



Enrollment and Student Policies

For Students Attending Training at the NTC Campus in Albuquerque, NM:

All visitors to Kirtland Air Force Base must have one of the following credentials: an HSPD-12 badge enrolled in the Defense Biometric Identification Data System (DBIDS), a DBIDS pass, a DoD Common Access Card (CAC), a military ID, or an active law enforcement credential. Please review the [NTC Visitor Letter](#) for more information.

Access to Training

The NTC's mission is to develop and maintain the proficiency and competence of all DOE safety and security personnel and to build management excellence in DOE's safety and security disciplines. No preference is given to either Federal or contractor staff when enrolling for NTC courses.

Two-Week Enrollment and Cancellation Policy

Contractor students may use the LMS to self-enroll and self-cancel up to two weeks (ten business days) prior to the course start date. During the two-week window immediately prior to the start of a course, all enrollments and cancellations must be provided to the NTC registrar at 505-845-2250, registration@ntc.doe.gov, or 505-845-4567 (fax).

Federal DOE Employees

Federal DOE employees must receive supervisory authorization for training in CHRIS *before* their enrollment in the NTC LMS can be approved. Training will not appear on a Federal employee's permanent record if it has not been authorized in CHRIS. CHRIS training requests should be submitted in a timely manner, allowing sufficient time for the CHRIS authorization process. Contact the NTC CHRIS POC at 505-845-2285 or CHRISPOC@ntc.doe.gov, for more information.

Walk-Ins

For courses with no prerequisites, walk-in students will be accepted in NTC classes on a case-by-case basis at the discretion of the instructor, up to the maximum number of students allowed in the course session.

For courses with prerequisites, walk-ins will only be accepted if the student has completed the prerequisites before the start date of the course. Successful completion of prerequisites must be verified by the NTC registrar.

Course materials, including written tests, may not be available for walk-in students, and certificates of completion may not be provided until after the course is complete.

NTC LMS Learner IDs

When using paper forms to request enrollment, POCs and students must supply the NTC registrar with the student's LMS learner ID on the NTC Training Request form. The LMS learner ID must also be provided on self-study feedback forms.

To create a new NTC LMS account or retrieve LMS credentials, please follow this link (<https://eaccess.ntc.doe.gov/>).

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Site Enrollment Policy

A limit may be placed on the number of students a single site can enroll in a specific course. Contact the NTC registrar at 505-845-2250 for more information.

Course Prerequisites

Students may not register for a course unless all course prerequisites have been satisfied. Walk-in students will be permitted to attend a course only if the NTC registrar can verify successful completion of all prerequisites.

Duplicate Enrollments

Students may not register for more than one scheduled offering of the same course. For example, a student may not register for both MIT-111 (July 15) and MIT-111 (August 15).

If you have been placed on the waitlist for a course two or more times and your need for training is mission critical, contact the NTC registrar at 505-845-2250 for assistance.

Student Attendance Requirements and Class Etiquette

Classes will begin on time. Students must inform the lead instructor in advance of missing any instruction. Exceptions will be handled on a case-by-case basis.

Cell phones and PDAs must be turned off during class.

Nonattribution Policy

To facilitate learning and encourage academic freedom, students should respect the opinions and comments made by their peers and instructors. Although no students should engage in defamatory remarks regarding their workplace or organization, all students must feel free to use their workplaces as an example of both good and poor business and security practices as part of course-related discussions and exercises. Students should refrain from reporting other students for making comments with which they do not agree.

Dress Code Policy

Students are expected to dress professionally, as they would in their normal workplace. Shorts, tank tops, and muscle shirts are inappropriate in all classroom courses. Hats may not be worn indoors.

Live Fire Range and Integrated Safety and Security Training and Evaluation Complex (ISSTEC): No sandals, high heels, or open-toed shoes.

Smoking Policy

Smoking at the NTC is allowed in designated smoking areas only; smoking is not allowed in any National Training Center buildings or government vehicles. Please use ashtrays and cigarette butt receptacles located in designated smoking areas.

The use of electronic cigarettes/vaporizers is not permitted in NTC classrooms because of their unknown health risks and the distraction they pose in the classroom.

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Course Completion Scoring Requirements

- Safeguards and Security Training Courses80% score on written tests
- Protective Force Training Courses80% score on written tests
-100% score for Limited Scope Performance Tests
(Handgun and rifle qualifications will be scored in
accordance with DOE directives.)
- Safety Training Courses80% score on written tests

Non-DOE Student Registration

Training is available to non-DOE Federal and other government agency (state and local) employees. Requests for class seats from non-DOE students will be processed on a case-by-case basis. Non-DOE Federal or other government agency employees interested in taking an NTC course should have their supervisor submit a formal, written request, via email, to the [Office of the NTC Director](#). Requests should specify parent agency, number of students, student names, class number, and class dates. Requests from other government agencies should be written on official agency letterhead and sent electronically. All requests should be received at least 60 days prior to class start date.