



## *What to do if a Training and Development Event is not in the Commerce Learning Center.*

### Training in the Commerce-wide Learning Center

The main Commerce-wide Learning Center is where you will find Commerce-wide training events. Courses and classes that you take at this level will be reflected on your transcript at the bureau level but may not show on **My Training Plan** at the bureau level.

For instructions, go back to the Commerce Learning Center Welcome page and see **How to Enroll in Classroom or Online Learning**.

### Training in the Commerce Learning Center at Your Bureau

When you link to the Commerce Learning Center at your bureau, you will be taken to a page that has the same basic layout as the Commerce-wide Learning Center.

For instructions, go back to the Commerce Learning Center Welcome page and see **How to Enroll in Classroom or Online Learning**.

## **What do you do if a training event is not in the Commerce Learning Center?**

1. Submit a written request (via e-mail, fax, or paper copy) to add the training event in the Commerce Learning Center to your office's respective training administrative support contact. (This would be the same person whom you contact to process a training request.) If you do not know your training administrative support contact, please contact your bureau system administrator by clicking on Contact Us. [link here?]
2. The written request must contain the following pertinent class information:
  - a. Course Title
  - b. Training Start Date
  - c. Training End Date
  - d. Training duty hours
  - e. Training non-duty hours
  - f. Location of training
  - g. Vendor Name, address, and phone
  - h. Tuition and Fees cost
  - i. Books and material cost
  - j. Travel Cost
  - k. Per Diem cost
  - l. Any non-government contribution cost (out-of-pocket employee expenses)

An employee may also submit a completed SF-182 form to the Training Office Administrator to request an event be added to the Commerce Learning Center. However, it will likely be necessary to submit an electronic SF-182 again to complete the requesting process.

Once the employee receives notification of the addition of the event to the Commerce Learning Center, the employee must:

3. Initiate online enrollment by clicking on the **Enroll** button associated with that event in the Commerce Learning Center.
4. Inform the Training Administrator after attending the event so that it will be marked completed in the Commerce Learning Center.

<http://learning.doc.gov>



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