



Instructions for CATS Adult Affidavit Program Registration

Contact Information

Complete the required contact information including contact name, title, phone number and e-mail address. Click on the “Save” button to assure that all contact information is saved. Click on “Next” or on the “Program List” tab to proceed to the Program List page.

Program Hours

To enter the number of program hours for a listed program click on the year link (Ex. “2006-2007”) in the Program Type block. This will take you to the Program Data page. Click inside of the Program Hours block and enter the number of hours. Remember to click on the “Save” button so that the new information is saved.

Adding a Program

To add a new Adult Affidavit program click on the “Add Program” button found on the Program List page and the Program Data page will appear. On the Program Data page, you will first need to select either the Program Area or Cluster for the program that is being added. You can select the Cluster, by clicking on the correct cluster in the “Select a Cluster” dropdown box. To select the Program Area, click on the “By Program Area” button, and then click on the desired Program Area in the “Select a Program Area” dropdown box. The next step is to select the specific CIP code that will be added by clicking on the appropriate CIP code in the dropdown box. If a new CIP code is being added that is not in the dropdown box, please send an e-mail to Chris Weller at cweller@state.pa.us listing the number and title of the CIP code that you are adding. The CATS Adult Affidavit contact will receive an e-mail confirmation from Chris after the CIP code has been reviewed and added to the CATS CIP code dropdown box. After the CIP code has been selected from the dropdown box, one of the Program Types must be selected.

The program types are defined as follows:

Registered Apprenticeship: A program for adults enrolled in a registered apprenticeship program involving on-the-job training and in-school instruction.

Emergency Service: A program for adults in voluntary public emergency service (e.g. Emergency Medical Technology and Firefighting)

Other Occupational: A program for adults enrolled in a career and technical program for new occupational preparation or to upgrade their skills in their present occupational field.

After the program type has been selected, the program hours should be entered in the Program Hours block. If a new program has more than one Program Type, for example Apprentice and Other Occupations, the program must be added twice, once for each program type. Also, the number of program hours should be added for each program type. The Total Program Hours for the new program will equal the program hours for the Apprentice program type plus the program hours for the Other Occupational program type. If a new program has a program type of Apprentice for 100 hours and a program type of Other Occupational for 100 hours, the total program hours will be 200 hours. If a program had no enrollment but is being maintained on the Program List, enter 0 program hours. In order to save all completed information, click on the “Save” button.

Deleting a Program

On the Program List page click on the year link in the Program Type block for the CIP code that is being deleted. This will take you to the Program Data page. Click on the “Mark for Deletion” block and then click on the Save button. The program will now be marked for deletion and should not appear on the completed PDE-286 when it is submitted.

Program Submission

After all necessary additions, deletions and changes have been completed for all adult programs, click on the “Summary” tab. Click on the “Proceed for Submission” button on the Summary page that is located below the Summary of Programs. This will take you to the Program Submission page and the following four Steps:

Step 1 - Review the list of programs which will be submitted for approval to confirm that all of the information is correct.

Step 2 – Click on the “Print Signed Assurances (For all Adult program(s))” link and print the Signed Assurances. If required, click on the “Print Signed Assurance (For Programs of 600 or more hours)” link and print.

Step 3 – FAX or mail the Signed Assurances to PDE

Step 4 - Click on the “Submit Program” button to submit all Adult Affidavit programs. You do not have to wait until the Signed Assurances are sent to submit the programs in CATS. After the programs have been submitted, you should see the following message at the top of the Program Submission screen: “Thank You. Your information has been submitted successfully”.