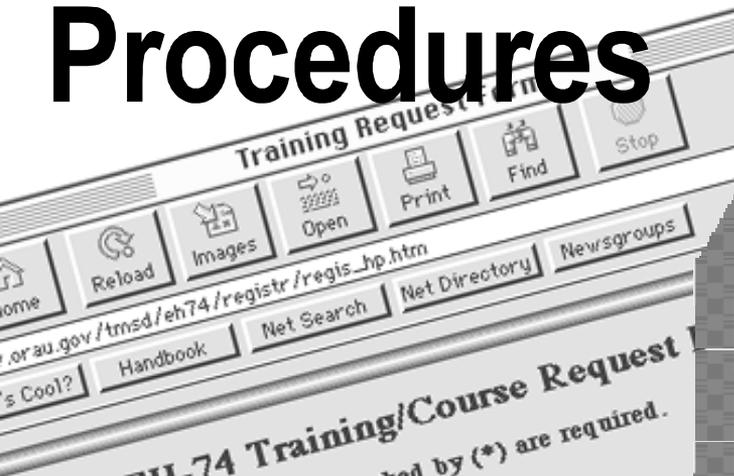




Environment
Safety & Health

Training Registration & Evaluation Procedures



EH-74 Training/Course Request

Items marked by (*) are required.

Information:

*Name:

Last 4 Digits of SSN:

Organizational Address:

Office Phone Number:

Your Internet E-mail Address:

(example: jane.brown@hq.doe.gov)

ing Co

Course Name:

Course start date):

... date):

*

* One of these two is required

... requirement?

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Introduction

The Office of Technical Training and Professional Development (EH-74) is proud to announce new training registration and evaluation processes that reduce the effort, time, and paperwork required by the current training registration process.

Using these new methods, you will be able to submit a request for training, receive approval, and review and update your Individual Development Plan (IDP) from your own workstation. This brochure describes the process of submitting a training request either by using the EH-74 Home Page on the Internet or the System Management for Annual Requested Training (SMART) program available on the EH local area network (LAN). It also addresses the joint responsibilities of EH employees and EH-74 concerning training registration and evaluation procedures. EH-74's systems work together to support paperless information management systems for training.

Who should take training?

The U.S. Department of Energy (DOE) recognizes the need to maintain a professional and technically competent workforce. Accordingly, all DOE staff are encouraged to expand their work related competencies through various learning activities (training).



DOE Order 360.1, Training, establishes the requirements for training and qualification of DOE employees. Recommended training courses should be outlined in your IDP and Technical Qualification Record (TQR) if you are in the Technical Qualification Program (TQP). All EH employees are responsible for identifying and recording their training requirements on their IDPs.

If you have any questions regarding the IDP or TQP, please read the booklets on these programs, which are available from EH-74 or your training coordinator.

3

How is training approved?

Training requests must be electronically approved by your immediate supervisor as well as any other approving officials required by your organization. Once these approvals are given, all requests for costed training must be approved by the EH-74 Director and the EH Headquarters Training Manager. Training requests must satisfy one of the following four criteria:



- Be mandatory (required by law, DOE Order, or regulation),
 - Provide skill or knowledge that is critical for job performance or current or future job/task assignment,
 - Be required to maintain job-related professional certification, or
 - Provide skill or knowledge necessary for the employee to perform tasks currently being performed by a contractor.
-

Need help finding a course?

There are several resources to help you find the right training course to suit your needs:



- Training Catalog in SMART on the EH LAN
- Training Catalog located on the EH-74 Home Page (refer to address in back of brochure)
- Your organization's training coordinator
- EH Training Coordinator Lorine Cambridge (phone: 202-586-8214; E-mail: lorine.cambridge@hq.doe.gov)
- Latest copy of the EH List of Available Training, which is available from your training coordinator or from EH-74 (address: 1G-080/FORS)

4

How do I register?

There are two electronic systems through which you can request training from your desktop:

- SMART
- EH-74 Home Page



Remember, EH-74 generally needs about two weeks' lead time from your initial request to fully process your training request and confirm your registration. Please allow even more time if you need assistance in training selection.

How do I cancel training?

If for any reason you are unable to attend or successfully complete training for which you have registered, immediately notify EH-74. **CANCELLATIONS MUST BE MADE 7 DAYS PRIOR TO THE COURSE START DATE, OR YOU MAY BE LIABLE FOR ANY COSTS DOE INCURS.** If the training is attended, but not successfully completed, you must notify EH-74 or liability may be incurred also. If you did not or will not attend the training, return the DOE F 3410.4 (if costed training) and cover memo to EH-74 with the following annotation: "CANCELLED." Remember to cancel all travel and lodging arrangements.

Looking Forward in EH-74

EH-74 continually examines ways to make the training registration and evaluation process easier and more efficient.

Training requests are easy using SMART or the EH-74 Home Page!

1

Select an appropriate training course and discuss the course with your supervisor.

2

Request the training using the training request form located:
in the SMART system on the EH LAN
(Refer to SMART User's Guide for help.)
or
on the EH-74 Home Page
(see back of brochure for address)

3

Forward request to your supervisor for approval.
(Your supervisor will forward the approved request to EH-74.)

4

You will receive:

- 1) E-mail confirmation of your approved request.
 - 2) A training registration package within one week that contains:
 - Preliminary completed DOE Form 3410.4 (if funding authorization [costed training] is needed)
 - Notification Memo
-

5

Review the package to ensure that the information is complete. If the information is incorrect, call the EH Training Hotline (202-586-2499) so that a revised DOE F 3410.4 for costed training can be produced.

Training requests are easy using SMART or the EH-74 Home Page!

6

Attend the training course. REMEMBER, YOU MUST HAVE AN APPROVED DOE F 3410.4 BEFORE ATTENDING A COSTED TRAINING COURSE, OR YOU MAY BE LIABLE FOR ANY COSTS INCURRED BY DOE.

7

Evaluate the course using the Training Evaluation Form in SMART. An evaluation form must be completed in order to obtain full credit for the course.

7

Follow these steps upon completion of your training:

- Complete the Training Evaluation Form and forward it to your immediate supervisor for review and approval.
- Approved and completed Training Evaluation Forms will be forwarded to EH-74 by your supervisor.

EH-74 will update your training record and Official Personnel File using this information. **Remember:** Training evaluations ensure that you receive credit for the training you completed. Your feedback on the training also enables EH-74 to better recommend courses and vendors and ensure that EH employees are receiving the best training possible.

Additional Information

EH Technical Training and Professional Development

Roni Parham, Office Director 202-586-0509
Technical Qualification Program
Lead Site Program
EH Qualification Standards
Federal Technical Qualification Panel

Daniel Smoot-Wood 202-586-1151
Individual Development Plan(s)
SMART
LEARN
Home Page
TQP Tracker

Lorine Cambridge 202-586-8214
Training Requests
EH Training Records
CHRIS
Program Manager, EH-73 Training Registration Center

Donna Chapman-Turner 202-586-3708
Training Technician

EH Course Registration Hotline 202-586-2499

SMART/IDP Administrator 301-903-6332

EH Training Home Page
<http://tis-nt.eh.doe.gov/training/>

Office Fax 202-586-9821 (Forrestal)
301-903-6483 (Germantown)

**The Office of Technical Training
and Professional Development**
(202) 586-7276

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