Burden Disclosure Statement:

Public reporting burden for this collection of information is estimated to average 14 hours per year, including the time for reviewing instructions,

searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The annual

reporting hour burden is as follows: number of respondents: 20; number of responses per respondent: 2; and annual hour burden per response: 560.

The average time per response is 14 hours per year. The estimated hour burden for each respondent includes nine hours to create documents and five

hours for support staff to compile the documents.

Showing the tab selections (cropped from other pages)

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Use this screen to select the Administrative Function you wish to use.

Under WETP Admin Options:

Select **Registration Approve** if you wish to approve or reject a request for a user account.
Select **User Management** if you wish to view and/or modify, user contact or access level information or activate/inactive a DMS user.
Select **Approve/Reject Pending Course Offering Records** if you wish to accept or reject current pending course offering records or view current or past pending course offering records.

Under WETP Admin Reports:

Select **Admin Report Menu** if you wish to order specific Administrative Reports.
Select **Query Progress Reports** if you wish to query awardee progress reports.

Awardee Admin Functions	WETP Admin Options	WETP Admin Reports
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Use this screen to select the training year, program and type of data you wish to enter.
Select **Course Offerings** if you wish to add, edit, delete or make actual course offering data.
Select **Student Demographic Data** if you wish to add, edit, delete or make actual student demographic data.

Select Training Year:	Select Program:	Select Type of Data:
⦿ September 1, 2011 - August 31, 2012	⦿ DOE	⦿ Course Offerings
○ September 1, 2012 - August 31, 2013		
○ August 1, 2011 - July 31, 2012	○ HWWT	○ Course Offerings
○ August 1, 2012 - July 31, 2013	○ MWT	○ Student Demographic Data
	○ HDPT	

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Use this screen to navigate to different curricula catalog functions.
Click on the Browse Catalog link to go to the public curricula catalog.
Click on Add New Course link to add new course curricula and materials.
Click on the Curricula Catalog Editor link to Add/Edit/Delete/Modify course curricula.
Click on the Add New Curricula Data Coordinator link to add a curricula data coordinator.
Click on the Edit Curricula Data Coordinator link to edit information about an existing curricula data coordinator.

| **Curricula Catalog Editor** | **Add New Course** | **Browse Curricula Catalog** |

| **Add Curricula Data Coordinator** | **Edit Curricula Data Coordinator** |

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Use this screen to navigate to the HWWT-ESAP Data Entry or Report Screens.
Click on Add/Edit HWWT-ESAP Contact Persons to go to the Contact Persons Data Entry Screen.
Click on Add/Edit Awardee HWWT-ESAP Information to go to the Awardee HWWT-ESAP Information Data Entry Screen.

Add/Edit HWWT-ESAP Contact Persons   **Add/Edit Awardee HWWT-ESAP Information**

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Use this screen to select the training year(s), program and type of data for the report you wish to generate.
Select **Course Offerings** if you would like to generate a report of course offering data.
Select **Student Demographic Data** if you would like to generate a report of student demographic data.

Select Training Year:	Select Program:	Select Type of Data:
2013 2012 2011 2010 2009 2008	● DOE ○ HWWT 　○ HWWT-ESAP ○ MWT ○ BMWT ○ HDPT	● Course Offerings ○ Student Demographic Data

Submit

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VIEW PROGRESS REPORTS ?

Use this form to select the training year(s) and program for the progress reports and/or appendices you wish to see.

Select Awardee(s): | **Select Training Year(s):** | **Select Program:**

Select Awardee(s):
- Any
- AFSCME Training and Education Institute
- Alabama Fire College
- CLARK ATLANTA UNIVERSITY

Select Training Year(s):
- 2012
- 2011
- 2010
- 2009
- 2008
- 2007

Select Program:
- ● DOE
- ○ HWWT
- ○ MWT
- ○ BMWT
- ○ HDPT

Submit

UPLOAD PROGRESS REPORTS AND APPENDICES
Click on this link to upload progress reports and/or appendices

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