

Training Registration Process

Prior to registering staff for training, it is the responsibility of the requesting Supervisor to verify that all training pre-requisites have been met. Prerequisites include the completion of the Labor Exchange or WIA Web Based Training (WBT) lessons and verifying that the individual has the required basic computer skills. All course training pre-requisites can be found in the Training Catalog at the link listed below. When the names submitted have been verified as meeting all registration requirements, those individuals and their supervisors will be notified, by e-mail confirming registration. The e-mail will include class dates, times and address of the Regional Training Center where the training will be conducted. Supervisors will be notified by e-mail of any staff identified as not meeting the requirements. **We will not reserve a class seat for those not meeting the pre-requisites at the time of registration.**

Workforce Systems Training is conducted at the specified Regional Training Centers listed on the training calendars unless otherwise indicated. All training information, calendars and catalog can be accessed at <http://ohiomeansjobs.com/whatsnew/home.do> Click on the SCOTI Training button. You can also access training information through the Ohio's Workforce Information site by accessing the direct link to the training page listed below. <http://jfs.ohio.gov/owd/workforceprof/trainingsched.stm> It is a requirement that all scheduled training sessions must have at least six (6) attendees registered. Classes with less than six will be canceled.

To speed up this process please:

- Complete the request form in its entirety, including your county and agency. We use this information to locate any previous training records.
- Include contact person's name, e-mail address and phone number, should we need additional information.
- Note any change of name if you previously attended training under a different last name. (Please use name that was used to open your SCOTI account, no nicknames).
- Please e-mail or fax completed form to Charles.Thompson@jfs.ohio.gov if you have problems typing information on the training request form, save the document first, then you should be able to enter the data and forward the e-mail. Form can also be faxed if desired to fax number 614-728-5938. **For logistical purposes, all training request must be received no later than 1:00 pm on Wednesday of the week prior to the scheduled training event.**

WORKFORCE SYSTEM TRAINING REQUEST

Please provide all the following required information to have your request(s) successfully processed.

Please review the requirements to attend each session. Those not meeting the prerequisites will not be scheduled.

Office/County/Agency Name	Contact Name	E-Mail Address	Telephone

Attendee Name	SCOTI Username	Requested Training & Dates: This Item Must Be Completed <small>(See Training Calendar)</small>	E-Mail Address	Telephone Number

PLEASE COMPLETE AND EMAIL OR FAX THIS FORM TO:

Charles.Thompson@jfs.ohio.gov

Workforce Systems

FAX #: 614-728-5938