LIFECYCLE OF TRAINING CLASSES AT THE NIHTC

Scheduling & Registration

Classes Delivered

01   02   03   04   05

Planning

Enrollment Monitoring

End-of-FY Preparation
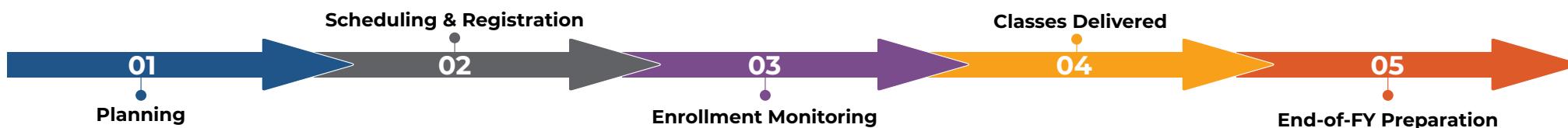
3 MONTHS PRIOR TO NEW FY

Planning – In summer, the NIH Training Center (NIHTC) begins planning for the upcoming fiscal year's schedule of classes.

- We partner with external training vendors, as well as internal NIH instructors for our classes.
- Class portfolios may not look the same year-to-year as we adjust to the needs of the NIH community.
- Our Program Managers work with vendors and instructors to set dates for classes. Class frequency depends on demand and vendor availability.

2 MONTHS PRIOR TO EACH QUARTER

Scheduling & Registration – Class offerings for the next quarter are posted in the Learning Management System (LMS).

- Classes begin in November and are open for registration in October.
- All registrations require two levels of approvals and CAN entry before they are confirmed (see: Registration Process).
- Registration cancellations should be submitted at least 3 weeks before class starts (see: Cancellation Guidelines).
- Look out for our Highlights newsletter, NIHTC listserv emails, and other announcements about our classes. Check out our website or explore our course catalog for up-to-date information.

2-6 WEEKS PRIOR TO CLASSES

Enrollment Monitoring – We monitor enrollment for upcoming offerings and confirm if the classes will run as planned, need to be cancelled and rescheduled, or if additional offerings need to be added.

- Our external vendors charge a fee to facilitate classes. Class tuition covers the vendor's fee, and we may have to reschedule a class if it has low enrollment.
- Early registration and prompt approvals are encouraged to secure your spot in a class—especially for our high-demand classes.
- So why is there a maximum number of students who can attend a virtual class? It's virtual so there should be no limit of attendees, right? Not exactly. We set a capacity to ensure the instructor can effectively manage the class and give learners the attention they need. It would be difficult to maintain engagement with too many participants in a virtual class.

NOVEMBER – SEPTEMBER

Classes Are Delivered – We deliver classes November – September. To give an idea of the volume of classes, we held 270 offerings in FY24 and trained more than 6,750 learners!

- Students receive a calendar invite 1 week before the class with everything needed to attend the training.
- A class feedback form is sent to students after or live during every class. Be sure to take a few minutes to complete it as we do review the feedback and use it to improve our classes!
- Your completion will be captured in the LMS within 2 weeks of your class ending.

AUGUST & SEPTEMBER

End-of-FY Preparation – Like many organizations at NIH, the Training Center completes end-of-FY closeout activities in August and September each year.

- We communicate deadlines for students to register for or drop from remaining FY classes.
- Most September classes may need to be closed out early. Registered students are notified and there is no impact on students attending those classes.
- Here's last FY's Highlights article outlining the NIHTC's end-of-FY deadlines. The deadlines are around the same time each year.

Want to know more?

We welcome questions and feedback and can be reached at NIHTrainingCenter@nih.gov.