

CP-12 Resident Training Course Pre-requisite Directions

To Register For These Courses:

1. Commanders Safety Course
2. Additional Duty Safety Course
3. Risk Management Basic
4. Military Briefings
5. The Supervisor's Safety Course
6. Army Traffic Safety Program, Accident Avoidance Course for Army Motor Vehicle Drivers

Go to the link below and follow the directions given there.

<https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx>

NOTE: The Commanders Safety Course, Additional Duty Safety Course and the Risk Management Basic are located on the CRC ATRRS Courses section on the site. Military Briefings and the Supervisor's Safety Course are located on the ALMS Army Learning Management System section on the site. The Accident Avoidance Course link is located just below the online training box at the top of the page and reads, "**Looking for the Accident Avoidance Course? Click here.**" You may also go directly to it by clicking the link from here and following the directions given.

ATRRS registration may take up to 24 hours to confirm. You will receive an email with directions for the course.

To Register For AMMO-45-DL (9E-F67/920-F35), AMMO-63-DL (4E-F44/645-F28) and AMMO-78-DL (4E-F62/645-F46) Courses:

Go to: <http://www.dactces.org> .

1. Go to "online training" and select the AMMO course requested.
2. Go to "Click Here To Register"
3. Click "Register Here". Your ATRRS request will be initiated.

Note: Once the above courses (AMMO 45/63/78 are completed, enroll and complete AMMO 107-DL (4E-F26/431-F10), Explosives Safety Management.

To Register For Emergency Planning and Effective Communication Courses.

1. Go to <http://training.fema.gov/IS/crslist.asp>

2. Click on the "View All" in the center of the page under "ISP Courses", find and select the following:

- a. IS-235.c – Emergency Planning
- b. IS-242.b - Effective Communication

3. To the right of the course name is the *TAKE THIS COURSE* block. Click on "**Download Materials**" or "**Interactive Web-based Course**" as required.

4. Upon completion of course material, go back to the *Course Overview* page and Click "**Take Final Exam**" (This is in the *TAKE FINAL EXAM* block just below the *TAKE THIS COURSE* and *ADDITIONAL RESOURCES* blocks).

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To Register For Range Operations Professional Development (ROPD) Phase 4A Course.

1. Enter the *Army Learning Management System (ALMS)* website:
<https://www.lms.army.mil/Saba/Web/Main> .
2. Select “**Catalog Search**” icon.
3. Login using CAC or AKO.
4. Type “**ROPD**” in the search block.
5. Select “**Register**” in the “**Range Operations Professional Development (ROPD) Phase 4A**” course listing.
6. Select “**Continue Registration**” in the Create Order Page.
7. Complete all modules associated with the ROPD course).

To Register For the Civilian Education System (CES) Foundation Course.

1. Self-registration process through the Civilian Human Resource Training Application System website <https://www.atrrs.army.mil/channels/chrtas/default.asp>.
2. AKO logon and password or Common Access Card (CAC) required to enroll.
3. You will need to create an account if you do not already have one.
4. Under *Student Tab* select “**Apply for Training**”
5. Select Foundation Course (FC) which will correspond with Course Number ATRRS (1-250-C59 (DL).

To Register For the Action Officer Development Course.

1. Self-registration process through the Civilian Human Resource Training Application System website go to: <https://www.atrrs.army.mil/channels/chrtas/>
2. From the main page, choose your service category.
3. On the top taskbar choose “Apply for Training”.
4. Under “Training Type” choose “Action Officer Development Course” Then go to the bottom right side of the page and click “Next”.
5. On the “Location List” toolbar check the button for web class.
6. Under class list check the button for “Select Class”.
7. Check the data on your “Training Application” and select “Submit Application”.

To Register for Basic Math Tutorial, Contracting for the Rest of Us, and HBS444 Writing Skills Courses:

1. Enter the *Defense Acquisition University* website; <http://www.dau.mil> .
2. Select “**iCatalog**” tab at the top of the page.
3. On the *Catalog Home Page* select “**Continuous Learning**” (It will be to the right of *Course Information* icon in the center of the webpage).
4. On the *Continuous Learning* page, at the bottom of the *Continuous Learning Modules*, **select the appropriate “tab” of the first three letters** of the course # and then select the course from the list provided:
 - a. CLC 024 - Basic Math Tutorial
 - b. CLC 011 - Contracting For the Rest of Us
 - c. HBS 444 - Writing Skills

Technical Support:

For technical support concerning ATRRS AITAS logon or multiple student accounts, please contact:

ATRRS Help Desk (703) 695-2353/2060 DSN 225-2353/2060 Hours of Operation:

Mon – Fri 0730 – 1730 Eastern Standard Time. ***ahelp@asmr.com***

DAU Help Desk (866) 568-6924 (Option 1) DSN 655-3459 (Option 2) Hours of Operation: 0600 –

1800 Eastern Standard Time dauhelp@dau.mil