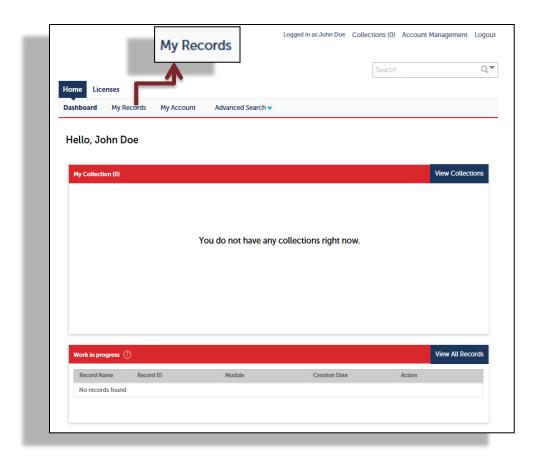# Regulatory Licensing and Permitting System (RLPS)
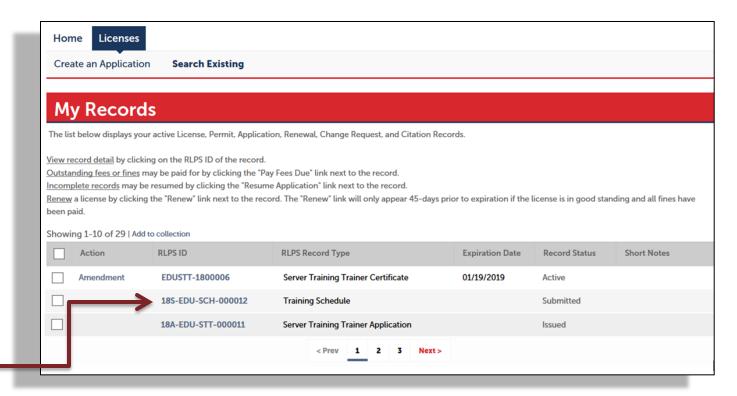# RLPS Server Training Class Roster Report

RLPS Server Training Class Roster Report: Presentation Content

- Citizen Access Server Training Class Results

- Site address: https://rlps.abc.tn.gov/citizenaccess/

  – Class Result Update

  Assumes the following:

  ✓ User is logged into their RLPS account
  ✓ User has already received their Server Training Trainer Certificate under an approved Training Program.
  ✓ User has created a Training Schedule entry.
  ✓ User has trained the students on the class schedule as documented.

RLPS Server Training Class Roster Report

- Click the "My Records" tab.

RLPS Server Training Class Roster Report

- Click the RLPS ID of the Training Schedule record.

Click on the related Training Schedule record

RLPS Server Training Class Roster Report

- Click the Report dropdown arrow followed by "Trainer Class Roster Report".

RLPS Server Training Class Roster Report

- A report will be displayed showing the RLPS ID of individuals (i.e Students) who are currently registered for your class.

Trainee's RLPS ID	Trainee's First Name	Trainee's Last Name	Class Date	Trainer's Name	Trainer's RLPS #	Score
17A-CPER-SER-000002	John	Doe	02/04/2018	TIMMY SLICET1800006	EDUSTT-1800006	
18A-CPER-SER-000030	Kathy	ware	02/04/2018	TIMMY SLICET1800006	EDUSTT-1800006	
18A-KPER-SER-000026	Helen	Cox	02/04/2018	TIMMY SLICET1800006	EDUSTT-1800006	

What we need from you:

- 70 is a Passing Score in RLPS. Please make sure you grade your Trainees per our grading scale.
- If the student is a no show, leave the score empty or you may cross the entire line out.
- Please write the scores down for each related Trainee on a printed copy or electronically and send results to TABC via email to Education staff.

Tennessee State Government

Thank You