

## 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
<b>November</b>				
11/02/17	Enterprise Web Training System (EWTS)	D205	Thursday	1300-1400
11/02/17	JTR Module A	P200	Thursday	1530-1630
11/07/17	JTR Module B	P205	Tuesday	1300-1400
11/07/17	CBA Reconciliation - Applications	F205	Tuesday	1530-1700
11/08/17	Vital AO Skills Applied	A300	Wednesday	0930-1030
11/08/17	DTA Developmental Activity Prep <b>(TCP - DTA) Candidates Only</b>	D310	Wednesday	1300-1345
11/16/17	TCP Refresher	D325	Thursday	1300-1400
<b>December</b>				
12/05/17	TCP Refresher	D325	Tuesday	1300-1400
12/07/17	DTA Developmental Activity Prep <b>(TCP - DTA) Candidates Only</b>	D310	Thursday	0930-1015
12/07/17	JTR Module A	P200	Thursday	1300-1400
12/13/17	Enterprise Web Training System (EWTS)	D205	Wednesday	1300-1400
12/14/17	DTA Developmental Activity Prep <b>(TCP - DTA) Candidates Only</b>	D310	Thursday	1300-1345
12/14/17	JTR Module B	P205	Thursday	1530-1630
12/19/17	Vital AO Skills Assessment <b>(TCP - AO Candidates Only)</b>	A305	Tuesday	0930-1030
<b>January</b>				
01/09/18	TCP Refresher	D325	Tuesday	0930-1030
01/09/18	DTA Developmental Activity Prep <b>(TCP - DTA) Candidates Only</b>	D310	Tuesday	1300-1345
01/11/18	Travel Policy Compliance Tool Administration	P300	Thursday	0930-1030
01/11/18	Vital AO Skills Applied	A300	Thursday	1530-1630
01/18/18	Vital AO Skills Assessment <b>(TCP - AO Candidates Only)</b>	A305	Thursday	1530-1630

**REGISTRATION IS REQUIRED TO RECEIVE ATTENDANCE CREDIT**

**Pre-register for all classes** by going to [Travel Explorer \(TraX\)](#); account required.

**Locate class:** TraX>Training>Available/Recommended>Distance Learning>**View All**

**Select schedule** buttons to preview all dates. **Select Register** button to sign up.

**Confirmation email** includes a link to a virtual room. Use this URL to enter class.

**Check:** TraX > **Training > Scheduled** any time to confirm all your registrations

**A confirmation email and two reminder notices are sent prior to class**  
**These emails detail how to access a class, handle audio, and earn class credit.**  
**Participants are responsible for following class procedures as defined in the emails**

A300 Classes = Vital AO Skills Advance

D200 Classes = DTS Functions Advanc

D300 Classes = DTA Advanced

F200 Classes = Finance Advanced

P200 Classes = Policy Advanced

P300 Classes = Policy Special Topics

**TO MAINTAIN AUDIO QUALITY (WITH LARGE CLASSES) INSTRUCTORS MAY LOCK DOORS PRIOR TO 250 LIMIT**  
**INSTRUCTORS MAY ALSO ELECT TO DENY ACCESS TO LATE ARRIVALS IF ENTRANCE IS TOO LATE FOR CREDIT**  
**Anyone blocked from entering or re-entering a room must re-register to take the class on a new date**

**CLASS CREDIT:** At the **direction of instructors**, participants must check in and out of class by posting **PRESENT** an **LEAVING** in chat box

**Participants who fail to enter BOTH the PRESENT AND LEAVING time check codes will NOT receive class credit.**

Class schedules are subject to change after this document is released; Always check TraX for exact days and times.

