Training Course and Session Information Required for the Incumbent Worker Tracking System
February 8, 2015

The following information will be needed for each training course for the Incumbent Worker Tracking System.

Training Course

- Course Title
- Course Description
- Provider Name
- Credentials Earned Through Completing the Course
- Classification of Instructional Programs (CIP) Code for Each Course – The codes are selected from a CIP Code search.

Training Course Sessions

- Session Start Date
- Session End Date
- Session Title
- Instructor's First Name
- Instructor's Last Name
- Instructor's Phone Number
- Instructor's Email
- Course Location Name
- Address
- City
- State
- ZIP Code
- Repeat for Multiple Sessions of the Same Course