



Best Practice #-272 Rev. 0
Effective Date: 10/13/2025

Facility: Provided by the EFCOG Training Working Group

Best Practice Title: Improved Enterprise Access to Completed Training Records

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Brief Description of Best Practice: Currently, training records are retained by the performing organization as a quality training record and are typically used only within the performing organization. This process, developed and tested, improves training record retrieval for authorized users by ensuring records are also entered into the DOE National Training Center (NTC) system. The originating organization retains the original record.

Why was the best practice used? This practice offers an enhanced means of sharing completed training records, reducing redundant training, and supporting the implementation of improved efficiency. The course title and course number assigned by the originating training organization are retained in the NTC record system.

What are the benefits of the best practice? This best practice provides a systematic approach that enables the sharing of completed training records among sites, contractors, programs, and DOE Offices. The pilot program demonstrated that training course completions delivered by one contractor can provide a training record to the NTC that other authorized users can readily access, and that the NTC can offer a limited search and reporting service to DOE and contractor organizations.

What problems/issues were associated with the best practice? The most significant problem remains convincing individual contractor leadership and training organizations that submitting a completed training record to the NTC provides value. The NTC systems to support data input are in place at no cost to the originating organization. It should be noted that the NTC does not endorse the course and course number, and that the listed course does not hold IACET accreditation held by the NTC.

How the success of the Best Practice was measured: Success is measured by populating the NTC with completed training records, and subsequently, these records are retrieved, at no cost, for use by other contractors.

Description of process experience using the Best Practice: The process flow below describes the NTC Process recommended by the EFCOG Training Working Group:

- DOE Contractor develops and delivers the course.
- DOE Contractor prepares New Partner Form and submits to the NTC
- NTC approves partner form (1 time only)



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- DOE contractor submits student completion roster forms to the NTC
- NTC uploads submitted training data
- Input Process is complete, and record retrieval is possible upon request.