









Course Requirements for Promotion Eligibility:

In 2014, CPC restructured the courses required for promotion to Lieutenant Junior Grade, Lieutenant, and Lieutenant Commander to achieve the following goals:

- Better prepare officers for the responsibilities of the next grade
- Maintain compatibility with Commerce Learning Center
- Align course requirements with leadership competencies
- Balance areas of emphasis and provide common baseline for all officers regardless of assignment history

To complete training requirements for promotion eligibility:

- a) Log in to the NOAA Learning Center <https://doc.learn.com/noaa>
NB: from the Commerce Learning Center click on the blue “No NOAA” square or on “Learning Centers” on the top ribbon to get to the NOAA Learning Center
- b) On the top ribbon of the NOAA Learning Center, click on “Line Office Training” then on “NOAA Corps”
- c) On the NOAA Corps page, scroll down to “NOAA Corps Learning Plans” and find the appropriate grade (LTJG, LT, or LCDR)
- d) To see individual courses, click the small, light blue square with a “+” in the middle
- e) To register for the all of the courses required for the next grade, click on the large, green “+” at the far right
- f) For courses offered through other agencies (e.g. FEMA, CDC) you have to upload your completion certificate - this is listed as an assignment in the learning plan (see example below)

9		Using Feedback to Improve Team Performance	Course	N/A	Not Attempted		
10		Introduction to Incident Command System IS-100.b	Course	N/A	Not Attempted		
11		NC - Assignment - Upload Certificate for Introduction to Incident Command System IS-100.b	Assignment	N/A	Not Attempted		

When you have completed all courses and assignments for the appropriate grade:

- 1) Print a transcript **that includes your name** demonstrating completion of all required courses
- 2) Attach your transcript to a signed cover memo addressed to Chief, Officer Career Management Division (OCMD), and scan or mail your package to CPC
- 3) Chief, OCMD will verify your completion and submit an official memo to your OPF; this triggers the ‘eligible for promotion’ check mark to display in your online OPF
- 4) Note: Individual certificates are **no longer** accepted. Please submit **transcripts** upon completion of all courses for the appropriate grade