

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
January Updated 12/29/17					
01/09/18	TCP Refresher	D325	Tuesday	0930-1030	60 min
01/09/18	DTA Developmental Activity Prep (TCP - DTA) Candidates Only)	D310	Tuesday	1300-1345	45 min
01/11/18	Travel Policy Compliance Tool Administration	P300	Thursday	0930-1030	60 min
01/11/18	Vital AO Skills Applied	A300	Thursday	1530-1630	60 min
01/18/18	Vital AO Skills Assessment <i>(TCP - AO Candidates Only)</i>	A305	Thursday	1530-1630	60 min
February Updated 12/29/17					
02/06/18	JTR Module A	P200	Tuesday	0930-1030	60 min
02/06/18	DTA Developmental Activity Prep (TCP - DTA) Candidates Only)	D310	Tuesday	1300-1345	45 min
02/08/18	JTR Module B	P205	Thursday	0930-1030	60 min
02/08/18	Enterprise Web Training System (EWTS)	D205	Thursday	1300-1400	60 min
March Updated 12/29/17					
03/13/18	Vital AO Skills Applied	A300	Tuesday	0930-1030	60 min
03/13/18	DTA Developmental Activity Prep (TCP - DTA) Candidates Only)	D310	Tuesday	1300-1345	45 min
03/14/18	TCP Refresher	D325	Wednesday	1300-1400	60 min
03/20/18	Vital AO Skills Assessment <i>(TCP - AO Candidates Only)</i>	A305	Tuesday	0930-1030	60 min
03/20/18	Travel Policy Compliance Tool Administration	P300	Tuesday	1300-1400	60 min

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 Advanced
D200 Classes = DTS Functions Advanced
D300 Classes = DTA 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.