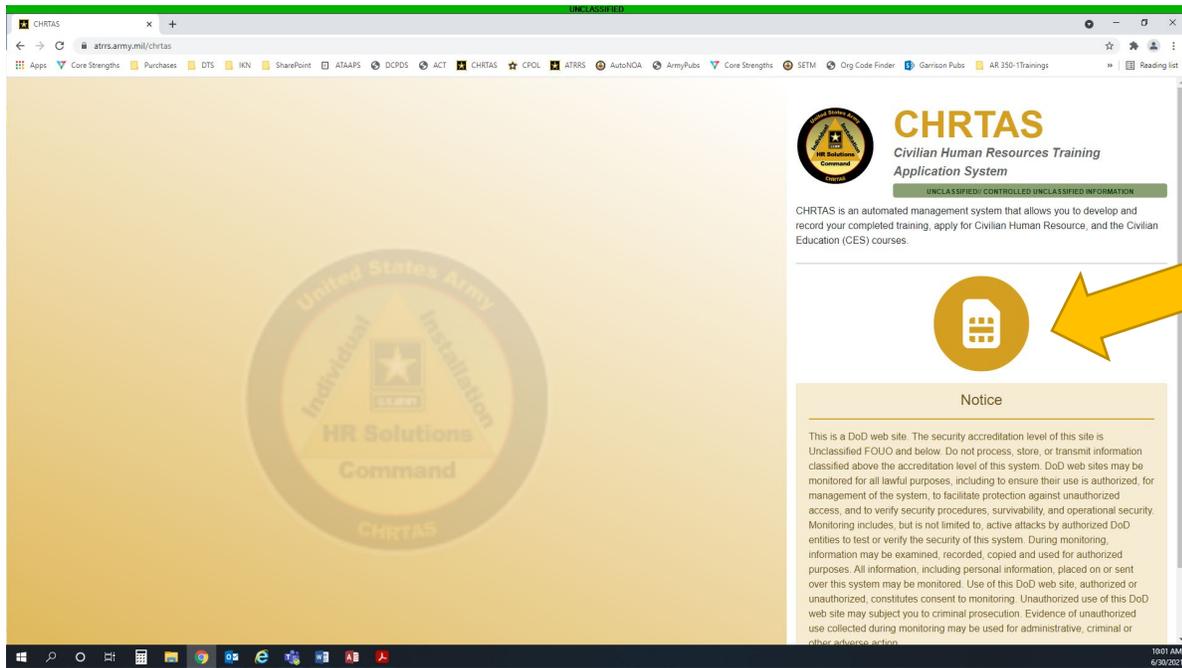
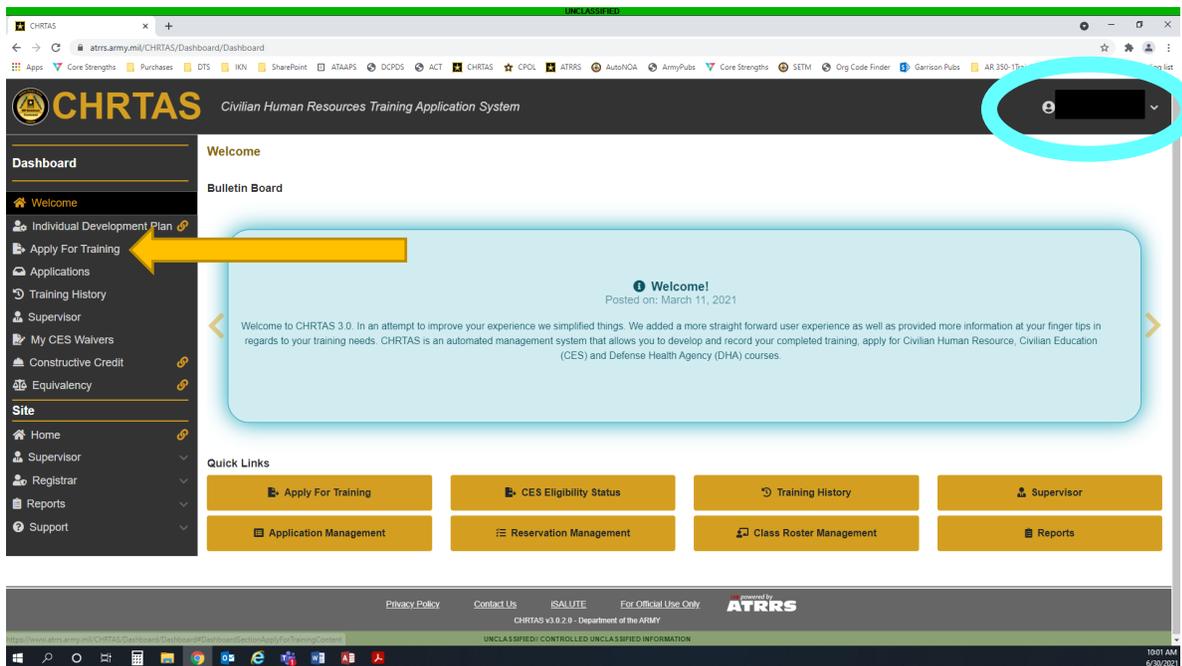


HOW TO APPLY FOR CES COURSES

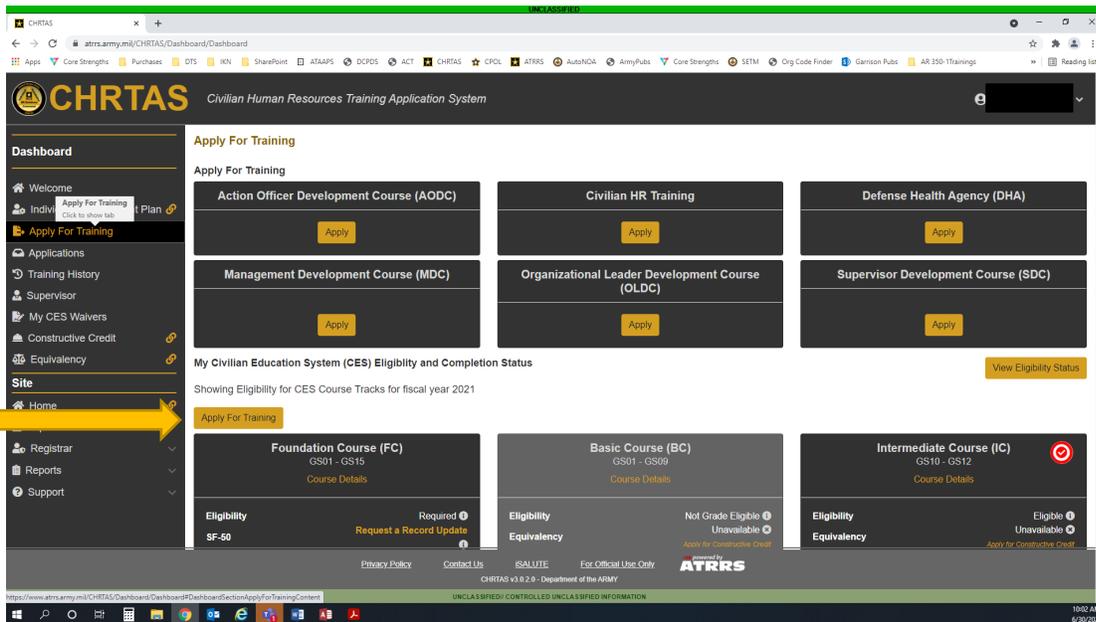
Go to <https://www.atrrs.army.mil/chrtas>



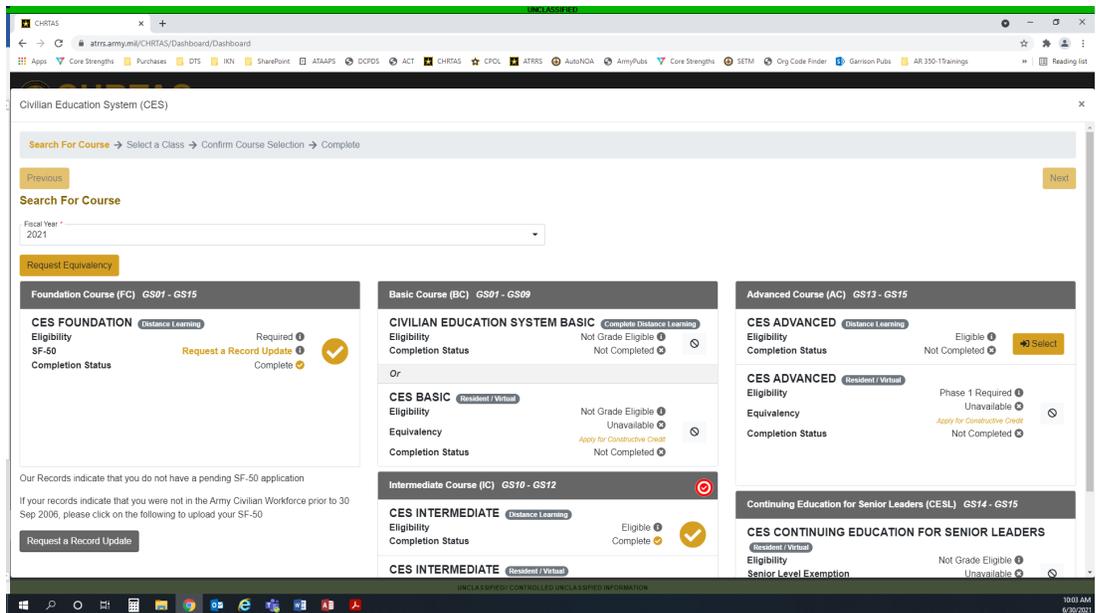
Click on 'Apply for Training' in the menu on the left-hand side of the screen. If this is your first time in CHRTAS or your information has changed, be sure to **update your profile**.



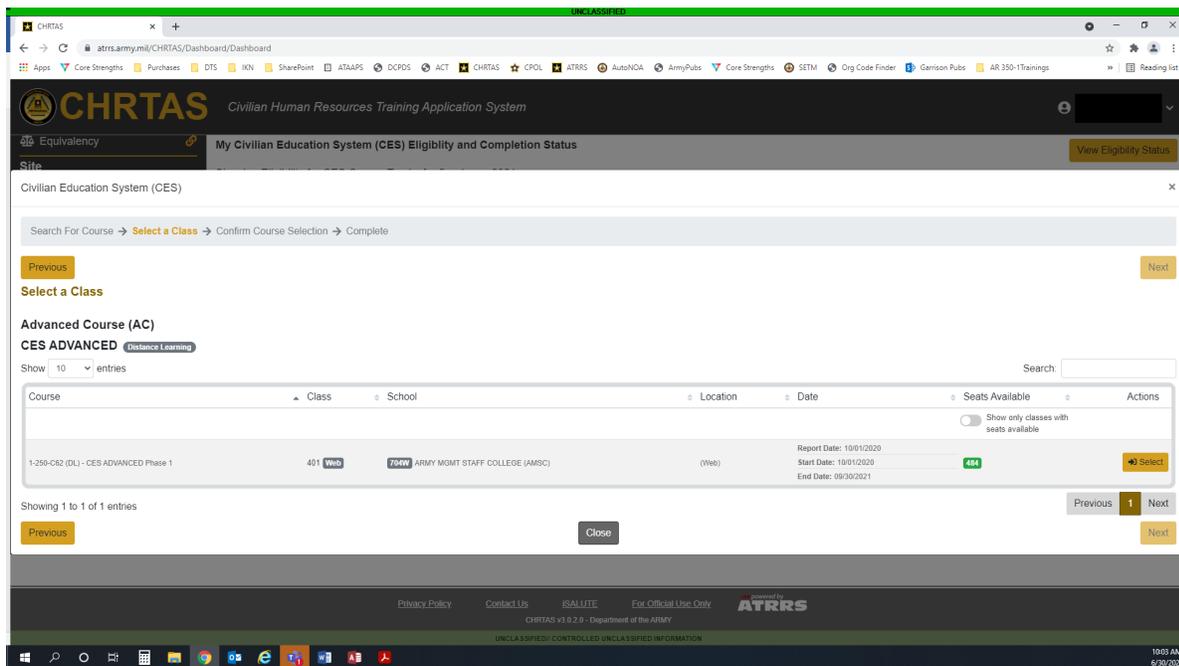
The Training Screen offers lots of great courses! For CES courses, scroll down to see all of them. When you're ready to select a training, click on the 'Apply for Training'



The pop-up window will offer you courses that you are eligible to take



Once you've selected the course you want to take, walk through the screens and then select 'Apply for Course'.



Once you've completed your application, your supervisor will be asked to concur with the application. After that, you will receive an email with further instructions.