

15-4

Technician:

Review Course Maintenance

Sections

Add A New Course

Update Test Requirements on an Existing Course

Review Course Maintenance

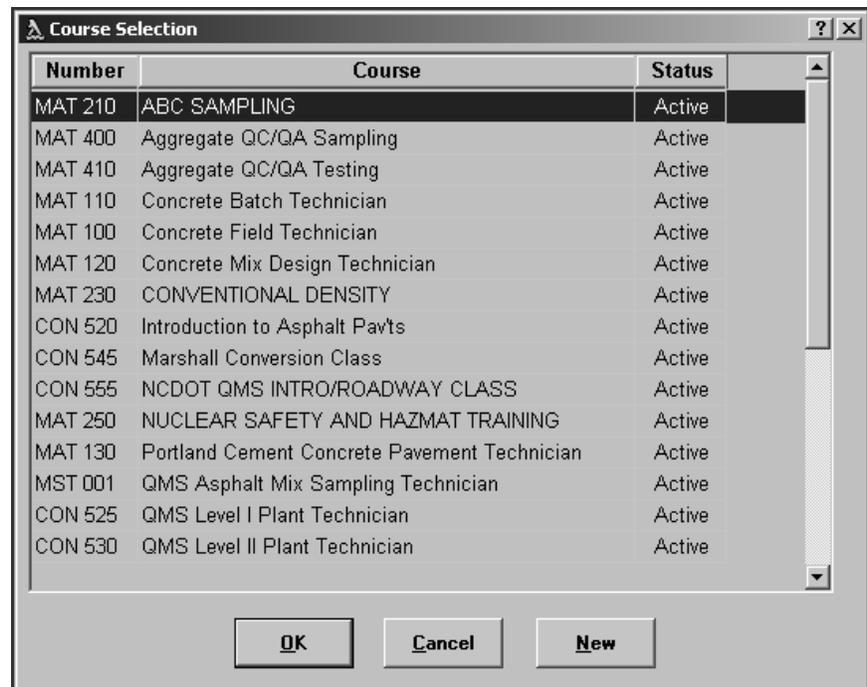
A course can consist of various class offerings. For example, the “Re-certification Conventional Density” course may have several scheduled classes held in different locations.

In the Courses section of the DOH Vendor system you add information about the course such as agenda, prerequisites, and any type of fee information.

Add a New Course

This section covers adding a new course to the DOH Vendor system. A course **MUST** be associated to a certification before classes can be setup for the course (see Section II – Certification Maintenance for detailed instructions). To add a new course:

- Step 1:** Click **Functions** → **Technician** → **Review Course Maintenance**. The **Course Selection** window displays:



- Step 1:** Click **New** button. The **Review Course Maintenance** window displays:

Step 2: Enter the information in the top portion of the window. The following fields are required:

- ◆ Course Number
- ◆ Course Name
- ◆ Description
- ◆ Course Length
- ◆ Default Seats
- ◆ Validity in Months – number of months the *course* is valid after it has been taken and passed.

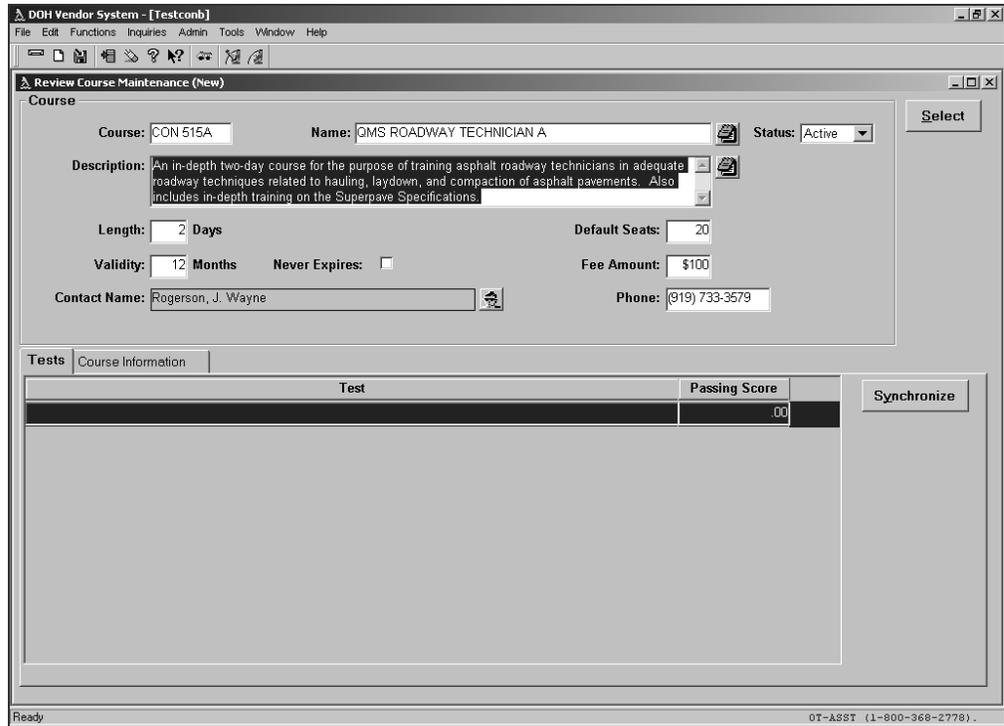
Note: *This is necessary to determine whether current or future certification requirements have been fulfilled.*

- ◆ Never Expires (when applicable)

Note: *Checking this box will disable the “Validity in Months” field.*

- ◆ Fee Amount
- ◆ Contact Name
- ◆ Contact Phone – will be defaulted to the Office Phone number of the Contact Name entered, but the number can be updated.

- Step 3:** If there are any tests for the course:
- 1 Select the **Test** tab.
 - 2 Click the **Insert** icon on the toolbar. A blank line appears:



- 3 Enter the *Test* name and *Passing Score* value in the appropriate fields.

Note: *If an error is made on the test PRIOR to saving, click the Delete icon on the toolbar to delete. If the test has been saved, you must change the expiration date on the test to today's date, to prevent it from being accessed.*

Step 4: Select the Course Information tab:

The screenshot shows a software window titled "DOH Vendor System - [Testconb]". Inside, there is a sub-window titled "Review Course Maintenance (New)". The "Course Information" tab is active. The form contains the following data:

- Course: CON 515A
- Name: QMS ROADWAY TECHNICIAN A
- Status: Active
- Description: An in-depth two-day course for the purpose of training asphalt roadway technicians in adequate roadway techniques related to hauling, laydown, and compaction of asphalt pavements. Also includes in-depth training on the Superpave Specifications.
- Length: 2 Days
- Default Seats: 20
- Validity: 12 Months
- Never Expires:
- Fee Amount: \$100
- Contact Name: Rogerson, J. Wayne
- Phone: (919) 733-3579

Below the main form, there are four sections:

- Prerequisites:** Nuclear Safety & Hazmat Training I
- Experience Required:** None
- Materials Needed:** Pocket calculator, pencils, clipboard, Straight Edge and Notepad.
- Comment:** (Empty field)

- 1 Enter any prerequisites (e.g., other courses) that must be completed prior to attending this course.
- 2 Enter any on-the-job experience that is necessary prior to attending this course.
- 3 If the technician must bring his or her own supplies to class, note that in the *Materials Needed* field.
- 4 Type any additional information or comments in the *Comments* field.

Step 5: Click **File** → **Save**, or the **Save** icon on the toolbar.

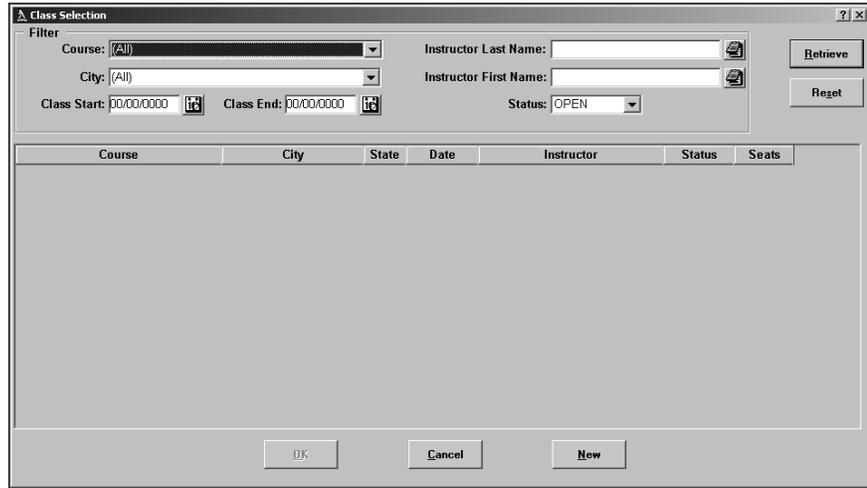
Note: A course cannot be deleted once it has been saved. If the course is no longer valid, update the Status field to "Inactive" to prevent it from being accessed.

Update Test Requirements on an Existing Course

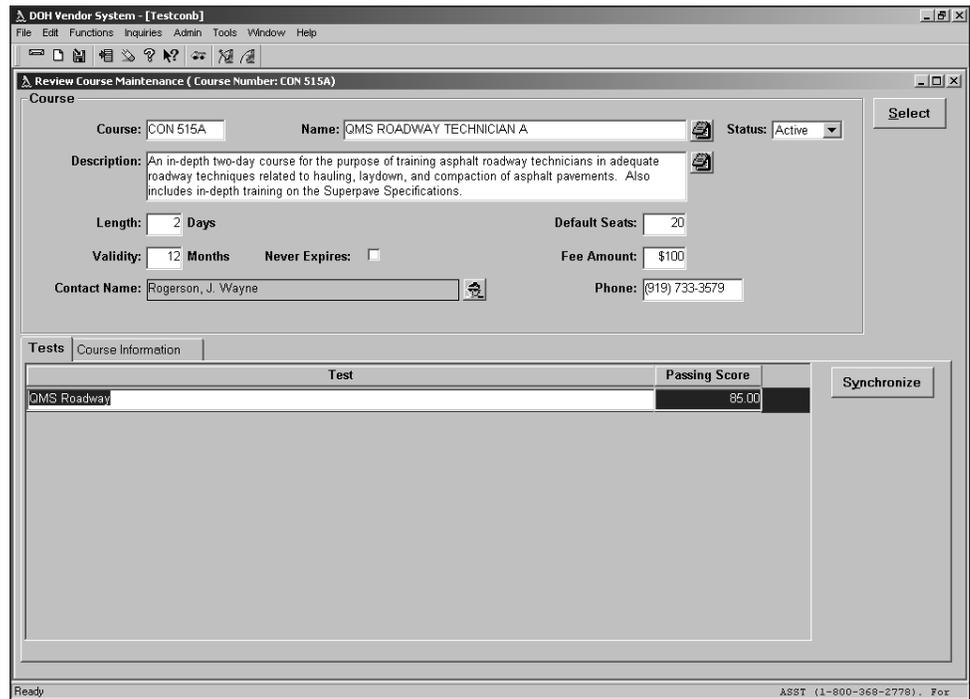
In the event that course requirements change, those changes must be noted in the existing classes that are pending. For example, if a new test is required for the QMS Roadway Technician

certification, the Course must first be updated with the new test information:

Step 1: Select **Functions** → **Technician** → **Review Course Maintenance**. The **Class Selection** window displays:



Step 2: Select the course to be updated; in this example, the **QMS Roadway Technician** course will be used. Select this course and click **Retrieve**. The **Review Course Maintenance** window displays:



In this example, the passing score will be changed to “85.00” from its original passing score of “80.00”. Enter the new score and click **Synchronize** button.

Note: *Testing requirement changes that will prompt the system to check for changes to existing classes that include score changes, adding a new test requirement, or deleting a test requirement.*

The Vendor system will check for any existing classes *that have not yet had test scores entered*, and will display a message listing those existing classes:



Step 3: If the new test requirement is to be applied to currently scheduled classes, click **OK**.

Note: *If the new test requirement is only to be applied to classes scheduled after this change is made, click the **Cancel** button.*

Step 4: To verify the change, select **Functions** → **Technician** → **Review Class Maintenance**. Select an currently schedule class for the course just updated (in this example, QMS Roadway Technician):

Review Class Maintenance (Course: QMS Roadway Technician)

Class

Course: QMS Roadway Technician Status: OPEN

Certification: QMS Roadway Technician

Start: 08/27/2003 End: 08/28/2003

Seats: 30 Instructor: Grady, Jr., J. E.

City: Waynesville State: NC

Location: High Tech. Regional Development Center

Tests:

Test	Passing Score
QMS Roadway	85.00

The passing score has been changed from "80.00" to "85.00".

Revised 12/7/2012 - renumbered because of addition of Project Closeout module.
MBNovello