

VIRGINIA DEFENSE FORCE  
DEPARTMENT OF MILITARY AFFAIRS  
Commonwealth of Virginia  
5001 Waller Road  
Richmond, VA 23230

Student,

You have successfully enrolled into the NCOLD course. Below are the steps for the NCOLD Course.

Step 1: Notify your 1SG and Regimental CSM to request permission to take the NCOLD course.

Step 2: With approval of 1SG and Regimental CSM, email the PME staff at [vdfpme@vdf.virginia.gov](mailto:vdfpme@vdf.virginia.gov) with:

- A. Name
- B. Rank
- C. Organization

Step 3: To access the handouts for the course, go to the VDF website at <http://www.vdf.virginia.gov>.

Step 4: Click on Training.

Step 5: Scroll down to NCOLD to look at the course materials.

Step 6: When you feel comfortable with the material, email the PME staff and we will send you the link to the testing website along with the Access Code.

Step 7: Complete the test until you score one hundred on the test. Once you answer the last question on the test, the test will automatically grade and give you your score. If you do not score one hundred you will need to retake the test until you score one hundred. Once you score one hundred, print the test off and maintain a copy for yourself and take a copy to your unit and give to the 1SG at the next drill. The PME staff will email a pdf completion certificate to you once the PME staff gets the results. Once you get the completion certificate print a copy and maintain it with your test and take a copy of the certificate to your 1SG to be placed in your training folder.

Good luck.

Charles R. Jordan  
CSM, PME Chief