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](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 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)

<table>
<thead>
<tr>
<th></th>
<th>Using Feedback to Improve Team Performance</th>
<th>Course</th>
<th>N/A</th>
<th>Not Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Introduction to Incident Command System IS-100.b</td>
<td>Course</td>
<td>N/A</td>
<td>Not Attempted</td>
</tr>
<tr>
<td>10</td>
<td>NC - Assignment - Upload Certificate for Introduction to Incident Command System IS-100.b</td>
<td>Assignment</td>
<td>N/A</td>
<td>Not Attempted</td>
</tr>
</tbody>
</table>

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