



How do I get a new course into the system?

For new courses, you will have to complete the item request form (provided by PTTDB) with the details of your new course. The PTTDB curriculum manager will enter the information into the Justice Talent Management System (JTMS) and provide you with a course ID. The Training Records Manager (TRM) will be responsible for creating the scheduled offering, updating any other information in the scheduled offering, managing the registration, entering the CSM scores, recording completions, and running reports.

What if this is the first course that I am responsible for managing?

If this is the first course that you will be responsible for managing in the system, you will need a Training Records Manager account.

How do I get a course that I manage revised?

All Training Records Managers should evaluate the items (courses) that they manage each year to determine if they will still be in use and whether or not they need to be revised. If a course will no longer be offered, contact the Professional and Technical Training and Development Branch (PTTDB) to have the item record inactivated. If the course will be offered, but the agenda will change, contact PTTDB to update your item record.