notification” to bring up the eSignature Widget to sign and submit their notification, “Edit” to return to the previous page and edit their notification information, or “Cancel Submission” to return to the home and erase their data without submitting. Once the notification has been successfully signed and submitted the user will receive an email and they will be taken back to the home page where the notification will appear in the data table.

# Cancel Notification



T22075	LBP-6-1-T148330-2-EN	Pre-Notification Submitted	1/8/2018	1/11/2018	777 Test, Test, ME	Page Unltd	<a href="#">Cancel Pre-Training Notification</a>	<a href="#">Update Pre-Notification</a>	<a href="#">Cancel Notification</a>
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CDIC: Cancel Pre-Training Notification

Pre-Training Notification Information

Accreditation Number: \*  
Supervisor: | Initial: | All | English | LBP-6-1-T148330-2-EN

Training Facility Information

Training Facility: \* 777 Test, Test, Maine, 77777  
Location Name: \*  
Location Phone Number: \* (777) 777-7777  
Ext: \*

Instructor Information

Training Instructor: \* Page Unltd

Training Dates

Date	Start Time	End Time	Actions
1/8/18	9:00 AM	5:00 PM	
1/9/18	9:00 AM	5:00 PM	
1/10/18	9:00 AM	5:00 PM	
1/11/18	9:00 AM	5:00 PM	

Training Program

To change any of the below information you will have to submit an Informational Amendment application.

Lead Training Provider  
123 Test  
789, 06, 11111  
(777) 777-7777

[Cancel Notification](#) [Go Back Submit](#) [Return to Notifications Search](#)

If the user clicks the “Cancel Notification” button, they will be taken to the Cancel notification page. This option is available only if Post Training Notification has not been created. Here their notification information is displayed in read-only format.

## Cancel Notification – Review Page



**CDX**  
Cancel Pre-Training Notification

Accreditation Number: \*  
Supervisor: Initial / All / English / LRP-55-T349330-2-EN

Training Facility Information  
Training Facility: \* 777 Test, Test, Maine, 77777  
Location Name: \*  
Location Phone Number: \* (777) 777-7777  
Ext: \*

Instructor Information  
Training Instructor: \* Page Urbans

Training Dates

Date	Start Time	End Time	Actions
1/8/18	9:00 AM	5:00 PM	
1/9/18	9:00 AM	5:00 PM	
1/10/18	9:00 AM	5:00 PM	
1/11/18	10:00 AM	6:00 PM	

Training Program  
To change any of the below information you will have to submit an Informational Amendment application.  
Lead Training Provider  
123 Main  
Test, OR, 11111  
(777) 777-7777

[Cancel Notification](#) [Sign Notification](#) [Return to Notification Home](#)

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When the user selects “Submit Cancellation” button they, are taken to the Review Page. Here they will be able to review their information before submitting. The user can select “Sign Notification” to bring up the eSignature Widget to sign and submit their notification, “Edit” to return to the previous page and edit their notification information, or “Cancel Submission” to return to the home page and erase their data without submitting. Once the notification has been successfully signed and submitted the user will receive an email.

## Training Notification Search



The screenshot shows the EPA CDX Search interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The EPA logo and 'United States Environmental Protection Agency' are on the left, and the CDX logo is on the right. Below the navigation bar, the page title is 'Search'. A message reads: 'Please use the form below to search for specific training notifications.' To the right of this message is a 'Back to Dashboard' link. The search form is titled 'Search Terms' and contains the following fields:

- Form Id: Text input field with 'T' entered.
- Accreditation Number: Dropdown menu with 'Please Select' selected.
- Starting Date Range: Text input field.
- Ending Date Range: Text input field.
- Instructor: Text input field.
- Training Street: Text input field.
- Training City: Text input field.
- Training State: Dropdown menu with 'Please Select' selected.
- Has Post Training Notification: Dropdown menu with 'Any' selected.

At the bottom of the form are two buttons: 'Search' and 'Notifications Home'.

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Clicking 'Search' on the Training Notifications home page will bring the user to the Search page. Using the search, the user can locate any notifications that are not displayed on the data table (which only displays recently submitted notifications). Please note: the search may take longer for users with a high volume of notifications.

## Training Notification Search Results



The screenshot shows the EPA CDX Search Results page. The page header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as CPSURBANO. The search results are displayed in a table with the following data:

Form Id	Accreditation Number	Status	Training Dates	Address	City, State	Instructor	Actions
T371552	LBP-P-1-T149330-3-EN	Cancelled	-			Paige Urbano	
T371555	LBP-P-1-T149330-3-EN	Post-Notification Submitted	-			Paige Urbano	<a href="#">Update Post-Training Notification</a>
T371558	LBP-P-1-T149330-3-EN	Cancelled	1/5/2018 - 1/5/2018	333 Test	Test, RI	Paige Urbano	
T371624	LBP-S-1-T149330-2-EN	Pre-Notification Submitted	1/3/2018 - 1/8/2018	999 Test	Test, HI	Paige Urbano	<a href="#">Create Post-Training Notification</a> <a href="#">Update Pre-Notification</a> <a href="#">Cancel Notification</a>
T372075	LBP-S-1-T149330-2-EN	Post-Notification Submitted	1/8/2018 - 1/11/2018	777 Test	Test, ME	Paige Urbano	<a href="#">Update Post-Training Notification</a>

Showing 1 to 5 of 5 entries. Navigation: Previous 1 Next. Buttons: Back, Notifications Home.

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Once the user searches, the results are displayed on the result page. Here the user can create post-training notifications, update notifications, and cancel notifications just like in the data table on the home page.