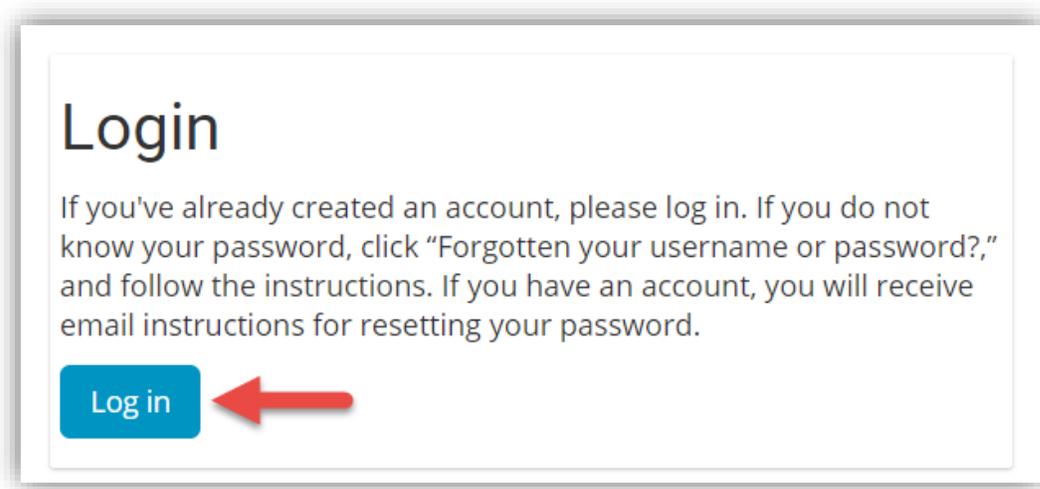




DELEGATED EXAMINING
TRAINING COURSE REGISTRATION JOB AID

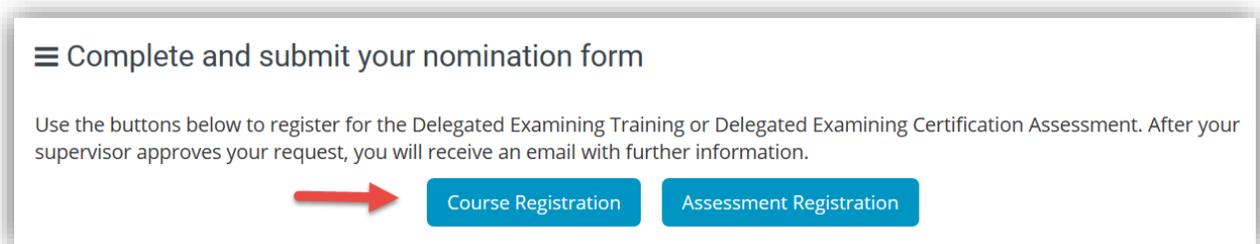
Step 1

Go to <https://de.usalearning.gov> and select the "Log in" button to access your account.



Step 2

Once on your dashboard, you will select the "Course Registration" button to begin the nomination process.



Step 3

You are required to fill in your supervisor information so that the supervisor can approve the course registration request.

Please fill out your supervisor's information below to continue registration. You will need your supervisor's approval in order to take the Delegated Examining Training course.

▼ Supervisor Information

First Name * ←

Last Name * ←

Title

Phone Number * ←

Email Address * ←

←

If the supervisor does not have an account in the system already, this will create an account for them.

Step 4

Once the request is sent to the supervisor, you may return to the dashboard by clicking the "Back to Dashboard" button.

Your request to take the Delegated Examining Training Course has been sent to Denise Spencer.
If you are approved, you will receive an email with further instructions.

←

You will also receive an email informing you that the request has been sent to the supervisor and when you return to the dashboard, you will see the course status as **"Pending"**.

Your supervisor will receive the following email where they will approve or deny your request.

Delegated Examining Nomination Submission



Delegated Examining <noreply@de.usalearning.gov>

Mon 3/9/2020 4:10 PM

Denise Spencer ✕



Dear Supervisor,

Denise Spencer has submitted a Training Nomination for the Delegated Examining Training and identified you as their supervisor. In order to continue the nomination, a supervisor's assessment of the nominee and approval is needed.

To complete the nomination process for this request, please go to:

<https://de.usalearning.gov/blocks/nomination/verifyprereqs.php?id=1732>

You may also see a list of pending nominations on your dashboard at <https://de.usalearning.gov/>

Thank you,

Delegated Examining Program Office

Complete and submit your nomination form

Use the buttons below to register for the Delegated Examining Training or Delegated Examining Certification Assessment. After your supervisor approves your request, you will receive an email with further information.

Course Registration

Assessment Registration

Nomination Status:
Submitted on 03/09/2020

Pending ←

Your Supervisor will complete an assessment on you. Once that assessment has been completed a notification will be sent to you via email.

A notification of your approval has been sent to Denise Spencer.

Thank you for completing the nomination process.

Back to Dashboard

Step 5

Once your nomination request has been approved by the supervisor, you will see the status change to **Accepted**.

Congratulations! You have been approved to take the Delegated Examining Training. Use the link below to select a course and purchase your seat.

Nomination Status:
Submitted on 09/18/2019

Accepted!

[Click here to view available course offerings](#)



Step 6

Next, you will also receive an email with a link to the course offering page.

Delegated Examining Request Approved

Inbox x

Delegated Examining <noreply@de.usalearning.gov>

to me ▾

Denise Spencer,

Your supervisor has approved your nomination.

Follow the link below to view the Delegated Examining Training course offerings

<https://de.usalearning.gov/course/index.php?categoryid=4>



Thank you,

Delegated Examining Program Office

Step 7

When you access the Course Offering page, you will see a list of course offerings that are currently available to you at this time. You should coordinate with your supervisor to see which course offering you should request registration for.

Delegated Examining Training March 10-12, 2020	DEC-FY20-013 Instructor-led 3 Days Request Registration 3/10/2020 to 3/12/2020 DALLAS, TX Open
Delegated Examining Training March 17-19, 2020	DEC-FY20-014 Instructor-led 3 Days Request Registration 3/17/2020 to 3/19/2020 OPM (DC) Open Description: 8:30am - 4:30pm OPM - TRB 1900 E Street NW, Washington, DC 20415
Delegated Examining Training April 14-16, 2020	DEC-FY20-015 Instructor-led 3 Days Request Registration 4/14/2020 to 4/16/2020 OPM (DC) Open Description: 8:30am - 4:30pm OPM - TRB 1900 E Street NW, Washington, DC 20415
Delegated Examining Training May 12-14, 2020	DEC-FY20-016 Instructor-led 3 Days Request Registration 5/12/2020 to 5/14/2020 OPM (DC) Open Description: 8:30am - 4:30pm OPM - TRB 1900 E Street NW, Washington, DC 20415

Step 8

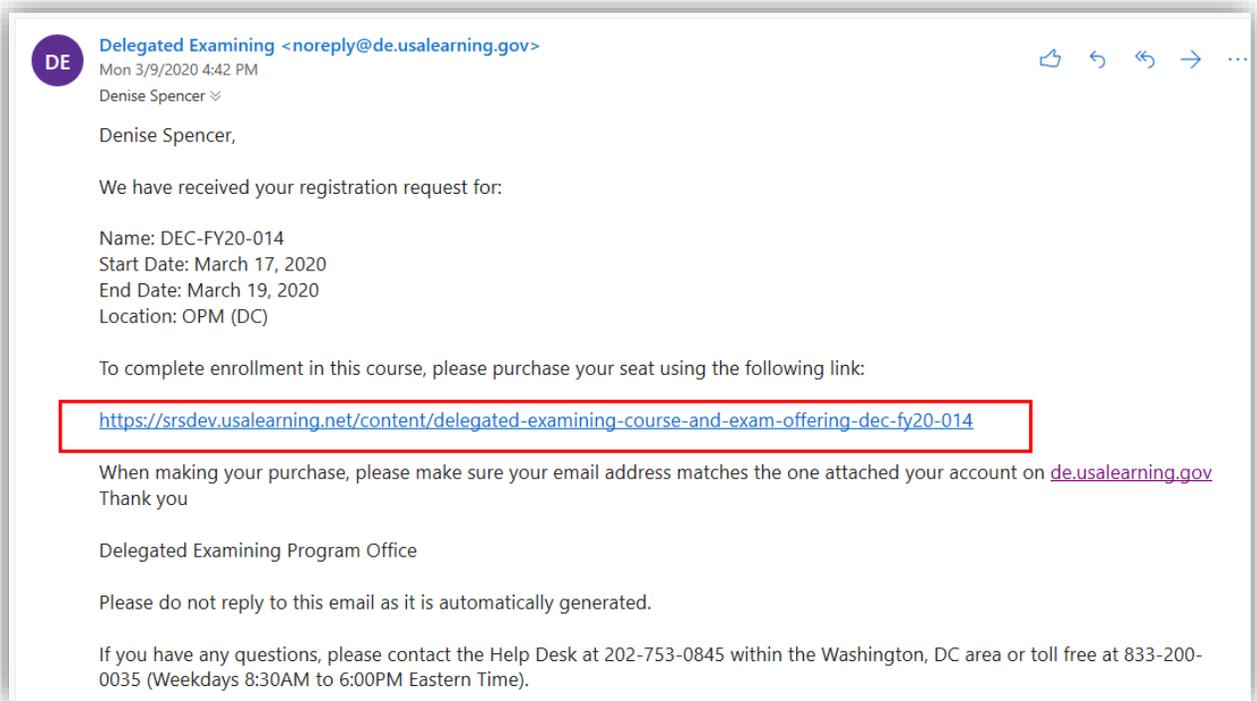
You will then select "**Confirm Request**" to complete the course enrollment request and return to your dashboard.

Request access to Delegated Examining Training | March 17-19, 2020
Section: DEC-FY20-014
Dates: March 17, 2020 :00 AM to March 19, 2020 :00 AM
Location: OPM (DC), Room: TRB-3H34

 [Confirm Request](#) [Go Back](#)

Step 9

You will receive an email with a link to the payment site - if you do not see the email, refresh the dashboard and click the available link.



Next Steps

Refer to Job Aid

- Payment