



How Do I get Credit for Training I Completed?

Virtual and In-Person Training:

In order to get credit for virtual and in-person training, the [Training Records Manager \(TRM\)](#) that manages the training must record the completion. Once the completion has been recorded, you will be able to view the completion on the learning history. If the completion has not been recorded, please contact the [TRM for the course](#).

Online Training

If you completed an online training course in JTMS and did not receive credit for the course, please submit a [Help Desk ticket](#). If the Help Desk can't assist you in getting a completion, the issues will be escalated to PTTDB, Leadership Division for resolution.

External Training

If you plan to take training external to ATF, all employees are required to submit an [External Training Request within JTMS](#). The request will be reviewed and approved by your supervisor if you are a GS-14 and below. Once training is complete, you will get a notification to verify you attended training. Your supervisor will approve the verification within JTMS. Once the verification is complete the training will automatically be recorded to your learning history.

If you did not complete the External Training Request, your [Division Training Coordinator \(TC\)](#) will need to complete the [External Training Request for the User](#) to receive credit for the training.