



Enrollment and Student Policies

Effective January 15, 2013

Access to Training

The NTC's mission is to develop and maintain the proficiency and competence of all DOE safety and security personnel and to build management excellence in DOE's safety and security disciplines. No preference is given to either Federal or contractor staff when enrolling for NTC courses.

Two-Week Enrollment and Cancellation Policy

Students may use the LMS to self-enroll and self-cancel up to two weeks (ten business days) prior to the course start date. During the two-week window immediately prior to the start of a course, all enrollments and cancellations must be submitted to the NTC registrar at (505) 845-2250, registration@ntc.doe.gov, or faxed to (505) 845-4567.

Federal DOE Employees

Federal DOE employees must receive supervisory authorization for training in CHRIS *before* their enrollment in the NTC LMS can be approved. Training will not appear on a Federal employee's permanent record if it has not been authorized in CHRIS. CHRIS training requests should be submitted in a timely manner, allowing sufficient time for the CHRIS authorization process. Contact the NTC CHRIS POC at (505) 845-2285, CHRISPOC@ntc.doe.gov, for more information.

Walk-Ins

Whenever possible, students should ensure that they are enrolled through the NTC LMS at least two weeks prior to the course start date. Walk-ins will be accepted in NTC classes on a case-by-case basis up to the maximum number of students allowed in the course session. Certificates of completion and course materials, including written tests, may not be available for walk-ins. If you have been unable to access CHRIS or the NTC LMS, please contact the NTC registrar at (505) 845-2250, registrar@ntc.doe.gov.

NTC LMS Learner IDs

When using paper forms to request enrollment, POCs and students must supply the NTC registrar with the student's LMS learner ID. Please include this ID on (1) the NTC Training Request form and (2) self-study feedback forms. If you do not currently have an NTC LMS learner ID, please follow this link (<https://eaccess.ntc.doe.gov/>) to create one.

Site Enrollment Policy

In some cases, a limit may be placed on the number of students a single site can enroll in a specific course. Contact the NTC registrar at (505) 845-2250 for more information.

Course Prerequisites

Students may not register for a course unless all course prerequisites have been satisfied.

Duplicate Enrollments

Students may not register for more than one scheduled offering of the same course. For example, a student may not register for both MIT-111 (July 15) and MIT-111 (August 15).

If you have been placed on the waitlist for a course two or more times and your need for training is mission critical, contact the NTC registrar at (505) 845-2250 for assistance.

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Student Attendance Requirements and Class Etiquette

Classes will begin on time. Students must inform the lead instructor in advance of missing any instruction. Exceptions will be handled on a case-by-case basis.

Cell phones and PDAs must be turned off during class.

Non-Attribution Policy

To facilitate learning and encourage academic freedom, students should respect the opinions and comments made by their peers and instructors. Although no students should engage in defamatory remarks regarding their workplace or organization, all students must feel free to use their workplaces as an example of both good and poor business and security practices as part of course-related discussions and exercises. Students should refrain from reporting other students for making comments with which they do not agree.

Dress Code Policy

Students are expected to dress professionally, as they would in their normal workplace. Shorts, tank tops, and muscle shirts are inappropriate in all classroom courses. Hats may not be worn indoors.

Live Fire Range and Integrated Safety and Security Training and Evaluation Complex (ISSTEC): No sandals, high heels, or open-toed shoes.

Smoking Policy

Smoking at the NTC is allowed in designated smoking areas only; smoking is not allowed in any National Training Center buildings or government vehicles. Please use ashtrays and cigarette butt receptacles located in designated smoking areas.

Course Completion Scoring Requirements

Safeguards and Security Training Courses	80% score on written tests
Protective Force Training Courses	80% score on written tests
.....	100% score for Limited Scope Performance Tests (Handgun and rifle qualifications will be scored in accordance with DOE directives.)
Safety Training Courses	80% score on written tests