

NPS DOI Learn Course Creation Worksheet

Instructions: This form is to be used by the NPS training and development community to request that a course to be created or modified in the DOI LEARN learning management system. The course must be created in DOI LEARN by the DOI LEARN data steward before classes for the course can be scheduled in DOI LEARN. The following steps describe the course creation process:

1. The Primary Course Sponsor and Primary Subject Matter Expert fill in this form as completely as possible.
2. They send form to the Training Manager responsible for the primary career field addressed in the course.
3. The Training Manager reviews the form for content and completeness, approves (or disapproves) the course, and sends the form to DOI LEARN at: doilearn@nps.gov
4. The Data Steward creates the course in DOI LEARN
5. The Data Steward sends the Training Manager and Course Sponsor a confirmation that the course has been created in DOI LEARN.

Is this a modification of an existing course? Yes No

Select one: Instructor Led Online User Defined Task

Does course require Prerequisites? Yes No

If yes, list the course code of the prerequisite:

Course Name:

Description:

Objectives:

Target Audience:

Subject Matter Expert:

Catalog Course Code (To be completed by Training Manager):

URL to access external material:

CEU (enter number of units):

Duration: Hours Minutes

Cost to Learner:

Training Duty Hours:

Training Non-Duty Hours:

Training Credit Type Code:

Training Designation Type:

Training Type Area and Subcode: Select only one area and one corresponding subcode:

01 Training Program Area

02 Developmental Training Area

03 Basic Training Area

Training Purpose, Source and Delivery type: Choose one subcode under each type:

Training Purpose Type:

Training Source Type Code:

Training Delivery Type Code:

Contact Name:

Contact Phone Number:

Requires Supervisory Approval: Yes No

Responsible Bureau:

Course Access (dept-Wide, NPS-only, etc...):

Category(s): Please select all that apply. More than one category may be selected.

- Accounting and Auditing
 - Market Fundamentals
- Acquisition and Contracting
- Administrative and Support Tools
- Biology
- Business Administration and Financial Management
 - COR Training
 - Financial Business Management Systems (FBMS)
- Civil Rights
- Clerical
- Communications
- Computers
- Concessions
- Conference-Workshop
- Conflict Alternative Dispute Resolution (CADR)
- Cultural Resources
- Customer Service
- Distance Learning
- Diversity
- Emergency Management
- Employee Development
- Engineering
- Environmental Regulations and Planning
 - Hazardous Materials
- Equal Employment Opportunity (EEO)
- Ethics
- Evaluation
- Facilities Management
- Federal Information Systems Awareness & Privacy Act (FISSA)
- Fire and Aviation Management
- Historic Preservation
- Human Resources
 - Benefits
 - Classification
 - Competency Management
 - Federal Hiring Reform
 - Training and Development
 - USAccess PIV
 - USERRA
- IDEAS
- Information Technology
 - Computer Information Systems (CIS)
 - Geographical Information Systems (GIS)
 - Geospatial Data
 - Plan of Actions and Milestones (POAandM)
- Internships, Certifications, and Special Programs
- Interpretation
- Law Enforcement
- Leadership
- Legal Training
- Legislative Affairs
- Management
- Mediation
- NASIS
- Natural Resource Management
- Adaptive Management and Decisionmaking
- Fire
- Geospacial Sciences
- Minerals Administration
- Physical Sciences
- Realty
- Reclamation
- Renewable Resources and Life Sciences
- Water
- Oil and Gas Management
- Online Training Course
- Orientation
- Outreach and Public Affairs
- Partnerships
- Personnel Security
- Planning and Analysis
- Planning, Design and Construction
- Privacy
- Probate
- Program Management
- Program-Mission

- Realty
- Records Management
- Regulation Drafting
- Role Based Security Training (RBST)
- Safety
- Dam Safety
- Safety and Health
- Self-Determination
- Skillsoft
- Business Skills Course Catalog
- Desktop Skills Course Catalog
- Environmental, Safety & Health and Transportation Course Catalog
- Federal Government Curricula
- Workplace Compliance Curricula
- Supervision
- TAAMS
- Test Category for LMS Functionality
- Trade and Craft
- Trust Responsibilities
- Visitor Use
- Volunteer Management

The following DOES NOT get entered into DOI Learn:

Competencies

Identifies the competencies addressed by a course, at a particular level. Competencies are organized by NPS career field.

	Code	Competency Name	Level (1-3)
<i>Example:</i>	<i>OPMG064</i>	<i>Team Building</i>	<i>2</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			