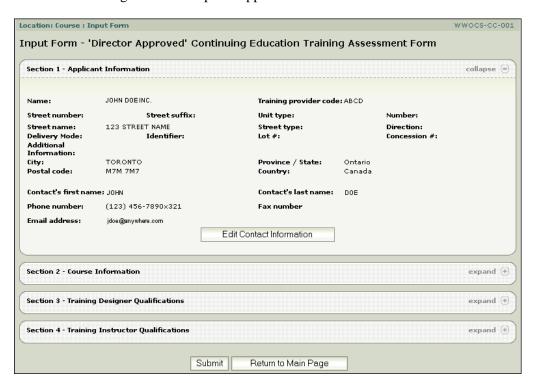
# WWOCS Functions for Training Providers

# Submitting an online course assessment application

This panel is the input page for the course assessment application form. You can save the form for later input or submit it immediately. This function is accessed by selecting **Course** ➤ **Input Form** from the menu. The Continuing Education Training Assessment panel appears:



The previous view of the Continuing Education Training Assessment panel is displayed with all panels but Application Information collapsed. In the following sections, the other panels are shown expanded and are dealt with in detail.

#### Section 1 – Contact Information

To change your contact information,

> Click **Edit Contact Information**. The following panel opens:

DHN DOE INC.	Code:*	ABCD	
	Code:*	ABCD	
Stanot cuffix		ADCD	
sueet suriix:	Unit type:	SELEI	Number:
3 STREET NAME	Street type:	SELEI	Direction: -SELEI
SELECT V Identifier:	Lot #:		Concession #:
DRONTO			
ntario			
7M 7M7	Country:*	Canada	~
on .			
DHN	Last Name:*	DOE	
23 ) 4567890 × 321	Fax number:	( )	×
oe@anywhere.com			
	DRONTO  ntario  V  M 7M7  IDHN  23 ) 4567890 x 321	DRONTO  otario  OHN  Last Name:*  Fax number:	DRONTO  ntario  7M 7M7  Country:*  Canada  OHN  Last Name:*  DOE  23 ) 4567890 x 321  Fax number: ( )

> Enter the updated information and click **Save in Profile** to save your changes.

Or

> Click **Cancel** to return without saving your changes.

## Section 2 – Course Information

To add course information:

> Click **Add Course Information**. The Course Information panel opens:

cation: Course : Input F	DPT WWOCS-CC-
Course Information	collapse
	submit a copy of the training materials in order for their application to be proccessed. The Ministry or the ministrator will not use the materials for any other purpose other than this assessment
Course title: *	
Description:*	
Number of contact hours:*	
raining Method*	
Classroom	☐ Correspondence ☐ Computer Based ☐ Web Based ☐ Conference
Other, specify:	
eaming Objectives	
Please attach a copy of the	course learning objectives.*
O I will mail in a paper	copy with this application
O I will email a copy	
Course Timetable	
Please attach a copy of cou	rse timetable.*
_	copy with this application
O I will email a copy	
1ethod to Verify Participar	nt has Learned Course Material*
Final Exam(written/o	ral) Quiz Performance Demonstration Presentation Written Reports
Other, specify:	
Please attach a copy of the	exam/quiz or describe the other evaluation method.*
I will mail in a pape	copy with this application
I will email a copy	
Course Completion Certi	ficate
Please attach copy of cours	se completion certificate/record.*
_	copy with this application
I will email a copy	
	Save & Return Cancel

> Enter the required course information and click **Save & Return** to save your changes.

O<sub>1</sub>

> To exit without saving your changes, click **Cancel**.

# Section 3 – Training Designer Qualifications

To add training designer information:

> Click **Add Training Designer**. The Training Designer panel opens:

cation: Course : Input Form WW			
Training Designer	collapse 🖃		
Name of training designer: *			
Select all that apply:*			
has received former training in an adult education program			
Attach the related certificate(s) or equivalent as supporting document to this form			
○ I will mail in a paper copy with this application			
○ I will email a copy			
has received structured training in designing/organizing training from an expert holding an adult education certificate or equivalent			
Identify such expert and attach or email her/his adult education certificate or equivalent to this form			
○ I will mail in a paper copy with this application			
○ I will email a copy			
has the ability to design curriculum as evidenced by the following:			
sample curriculum			
Attach sample of curriculum designed by this person other than course to which this application applies			
I will mail in a paper copy with this application			
○ I will email a copy			
student evaluations of training delivered by the applicant			
Attach student evaluations of a course designed by this person			
○ I will mail in a paper copy with this application			
○ I will email a copy			
experience in training design			
Attach resume or equivalent describing extent of curriculum design experience held by this person			
I will mail in a paper copy with this application			
○ I will email a copy			
Save & Return Cancel			

> Enter the required information and click **Save & Return** to save your changes.

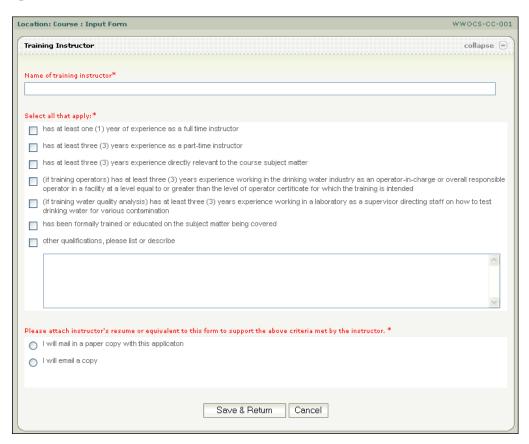
Or

> Click **Cancel** to return without saving your changes.

#### Section 4 – Training Instructor Qualifications

To add training instructor information:

> Click **Add Training Instructor**. The New Training Instructor panel opens:



> Enter the required information and click **Save & Return** to save your changes, or **Cancel** to return without saving your changes. Click **Remove** to delete the training instructor.

#### Completing the form

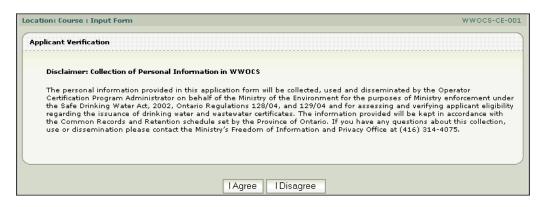
When all three sections are complete do one of the following steps:

> Click **Return to Main Page** to cancel your application.

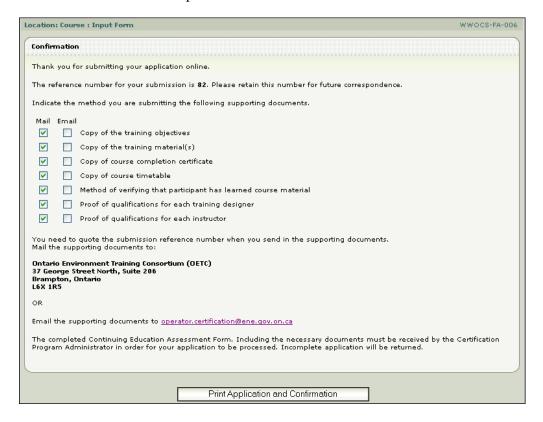
Or

> Click **Submit** to submit your application.

Selecting Submit causes the application verification panel to open.



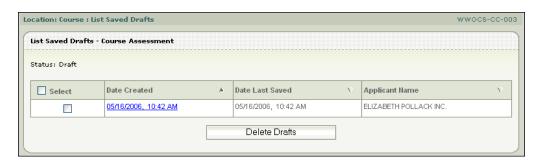
Verify your application by reading and clicking I Agree. You are directed to the confirmation panel:



- > Note your confirmation number and enter the method by which you are submitting the supporting documents.
- > Click **Print Application and Confirmation**. The form is displayed in PDF.
- > Select the print button to print. You can now submit your completed form to the OETC.

## Listing saved course assessment forms

You can work on a saved form from the list of previously-saved forms by selecting **Course** ➤ **List Saved Drafts** from the menu. The List Saved Drafts – Course Assessment panel appears:



#### **Updating saved course assessment forms**

Clicking on the Date Created field for a course will open the course assessment form, as described above. Selecting the check box next to one or more forms and clicking **Delete Drafts** will remove it from the system.

# **Printing submitted applications**

You can view the course applications you have submitted and print the application and confirmation pages again by selecting **Course** ▶ **Print Submitted Applications** from the menu. The following panel appears:



> Fill one or more selection buttons beside the appropriate Reference Numbers, and click **Print Application and Confirmation**. The system will print both the application and confirmation forms.

# **Uploading completed courses**

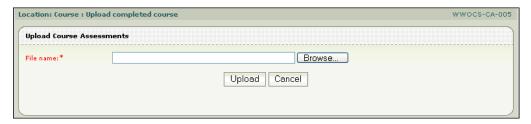
Course completion results are added into WWOCS for each matching operator who exists in WWOCS.

After the completion of a course, you need to prepare a file containing data for those operators who were registered in and successfully completed that course. An interface is required to upload the course completion results into WWOCS.

#### Note

The upload file needs to be in the specific format required by the Ministry.

> Select Course ➤ Upload Completed Course from the menu.



- > Locate the desired file by clicking **Browse** and by selecting the appropriate file from your directory.
- Click Upload to submit the completed course assessment to WWOCS. The Upload Course Assessments Summary panel appears:



- > If you need to revise your file before uploading it, click **Back**.
- > To complete the upload, click **Continue**. You are returned to the Home page which displays a success message.



#### **Upload file format instructions**

The course completion file is a simple .txt file with semi-colon characters (;) separating the following data:

- WWOCS Operator ID (a unique number that identifies an operator in WWOCS)
- WWOCS Course ID (a unique number that identifies a course in WWOCS)
- Course Completion Date (Format: YYYYMMDD)

Following is an example of the contents of a course completion file:

90000064;48;20051202

90000782;48;20051202

90054321;48;20051202

All records identified in the course completion file apply to those operators who have successfully completed a course. It is not necessary to specify the pass/fail results in the file.