

FLEET CARD TRAINING FOR CARDHOLDER/APPROVING OFFICIAL (DETAILED INSTRUCTIONS)

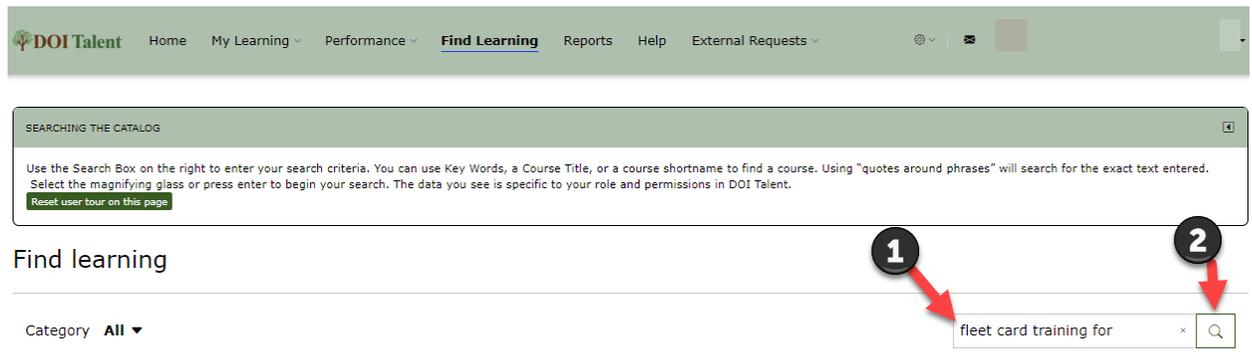
Step 1: Access [DOI Talent](https://doitalent.ibc.doi.gov/) (<https://doitalent.ibc.doi.gov/>) and enroll in course

(Recommended Browsers: Use the Chrome or Edge browsers when accessing DOI Talent. Do not use IE 11).

1. Click on the Find Learning tab.



2. Type the course name, Fleet Card Training for Cardholders/Approving Officials¹, or a shorter variation such as Fleet Card Training for, and click on Search².



3. Scroll down, click on the course tile: Initial Fleet Card Training for Cardholders/Approving Officials

Find learning

Category **All** ▼ fleet card training for × 🔍

Up to 50 items ↔ Share Sort by **Relevance** ▼

FILTERS

RESPONSIBLE BUREAU

- Bureau of Indian Affairs
- Bureau of Indian Education
- Bureau of Land Management
- Bureau of Ocean Energy Management
- Bureau of Reclamation
- Bureau of Safety and Environmental Enforcement
- Bureau of Trust Funds Administration
- Interior Business Center
- National Park Service
- Office of Surface Mining

Initial Fleet Card Training for Cardholders/Approving...

Course Type: E-learning
Office of the Secretary
Short name: DOI-CCTrng-Fleet-...
Category: Business Administrati...

FBMS Smart Pay 3 Charge Card CBT

Course Type: E-learning
Office of the Secretary
Short name: FBMS-SMP3-CC-CBT
Category: Financial and Busines...

FBMS Non-Fleet Aviation Services CBT Course

Course Type: E-learning
Office of the Secretary
Short name: FBMS-AMD NON F...
Category: Financial and Busines...

DOIAccess Card Manager

Course Type: Blended
Office of the Secretary
Short name: DOIAccessCardMgr
Category: PIV DOI Access/USAc...

FBMS Fleet Utilization CBT Course

Course Type: E-learning
Office of the Secretary
Short name: FBMS-FL UTIL CBT
Category: Financial and Busines...

4. Click on the Go to Course button.

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Initial Fleet Card Training for Cardholders/Approving Officials ×

You can enroll in this course → Go to course

5. Click on the Enroll me button.

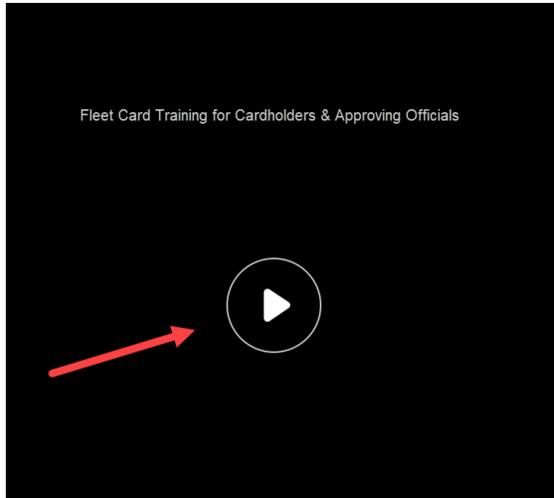
The screenshot shows the 'Enrollment options' page for the course 'Initial Fleet Card Training for Cardholders/Approving Officials'. The page includes a navigation menu with 'Home', 'My Learning', 'Find Learning', 'Reports', 'Help', and 'External Requests'. A sidebar on the left shows 'ADMINISTRATION' with a sub-menu for 'Enrollment options'. The main content area contains the course title, target audience (All Department of the Interior (DOI) fleet card cardholders, Approving Officials (AO), and Agency/Organization Program Coordinators (A/OPC)), goals and objectives, and a list of objectives. A red arrow points to a green 'Enroll me' button at the bottom of the page.

6. Click on the Select Here to Begin Course.

The screenshot shows the course page for 'Initial Fleet Card Training for Cardholders/Approving Officials'. The page includes a navigation menu with 'Home', 'My Learning', 'Performance', 'Find Learning', 'Reports', 'Help', and 'External Requests'. A sidebar on the left shows 'ADMINISTRATION' with a sub-menu for 'Reports'. The main content area contains the course title, a notice about re-certification, target audience, goals and objectives, and a list of objectives. A red arrow points to a blue 'Select Here to Begin Course' button at the bottom of the page.

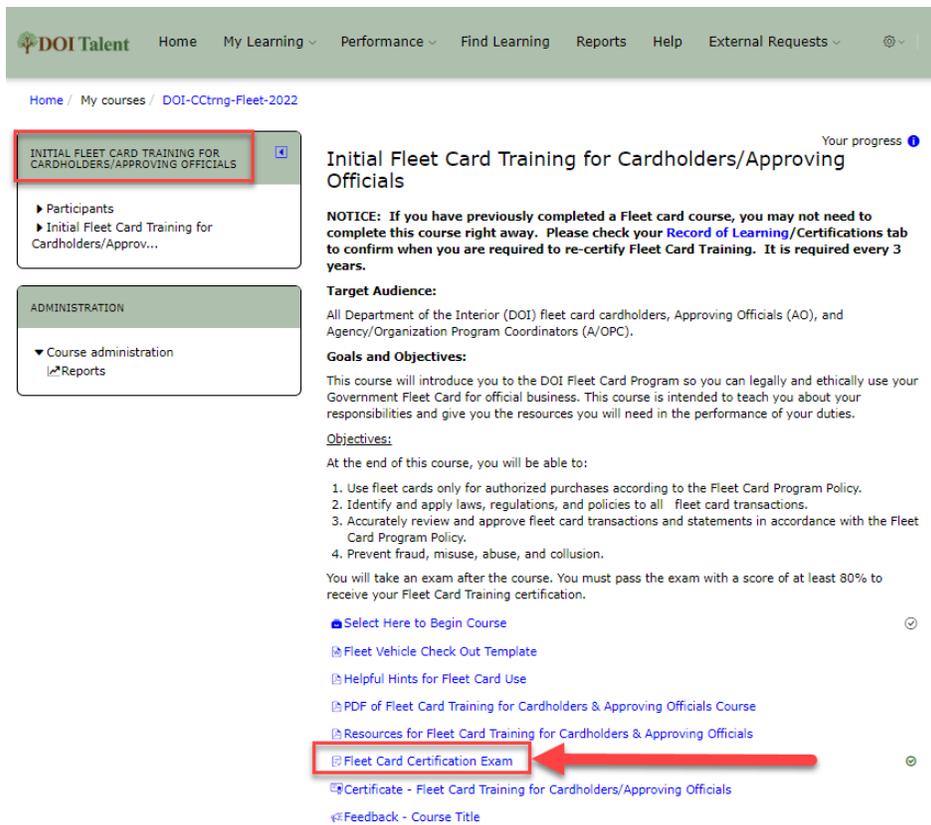
Step 2: Complete Fleet Card Training for Cardholders & Approving Officials

1. Click on the arrow to begin. This course should take about 45 minutes to complete.



2. When you have completed the course, it will take you to the Fleet Card Certification Exam.

Click on the Fleet Card Certification Exam link to take you to Exam Instructions.



Home / My courses / DOI-CCtrng-Fleet-2022

INITIAL FLEET CARD TRAINING FOR CARDHOLDERS/APPROVING OFFICIALS Your progress

- Participants
- Initial Fleet Card Training for Cardholders/Approv...

ADMINISTRATION

- Course administration
 - Reports

Initial Fleet Card Training for Cardholders/Approving Officials

NOTICE: If you have previously completed a Fleet card course, you may not need to complete this course right away. Please check your [Record of Learning/Certifications tab](#) to confirm when you are required to re-certify Fleet Card Training. It is required every 3 years.

Target Audience:
All Department of the Interior (DOI) fleet card cardholders, Approving Officials (AO), and Agency/Organization Program Coordinators (A/OPC).

Goals and Objectives:
This course will introduce you to the DOI Fleet Card Program so you can legally and ethically use your Government Fleet Card for official business. This course is intended to teach you about your responsibilities and give you the resources you will need in the performance of your duties.

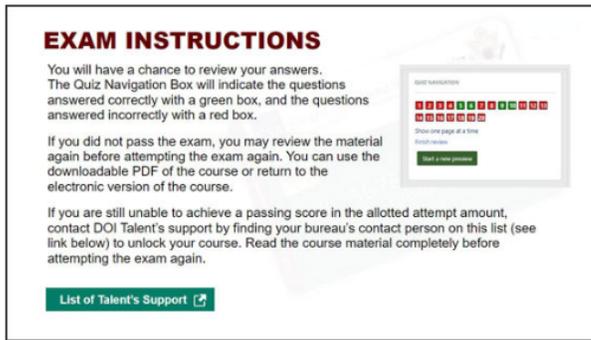
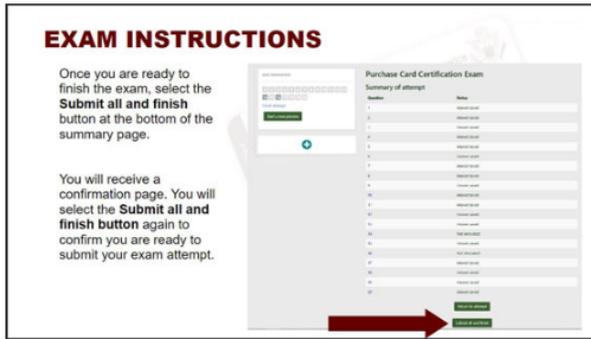
Objectives:
At the end of this course, you will be able to:

1. Use fleet cards only for authorized purchases according to the Fleet Card Program Policy.
2. Identify and apply laws, regulations, and policies to all fleet card transactions.
3. Accurately review and approve fleet card transactions and statements in accordance with the Fleet Card Program Policy.
4. Prevent fraud, misuse, abuse, and collusion.

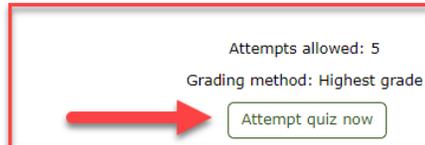
You will take an exam after the course. You must pass the exam with a score of at least 80% to receive your Fleet Card Training certification.

- [Select Here to Begin Course](#)
- [Fleet Vehicle Check Out Template](#)
- [Helpful Hints for Fleet Card Use](#)
- [PDF of Fleet Card Training for Cardholders & Approving Officials Course](#)
- [Resources for Fleet Card Training for Cardholders & Approving Officials](#)
- [Fleet Card Certification Exam](#)
- [Certificate - Fleet Card Training for Cardholders/Approving Officials](#)
- [Feedback - Course Title](#)

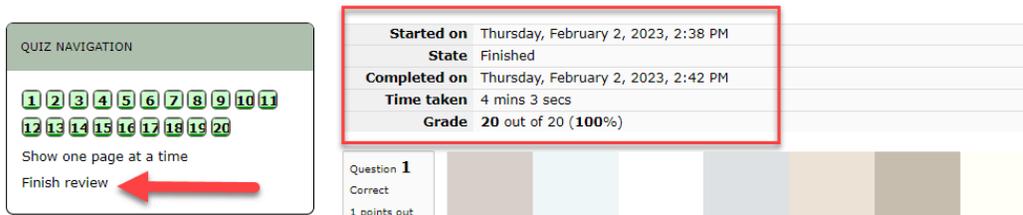
3. At the bottom of the Exam Instructions click on Attempt quiz now.



[DOI Talent's support contact list.](#)



4. Once you have completed and submitted your answers you will receive your score. Once you have finished reviewing the results, click on Finish Review.



5. This will take you back to the Fleet Card Certification Exam Instructions.

On the left side, click on Certificate – Fleet Card Training for Cardholder.. to print/save a copy of your certificate.

[Home](#) / [My courses](#) / [DOI-CCTrng-Fleet-2022](#) / [Initial Fleet Card Training for Cardholders/Approving Officials](#) / [Fleet Card Certification Exam](#)

INITIAL FLEET CARD TRAINING FOR CARDHOLDERS/APPROVING OFFICIALS

- Participants
- Initial Fleet Card Training for Cardholders/Approv...
 - Select Here to Begin Course
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Fleet Card Certification Exam

EXAM INSTRUCTIONS

The certification exam will be available in DOI Talent after you exit the course. It consists of 20 multiple choice questions. Select the one option that best answers the question.

You will have 5 attempts to reach the passing score of 80% or higher.

If at any time you want to return to a previous question, you can select the **number** in the upper left corner to return to that question.

Summary of Previously Received Certificates

Issued

Thursday, February 2, 2023, 2:12 PM

Click the button below to open your certificate in a new browser window.

[Get your certificate](#)

6. From this point, you can click the Initial Fleet Training for Cardholders/Approving Officials link in the upper navigation menu to return to the course overview and to view your completion status.

[Home](#) / [My courses](#) / [DOI-CCTrng-Fleet-2022](#) / **Initial Fleet Card Training for Cardholders/Approving Officials** / [Certificate - Fleet Card Training for Cardholders/Approving Officials](#)

Summary of Previously Received Certificates

Issued

Thursday, July 7, 2022, 12:54 PM

Click the button below to open your certificate in a new browser window.

[Get your certificate](#)

Step 3: Access the Course Overview to view your completion status and download certificates

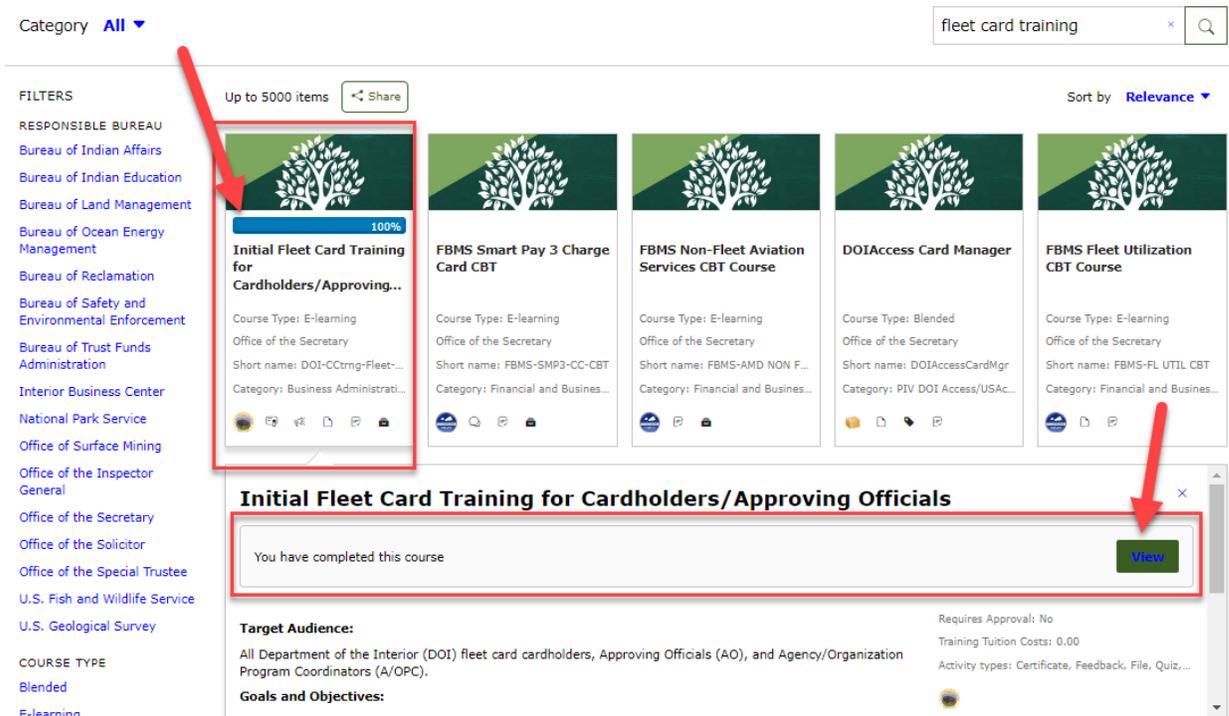
1. At any time, you can view your status and certificates by visiting the Course Overview page. Go to the Home Page in [DOI Talent](#). Go to Find Learning.



2. In Course Name, enter Fleet card training for and then click on the Search icon.



3. Once the training course appears at the bottom of the screen, you will see your progress indicated. Click on the course tile to view more information. Click on the view button to open the course.



4. This will bring you back to the Course Overview page. Make sure you have two check marks on the right-hand side.
If you forgot to print/save your certificate you can also do that from this screen.

[Home](#) / [My courses](#) / [DOI-CCTrng-Fleet-2022](#)

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- [Fleet Card Certification Exam](#)  
- [Certificate - Fleet Card Training for Cardholders/Approving Officials](#)
- [Feedback - Course Title](#)

5. Log out of DOI Talent