

## **How to Complete Auxiliary Core Training Courses, the Basic Qualification II Course, and Bloodborne Pathogen Training.**

Before taking the required courses, new members should get a Member Zone password. It is needed to access the AuxDirectory, get Enrollment Keys for online courses, and log in to the “members only” sections of Auxiliary websites. When using the Member Zone password, your user name is your ID number.

To obtain a Member Zone password, go to: <https://auxofficer.cgaux.org/auxoff/> and click on “Obtain or Change Password.” The email address you enter must be the same as listed on your enrollment application.

Note: If you choose a Member Zone password that is at least 10 characters long, has an upper-case letter, a lower-case letter, a number, and a special character, you can use the same password for your Auxiliary Classroom account.

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There are six Auxiliary Core Training (AUXCT) courses that all Auxiliarists must complete. Members who join after 1 February 2018 must also complete the seven modules of the Basic Qualification II course. The required courses should be completed as soon as possible after joining. Although Auxiliarists may work toward being qualified as boat crew, instructor, vessel examiner, etc. before finishing the courses, they will not receive their certifications, will remain in Approval Pending status, and will not get a permanent ID card until the courses are completed.

All of the required courses can be taken at the USCG Auxiliary Classroom. Go to: <http://classroom2.cgaux.org/moodle/>.

You will first need to set up an account. Click on Sign-Up and follow instructions.

Once you’ve created a password and logged in, you will be on a “Welcome to the Bridge” page. You can watch a video by clicking on “Click on this link to see a brief video on how to access the keys and enroll.” You may first need to click on a < symbol on the top right to open the drawer.

Following the advice in the video:

- Click “All Courses.”
- Click “T-Training and Leadership Development.”
- Under “Welcome to the Training Directorate Catalog”, click “Enrollment Keys”
- Log in to the Member Zone with your ID number and Member Zone password.
- Write down the enrollment keys for the Basic Qualification II course, the Core Training Certification Portal (6 courses), and Bloodborne Pathogens.
- Return to the Training Directorate Catalog.
- Click “AUX Core Training.”

You now have access to the Basic Qualification Course II, the AUX Core Training Portal, the Bloodborne Pathogens course and the COVID 19 Awareness course.

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## I. The six AUXCT courses:

Course Code	Course Name	Frequency
502379	Sexual Assault Prevention, Response and Recovery	Every 5 years
810030	Security Fundamentals	Every 5 years
810015	Privacy at DHS / Protecting Personal Information	Every 5 years
810000	Sexual Harassment Prevention	Every 5 years
502319	Civil Rights Awareness	Every 5 years
502306	Ethics 1 / Personal Gifts	1 time only

The courses are occasionally offered in a classroom setting at Division workshops and District conferences. However, unless you know a class is coming up, it's best to take it online and not wait for a class to be offered.

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## II. Basic Qualification II Course (BQCII)

The only way to take the course is on-line.

After logging in to the Online Classroom,

- Click "All Courses."
- Click "T-Training and Leadership Development."
- Click "Core Training."
- Click AUX Basic Qualification Course II

Scroll down to the module descriptions. Each module consists of a study guide and links to other references. Open the study guide. After reading the study guide take the 20-question quiz.

The tests are "open book," so it's best to work back and forth between the test and study guide. If the guide is open as a .pdf file in Acrobat Reader or similar program, you can search for a key word in the question.

When you pass a module test (passing score is 90%), you automatically get credited. You can take a test as many times as necessary.

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## III. Bloodborne Pathogens Training

This course is required for all Auxiliarists who are assigned to duty performing ordered patrol missions for the Coast Guard.

After logging in to the Online Classroom,

- Click "All Courses."
- Click "T-Training and Leadership Development."
- Click "Core Training."
- Click AUX Bloodborne Pathogens

C.R. Halladay  
Flotilla 10-05  
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