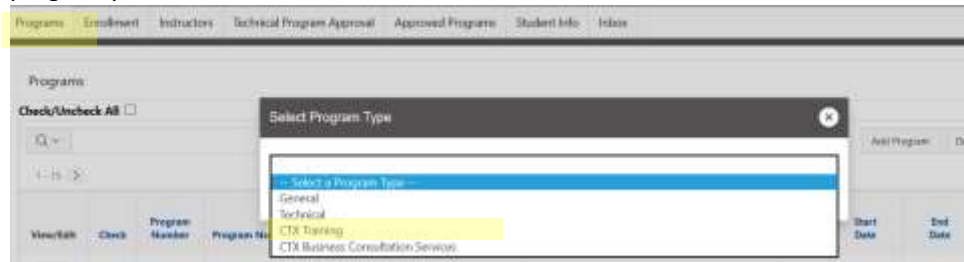


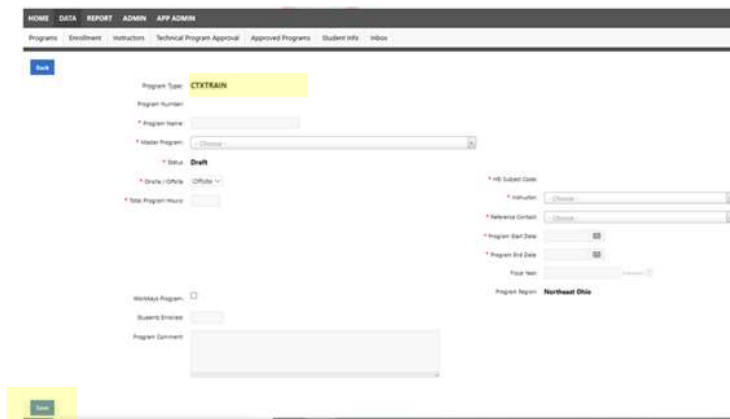
Entering Programs

1. Entering CTX Programs

- A. There are **two types of CTX programs**:
 - i. CTX Training
 - ii. CTX Business Consultation Services
- B. Go to **DATA → PROGRAMS → ADD PROGRAM** → Click on **SELECT A PROGRAM TYPE** and choose the type of program you want to enter:



- C. Choose CTX Training



To enter a CTX Training program enter the required data: Program Name, Master Program Onsite/Offsite, Total Program Hours, Instructor, Reference Contact, Students Enrolled, Program Start Date, and Program End Date.

These fields will be automatically populated: Program Type, Program Number, HEI Subject Code, Fiscal Year and Program Region.

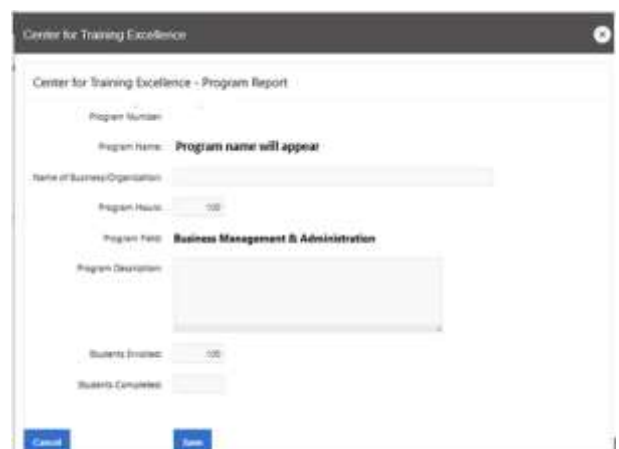
These fields are not required but can be entered: Workkeys Program and Program Comment is not a required field.

Once all the data is in the system **click the “Enter” button**. The **CTX – Program Report** page will appear.

Name of Business/Operation, Program Description, and Students Completed **will need to be entered**.

Program Number, Program Name, Program Hours, Program Field and Students Enrolled **are populated automatically from data entered on the Program page**.

Click **Save**.

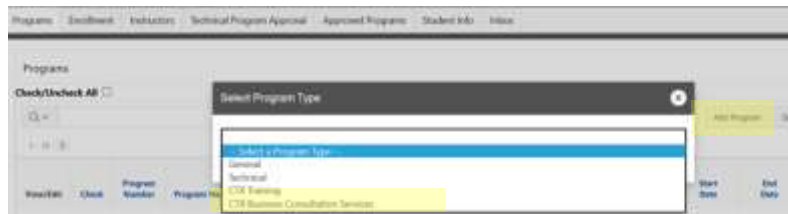


All programs will be listed on the program page.

View/Edit	Program Type	Program Number	Program Name	Total Program / Project Completed Hours	Number of Students	Instructor	Fiscal Year	Start Date	End Date	Status	Deceased?	CTE
<input type="checkbox"/>	CTE Business Consultation Services	10228	Spring Systems	40	0	System User	2020	08/01/2020	06/30/2020	Not Focused	No	Y
<input type="checkbox"/>	CTE Training	10217	Steel Works	18	1800	Carleen Threlk	2020	08/01/2020	06/30/2020	Not Focused	No	Y
<input type="checkbox"/>	CTE Training	10218	Customized Computer Training	10	1	Hope Terrio	2020	01/06/2020	01/14/2020	Draft	No	Y
<input type="checkbox"/>	CTE Business Consultation Services	10223	Cooping	0	0	System User	2020	01/01/2020	06/30/2020	Draft	No	Y

D. CTE Business Consultation Services

Go to **DATA** → **PROGRAMS** → **ADD PROGRAM** → Click on **SELECT A PROGRAM TYPE** and choose the type of program you want to enter :



Choose CTE Business Consultation Services

HOME DATA REPORT ADMIN APP ADMIN

Programs Enrollment Instructors Technical Program Approval Approved Programs Student Info Index

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Program Type: **CTEBC**

Program Number:

* Program Name:

* State Program: **Center for Training Excellence(CTE) - Business Consult Services(BCS)**

* Status: **Draft**

Program Start Date:

Program End Date:

Fiscal Year:

Program Region: **Northwest Ohio**

Program Comment:

Save

To enter a CTE Business Consultation Services program enter the required data: Program Name, Program Start Date, and Program End Date.

These fields will be automatically populated: Program Type, Program Number, Fiscal Year and Program Region.

These fields are not required but can be entered: Program Comment is not a required field.

Once all the data is in the system click the “Enter” button. The **CTX – Business Consultation Services** page will appear.

Name of Business/Organization, BCS Project Type, Program Description, and Project Hours Completed **will need to be entered or selected**.

Program Number and Program Name **are populated automatically from data entered on the Program page**.

Click **Save**.

BUSINESS CONSULTATION SERVICES – An agreement/contract made between a company and the OTC to provide a service to the business that is not instruction-based training. The services can fall into several categories:

Consulting – The company contracts with the OTC to consult with them on business practices, program development, or other services associated with a consult.

Testing/Assessments – The company contracts with the OTC to provide a testing service (i.e., Work Keys, OSHA 10, OSHA 30, CPR, etc.).

Job Profiling – The company contracts with the OTC to provide a service of identifying skill and skill levels of the company’s employees.

HR Position Description Analysis and Development – The company contracts with the OTC to provide a service to analyze employee position descriptions and develop new ones.

Other Services – The company contracts with an OTC to provide other services that are not considered “instruction-based training.”

All programs will be listed on the program page.

View/URL	Program Type	Program Number	Program Name	Total Program / Project Completed Hours	Number of Students	Instructor	Fiscal Year	Start Date	End Date	Status	Default?	CTX
	CTX Business Consultation Services	10210	Spring Systems	40	0	System User	2020	05/01/2020	06/06/2020	Not Fulfilled	No	X
	CTX Training	10211	Excel Basics	10	1000	Caroline Thomas	2020	08/01/2020	08/08/2020	Not Fulfilled	No	X
	CTX Training	10216	Customized Computer Training	10	1	Mark Terrell	2020	01/06/2020	02/12/2020	Draft	No	X
	CTX Business Consultation Services	10213	Coding	0	0	System User	2020	05/05/2020	06/04/2020	Draft	No	X