OHIO DEPARTMENT OF HEALTH

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John R. Kasich/Governor

Lance Himes/Director of Health

March 2018 TCEP MEMORANDUM

TO: NATCEP Program Coordinators, TTT Program Administrators
FROM: NATCEP Unit Coordinator
DATE: March 30, 2018

- The Ohio Administrative Code 3701-18-06.1 and the Code of Federal Regulations 483.156 require accurate program and student data to be provided. Please make sure accurate and timely student data is being entered into the Gateway. D&S Diversified will no longer be entering data for programs. Program Coordinators are responsible for <u>ALL</u> aspects of their programs.

  o **Social Security #'s** must be entered accurately. Do not enter student information with "dummy" numbers. Students with incomplete, duplicate or alpha numeric numbers are rejected by the system.

  o **Student e-mail** addresses must be accurate. E-mail addresses are used by D&S to communicate testing information. It is a disservice to students by not making sure their correct contact information is provided.

- As the EIDC continues to be enhanced some information can only be entered correctly with the assistance of the NATCEP Unit. Please contact the NATCEP Unit for assistance in the following entries:

  o Licensed Practical Nurses being entered as Primary Instructors in non-facility based programs
  o Student e-mails with periods to the left of the @
  o International students with no social security number

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