

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
September Updated 08/29/17					
09/06/17	JTR Module A	P200	Wednesday	0930-1030	60 min
09/06/17	JTR Module B	P205	Wednesday	1330-1430	60 min
09/07/17	DTA Developmental Activity Prep <i>(TCP - DTA Candidates Only)</i>	D310	Thursday	0930-1015	45 min
09/12/17	TCP Refresher	D325	Tuesday	1100-1200	60 min
09/12/17	Travel Policy Compliance Tool Administration	P300	Tuesday	1430-1530	60 min
09/14/17	Additional Topics for DTAs	D300	Thursday	0930-1030	60 min
09/14/17	Vital AO Skills Applied	A300	Thursday	1300-1400	60 min
09/19/17	Troubleshooting & Prevention for DTAs	D305	Tuesday	0930-1030	60 min
09/19/17	DTA Developmental Activity Prep <i>(TCP - DTA Candidates Only)</i>	D310	Tuesday	1430-1515	45 min
09/21/17	Vital AO Skills Assessment <i>(TCP - AO Candidates Only)</i>	A305	Thursday	1300-1400	60 min
09/21/17	TCP Refresher	D325	Thursday	1730-1830	60 min
October Updated 08/29/17					
10/11/17	TCP Refresher	D325	Wednesday	1300-1400	60 min
10/12/17	DTA Developmental Activity Prep <i>(TCP - DTA Candidates Only)</i>	D310	Thursday	1300-1345	45 min
10/12/17	Additional Topics for DTAs	D300	Thursday	1530-1630	60 min
10/17/17	Troubleshooting & Prevention for DTAs	D305	Tuesday	1300-1400	60 min
10/17/17	CBA Reconciliation - Overview	F200	Tuesday	1530-1700	90 min
10/18/17	Vital AO Skills Applied	A300	Wednesday	1300-1400	60 min
10/19/17	TCP Refresher	D325	Thursday	0930-1030	60 min
10/19/17	JTR Module A	P200	Thursday	1300-1400	60 min
10/24/17	JTR Module B	P205	Tuesday	0930-1030	60 min
10/24/17	Vital AO Skills Assessment <i>(TCP - AO Candidates Only)</i>	A305	Tuesday	1300-1400	60 min
10/25/17	Travel Policy Compliance Tool Administration	P300	Wednesday	1300-1400	60 min
10/26/17	Enterprise Web Training System (EWTS)	D205	Thursday	0930-1030	60 min
November Updated 08/29/17					
11/02/17	Enterprise Web Training System (EWTS)	D205	Thursday	1300-1400	60 min
11/02/17	JTR Module A	P200	Thursday	1530-1630	60 min
11/07/17	JTR Module B	P205	Tuesday	1300-1400	60 min
11/07/17	CBA Reconciliation - Applications	F205	Tuesday	1530-1700	90 min
11/08/17	Vital AO Skills Applied	A300	Wednesday	0930-1030	60 min
11/08/17	DTA Developmental Activity Prep <i>(TCP - DTA Candidates Only)</i>	D310	Wednesday	1300-1345	45 min
11/14/17	Troubleshooting & Prevention for DTAs	D305	Tuesday	0930-1030	60 min
11/14/17	Additional Topics for DTAs	D300	Tuesday	1300-1400	60 min
11/16/17	TCP Refresher	D325	Thursday	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

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.