How Do I get Credit for Training I Completed?

Virtual and In-Person Training:

To get credit for virtual and in-person training, the Training Records Manager (TRM) that manages the class must record the completion. Once the completion has been recorded, you will be able to view the completion in your learning history. If the completion has not been recorded, please contact the TRM for the course.

Online Training

If you completed an online training course in JTMS and did not receive credit for the course, please submit a Help Desk ticket. The issue will be escalated to the Professional/Technical Training Development Branch (PTTDB), Leadership Division, for resolution.

External Training

If you plan to take external training (outside of ATF), all employees are required to submit an External Training Request (SF-182) in the JTMS. The request will be reviewed and approved by your supervisor. Once training is complete, you will receive a notification to verify you attended the training. Your supervisor will approve the verification within JTMS, and the training will automatically be recorded to your learning history.

If you do not complete the External Training Request, your Division Training Coordinator will need to complete the External Request (SF-182) for the user to receive credit for the training.