

Attachment A

Instructions for Closing Out Outdated Codes

Center directors, CTT managers, center records managers, and regional staff will use the following steps to remove all outdated codes still in use at some centers.

Records Manager and CTT Manager Actions: The records manager and CTT manager will review the latest program year-to-date CTT-10. Effective immediately, a closeout process must be implemented for all students enrolled in a training program labeled “OLD.”

For all students currently enrolled in the most recent occupation codes, **no further action is required.**

For students currently enrolled under an occupation code labeled “OLD,” the records manager will:

- open the individual student data files for students who have been entered under the outdated occupation code in the “Training Module;”
- click on the Training button, then on the Student CTT button, and select the student’s name;
- assign an end date for the outdated occupation code and click on Save;
- enter the new occupation code with a new start date, using the next appropriate date following the closure of the old end date, and click on Save;
- repeat this process for all students who have been entered under outdated occupation codes;

The records manager will communicate all activity performed to correct the outdated code usage with the CTT manager and appropriate CTT instructor(s).

Center Director Action: The center director will submit a letter of confirmation to the regional project manager confirming the center’s full compliance, no later than June 24, 2011.

Region Action: After all letters are received from centers, the regional director will confirm the Region’s full compliance via e-mail to Marcus Gray, National Office, Division of Education Services, gray.marcus@dol.gov by July 1, 2011.

JCDC Action: Effective July 1, 2011, JCDC will no longer display outdated codes from JCRL CTT-10 reports.

National Office Action: Effective July 1, 2011, the National Office will no longer use outdated code data to compute performance ratings.