

U.S. Department of Energy - Oak Ridge Office
Training and Development Group
Training Course Bulletin

Course Name: SAF-101DE 2.0 General Technical Base

Description: This online course fulfills the qualification requirements of DOE-STD-1146-2007, *General Technical Base Qualification Standard*, in the DOE Technical Qualification Program (TQP). This online course is available on the National Training Center (NTC) Learning Management System (LMS) and is the preferred method to document completion of DOE-STD-1146-2007.

Link to DOE-STD-1146-2007:

[General Technical Base DOE-STD-1146-2007](#)

Please follow the guidance below to access the NTC LMS and complete the online course SAF-101DE 2.0, General Technical Base.

Reminder – Federal employees must submit an electronic ORO Training Request Form to their supervisor for approval to take training, including online training. To complete an electronic ORO Training Request Form to complete SAF-101DE 2.0, access the Training and Development Group (TDG) website at <http://www.ornl.gov/tdd/tddreq.htm>. Upon receipt of your email titled “NOTIFICATION OF APPROVAL TO ATTEND TRAINING” from the ORO Training Center, you may access and complete the SAF-101DE 2.0 on the NTC LMS.

NTC LMS access instructions are listed below. Prior to accessing the NTC LMS, you may want to review the NTC LMS Student Guide, the FAQs, and Registration Info located at <http://ntc.doe.gov/ntclms/>. The NTC LMS Student Guide provides guidance on utilizing every aspect of the LMS and includes screen shots as references.

How to access the SAF-101DE 2.0, General Technical Base:

1. All NTC OLC² accounts were migrated into the new NTC LMS; therefore, your username for the OLC² and the NTC LMS are the same. However, passwords were not migrated from that system. So, before you can log in to the NTC LMS, you will reset the password to your NTC LMS account. Detailed instructions for this process can be found at <http://ntc.doe.gov/helpdocs/> under "[Recovering your password](#)". If you did not have an OLC²

account, visit the following sections for information about setting up first time access to the NTC LMS, "[Registering a new NTC account](#)" and "[Requesting access to protected site resources](#)".

2. Once your account password has been reset, access the NTC LMS at <https://lms.ntc.doe.gov/u/default.aspx>. Sometimes it takes a second or two for the login box to appear. Login using your username and password.
3. Your Dashboard will appear with a selection menu down the left side. Click *My Courses* to see if the course SAF-101DE 2.0 is already loaded in a folder titled SAF-Safety Training. If not, click *Add Courses or Curricula*. Click on the folder titled *SAF-Safety Training*. Click on *SAF-101DE 2.0 General Technical Base*, and click on the gray *Enroll* box in the lower left hand corner. You will be asked if you want to view the course now; click *Yes* or *Not Now*. Clicking *Yes* at this prompt will take you to the course in the *My Courses* tab. Clicking *Not Now* will return you to the *Add Courses or Curricula* tab. You may access the training at any time by opening the *My Courses* tab, clicking on the *SAF-Safety Training* folder, and clicking on the course title.
4. Upon completion of the course, click *Transcript* in the menu down the left side, click *SAF-101DE 2.0, General Technical Base*, and print a copy of your Certificate of Completion to submit with your TQP completion package as your evidence for completion of the General Technical Base competencies. Also, send a copy of your Certificate of Completion to the ORO Training Center, AD-443.1, for retention in your Training Record.
5. Log off the NTC LMS by clicking the *Log Off* button in the upper right hand corner.

Cost: None

Location: <https://lms.ntc.doe.gov/u/default.aspx>
(It takes a second or two for the login box to appear.)

To register:

Federal employees should access the TDG homepage and forward a completed electronic Training Request Form <http://www.orau.gov/tdd/tddreq.htm>.

For additional information, call the ORO Training Center at (865) 576-1082.

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