Instructions for Taking On-Line Courses

For NRC sponsored on-line course through the TTC, you **MUST** be an Agreement State staff member. Please follow the directions below:

1) State training coordinator is to send an email request to AStrainingandtravel.Resource@nrc.gov to indicate which course and student would like to sign-up. The email needs to include the following:
   - Students full name
   - Students email address
   - Student phone number
   - If qualification related or not

2) Once the email is received, the NRC AS Training & Travel Coordinator (ASTTC) will then send an confirmation email to the student with a cc'ed to the State coordinator/supervisor along with the TTC course director (CD).

3) The email will state that the student will receive instruction on how to access the on-line course within 2 weeks from the CD.

4) The ASTTC will then add the student into iLearn and copy the CD with the students name and email address.

5) The CD enrolls the students in the NRC's Collaborative Learning Environment (CLE) and the student is emailed their CLE user name, password, and a link to the CLE course requested.

6) The Student logs in to the CLE and completes the course. The student should email the CD once the course is complete.

7) Once the course has been completed and scored, the CD ensures the student scores and completion results are entered into iLean and notifies the ASTTC of the results.

8) The ASTCC sends a "completion" email to the student and State training coordinator/supervisor with the score.