

Detailed Registration Instructions

DOI Employee Applicants (FWS, NPS, BLM)

1. Go to <https://doilearn.doi.gov/> and login using your DOI Learn username and password.
2. Go to the catalog and search for “ECS3146”
3. Click on course title, then follow the prompts to apply.

NOTE: Your supervisor must “approve” your training request in order for your application to be processed! There is no tuition charge for you to attend this course.

External (non-DOI) Applicants

1. Go to: <https://doilearn.doi.gov/> and click on “Public Catalog Login”
2. Enter “ECS3146” and click on ‘search’
3. Click on course title to select and proceed
4. Determine that course offering date is accurate, then choose “apply” at bottom of page
5. Enter your contact information in all required fields
6. Keep the default of ‘credit card’ for payment. Use this option even if you plan to use alternate payment option (i.e., invoice)
7. Enter your name, then click “submit order” at bottom of page
8. You must now contact Barbara Evans, NCTC Registrar at (304) 876-7692 to provide your credit card # and/or arranged to be invoiced. **Your registration will not be complete until you do this.**
9. You will then receive an automated email from DOI Learn, indicating that you’re on the ‘closed roster list’ – this is an intermediate stage before the course leader ‘registers’ applicants after the application deadline
10. Soon after the registration deadline, you will receive a detailed email confirming that you are ‘registered’, providing information to prepare for the course, and including instructions to book your hotel room.

NOTE: Whether you’re paying by credit card or invoice, billing will occur after the completion of the course.

If you need assistance with this process or learn about alternate payment methods, please contact Barbara Evans at (304) 876-7692 / barbara_evans@fws.gov.