I want to thank everyone for their participation in the presentation on 04OCT16. As a reminder to those that attended and to inform those that could not, I have attached a copy of the presentation material. You will find a PDF of the PowerPoint as well as an LTG that has the notes for each slide just as they were discussed.

This meeting gave me an opportunity to explain the Class I courses a little deeper than before. I was able to help you find the listing on the website, find your course from the listing and add the course to CIS.

Please keep in mind that moving forward (01JAN17 is the drop dead date) all classes going into CIS will need to have the Class I number or will be considered Class II. If the course is considered Class II, we will request the additional information to make it a Class I course. Once it is deemed a Class I and hours are assigned, I will add the Class I course number to your CIS request and advise you via email.

Classes are no longer going to be approved for more than 3 months at a time. Having classes open for long periods of time adds confusion and frustration in the long run. It complicates the verification process and makes it more difficult for you when it comes time to audit the information. The only exceptions to this will be initial class programs that may take more than 3 months to complete.

Courses that do not meet the time requirements will be denied. A Class I course must be turned in 5 working days before the course start date and a Class II course must be in 15 working days before it starts. This allows time for review and approval.

We talked about how to find a class that is missing from your course list on the institution profile page of CIS. It can be very frustrating to have a need for entry or review of a class and not be able to find it. Rest assured that the class is not gone forever; we just need to know how to find it. All of this is explained in the presentation and there were only a couple of questions about this. Both questions were answered by the slides.

To help avoid extra work and some confusion, we discussed and looked at examples of the Class I course level "ANY". We went over when it is appropriate to use the "ANY" level and how you would enter this in CIS. Remember that if the Class I listing shows it as "ANY" level to enter the class at the lowest level possible (EMVO if possible).

The last thing we talked about is how to find an available class in CIS. We have all been asked about an upcoming class by a provider. They want to know where and when they can get a particular class. The good news is, CIS can help. By following the simple directions in the PowerPoint, you can find a class like a master. You will save time and satisfy the provider.

If you have any questions about the PowerPoint, Learning Topic Guide or any of the information, please feel free to call on me. Email is the best way for me to communicate if you have something that is not urgent. I can be reached at timothy.j.priddy@wv.gov .