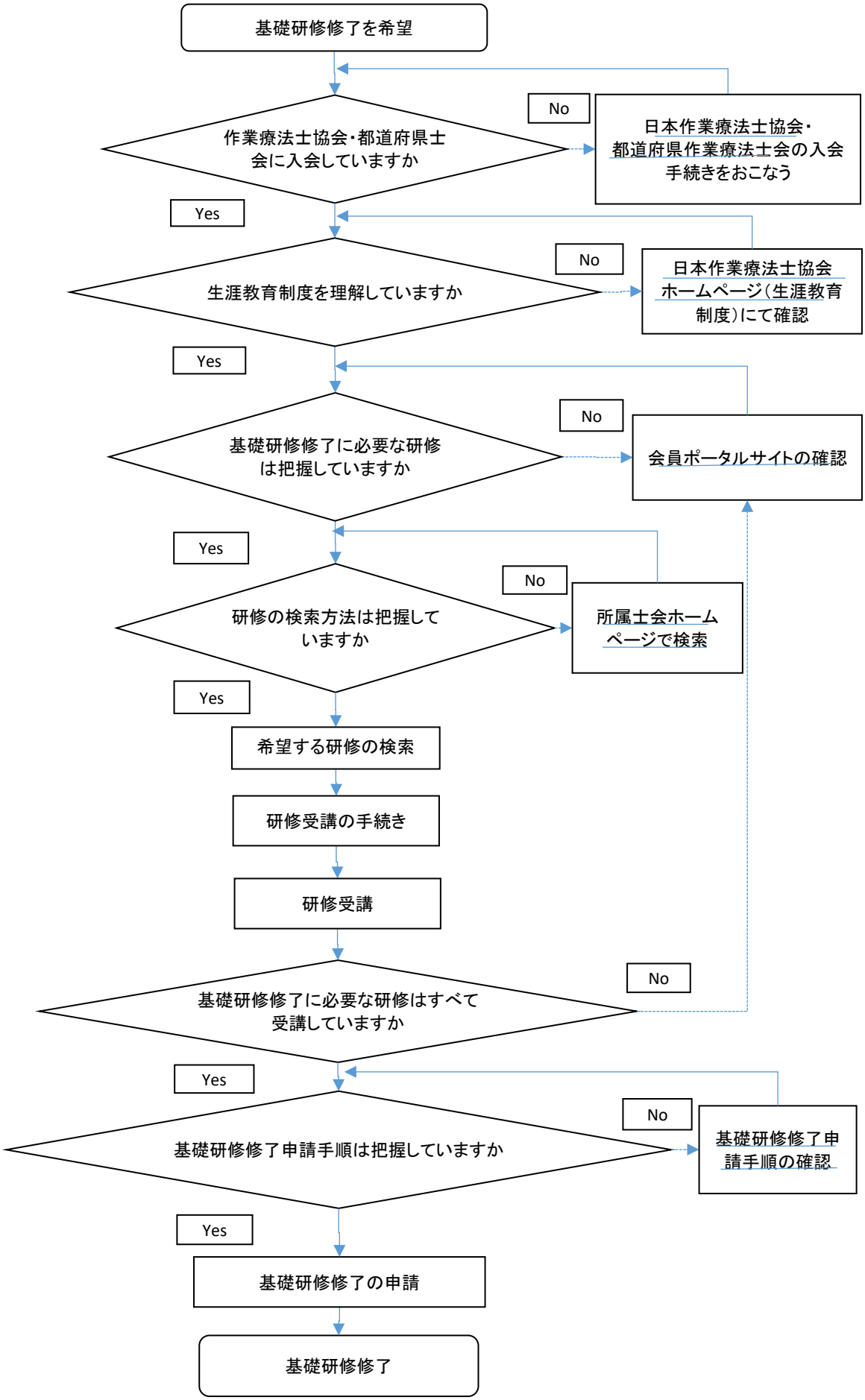現職者研修・基礎ポイント研修受講手順と基礎研修修了の手順