

MASS HISTORY UPDATES

Last Modified on 09/16/2020 1:22 pm EDT

Occasionally unforeseen circumstances, such as trainer illness, inclement weather, or an entry error make it necessary to adjust OCWTP and/or licensure credit for all session participants.

Mass History Update for an Open Session Before Roster has been Processed

EXAMPLE SCENARIO – Session information needs to be changed because the session was shortened due to facilitator illness or inclement weather, so number of hours needs to be reflected on certificates and training histories for session attendees.

Mass History Update for a Closed Session

EXAMPLE SCENARIO - You realize after closing a session that you assigned an incorrect session end date to session attendees.