

## Information for Training Contacts

Every spring, the National Technical Training Program (NTTP) sends a survey to a select group of people, known as the Needs Survey Contacts. In some states, the Training Contacts also serves as the Needs Survey Contacts. The survey has a list of courses offered by NTTP and the Technical Innovation and Professional Services. The Needs Survey contacts are responsible for compiling their respective offices training needs for the next training year (ex. October 2014 – September 2015) and getting the necessary approvals prior to submitting their online survey. NTTP analyzes this data and prepares a summary of the total needs of the offices. This survey is a very valuable tool by assisting NTTP in scheduling the next training year classes and assigning spaces in those classes.

**How do I enroll my students in a class?** You must submit the OSMRE Nomination Form (OSM Form 105) to the assigned coordinator (see the latest schedule on the NTTP homepage) and also register them in the Department of the Interior Learning Management System (DOI Learn).

**How do I access DOI Learn?** DOI Learn can be accessed at <http://www.doi.gov/doilearn/index.cfm>

**How do I waitlist my students in DOI Learn?** First, you will need to attend a training webinar on the system usage and submit a system access form. These webinar are offered on an as needed basis so please contact Patricia Hairston at (202) 208-2847 for assistance. After you attend the webinar, you will under the process to waitlist your student.

**What spaces has my office been assigned?** NTTP sends out the Schedule of Classes and Space Allocation Tables in the Fall. The Space Allocation Table is prepared for each class session that is offered. It shows the name of the class, session number, dates, location and what spaces your office requested and the actual spaces assigned.

**How do I or the student know their class acceptance?** Once you have completed the OSMRE Nomination Form and waitlisted your students in DOI Learn. The coordinator assigned to the class will see if you have been given a space in the class and will then change your student's status from waitlist to enroll. You and the student will receive notification at least 30 days prior to the start of the class from DOI Learn that they've been accepted into the class.

**We have a new employee who needs to attend OSMRE training – What do I do?** You will need to have an account created for them in DOI Learn and also a profile created in Concur (OSMRE Travel Manager). Please contact the coordinator assigned to the class for the documents you will need.