

# SPOOC

## HANDBOOK



**TOGETHER WE SHALL ACHIEVE!**

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# Hand book for new SPOCs of Local Chapters

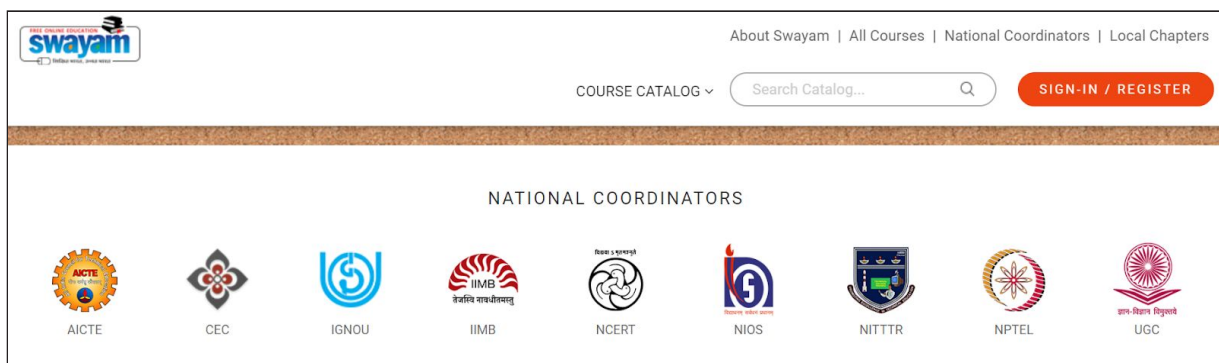
Welcome to Local Chapter family!

This is our modest effort to introduce you to the idea of Local Chapter and its various functionalities. New SPOCs may also refer to this as a handbook. You may always contact us at [localchapter@nptel.iitm.ac.in](mailto:localchapter@nptel.iitm.ac.in) for any further guidance.

## What is SWAYAM-NPTEL Local Chapter?

<https://nptel.ac.in/LocalChapter/>

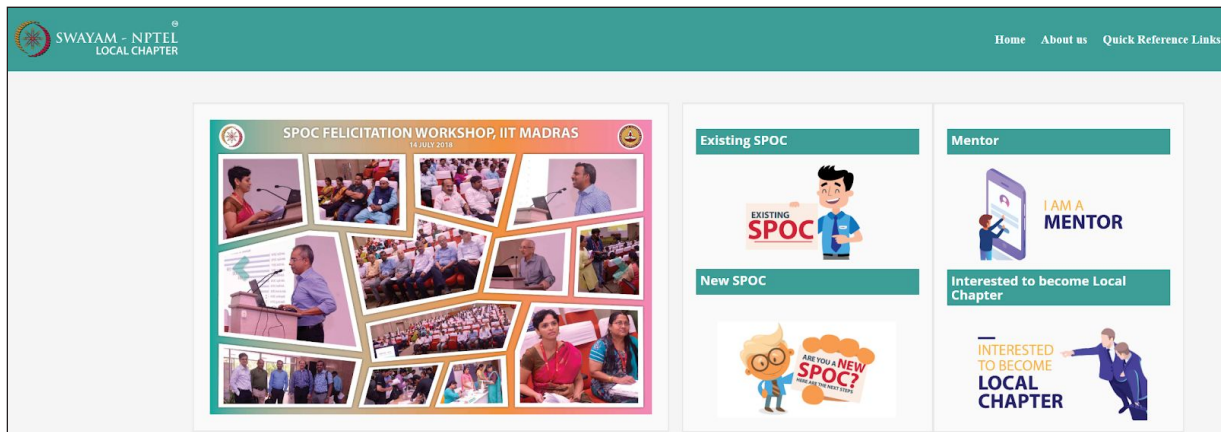
SWAYAM comprises 9 National Coordinators (NCs) namely NPTEL, CEC, UGC, AICTE, NIOS, IIMB, NITTTR, IGNOU and NCERT. The NCs offer online courses in the MOOC format through funding received from SWAYAM. To better adopt MOOC integration to curriculum, every higher educational academic institution (College/University) within the country can become a Local Chapter of SWAYAM. Once an institution becomes a SWAYAM Local Chapter, they will be able to better facilitate the MOOC adoption of the students as the portal provides sufficient features for allowing monitoring of learner progress to the faculty and SWAYAM coordinator (or Single Point of Contact) within the institution. In addition, each NC may use their own strategies to effectively partner with the LC and thereby increase the effectiveness of the course enrolments.



SWAYAM portal - <https://swayam.gov.in/>

The goal of a Local Chapter is to be a local link between students/faculty in the institution and SWAYAM-NPTEL.

NPTEL is currently partnering with more than 3200+ colleges across the country today, which include engineering, arts/science, polytechnic, management, pharmacy colleges, etc. We work with them in an organized manner to take the online courses to the learners. There are no financials involved, with the only requirement being that a person be identified at the college, who can serve as an interface between the college and NPTEL, and who is designated as the Single Point of Contact (SPOC).



Local Chapter Portal - <https://nptel.ac.in/LocalChapter/>

## How to become a Local Chapter of SWAYAM-NPTEL?

Here are the steps to form SWAYAM-NPTEL Local Chapter.

[https://nptel.ac.in/LocalChapter/new\\_spoc.html](https://nptel.ac.in/LocalChapter/new_spoc.html)

- Submit Duly Signed Request Letter from College Head / Principal - **Mandatory**
- Nominate Single Point of Contact (SPOC) - **Mandatory**
- Preferably a faculty member but can be a Librarian/Registrar or anyone interested in handling this
- Name, email id, Designation and Phone Number
- Create a new email id for handling SPOC activities (It is recommended that the new email ids are generic rather than personal, for instance spoc.collegename@gmail.com, so that scenarios like change of personnel can be effectively handled)

## INSTITUTE - LETTERHEAD

Date : <<xxx>>

### Request Letter for establishing SWAYAM NPTEL Local Chapter

To,

Prof. Andrew Thangaraj,  
NPTEL Coordinator,  
2nd floor, Central Library

IIT Madras,

Chennai-600036

Subject: Establishing an SWAYAM NPTEL Local Chapter in our College

We are glad to inform you that we are interested in establishing an SWAYAM NPTEL Local Chapter in our college. Once the request for establishing the local chapter is approved, we shall provide our college logo and SPOC photo.

For NPTEL records, we are hereby providing the details of the Principal of our college.

<b>Principal Name:</b>	
<b>Email ID:</b>	
<b>Mobile number:</b>	
<b>Affiliated to (University):</b>	
<b>Institution type:</b>	<< Engineering/Management/Pharmacy/Coaching Institute/Polytechnic/Agriculture/Medical/Media/Designing>>
<b>Institution address:</b>	
<b>Pincode</b>	
<b>City :</b>	
<b>State:</b>	

We nominate <<xx>> as the single point of Contact (SPOC), whose details are as follows:

<b>Name:</b>	
<b>Designation:</b>	
<b>Department:</b>	
<b>Email ID:</b>	<<A new mail ID for NPTEL purpose: Google enabled ID>>
<b>Contact No:</b>	<<Only Mobile number >>

Thank you.

**COLLEGE SEAL**

Warm regards

(Principal - Sign)

Sample Request Letter to become Local Chapter

## What NPTEL expects the SPOC to do

- Put up the publicity posters (will be shared by NPTEL) within the college at places that students frequent
- Conduct awareness workshops on NPTEL Certification courses inside campus to all students and faculty members
- Motivate students to join courses and register for exams
- Give feedback on the courses that were offered, suggestions on what they would like to see, etc
- Nominate faculty as Mentors who can extend help to students
- Make arrangements within the college for either lab facilities for students to access the material online or download the content and let the students know about it
- Explore the avenues of adopting the courses for credit and implement the same through the Board of studies/Academic Council

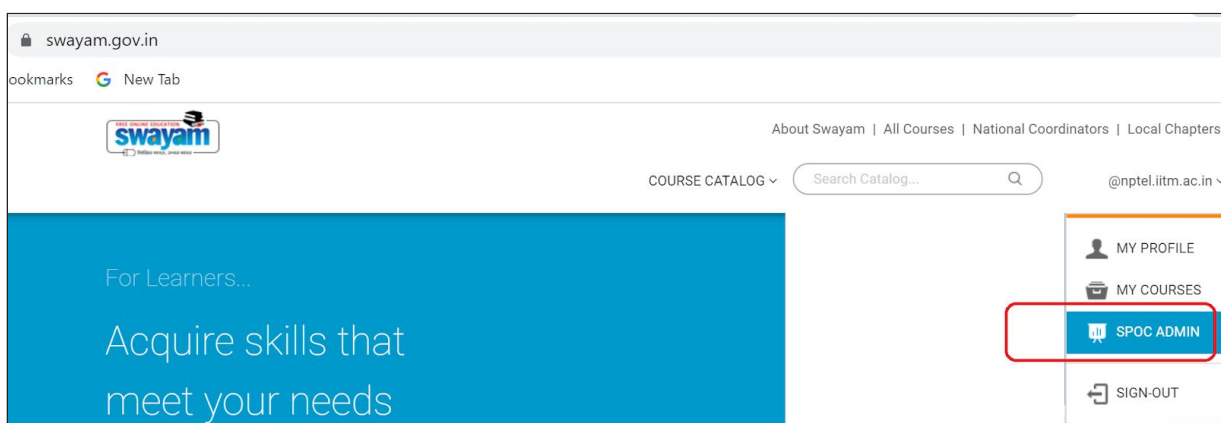
## What the SPOC can expect

SPOCs of NPTEL-SWAYAM Local Chapters are provided with the following facilities:

### 2 Unique Logins for SPOC

SPOCs have been provided 2 logins - in the SWAYAM as well as Local Chapter portals. You may use your SPOC credentials and password in both these logins.

1. [swayam.gov.in](http://swayam.gov.in) > SPOC Admin
2. <https://nptel.ac.in/LocalChapter/> > SPOC login



SWAYAM portal SPOC Login

*Local Chapter SPOC Login*

Enrolment details (those who join courses)

If you wish to obtain dynamic data, please log in to SWAYAM portal using your SPOC credentials. Here you may click on course id to obtain details of candidates who have enrolled in that particular course. You may download this in Excel format.

SWAYAM-NPTEL Local Chapter Home NPTEL Exam Results Fee waiver Log

**Jan-Apr 2020 Enrollment details**

Excel Print Search:

S.no	Name	Email Id	Course Id	CourseName	College Roll Number	Mobile Number	City	Profession	Qualification	Degree	Department	Study Year	Motivation	Timeline
1			noc20-ar01	Sustainable Architecture			SOLAPUR	student	bachelor-4yr	be	Civil Engineering			Jan-Apr 2020
2			noc20-ce05	Modern Construction Materials			SOLAPUR	student	bachelor-4yr	be	Civil Engineering			Jan-Apr 2020
3			noc20-ce06	Geosynthetics and Reinforced Soil Structures			SOLAPUR	student	bachelor-4yr	be	Civil Engineering			Jan-Apr 2020
4			noc20-ce08	Energy Efficiency, Acoustics and Daylighting in Building			SOLAPUR	student	bachelor-4yr	be	Civil Engineering			Jan-Apr 2020
5			noc20-ce10	Geotechnical Engineering II Foundation Engineering			SOLAPUR	student	bachelor-4yr	be	Civil Engineering			Jan-Apr 2020



We update the same enrolment data in your Local Chapter SPOC login later on.

Exam Registration Details in SWAYAM SPOC Login (those who pay exam fees and register to write exams)

These details will **not** be available in SWAYAM portal.

They are available in Local Chapter SPOC login. You may access it from the Downloads tab.

In the Local Chapter SPOC login, SPOCs get direct access to:

- Enrollment information course wise (Updated twice a week)
- Exam registration details (dynamic)
- Hall tickets of learners from their college
- Exam Centre details - candidate-wise
- Assignment and exam marks of candidates from their college
- E-certificates

The above information is directly shared by NPTEL with the SPOC through their login and can be used towards crediting the courses as per the decided norms.

Nominate Mentors for students

The SPOC can nominate a mentor (faculty) from the college to help students in better understanding the content. For this, both the mentor and mentee (student) need to be enrolled in the course.

Steps involved:

- Mentor has to enroll in the same course
- Mentor to be nominated by SPOC in SWAYAM portal
- Student to accept the Mentor in course page
- Mentor can view the student details in course page

This way, the mentor will be able to see the progress of the student, real time, and can blend face-to-face instruction to supplement the online learning. The SPOC and Mentors for specific courses can also facilitate the learning by arranging for computer time, internet facility and help in understanding the content better. For more details refer the section on [Mentorship](#)

*Help Video on how to Add Mentor: <https://youtu.be/YYFhR31iovM>*

## Communication Channels with SPOCs

- Phone/email, feedback, surveys
- Whatsapp Groups for SPOCs
- Announcement Forum
- Common Group for interaction - through emails



- SPOC login with candidate data
- Live Sessions by NPTEL Team about features available for SPOCs

## Other benefits for a college in becoming a Local Chapter

### Request Exam Cities

This is a feature offered exclusively to Local Chapters.

NPTEL conducts exams in more than 100 cities across India. If you think that a large number of candidates may write exams in a semester where we are not currently having exam centres, you may write to us.

Note:

1. Requested exam cities will be considered only if at least 200 candidates write the exam per session from your college.
2. Please ensure that the no. of students you enter is close to the actual number of candidates that will appear for the exam. We can accept only a deviation of 10%. These numbers are critical for us to organize exam centres in coordination with our exam partner.
3. We will try our best to have the requested city accommodated. In case of any issues, we will be in touch with you and try to provide the next best option for the candidates.
4. Please check the exam cities from this link (<https://bit.ly/38fAqiZ>) and do tell us the no. of candidates who will be taking exams in that city. This will give us an idea as to how many seats we need to block in each city.
5. We will work with our exam partner and try to provide the requested exam cities, depending on the count of exam registrations in that city. Note that we will not be conducting exams in your own colleges.
6. Due to operational constraints, NPTEL reserves the right to add a new city or remove an existing one, and allot a city that may not be from any of the choices selected by the candidate.

## Fee Waiver

NPTEL receives CSR contributions which is utilised to subsidise the fees of select candidates from economically disadvantaged situations. The students are recommended by the SPOC of the college. Only those students who pass the NPTEL will become eligible for the fee waiver. Note that this is not merit based fee waiver.

While registering for exams, students pay the full exam fees upfront. After the results are announced, fee waiver is refunded to the eligible candidates based on certain criteria. And fee waiver criteria is shared with colleges ahead of time.

- A letter in college letter-head signed by the Principal vouching for the candidates recommended for fee waiver along with candidate details in excel format (which is also signed by the Principal) is collected from each college.
- The colleges are also told to collect & keep some proof from the students (such as: income certificate, ration card); they will provide if/when we ask

Fee waiver criteria has been based on:

- Availability of CSR funds
- Number of Local Chapters who apply for fee waivers and the increase in number of students to be supported

Note: Fee waiver is given based on availability of funds.

## Next Steps for SPOC of a New Local Chapter

[https://nptel.ac.in/content/college\\_assets/spoc\\_refdocs/AreyouanewSPOC-Nextsteps.pdf](https://nptel.ac.in/content/college_assets/spoc_refdocs/AreyouanewSPOC-Nextsteps.pdf)

- Check whether SPOC/College Profile is updated in SPOC login
- Have you taken copies of NPTEL content in hard disks?
- Familiarize yourselves with the Local Chapter portal and SPOC login
- Promote NPTEL certification courses in your college
- Help students/faculty enroll to courses
- Identify Mentors amongst the faculty and add them as Mentor
- Request for Exam City
- Ensure that candidates are submitting Assignments well before the deadline
- Help candidates during Exam Registration
- Ensure that exam fees are paid on time
- Download Hall tickets for candidates, if required

- Check Exam Results in SPOC login and analyze how well the candidates have performed
- Download E-certificates if needed

## Changes requested by Local Chapter

Changes in the name of college, SPOC mail id, new SPOC name, etc. may be written to [localchapter@nptel.iitm.ac.in](mailto:localchapter@nptel.iitm.ac.in). Our team will guide you.

## Promotion of certification courses in college

<https://nptel.ac.in/resources.html>

You may utilise any and all of these to promote awareness of NPTEL initiatives.

- Conduct Internal Workshops for faculty/students using our PPTs
- Brochures - Display them in campus at places where students tend to congregate

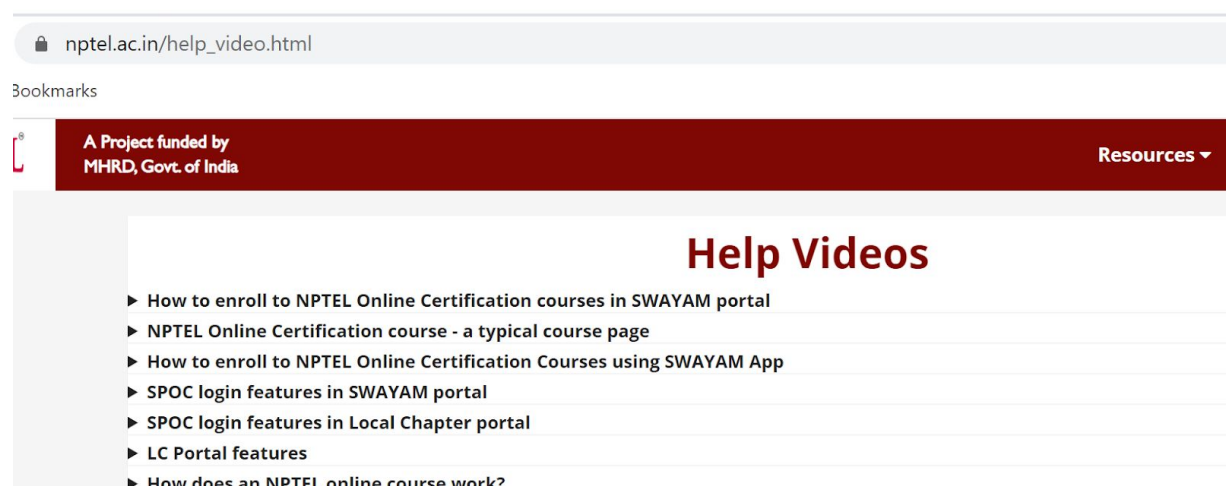
## Help Videos & FAQs

We have put together various HELP videos for SPOCs as well as learners.

Do encourage the learners to watch these videos to get a better understanding of the processes.

HELP videos: [https://nptel.ac.in/help\\_video.html](https://nptel.ac.in/help_video.html)

FAQs - [https://nptel.ac.in/noc/noc\\_faq.html](https://nptel.ac.in/noc/noc_faq.html)



The screenshot shows a web browser window with the address bar displaying "nptel.ac.in/help\_video.html". Below the address bar, there is a "Bookmarks" section. The main content area features a dark red header with the text "A Project funded by MHRD, Govt. of India" on the left and "Resources" with a dropdown arrow on the right. The main heading is "Help Videos" in a large, bold, dark red font. Below the heading, there is a list of seven video topics, each preceded by a right-pointing triangle icon:

- ▶ How to enroll to NPTEL Online Certification courses in SWAYAM portal
- ▶ NPTEL Online Certification course - a typical course page
- ▶ How to enroll to NPTEL Online Certification Courses using SWAYAM App
- ▶ SPOC login features in SWAYAM portal
- ▶ SPOC login features in Local Chapter portal
- ▶ LC Portal features
- ▶ How does an NPTEL online course work?

## FAQ

### [A. General](#)

### [B. Online courses](#)

### [C. Certification Examin...](#)

### [D. During the Exam](#)

### [E. Post-exam](#)

### [F. SWAYAM courses and...](#)

### [G. Refunds](#)

### [H. Important Links](#)

#### A. GENERAL

A1. What is NPTEL?

A2. What is NOC?

A3. What do I have to do to get a certificate?

#### B. ONLINE COURSES

B1. Where do I get information about up-coming certification courses?

## Live Sessions from Course Instructors

Learners are given a unique chance to ask the course instructors subject related queries through these LIVE sessions. A Google form is circulated where learners can post their doubts ahead of time. The course instructor will address these queries during the LIVE session.

Learners can also post queries in the chat window during the session. The YouTube link is later shared in the course page for reference. Please watch out for our announcements about these LIVE sessions.

## Exam Registration Form

After enrolling in the course, the next step is for learners to register for exams. Registration link will be shared with all enrolled learners and will also be available on our portal.

Points to remember while filling the exam registration form:

- Specifying name, date of birth, etc and Uploading photo & sign per given guidelines with utmost care. Name & photo will eventually be displayed in the e-certificate. So, it is the candidate's responsibility to enter/upload these diligently.
- Choose Local Chapter name correctly from drop-down list. Only then the student will be tagged to the correct Local Chapter and his/her details will be displayed in SPOC login
- Saying YES to sharing details with college. Details of only those students who say YES to sharing will be displayed in SPOC login
- Choosing exam city properly
- Making exam fee payment within the prescribed deadline

Once the exam registration form is filled & exam fees has been paid, the candidate will receive a confirmation email. An e-payment receipt will also be displayed in his/her login.

## Bulk exam fee payment

If the college SPOC wants to collect the exam fees from the candidates and pay in bulk to NPTEL, we can facilitate that. Please write to [localchapter@nptel.iitm.ac.in](mailto:localchapter@nptel.iitm.ac.in) for further guidance.

## Hall Tickets

Hall tickets are sent to candidates as links from where they have to download & take print out. These will also be made available in the SPOC login as ZIP files, i case the SPOC needs to download the same.

A table displaying candidates' exam centre details will also be available in the SPOC login. This will help you to organize transport arrangement for the candidates on exam day.

## Exam Results & E-certificates

Exam results of NPTEL exams will be published after a week or so. Results of all courses are NOT published in one go. As and when the course instructor signs off, the results of those specific courses are published.

Course wise and overall results will be made available in the SPOC login; SPOCs will be intimated through mail and Whatsapp about the course result.

Note: Exam details of those candidates who had said NO to sharing information with college, will not be available inside the SPOC login.

After the E-certificates are published and made available to candidates, they will also be made available in Local Chapter SPOC login. Hard copies of certificates will not be printed.

## Mentorship of NPTEL-SWAYAM Courses

Research has plenty of evidence that points towards the need for learners to have higher self-regulation for success in online courses. This means that learners have to be continuously motivated and provided timely constructive feedback for completion of courses. The mentorship programme in SWAYAM is aimed at addressing this aspect.

Within a local chapter, the mentors are expected to provide the much needed support and feedback to the learner so that learners' sustain and complete the course effectively. Mentoring can take any of the below forms:

- Regularly reminding students about the latest content uploaded in the course and due dates of assignments
- Explaining content of video lecture in local vernacular language to the students so that they can grasp the content better
- Providing additional practice assignments for students so that the mentees practice what they learnt

Mentorship, like SPOC, is a voluntary effort and NPTEL provides a mentorship certificate to mentors based on the exam participation of their mentees. Mentors are also required to provide a monthly feedback (once in 4 weeks) to us so that we can understand how the learners feel about the course. More on this can be read from the section on [ratings and recognitions](#) below.

As mentorship is significant amount of effort, we recommend:

- A faculty become a mentor in not more than two courses
- A faculty take up no more than 50 mentees per course (or a total of 100 mentees)

## Ratings & Recognition

Even though there aren't any financial incentives for becoming an LC or SPOC or Mentors in an LC, NPTEL recognizes the participation of the LCs in NPTEL Courses by looking at the outcome of learners from the LC (both students and faculty) in the proctored exam. At the end of every course semester, we compile the exam results and provide these recognitions based on the score of learners from the LC. *The formula rating points are reviewed every semester and updated based on the trends seen across semesters.*

The current formula for rating points are:

**Rating Point** =  $0.1 \times \text{Number of learners writing exam (Max learners capped to 100)}$   
+  $1 \times \text{Number of learners who got the "Successfully Completed" medal}$   
+  $2 \times \text{Number of learners who got the "Elite" Medal}$   
+  $5 \times \text{Number of Learners who got the "Silver" Medal}$   
+  $8 \times \text{Number of Learners who got "Gold" Medal}$   
+  $10 \times \text{Number of Learners who are recognized as "Toppers"}$

Based on the rating points we recognize:

1. Top 100 LC's and their SPOCs
  - a. The top 10 LCs are recognized with "AAA" rating
  - b. The next 40 LCs are recognized with "AA" rating
  - c. The next 50 LCs are recognized with "A" rating
2. Special category - Along with the top 100 LCs, we also recognize the following Special Categories of LCs
  - a. Best Performing New LCs (5 each) inside and outside the top 100
  - b. Best performing LCs (3 each) based on faculty participation inside and outside the top 100
  - c. Best performing LCs (3 each) based on improvement in rating points from previous semester both inside and outside the top 100
  - d. Best performing LCs (3 each) based on improvement in certified learners from previous semester both inside and outside the top 100
3. Active Local Chapters - Apart from the top 100 Local Chapters we also recognize every Local Chapter that has put in an effort to encourage exam participation and have a good proportion of certified candidates. These LCs are provided with "Active LC" certificate and are also displayed on the NPTEL Local Chapter website. The criteria for Active LCs are reviewed periodically (like LC Rating Points) and updated. The current criteria for Active LCs are:
  - a. There should be a minimum of 25 exam takers from the LC, AND
  - b. There should be a minimum of 13 exam takers getting certified
4. Mentors - Mentors are provided with mentorship rating points based on exam scores of mentees and the feedback that they provided us about the mentorship effort. Based on both these metrics, the mentors are provided with a Mentorship Certificate. The criteria for mentorship rating points and certificates are also reviewed periodically. Currently, the criteria is:
  - a. A mentor has scored more than 10 mentorship points in a course.  
Mentorship Rating Points = Number of Mentees in (40 – 59) + 5 \* Number of mentees (60 - 74) + 8 \* Number of mentees (75-89) + 20 \* Number of mentees (90+) + Number of mentees present for exam [Capped at 10]
  - b. A mentor has submitted sufficient number of mentorship feedback(s).
  - c. At least 1 mentee obtained a certificate

## Felicitations & Awareness Workshop for SPOCs

Every semester we conduct a SPOC felicitation workshop where we invite all the SPOCs to come over to the coordinating institute of the zone (IIT Madras in South, IIT Bombay in West, IIT Kanpur in North and IIT Kharagpur in East). The performance and statistics of the completed semester is presented to the SPOCs and we discuss and deliberate on newer policies required to strengthen the online course offerings. The workshops are a form of participative dialogue



where we are keen to hear the voices from the ground that are voiced through SPOCs. The felicitation of LCs and SPOCs based on recognitions (explained in the previous section) are also done in this event.

## Credit Transfer

As per the UGC and AICTE Gazette Notifications, the SWAYAM courses can be used for credit transfer by learners in their respective parent universities. This allows learners to take up NPTEL-SWAYAM courses instead of regular courses in the curriculum and avail credit for them. However, an important caveat for credit transfer is that the parent university should have framed sufficient rules through their Senate (via Board of Studies) regarding this. For the benefit of colleges/universities interested in Credit transfer we have created a guideline document at <http://bit.ly/NPTELCreditTransfer>.

As a SPOC these are the important checks that you can do to see if Credit Transfer is offered by your parent university:

- If you follow Choice Based Credit System
- If the Board of Studies in your University has approved specific courses for Credit Transfer
- If the University's Website mentions the modality of Credit Transfer

## Giving back by SPOC

- Helping in Translation effort - this is a new initiative that NPTEL has embarked. Text transcripts in English language are being translated to 8 other Indian languages. We require language experts to verify these translated files. Please get in touch with us if you are interested in this.
- NPTEL SPOC Ambassador - We are looking to form an NPTEL SPOC Ambassador group who can help the new SPOCs as well as conduct awareness workshops in local colleges. More details will be shared soon.

## Important Links/Contact us

<b>Important Links:</b> NPTEL: <a href="http://nptel.ac.in/">http://nptel.ac.in/</a> NPTEL Local Chapter: <a href="http://nptel.ac.in/LocalChapter/">http://nptel.ac.in/LocalChapter/</a> Enrolment Portal: <a href="https://swayam.gov.in/NPTEL">https://swayam.gov.in/NPTEL</a> Help Videos: <a href="https://nptel.ac.in/help_video.html">https://nptel.ac.in/help_video.html</a>	<b>Contact us:</b> Email: <a href="mailto:localchapter@nptel.iitm.ac.in">localchapter@nptel.iitm.ac.in</a> <a href="mailto:support@nptel.iitm.ac.in">support@nptel.iitm.ac.in</a> Phone: (044) 2257 5905/08
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## Timelines and Guidelines - for Candidates

[https://docs.google.com/document/d/e/2PACX-1vRo2qT3oV6LVLw\\_0rt29UJ7eb0EEKZEmTOJYuE73PsLpvV4dGKCSNa8KeV8m6NCGujr8-ks9Ts3dgae/pub?urp=gmail\\_link](https://docs.google.com/document/d/e/2PACX-1vRo2qT3oV6LVLw_0rt29UJ7eb0EEKZEmTOJYuE73PsLpvV4dGKCSNa8KeV8m6NCGujr8-ks9Ts3dgae/pub?urp=gmail_link)

Timelines and general guidelines are updated here throughout the semester.

Request candidates to periodically visit this page and read these timelines/guidelines.

## Timelines and Guidelines - for SPOCs

[https://docs.google.com/document/d/e/2PACX-1vSwyUGsuvEILN4L\\_ZFYSKBUaBqprvuYTg5OhiPB-d15mG5RoZ\\_UDR4383tGZTJMEXLkXgM\\_QuxLCMK7/pub](https://docs.google.com/document/d/e/2PACX-1vSwyUGsuvEILN4L_ZFYSKBUaBqprvuYTg5OhiPB-d15mG5RoZ_UDR4383tGZTJMEXLkXgM_QuxLCMK7/pub)

These are timelines pertaining to certain steps to be taken by the SPOC on behalf of the students & Faculty Mentors.

### Jan - June 2020 timelines

	4 weeks	8 weeks	12 weeks	4 weeks	8 weeks
<b>Start of course</b>	27 Jan 2020	27 Jan 2020	27 Jan 2020	24 February 2020	24 February 2020
<b>End of course</b>	21 February 2020	20 March 2020	17 April 2020	20 March 2020	17 April 2020
<b>Exam dates</b>	29 March 2020 2 Sessions on each date: 9am-12 noon; 2pm-5pm		25/26 April 2020 2 Sessions on each date: 9am-12 noon; 2pm-5pm		
Open enrollment to the course	18 November 2019				
Close enrollment to the course	3 Feb 2020 5pm			24 February 2020 5pm	
Open exam registration form	16 December 2019				
Close exam registration form	17 Feb 2020 10am/21 Feb 2020 10am		16 March 2020 10am/20 March 2020 10am		

### Jul - Dec 2020 timelines

	<b>4 weeks (SET 1)</b>	<b>8 weeks (SET 1)</b>	<b>12 weeks</b>	<b>4 weeks (SET 2)</b>	<b>8 weeks (SET 2)</b>
<b>Start of course</b>	July 20, 2020 10am	July 20, 2020 10am	July 20, 2020 10am	Aug 17, 2020 10am	Aug 17, 2020 10am
<b>End of course</b>	Aug 14, 2020 5pm	Sep 11, 2020 5pm	Oct 09, 2020 5pm	Sep 11, 2020 5pm	Oct 09, 2020 5pm
<b>Exam dates - 1</b>	Sep 27, 2020 2 Sessions on each date 9am-12 noon; 2pm-5pm		Oct 17/18, 2020 2 Sessions on each date 9am-12 noon; 2pm-5pm		
Open enrollment to the course	May 20, 2020 - 10am				
Close enrollment to the course	July 27, 2020 5pm			Aug 17, 2020 5pm	
Open exam registration form	Jun 1, 2020 - 10am				
Close exam registration form	Aug 10, 2020 5pm / Aug 17, 2020 5pm		Sep 14, 2020 5pm / Sep 21, 2020 5pm		



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