Training Manager Approval Process for ECDEP Enrollments

Commands must recommend all students requesting Enlisted College Distance Education Program Seminar enrollments such as Sergeants School Seminar (5500), Career School Seminar (6500), and Advanced School Seminar (7500). Commands are required to use the Command Screening Checklist (NAVMC 11580) to validate a seminar candidate has been Command selected and is qualified to take the seminar at the time of the request. All seminar seat requests should be submitted through an enrollment request in MarineNet. Submission of the Command Screening Checklist to the CDET personnel is no longer required or desired. The Unit Training Manager is the unit representative with an admin account in MarineNet that will process enrollment requests for the Command. Training Managers are able to approve enrollment requests at the Command level and submit ECDEP Seminar enrollment requests directly to a Regional Director’s office. The Training Manager is responsible to coordinate official Command approval from the Sergeant Major, Commanding Officer, or their designated representative.

Step 1: From any MarineNet page, click on “My Learning” at the top of the page.
Step 2: Next click “Forms & Requests” that also appears near the top of the page.

Step 3: Click the tab titled “Manage Forms & Requests”.
**Step 4:** Click the box in the Type column and select Course Enrollment. Make sure that the Region box says All and the Status box says All Active. All student enrollment requests will be displayed.

**Step 5:** Click on the Course Enrollment link next to the Requestee to open up the request.
**Step 6:** All information will be displayed.

**Step 7:** Once the student’s Command Screening Checklist has been completed, approved by the Command, and the Command is ready to send the student to the seminar course, the Training Manager will acknowledge and approve the request.
Step 8: If the student does not meet the criteria or submit a Command Screening Checklist, the Training Manager will deny the request. Once submitted the request will go to the appropriate Regional Director’s office for further consideration and approval. Approvals will be based on availability of seminars at the region.