

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
April Updated 03/29/18					
04/03/18	TCP Refresher	D325	Tuesday	0930-1015	45 min
04/03/18	JTR Module A	P200	Tuesday	1300-1400	60 min
04/04/18	DTA Developmental Activity Prep <i>(TCP - DTA Candidates Only)</i>	D310	Wednesday	0930-1015	45 min
04/04/18	Enterprise Web Training System (EWTS)	D205	Wednesday	1300-1400	60 min
04/10/18	JTR Module B	P205	Tuesday	0930-1030	60 min
04/10/18	Vital AO Skills Applied	A300	Tuesday	1300-1400	60 min
04/17/18	Vital AO Skills Assessment <i>(TCP - AO Candidates Only)</i>	A305	Tuesday	1300-1400	60 min
May Updated 03/29/18					
05/08/18	DTA Developmental Activity Prep <i>(TCP - DTA Candidates Only)</i>	D310	Tuesday	0930-1015	45 min
05/08/18	Vital AO Skills Applied	A300	Tuesday	1300-1400	60 min
05/09/18	JTR Module A	P200	Wednesday	0930-1030	60 min
05/09/18	TCP Refresher	D325	Wednesday	1300-1345	45 min
05/15/18	Travel Policy Compliance Tool Administration	P300	Tuesday	0930-1030	60 min
05/15/18	Vital AO Skills Assessment <i>(TCP - AO Candidates Only)</i>	A305	Tuesday	1300-1400	60 min
05/16/18	JTR Module B	P205	Wednesday	0930-1030	60 min
June Updated 03/29/18					
06/05/18	DTA Developmental Activity Prep <i>(TCP - DTA Candidates Only)</i>	D310	Tuesday	0930-1015	45 min
06/05/18	Vital AO Skills Applied	A300	Tuesday	1300-1400	60 min
06/06/18	JTR Module A	P200	Wednesday	1300-1400	60 min
06/12/18	TCP Refresher	D325	Tuesday	0930-1015	45 min
06/12/18	Enterprise Web Training System (EWTS)	D205	Tuesday	1300-1400	60 min
06/13/18	JTR Module B	P205	Wednesday	1300-1400	60 min
06/19/18	Vital AO Skills Assessment <i>(TCP - AO Candidates Only)</i>	A305	Tuesday	0930-1030	60 min
REGISTRATION IS REQUIRED TO RECEIVE ATTENDANCE CREDIT					
<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>A300 Classes = Vital AO Skills Advanced</p> <p>D200 Classes = DTS Functions Advanced</p> <p>D300 Classes = DTA Advanced</p> <p>P200 Classes = Policy Advanced</p> <p>P300 Classes = Policy Special Topics</p>		
<p>A confirmation email and two reminder notices are sent prior to class</p> <p>These emails detail how to access a class, handle audio, and earn class credit.</p> <p>Participants are responsible for following class procedures as defined in the emails</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 an LEAVING in chat box</p> <p>Participants who fail to enter BOTH the PRESENT AND LEAVING time check codes will NOT receive class credit.</p>					
<p>Class schedules are subject to change after this document is released; Always check TraX for exact days and times.</p>					