

# PTT Learning Center New Employee Profile

## To the Agency Supervisor or Agency Training Liaison (ATL):

Please complete the following about your new employee and yourself. This information will be used only for registration into the PTT Learning Center.

Email, Mail, or FAX this completed form to:

UW-Oshkosh CCDET  
Attn: Registration Staff  
800 Algoma Blvd.  
Oshkosh, WI 54901  
FAX: 920-424-1112  
regstaff@uwosh.edu

Date this profile is completed: \_\_\_\_\_

## Please TYPE all responses.

If you have any questions, please call the Registration staff at 920-424-1071, or email them at regstaff@uwosh.edu

## New Employee Information

First Name: \_\_\_\_\_ M.I. \_\_\_\_ Last Name: \_\_\_\_\_

Last 4 Digits of SSN: \_\_\_\_\_ Other Name Used: \_\_\_\_\_

Position Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ CARES/KIDS User ID: (If known) \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

(street, city, state, zip)

**Contact Person** (in addition to the employee, the person who receives information regarding training opportunities and registration notices)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

## Supervisor

Name: \_\_\_\_\_

Email: \_\_\_\_\_

## ATL (Agency Training Liaison) or Agency Trainer

Name: \_\_\_\_\_

Email: \_\_\_\_\_

## What is the new employee's agency type? Choose one.

- Child Care Only
- Child Care and IM Agency
- Child Care Certification
- Children First Agency
- Child Support Agency
- W-2 Agency
- W-2 and FSET Agency
- Tribal Agency
- ELEVATE / Five County Demonstration Project

- Advocacy
- Community Based Organization
- Contract Agency / Program Provider
- State
- Other: \_\_\_\_\_

## W-2 Curriculums

1. For all W-2 related job functions, multiple required curriculums will be assigned throughout the training process. The first curriculum is W-2 Policy and Process Introduction. The total number of curriculums assigned throughout training varies based on job function. More information can be found at: <https://dcf.wisconsin.gov/w2-partnertraining/w2-nwt>
2. Individuals who perform clerical or customer service functions *only*, have no W-2 training requirements. However, it is the agency's responsibility to ensure appropriate training for these job functions.

Learning Center staff will determine the correct initial curriculum based on your responses to the questions in the table below.

<b>Answer all questions below related to this new worker's job function.</b>	
Will this worker perform eligibility determination for the W-2 program? Examples include intake, review, person add, and case changes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this worker perform case management for the W-2 program? Examples include working directly with W-2 consumers, conducting informal or formal assessment, making placement decisions, developing Employability Plans, and assigning participation activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p><b>If you are requesting W-2 New Worker Training, select the appropriate job function.</b></p> <p><input type="checkbox"/> W-2 FEP: Eligibility and Case Management</p> <p><input type="checkbox"/> W-2 Resource Specialist</p>
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