

SATERN Core Messages: Self-Registration for APPEL and LMD Courses

September 2006

Center communications should incorporate and build upon these critical concepts. Messages will need to be customized to each Center's specific Stakeholders or Culture.

Strategic Core Messages

- **NASA has a standard Agency-wide process for APPEL and LMD course registration.** Self-registration for the Academy of Program/Project and Engineering Leadership (APPEL) and Leadership & Management Development (LMD) courses is completed through an online approval process using SATERN. The implementation of a standard process through one system for all APPEL and LMD courses helps to improve consistency and efficiency in training operations and administration.
- **NASA has not changed the registration process for Fellowships, SESCDP and LDP.** Participants are not able to self-register for Senior Executive Service Candidate Development Program (SESCDP) and Leadership Development Program (LDP) courses. The Fellowships, SESCDP and LDP programs will continue to use the current established process.

Tactical Core Messages

- **Self-registration process in SATERN replaces other nomination forms previously available for APPEL, and LMD courses.** Self-registering in the SATERN learning management system replaces all versions of the nomination form that were previously available. All employees requesting APPEL and LMD courses need to login to SATERN to start the self-registration process. Other nomination forms will not be accepted after September 18, 2006.
- **Effective September 18, 2006, all APPEL and LMD scheduled offerings with a start date of November 1, 2006 will be open for self-registration.** Each scheduled offering will have a registration cut-off date that appears to the employee in the Catalog under the "Registration Information" section of the scheduled offering details. When courses reach their nomination deadline, the self-registration function will not be available. The *How to Register for APPEL and LMD Courses* job aid explains how a Learner can search and register for available scheduled offerings in the Catalog.
- **An estimate of Travel and Per Diem expenses must be provided by the Learner when registering for APPEL and LMD courses.** Travel and Per Diem information is required for reporting to the Office of Personnel Management and it should be included in the *Comments* section for review. If this information is not included, the request will be denied and the employee will be required to re-register. The *How to Register for APPEL and LMD Course* job aid explains how a Learner can include the estimate of Travel and Per Diem expenses during the registration process in SATERN.
- **The process for logistics remains the same.** RGI, the logistics coordinator for APPEL/LMD, will continue to email course packets and survey data to employees who are selected to attend. Course packets and survey data will be sent after the registration deadline.