November 26, 2019

VR&E Letter 28-20-01

Director (00)
VR&E Officers

SUBJ: Fiscal Year (FY) 2020 National Training Curriculum (NTC) Requirements

PURPOSE

The purpose of this letter is to provide and explain the FY20 National Training Curriculum (NTC) requirements for Vocational Rehabilitation and Employment (VR&E) employees.

APPROACH

The NTC Checklist is a "fluid" training requirements document. This means that the NTC will be updated throughout the fiscal year. Each quarter, VR&E Service will release new training items that will be added to the NTC Checklist. As training items are released, the NTC will be updated to reflect the new training requirements.

CORE TECHNICAL TRAINING REQUIREMENTS (CTTR)

VR&E field offices are required to conduct local training programs for employees. The types of training outlined below make up the NTC requirements for FY20:

- Online Training – Web-based training that provides a user-friendly and accessible environment for students to learn and review the material
- Instructor-led Training – Training offered in a residential or virtual classroom setting, such as New Counselor Training
- Videos/Satellite Broadcasts – Recorded broadcast or video training provided through the Talent Management System (TMS)
- Conferences/Symposiums – Annual conferences or symposiums for VR&E employees that provide training through presentations, panel discussions, break-out sessions, and other modalities
- Train-the-Trainer Classroom Instruction
- VR&E Local Station Training

VR&E Letter 28-20-01

Regional Office Directors are asked to assist VR&E Service in coordinating this training and ensuring that employees at each station participate. Assistance may include coordination of the training, incorporating the core training into regularly scheduled trainings, and enabling employees to participate in the training.

Below is a table that lists the VR&E National TMS Class IDs. VR&E Officers are to collaborate with the local Training Managers to ensure that all VR&E employees are added to the appropriate TMS Class.

TMS Class ID	Class Name/Description
VBA-458	VR&E New Officer NTC Class
VBA-459	VR&E Exp. Officer NTC Class
VBA-460	VR&E New Asst. Officer NTC Class
VBA-461	VR&E Exp. Asst. Officer NTC Class
VBA-462	VR&E New Supervisory VRC NTC Class
VBA-463	VR&E Exp. Supervisory VRC NTC Class
VBA-464	VR&E New VRC NTC Class
VBA-466	VR&E Exp. VRC Pre-CBTS NTC Class
VBA-630	VR&E VRC FY19 Baseline Year CBTS Participants NTC Class
VBA-467	VR&E New IDES NTC Class
VBA-468	VR&E Exp. IDES Pre-CBTS NTC Class
VBA-631	VR&E IDES FY19 Baseline Year CBTS Participants NTC Class
VBA-469	VR&E New VSOC NTC Class
VBA-470	VR&E Exp. VSOC Pre-CBTS NTC Class
VBA-632	VR&E VSOC FY19 Baseline Year CBTS Participants NTC Class
VBA-471	VR&E New EC NTC Class
VBA-472	VR&E Exp. EC NTC Class
VBA-473	VR&E New PSS NTC Class
VBA-474	VR&E Exp. PSS NTC Class

NOTE: VR&E Service uses National TMS Classes to assign CTTR to all employees. Please ensure that each VBA staff member is assigned to the appropriate TMS Class as indicated above.

"New employee" is defined as staff with one year or less of work experience in the designated position within VR&E. "Experienced employee" is defined as staff with one year or more work experience in the designated position within VR&E.

GUIDANCE FOR VR&E EMPLOYEES

VR&E Service strategically identifies and develops a centralized training plan for all employees. The training plan is deployed in the form of job-specific checklists that

indicate the number of training hours that are required to be completed throughout the fiscal year.

All employees should adhere to the training requirements identified on the job-specific checklists. VR&E Service will centrally assign the "New" training hours via assignment profiles created in TMS. VR&E field managers and Regional Office Training Managers will identify and assign "Station Discretionary" training hours to each employee as indicated on the job-specific checklists.

Station Discretionary hours are defined as training hours that are assigned by the VR&E field manager as a local and/or individual training need. "Symposium" hours will also be counted as Station Discretionary training hours on the FY20 NTC.

GUIDANCE FOR VR&E EXPERIENCED VOCATONAL REHABILITATION COUNSELOR COMPETENCY-BASED TRAINING SYSTEM PARTICIPANTS

CBTS Participants will receive 0 - 20 hours of refresher training. If more than 20 hours are assigned, the employee will consult with the Vocational Rehabilitation and Employment Officer (VREO) and Training Manager (TM) to prioritize and assign only 20 refresher hours. There are approximately 20 hours of Central Office (CO) mandated training items for CBTS Participants. The maximum range of training hours is between 20 - 40 hours, depending on the employee's performance on the CBTS Diagnostic Assessment.

NOTE: Experienced VRCs who do not participate in the CBTS Diagnostic Assessment will adhere to the training requirements identified on the 'VRC Experienced' checklist. Experienced VRCs must complete 12.25 hours of CO mandated training items. Experienced VRCs must also work with the VREO and TM to identify 27.75 hours of Station Discretionary training items to meet the FY20 NTC requirements.

New VRCs who will be transitioning to Experienced VRCs by **December 31, 2019**, will be required to take the following CBTS assessments: Case Management 1, Case Management 2, and Job Development and Placement.

VR&E FIELD MANAGER RESPONSIBILITIES

Locally-developed training at each regional office should supplement the national training provided by VR&E Service. VR&E job descriptions require Station Discretionary training hours, which are identified on the attached checklists.

VR&E field managers must collaborate with Training Managers to ensure that local training and other station-approved training are accurately assigned and completed in TMS.

VR&E division employees are also encouraged to take advantage of other training available on-line through TMS.

REGIONAL OFFICE TRAINING MANAGER RESPONSIBILITIES

Regional offices should adhere to the following process for assigning and tracking the VR&E National Training Curriculum using TMS. The Training Manager or designated TMS Administrator identifies employees by their job positions and adds each employee to the TMS Class designated for his or her job position. The Core Technical Training Requirements for each position will automatically populate on employees' TMS My Learning Lists as training is released throughout the fiscal year. A VR&E NTC Class Assignment Job Aid has been developed to assist Training Managers and VBA TMS Administrators with instructions on adding employees to and removing them from VR&E TMS Classes.

You should only assign training by adding the TMS UserID of the VBA staff member to the TMS Class set up for that particular job title/position. That means you should not assign training directly either as a curriculum or an item unless stated in a VR&E Training Announcement.

You should also not delete classes set up by Central Office to manage the training assignment process. Keep the members of the class current. If a user in the class has left their position, **remove their UserID** from the class. If a VBA staff member is not already in the class and requires the training, **add the UserID** to the TMS Class. UserID changes you make in the class will cause the training to be automatically added or removed from the staff member's To-Do list the next time the assignment profile is run.

This process ensures local control over who is trained and, to some extent, when the training occurs. Central Office assigns the training to the selected users. This process also ensures the training is consistently assigned across the administration. The consistent assignment of training allows for accurate and timely reporting to inform data-driven decisions without having to use data calls to the Regional Offices.

Training Managers and VR&E field managers are to collaboratively assist each other in identifying and assigning Station Discretionary training hours according to the job-specific NTC checklists. Training Managers will add the VR&E field manager-approved courses into the identified VR&E Station Discretionary Tracker Spreadsheet located on the Training Managers' SharePoint. This will aid in the collection of accurate data and timely reporting.

This process requires a close partnership between the VR&E field manager, Regional Office Training Manager, and VR&E Central Office to ensure that it works as intended. The completion date for all training is **Monday, September 30, 2020** unless otherwise noted in the corresponding VR&E Training Announcement.

QUESTIONS

Questions regarding the curriculum identification numbers created in TMS may be directed to the VR&E Training Team. All other FY20 National Training Curriculum (NTC) Requirements inquiries should be sent to the VR&E Field Liaisons Team at the associated district mailbox listed below:

District	E-mail
Northeast	VAVBAWAS/CO/VRE/NE
Southeast	VAVBAWAS/CO/VRE/SE
Continental	VAVBAWAS/CO/VRE/CONT
Pacific	VAVBAWAS/CO/VRE/PA

Sincerely,

/s/
William Streitberger
Executive Director, Vocational
Rehabilitation and Employment Service

cc: District Office Directors
    Office of Field Operations