Commerce Learning Center (CLC)
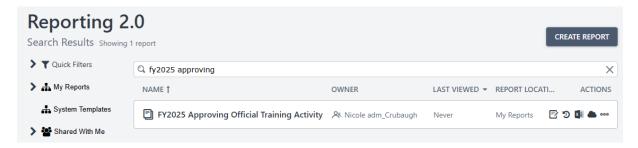## How to Confirm Mandatory Training Completions
Audience: CLOs/ Bureau Team Leads

CLC Access Level: Admin with access to Reporting 2.0, Builder

IMPORTANT NOTES:

- Some of the training courses mentioned in the Mandatory training listing are role-based training courses that may be assigned to only a subset of learners.

- *We recommend **avoiding new mandatory training assignments at this time**.*

- If one of the courses noted on the Mandatory training list is already assigned, we recommend asking users to take steps to <u>complete the training prior to the Commerce Learning Center disruption date</u>, May 31, 2025, regardless of the training due date.

Use the steps below to copy, configure, and export a Transcript Activity report for each mandatory training initiative. Use these reports to determine the Transcript status for anyone with these training assigned within your bureau.
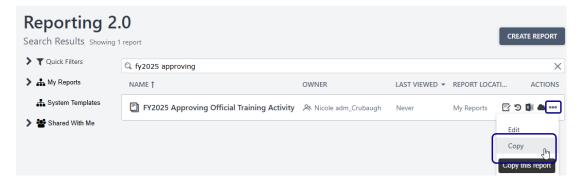
1. Login to the Commerce Learning Center.

2. From the main navigation bar select **Reports,** then select **Reporting 2.0.**

3. **Refer** to the table below. Enter the **Title** of the report that corresponds with the initiative you'd like to report on in the **Report Title search field** at the top of the page. **Note**: The reports listed in the table have been with all BTLs and CLOs with Report Builder permissions.
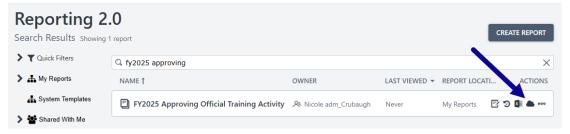

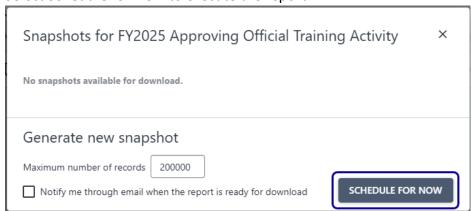3. From the three-dot ellipsis beside the report, select **Copy**.

4. The new copy of the report will open on screen.

5. **Edit** the **filters** as you see fit. (see notes above, step 3)
   1. At **minimum**, we recommend **updating the Division selection** to match your respective bureau.
   2. **Do not edit Group OU filters** if included. Group filters are leveraged to filter the report to the intended audience only, where applicable.

6. **Save** and **close** the report.

7. Use the **Cloud** icon to Schedule the report to run.

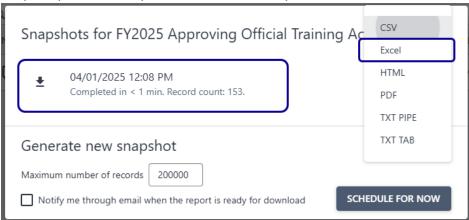8. Select **Schedule for Now** to execute the report.

9. When the report output is ready the report will show in the **Snapshots** view with the count of rows noted. Be sure to review the row count for the report export.

10. **Select** the entry for the recently generated report. From the flyout **select** the desired output option. The report will download to your default download location.

11. **Navigate** to your **Downloads** folder to obtain the exported data.
12. **Open** the file to view the exported data.
13. **Store** the exported data in a safe and secure manner.
14. **Follow up** with any users that are in-progress or incomplete as you see fit.
15. **Repeat steps 3 through 14** until the desired transcript data has been exported.

Hyperlinked Course Title	Report Title	Report Description	Compliance	Frequency	Audience	Office	POC	POC Email
Annual CNSI Security Clearance Holder Training (FY2025)	Annual CNSI Security Clearance Holder Training (FY2025) Activity Report (FY2025 Target Audience only)	Transcript activity for Federal Employees previously assigned the CNSI 2025 training. Training audience is managed by a group.	Mandatory	Annually	Clearance Holders as identified by OSY	OS/OGC/OSY	Dan Boling Kendall Adams	dboling@doc.gov kadams@doc.gov
DOC Insider Threat Awareness 2025	DOC Annual Insider Threat Awareness 2025 Activity Report (Target Group only)	Transcript activity for Federal Employees previously assigned the DOC Insider Threat Awareness 2025 training. Training audience is managed by a group.	Mandatory	Within the first 30 days of employment or after accessing classified information.	Employees with access to classified information	OSY	DJ Reedy	dreedy@doc.gov
Cyber Awareness Challenge (CSAT) 2025	CSAT 2025 Transcript Activity Report Participating Bureaus (OS, ITA, MBDA, EDA, NTIS, NTIA, BIS, FirstNet, OIG, NOAA)-Federal Employees	Transcript activity for Federal Employees with CSAT 2025 training assigned. (Participating bureaus only, OS, ITA, MBDA, EDA, NTIS, NTIA, BIS, FirstNet, OIG, NOAA)	Mandatory	Annually	All users	OCIO	Patty McArthur	pmcarthur@doc.gov
Annual SCI Refresher Briefing FY2025	Annual SCI Refresher Briefing FY2025 Activity Report (SCI group only)	Transcript activity for Federal Employees assigned the SCI Refresher Briefing 2025 training. Training audience is managed by a group.	Required	Annually	SCI Group Only. Clearance Holders as identified by OSY	OSY	Stephen Barbieri Renee Everett	sbarbieri@doc.gov reverett@doc.gov

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[DOC Purchase Card Refresher Training Mystery 1 FY2025](#)	DOC Purchase Card Mystery 1 FY2025 Training (all activity)	Transcript activity for Federal Employees that have requested or been assigned this training.	Required	Immediately after receiving the Travel Card	Purchase cardholders and approving officials; and employees who are in possession of a government purchasing card.	OAM/ CAPPS	Ebony Jones	ejones5@doc.gov
[FY25 Approving Official Training](#)	FY25 Approving Official Training Activity	Transcript activity for Federal Employees that have requested or been assigned this training.	Required	Immediately after assuming	Immediately after being assigned as approving official	OAM/ CAPPS	Ebony Jones	ejones5@doc.gov
[No FEAR Act 2024-2025](#)	2024-2025 No FEAR Act Activity-Federal Employees Only	Transcript activity for Federal Employees that have requested or been assigned this training.	Mandatory	Within 90 days of appointment, then every two-year cycle.	All federal employees	OCR	Paul Redpath	ocr@doc.gov
[Controlled Unclassified Information (CUI) 2025](#)	Controlled Unclassified Information (CUI) 2025 Activity Report	Transcript activity for Federal Employees that have requested or been assigned this training.	Required	Annual	Personnel having access to CUI.	OCIO	Sean Flowers Janelle Hunt Yadira Coleman (contractor)	sflowers@doc.gov jhunt@doc.gov ycoleman@doc.gov
[Introduction to Workers' Compensation for Supervisors](#)	Introduction to Workers' Compensation for Supervisors	Transcript activity for Federal Employees that have requested or been assigned this training.	Mandatory	Annual	Supervisory training for employees' accidents during work	OOSH	Joyce Mayers	jmyers1@doc.gov

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