

Virginia Learning Center SDAS Support of VLC Profiles

Background: There has been a lot of work to set up infrastructure and ensure profile accuracy in the VLC. These initiatives support needs assessment and know the right people to target for training, and to also support supervisor involvement within our training system.

The requirements for an active profile:

- A proper organization. DSS External is not a proper organization
- An active supervisor
- A valid email and not a personal email
- A valid job title from the acceptable job list
- Not deactivated for multiple no shows

When a customer comes to you, here is the process you need to follow:

- Validate there is a proper job title
- Validate organization
- Validate supervisor
- If all these checks, validate they have not have more than 1 no show in the present FY (this requires a validation from the supervisor and the learner that they know how to cancel enrollment prior to 8 am the day of the class)

If all these checks pass, then activate the profile. If any fail, let the user know what they need to provide and do not activate until it is provided.,