

## Training and Class C Schools 12-5.02-P

IDENTIFY the training available, and the process for requestion Class “C” schools, as presented in the E-PME Study Guide.

***Training and Class “C” Schools*** The Coast Guard employs two types of training:

- Non-resident
- Resident

Examples of non-resident training are correspondence courses, such as AST1, FS2, IT2, and EM2. These courses are:

- Self-paced
- Completed when time is available
- May or may not have a completion date

Resident training, on the other hand, takes place in a classroom. Resident training courses or “C” schools have specific beginning and graduation dates.

Most “C” school classrooms are located away from your unit. Requests to attend “C” school training must be formally submitted by your training officer via a Short-Term Training Request (STTR) or an Electronic Training Request (ETR).

The short-term training request is used to place you in one of three upcoming classes. Funding is also requested to support three basic needs for attending “C” schools:

- Travel to the school site
- Temporary lodging while a student
- Meals while assigned to the school

**The class convening dates and locations of all “C” schools are published electronically in the (untestable) COMDTNOTE 1540:**

<http://www.uscg.mil/hq/tqc/1540TableofContents.htm>

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***Identifying  
Available Training***

For this performance requirement, identify the training available to you and the process for requesting Class “C” schools.

**The Short-Term Training Request (STTR), Form CG-5223, is available in the USCG Forms Library, at the following (untestable) link:**

<http://www.uscg.mil/hq/tqc/sttr.htm>

Electronic Training Requests (ETR) cannot be submitted under self-service functions in Direct Access. ETR access is intended for a limited number of command members who function as unit training coordinators/assistant unit training coordinators.

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