Tuition Waiver for NCTC Courses Job Aid: Volunteers and Friends

Purpose

Enables Volunteers and Friends to take in-class or online training courses offered through National Conservation Training Center (NCTC) without paying tuition.

This Tuition Waiver does not apply to travel, lodging, or meal costs for NCTC courses. It also excludes Academies and Leadership Trainings filled through competitive application (e.g., Friends Academy).

The program waives NCTC tuition costs for Volunteers and Friends organization members for:

      a. Online training sessions with a tuition fee (not applicable for free online trainings)
      b. In-person courses, whether hosted at NCTC or other locations

Participant Step 1: Meet eligibility requirements

Eligible candidates include the following:

- U.S. Fish and Wildlife Service (Service) Volunteers with signed, active Volunteer Service Agreements
- Friends members, Friends volunteers, and paid Friends staff serving in Friends Groups with nonprofit, tax-exempt status under Section 501 © (3) of the Internal Revenue Code and a signed Friends Partnership Agreement

Participant Step 2: Select an NCTC course

- Browse for a course at www.fws.gov/training
- Below are some examples of courses which were taken by Volunteers and Friends in the past:
  - Youth Program Planning and Evaluation (online)
  - Intro to Communicating Climate Change (online)
  - Communicating Science: "The Essentials" (online)

Participant Step 3: Obtain approval from Service site manager

- Ask the manager to send an email indicating their approval to their Regional Friends and Volunteer Coordinator
- The email must include:
  - State, Service region, and Service site name
  - Potential participant name, email address, and phone number
  - Course name and number and dates
  - Tuition amount and name of training instructor
  - A brief statement of support describing why the participant needs this training, how the training will benefit the Service or partnership, and how the participant plans to apply the skills gained from the course

Please note, for additional information about an NCTC course you can email the Course Contact or Session Contact listed on the course page, however, they will not be able to assist with your enrollment until you complete Step 4 below.

Participant Step 4: Confirm approval from Regional Friends and Volunteer Coordinator

- Secure written approval for the Tuition Waiver from the Regional Friends and Volunteer Coordinator. This can be the message received in response to the manager's email outlining the request for the waiver. See the SharePoint sites for Regional Friends and Volunteer Coordinators for contact information.

Volunteers (sharepoint.com) Friends Program (sharepoint.com)

Participant Step 5: Request DOI Talent access and complete course registration

- Once formally approved, request a DOI Talent account at https://doitalent.ibc.doi.gov/login/signup.php with the following instructions:
  - Section 1:
    - '**Username**': Enter your email address. Use the same email address to establish a Login.gov account on that site.
    - **Password**: Select a password with at least 12 characters
  - Section 2:
    - **Email Address**: Enter the same email address that you previously entered
    - **Last name, First name, City/town, Country**: Enter your information
  - Section 3:
    - **Role ID**: Select "IN_OTHER"
    - **Domain ID**: Select "IN_FWS"
    - **Postal Address, City, State**: Enter Service site information
    - **Sponsoring Bureau**: Select "FISH AND WILDLIFE SERVICE"
    - **Affiliation**: Select "VOLUNTEER WAIVER"
    - **Affiliate Org/Sponsor**: Enter "US Fish and Wildlife Service"
    - **Comments**: Indicate the specific COURSE NAME and if you have attended training with FWS or DOI in the past.
    - **Click on "Request an account"**
- In addition to an approved DOI Talent user account, you must establish an additional account https://login.gov in order to access DOI Talent. (Additional instructions are provided upon approval.) Account approvals may take up to 5 days.
- After obtaining an account, proceed with your course registration in DOI Talent. For more information on finding and registering for a course, please refer to the attached document, *How to Register for a Seminar Event in DOI Talent.*

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