

October 24, 2001

O*Net/ERS/WJOS Classes Offered

A two-day class on how to use O*Net, the Employer Record System (ERS), and the Wisconsin Job Order System (WJOS) will be offered in November at GEF 1 in Madison. The class will be repeated in December. Roger Gantzarow and Linda Williamson will conduct the classes.

Classes will be held as follows:

Monday, November 19 Building, Madison and Tuesday, November 20 Building, Madison	10:00 a.m. - 4:00 p.m. 8:30 a.m. - 3:30 p.m.	GEF 1 State Office GEF 1 State Office
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OR

Monday, December 10 Building, Madison and Tuesday, December 11 Building, Madison	10:00 a.m. - 4:00 p.m. 8:30 a.m. - 3:30 p.m.	GEF 1 State Office GEF 1 State Office
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Registration is open to staff whose job duties include working with O*Net, ERS and/or WJOS, and who were not trained during the spring and summer sessions. **We will not be retraining any staff.**

All class participants are required to have an ERS/WJOS logon. If you do not already have a logon, you need to obtain one prior to the training. To obtain instructions to apply for a logon, click on this link:
http://www.dwd.state.wi.us/dwepfe/Technology_Training/LogonProced.htm

You must register in advance to attend this training. Registrations will be accepted until the classes are full. A waiting list will be established. There is no charge to attend this training. Staff should follow whatever requirements your agency or supervisor has for permission to attend this training.

To register for the training, please complete the attached registration form and email it or fax it to:

Linda Williamson
Email: willili@dwd.state.wi.us
Fax: 608-267-0330

Class participants are responsible for making their own travel, lodging, and meal arrangements.

(attachment)