

## Learning Course Deprecation Process

Here's what to expect when MedTrainer announces a course will be deprecated. The deprecation process follows a three-phase lifecycle over approximately 120 days, providing sufficient time to adjust, complete assignments, and transition to updated training. Our goal is to ensure a clear, compliant, and user-friendly transition when courses are retired, while minimizing disruption to learners and administrators.

**Please note: Completed course assignments will NOT be impacted.** You can download the completion certificate at any time and the course will still be available in reports so it is easy to continue demonstrating compliance.

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### Phase 1: Initial Notification

#### *Course retirement announcement*



During the first 90 days of the deprecation notice, you'll see a different banner on the course image that says "Course Retiring - [Date]." The course description will also announce when the course will be retired, as well as pointing users to new resources or the next best course.

We **highly advise** that you begin modifying bundles and onboarding paths that include courses to be retired.

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### Phase 2: Course Deprecated

#### *90 days after the course retirement announcement*



Once the "Course Retiring Soon" banner has been visible for 90 days, here's what happens:

- The course image will say "Course Deprecated" and if you open the course description, you'll see a message announcing the course retirement and information about its replacement.

- The course description will say the course has been removed from the library.
  - Assignments made prior to the deprecation date can still be completed for the next 30 days.
  - If the course is assigned after the deprecation date, students will not be able to complete it and they will not see the content. Instead when they open the course, they will see a notice indicating the course is no longer available.
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## Phase 3: Course Unavailable

*120 days after course retirement announcement*

All assignments (pending, overdue, expired) for deprecated courses will be removed 120 days after the retirement announcement. At this time, the course will no longer be visible in the library, users can no longer complete the course, and you will not be able to assign the course. The course will automatically be removed from bundles and onboarding paths. You have to choose a new course for assignment (please ask your client success manager if you need a recommendation).