

DTMO DISTANCE LEARNING CLASS SCHEDULE

ALL TIMES ARE EASTERN --- ROOMS OPEN 15 MINUTES PRIOR TO START TIME

Participants may download class slides upon arrival; Class script may be downloaded at the end of each class

DATE	CLASS TITLE	CLASS #	DAY	TIME	LENGTH
OCTOBER Updated 09/28/16					
10/04/16	DTA Developmental Activity Prep <i>(TCP - DTA Candidates Only)</i>	D310	Tuesday	1300-1345	45 min
10/04/16	Enterprise Web Training System (EWTS)	D205	Tuesday	1730-1830	60 min
10/05/16	CBA Reconciliation - An Overview	F200	Wednesday	1300-1430	90 min
10/06/16	Vital AO Skills <i>New</i>	A200	Thursday	1100-1215	75 min
10/06/16	Troubleshooting & Prevention for DTAs	D305	Thursday	1430-1530	60 min
10/12/16	CBA Reconciliation - Application	F205	Wednesday	1300-1430	90 min
10/13/16	Vital AO Skills Applied <i>New</i>	A300	Thursday	1100-1200	60 min
10/13/16	TCP Refresher	D325	Thursday	1430-1530	60 min
10/18/16	JTR Module A	P200	Tuesday	0930-1030	60 min
10/18/16	JTR Module B	P205	Tuesday	1300-1400	60 min
10/20/16	Vital AO Skills Assessment <i>New (TCP - AO Candidates Only)</i>	A305	Thursday	1100-1200	60 min
10/20/16	Additional Topics for DTAs	D300	Thursday	1430-1530	60 min
NOVEMBER Updated 09/28/16					
11/01/16	TCP Refresher	D325	Tuesday	1300-1400	60 min
11/01/16	AO Vital Skills <i>New</i>	A200	Tuesday	1730-1845	75 min
11/03/16	JTR Module D	P215	Thursday	0930-1030	60 min
11/03/16	DTA Developmental Activity Prep <i>(TCP - DTA Candidates Only)</i>	D310	Thursday	1430-1515	45 min
11/08/16	Troubleshooting & Prevention for DTAs	D305	Tuesday	1300-1400	60 min
11/08/16	Vital AO Skills Applied <i>New</i>	A300	Tuesday	1730-1830	60 min
11/15/16	TCP Refresher	D325	Tuesday	0930-1030	60 min
11/15/16	Additional Topics for DTAs	D300	Tuesday	1300-1400	60 min
11/16/16	Enterprise Web Training System (EWTS)	D205	Wednesday	1100-1200	60 min
11/17/16	Vital AO Skills Assessment <i>New (TCP - AO Candidates Only)</i>	A305	Thursday	1730-1830	60 min
11/30/16	Additional Topics for DTAs	D300	Wednesday	0930-1030	60 min
11/30/16	AO Vital Skills <i>New</i>	A200	Wednesday	1330-1445	75 min
DECEMBER Updated 09/28/16					
12/01/16	TCP Refresher	D325	Thursday	1100-1200	60 min
12/01/16	Travel Policy Compliance Tool Administration	P300	Thursday	1430-1530	60 min
12/06/16	JTR Module C	P210	Tuesday	0930-1030	60 min
12/06/16	Vital AO Skills Applied <i>New</i>	A300	Tuesday	1300-1400	60 min
12/07/16	DTA Developmental Activity Prep <i>(TCP - DTA Candidates Only)</i>	D310	Wednesday	1430-1515	45 min
12/08/16	Revised JTR Look Ahead <i>New (TENTATIVE)</i>	P240	Thursday	0930-1015	45 min
12/08/16	Troubleshooting & Prevention for DTAs	D305	Thursday	1430-1530	60 min
12/13/16	Vital AO Skills Assessment <i>New (TCP - AO Candidates Only)</i>	A305	Tuesday	1300-1400	60 min
12/13/16	JTR Module E	P220	Tuesday	1430-1530	60 min

<p>REGISTRATION IS REQUIRED TO RECEIVE ATTENDANCE CREDIT</p> <p>Pre-register for all classes by going to Travel Explorer (TraX); account required.</p> <p>Locate class: TraX>Training>Available/Recommended>Distance Learning>View All</p> <p>Select schedule buttons to preview all dates. Select Register button to sign up.</p> <p>Confirmation email includes a link to a virtual room. Use this URL to enter class.</p> <p>Check: TraX > Training > Scheduled any time to confirm all your registrations</p> <p style="color: red;">A confirmation email and two reminder notices are sent prior to class</p> <p style="color: red;">These emails detail how to access a class, handle audio, and earn class credit.</p> <p style="color: red;">Participants are responsible for following class procedures as defined in the emails</p>	<p>A200 Classes = Vital AO Skills</p> <p>A300 Classes = Vital AO Skills Advanced</p> <p>D200 Classes = DTS Functions Advanced</p> <p>D300 Classes = DTA Advanced</p> <p>F200 Classes = Finance Advanced</p> <p>P200 Classes = Policy Advanced</p> <p>P300 Classes = Policy Special Topics</p>
<p>TO MAINTAIN AUDIO QUALITY (WITH LARGE CLASSES) INSTRUCTORS MAY LOCK DOORS PRIOR TO 250 LIMIT</p> <p>INSTRUCTORS MAY ALSO ELECT TO DENY ACCESS TO LATE ARRIVALS IF ENTRANCE IS TOO LATE FOR CREDIT</p> <p>Anyone blocked from entering or re-entering a room must re-register to take the class on a new date</p>	
<p>CLASS CREDIT: At the <i>direction of instructors</i>, participants must check in and out of class by posting PRESENT or LEAVING in chat box</p> <p style="color: red;">Participants who fail to enter BOTH the PRESENT AND LEAVING time check codes will NOT receive class credit.</p> <p style="color: red;">Class schedules are subject to change after this document is released; Always check TraX for exact days and times.</p>	