

## **DoS – eLearning User Policy Statement**

- Submission of an SF-182 NFATC External Training Request is required for all LE Staff, however it is optional for CS, FS, PSC, and facility management staff. The SF-182 must be processed within 15 days of the eLearning registration/course enrollment date to have the courses reflected on to your NFATC transcript.
- eLearning courses must be tied to your official job duties and/or Continuing Education (CE) requirements. LE Staff supervisor must also be advised of any on-line course registration prior to enrollment.
- I confirm that I am a Department of State employee working on a portfolio related to Overseas Buildings Operations properties.
- It is expected that I will complete at least one course within 45 days of account activation or risk eLearning account suspension.
- Up to 40 hours of coursework is authorized for each fiscal year, but overtime is not authorized for the completion of training. Coursework more than 40 hours may be allowed with my supervisor's approval and eLearning may be used to fulfill some or all recurring professional development training, depending on established standards.
- Courses selected should either apply to professional licensure/certification requirements or be related to official job duties. The timing of all training must be coordinated with supervisors to ensure official job assignments and objectives are achieved.
- The eLearning site will keep a record of completed training and produce training transcripts that can be printed and used for licensure or certification of training requirements.
- During non-work hours, I may access elective courses through the eLearning portal from anywhere with an internet connection. Courses taken during non-work hours may be related to any professional development subject available in the catalog and are not required to be authorized or job-related, but I will not be compensated for the time used to complete those courses.
- Sharing individual usernames and passwords for the eLearning portal site is prohibited. eLearning usage will be reviewed regularly. Intentional violations of the eLearning agreement may result in eLearning account deactivation and/or referral for disciplinary action, as appropriate.