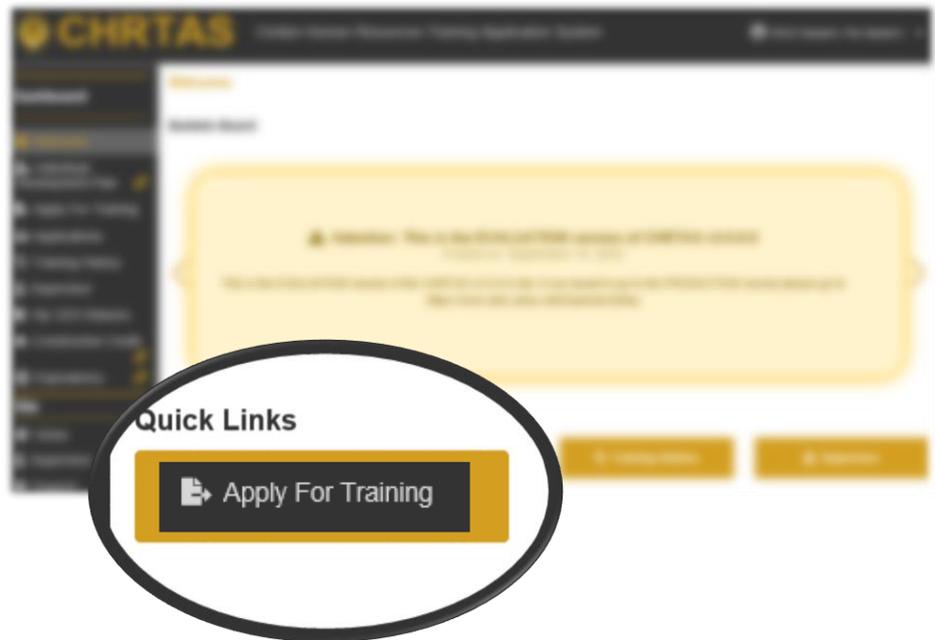


This guide is created to assist employees in the CES training application process within CHRTAS.

NOTE: You may check your CES course eligibility by selecting the **CES Eligibility Status** button on the Welcome page Dashboard or selecting the **View Eligibility Status** button from the Apply for Training page. Hover over the icons in the CES Eligibility Status window for additional status information.

APPLY FOR TRAINING – CES COURSES

- 1 Navigate to CHRTAS < <https://www.atrrs.army.mil/CHRTAS> > and login with your CAC. From the Dashboard, or within the Menu, select **Apply for Training**.

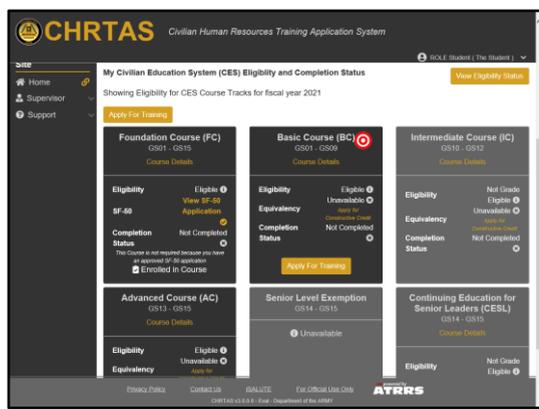


Search → Confirm → Apply

TRAINING REGISTRATION – CES COURSES

2 CES Course tiles present course specific information and details tailored specifically for you.

Course Details Eligibility Equivalency Waiver Exemption Completion Status



Be on the lookout for a bullseye. This is your target course.

NOTE: Grayed out courses are not available for registration. Hover over the Information, 'X', or Checkmark icons for more details.

3 Click the **Apply for Training** button, and then choose your desired course by clicking the **Select** button. Use the available filters to narrow your search and click the **Select** button next to the desired class offering.

4 Review the class information presented...
 FY Location Report Date
 School Type Start Date
 Course/Class Remarks End Date

... upon confirmation, click the **Apply for Course** button.

5 You're done! The following page presents the training request submission confirmation and status information.

NOTE: View the **status** of any application by selecting the **Applications** menu option. Training applications may also be seen in **Training History** using the **Include Applications** toggle.

