

Enter Course Information for Processing:

▶ COURSE INFORMATION

Course Group : Course Location :
Course Type :
Course Date : Start Time : Comments :

Instructor enters course information here, including client, site, date, time, and misc comments. Course types are selected from a list you control in TCM.

▼ INSTRUCTORS ASSIGNED

Instructor 1

First Name : Last Name :
Email :

Instructors are listed here. After synchronization you can match the list of instructors to staff in TCM. If they are not listed in TCM, you can add their names on-the-fly.

▼ STUDENT INFORMATION

Student 1

First Name : Last Name :
Email :

Students get entered here. The form collects all the information necessary to issue certificates.

This is the online form your instructors would fill out to send you a course for processing in TCM. Once synchronized into your TCM database, you can process the course with no data entry on your part.

Address :
City : State : Zip :

Course Fee : Status : Misc :

Phone : Last Name :
Email : License Number :

City : State : Zip :

Test Score : Status : Misc :