

Instructions for NOAA Corps Promotion Curriculum - by Rank

Thank you for taking the time to read these instructions. This will help both you and CPC to get you that much closer to promotion. If at any time you have questions, please email the Leadership Coordinator at the Officer Career Management Division of CPC at cpc.training@noaa.gov.

Changes as of February 2019: No need to submit a memo! We are simply requiring the final completion certificate (along with accessory completion certificates, see rank-specific instructions below)

A Friendly Reminder: Get your Promotion Training done early

- **Reduce stress:** Nothing's worse than looking at a big red (X) on your OPF as your promotion board looms closer.
- **Help out your CPC support staff:** The Officer Career Management Division is personed by real humans that take care and time into uploading documents and ensuring your OPF is current and accurate. Every spring, we're inundated with documents from officers in promotion zones trying to update their OPF before their OPB. Prevent both our backlog and your frustration with our delay by submitting your Promotion Training early.
- **It's never too early to learn how to be a leader:** Each training has been hand-selected by the OCMD to help officers grow. They are designed to be taken in sequence, LTJG training while an Ensign, LT training while a LTJG, etc. But why wait until you're up for a board to learn these lessons? You can benefit from these trainings long before you are required to submit certificates.

LTJG Instructions

- Login to your CLC Account
- Search for, select and register for "NOAA Corps 1: LTJG"
- Complete all courses within the curriculum. Follow additional instructions given in the CLC.

FEMA-specific instructions: Print the completed certificates directly from the FEMA website. Note: this is **not** the CLC-generated certificates.

You will not be able to complete your LTJG promotion training without your CLC administrator giving you credit for these classes. To get credit for these classes, please email your FEMA certificates to cpc.training@noaa.gov. Your administrator will manually add you to the training,

and your course will show as “completed” on your transcripts. You will not be able to finish and print your final certificate until this step is completed.

- Email your final completion certificate to cpc.training@noaa.gov. You will shortly thereafter see your promotion training on your OPF and your “Training Requirements for Promotion” category on the home screen will have a green check mark next to it.

LT Instructions

- Login to your CLC Account
- Search for, select and register for “NOAA Corps 2: LT”
- Complete all courses within the curriculum.
- Email your final completion certificate to cpc.training@noaa.gov. You will shortly thereafter see your promotion training on your OPF and your “Training Requirements for Promotion” category on the home screen will have a green check mark next to it.

LCDR Instructions

- Login to your CLC Account
- Search for, select and register for “NOAA Corps 3: LCDR”
- Complete all courses within the curriculum. Follow additional instructions given in the CLC.

Special Instructions: We require two completion certificates, “CDC Crisis and Emergency Risk Communication” and “COR with a Mission Focus”, to be submitted along with the final completion certificate. These two additional certificates should be from the websites that generated them, **not** the CLC-generated certificates.

- Email your final completion certificate AND the two additional certificates to cpc.training@noaa.gov. This should be a three page PDF. You will shortly thereafter see your promotion training on your OPF and your “Training Requirements for Promotion” category on the home screen will have a green check mark next to it.