

DOI LEARN Course/Class Template

*If you need a Course created, answer questions 1-8\$
If you need a Course and Class created, answer questions 1-(\$
If you only need a Class created, answer questions 2%(\$*

ALL FIELDS ARE REQUIRED

Once completed, please return it to the OED DOI LEARN Support Team:

***By email: oeppoilearn@usgs.gov**

***By fax: 303-445-4665**

COURSE Information Needed:

1 Topic:

If you choose Other in the drop-down above, please specify here.

2 **Type of Training:**

3 **Course Name** (less than 100 characters and abbreviate as necessary):

4 **Course Description:** This description carries over to the Catalog so please do not repeat this same information in any area of the Class: (Under 260 characters please):

5 **Training Objective Including Target Audience if necessary?** (i.e. ER WSC, USGS Only.)
(Under 200 characters):

6 **Course Subject Matter Expert Name:** _____

Course Subject Matter Expert Phone Number: _____

7 **Course Code** (will be created for you; however, provide one and we may be able to add it. No more than 15 alpha/numeric characters): _____

8 **URL/ web address, if any, to access external materials:**

9 **How many CEUs, Semester Hours, or Quarter Hours, if any? If none, go to question 11.**

Number of Hours: _____ **Type of Hours:** _____

10 **Instructional Training Hours:** _____ (training duration).

Are there any non-duration training hours? _____

11 Required EHRI Training Code information (see SF-182 for guidance/definitions at http://www.opm.gov/forms/pdf_fill/SF182.pdf if you have questions on these fields):

A. Training Designation Type Code:

B. Training Type Code. Identify one of these three training types below for each new course:

Type 01 = Training Program Area

If you Choose 01 above, choose one of these Subtypes:

Type 02 = Developmental Training Area

OR If you Choose 02 above, choose one of these Subtypes:

Type 03 = Basic Training Area

OR If you Choose 03 above, choose one of these Subtypes:

C. Training Purpose Type:

D. Training Source Type Code:

E. Training Delivery Type Code:

12 Internal Tuition: _____

13 Are there any Pre-requisites that you want permanently attached?

14 Are there any Pre-requisites that should only be noted in the Description Area?

15 Does attending this Course require Supervisor approval? Yes No

(Recommend "Yes" if there is a cost And /Or extended time away from work.)

Note: If All DOI can request course, and you choose N for Supervisor Approval, then no DOI employees will need supervisor approval.

16 Do you want the Learner to have access to a Completion Certificate within the LMS? Yes No

17 For ILTs, do you want the Class Roster to be visible to all? Yes No

18 Course Vendor Name (who is providing the training? Example: Franklin Covey or USGS ER WSC, etc.):

19 Who do you want to be able to see and apply for this Course?

A- Public Catalog: Yes No

*Public means that everyone can see and apply for it.

B- Department Wide: Yes No

*Means that all Bureaus using DOI LEARN can see and apply for it.

C- USGS Only: Yes No

*Means that only USGS personnel can see and apply for it.

20 Course Category. Identify one or more of these categories for each new course: (Where sub-categories exist they are indented and italicized below their main category.)

- | | |
|---|--|
| <input type="checkbox"/> Accounting & Auditing | <input type="checkbox"/> Acquisition & Contracting |
| <input type="checkbox"/> <i>Administrative & Support Tools</i> | <input type="checkbox"/> Biology |
| <input type="checkbox"/> <i>Market Fundamentals</i> | <input type="checkbox"/> Business Administration & Financial Management |
| <input type="checkbox"/> Civil Rights | <input type="checkbox"/> <i>COR Training</i> |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> <i>Financial Business Management Systems (FBMS)</i> |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Computers |
| <input type="checkbox"/> Concessions | <input type="checkbox"/> Conference-Workshop |
| <input type="checkbox"/> Conflict Alternative Dispute Resolution (CADR) | |
| <input type="checkbox"/> Cultural Resources | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Distance Learning | <input type="checkbox"/> Diversity |
| <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Employee Development |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Environmental Regulations & Planning |
| <input type="checkbox"/> Equal Employment Opportunity (EEO) | <input type="checkbox"/> <i>Hazardous Materials</i> |
| <input type="checkbox"/> Ethics | <input type="checkbox"/> Evaluation |
| <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Fire & Aviation Management |
| <input type="checkbox"/> Federal Information Systems Security Awareness + Privacy Act & Records Management (FISSA+) | |
| <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> IDEAS | <input type="checkbox"/> <i>Benefits</i> |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> <i>Classification</i> |
| <input type="checkbox"/> <i>Computer Information Systems (CIS)</i> | <input type="checkbox"/> <i>Competency Management</i> |
| <input type="checkbox"/> <i>Geographical Information Systems(GIS)</i> | <input type="checkbox"/> <i>Federal Hiring Reform</i> |
| <input type="checkbox"/> <i>Geospatial Data</i> | <input type="checkbox"/> <i>Training & Development</i> |
| <input type="checkbox"/> <i>Plan of Actions & Milestones(POA&M)</i> | <input type="checkbox"/> <i>USAccess PIV</i> |
| <input type="checkbox"/> Internships, Certifications, & Special Programs | |
| <input type="checkbox"/> Interpretation | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Legal Training |
| <input type="checkbox"/> Legislative Affairs | <input type="checkbox"/> Management |
| <input type="checkbox"/> Mediation | <input type="checkbox"/> NASIS |
| <input type="checkbox"/> Natural Resource Management | <input type="checkbox"/> Oil & Gas Management |
| <input type="checkbox"/> <i>Adaptive Management & Decision-making</i> | |
| <input type="checkbox"/> <i>Fire</i> | <input type="checkbox"/> Online Training Course |
| <input type="checkbox"/> <i>Geospatial Sciences</i> | <input type="checkbox"/> Orientation |
| <input type="checkbox"/> <i>Minerals Administration</i> | <input type="checkbox"/> Outreach & Public Affairs |
| <input type="checkbox"/> <i>Physical Sciences</i> | <input type="checkbox"/> Partnerships |
| <input type="checkbox"/> <i>Realty</i> | <input type="checkbox"/> Personnel Security |
| <input type="checkbox"/> <i>Reclamation</i> | <input type="checkbox"/> Planning & Analysis |
| <input type="checkbox"/> <i>Renewable Resources & Life Sciences</i> | <input type="checkbox"/> Planning, Design & Construction |
| <input type="checkbox"/> <i>Water</i> | <input type="checkbox"/> Probate |
| <input type="checkbox"/> Program Management | <input type="checkbox"/> Program-Mission |
| <input type="checkbox"/> Realty | <input type="checkbox"/> Records Management |
| <input type="checkbox"/> Regulation Drafting | <input type="checkbox"/> Role Based Security Training (RBST) |
| | <input type="checkbox"/> Safety & Health |

- ___ Safety
 - ___ *Hoover*
 - ___ Skillsoft
 - ___ TAAMS
 - ___ Trade & Craft
 - ___ Visitor Use
 - ___ Other _____
 - ___ Self-Determination
 - ___ Supervisor
 - ___ Test Category for LMS Functionality
 - ___ Trust Responsibilities
 - ___ Volunteer Management
-

CLASS Information Needed:

21 Course Name and/or Course Code associated with your Class (if you only need Class created): _____

22 Primary Contact/Course Coordinator (this is NOT the person who is teaching the Class. It should be the person(s) managing the Class(es). Name and Phone:

Primary Contact/Course Coordinator Name:
 Primary Contact/Course Coordinator Phone Number:

23 Do you want this Class marked as Private? (this means that you want it in the system but not viewable in the Catalog so that it can be managed behind the scenes only) Yes No

24 Tuition Cost (must be the same for both Internals and Externals): _____
IMPORTANT: make certain you charge enough to pay the tuition regardless of enrollment or have a backup plan if you do not have a full roster.

25 Is OED collecting the Tuition? Yes No (if no, whom?) _____

26 Any additional Class Tuition information you want noted? (Under 150 characters please):

27 Maximum Class Capacity: _____

28 Other Contact Name (this is usually the actual Instructor teaching the Class or the person who wants it offered but cannot manage it because they are not a trained Instructor/Course Coordinator).

Contact Name:
 Contact Phone Number:

29 Do you have any Special Class Information that you want to make known in the DOI LEARN Catalog for all to see before they register? (do not duplicate the Course Description info here....Example: For USGS Only, or For Supervisors Only, or Bring sunscreen, or Meet at the pool; or Class ends early on the last day, etc.) (Under 200 characters please):

30 Class Vendor Name (who is providing the training? Example: Franklin Covey or USGS ER WSC, etc.)

31 Date(s) of Class (including year): Begin Date: _____ End Date: _____

32 Time(s) of Class: Start Time: _____ End time: _____

33 Days of Class: ___Monday ___Tuesday ___Wednesday
 ___Thursday ___Friday

34 Class Instructional Training Hours: _____ (training duration)

35 Registration Open & Close Dates (mm/dd/yyyy) These are the dates the Class will be viewable in the Course Catalog.

Open Date:

Close Date:

36 City, State, and Time Zone where Class is being held: _____

37 Exact Location: (Include building number/name/complete address...Ex.: Denver Federal Center, Bldg 53):

38 Classroom Name: (If you do not know the exact classroom name/number, include a range of possible rooms in that Location where the Class might be offered in -OR- indicate TBD.)

39 Do you want this Class advertised by OED on the Lotus BBS? Yes No

The Listserver? Yes No Anywhere else? _____

40 What is your Target Audience for this class: