



Department of
Job and Family Services

Ted Strickland, Governor
Douglas E. Lumpkin, Director

June 3, 2009

TO: WIB Directors, SCOTI Coordinators

FROM: Julie McKay, Manager, Automated Systems
Workforce System Help Desk

SUBJECT: WBT Exemption

We have received many inquiries concerning SCOTI web-based training for additional staff hired for stimulus related youth programs. We do realize that having staff hired to help with youth stimulus activities go through the entire WBT is time consuming.

Therefore, for staff that has been hired to do youth stimulus SCOTI related tasks, we are waiving the requirement that the entire Web-based Training be completed. We do expect timely and accurate reporting and that each area will ensure that the staff hired to do these tasks will be properly trained. To establish access to the system, the JFS 07078 is still required for all users. The 7078 can be found at this address:

<http://jfs.ohio.gov/workforce/docs/workforceprof/Wk411-07078.pdf>

Should staff hired for the youth stimulus programs be retained after conclusion of the stimulus programs, it will then be the responsibility of each area to mandate the completion of the WBT at that time.

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