

Instructions for Taking On-Line Courses

For NRC sponsored on-line course through the TTC, you **MUST** be an Agreement State staff member and/or a Master Materials Licensee (MML). Please follow the directions below:

- 1) State/MML training coordinator/supervisor 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 get the student enrolled either by an email or NRC's Collaborative Learning Environment (CLE) directly.
- 3) The course manager enrolls the students in the CLE and the student is emailed their CLE username, password, and a link to the CLE course requested.
- 4) The student logs in to the CLE and completes the course.
- 5) Once the course has been completed and scored, the course manager ensures the student scores, and completion results are entered and notifies the ASTTC of the results so a "completion" email is sent to the student and State training coordinator/supervisor.