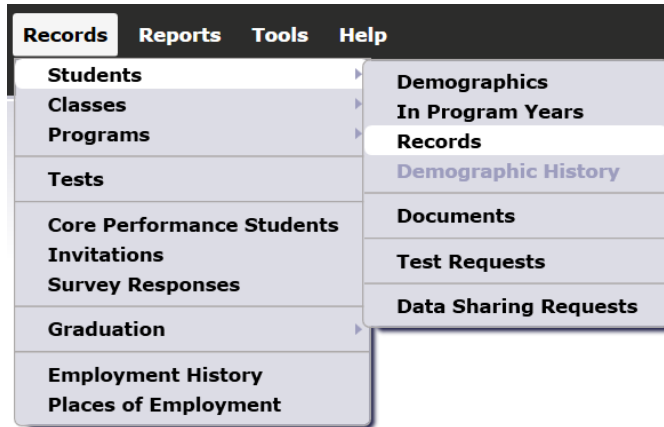


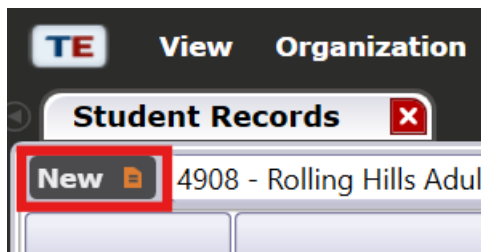
Using the EL Healthcare Pathways Designation in TOPSpro Enterprise (TE)

For designating individual students:

1. On the Records menu, go to Students then select Records to open the Student Records lister.



2. Click the New button in the upper left corner of the lister.



3. Check the box titled EL Healthcare Pathways under Special Program Entries

Status

Labor Force Status:

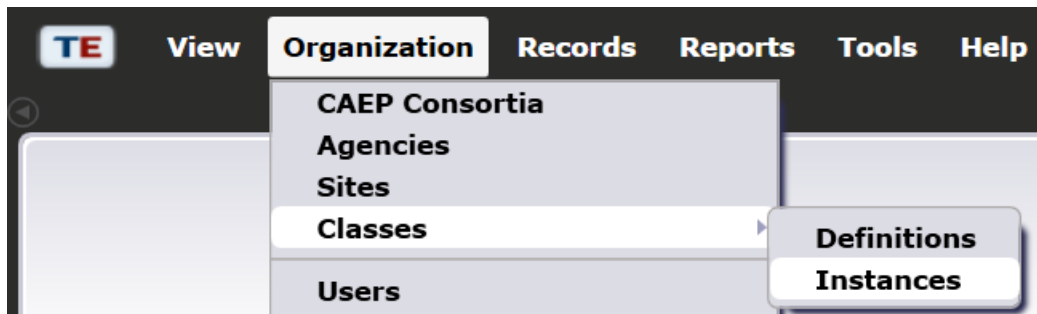
- ☒ N/A
- ☐ Unemployed
- ☐ Employed
- ☐ Employed, with notice
- ☐ Not in labor force

Special Program Entries:

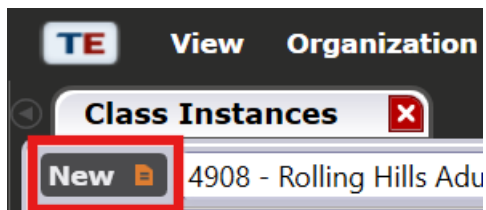
☐ N/A	☐ EL Civics (IELCE)	☐ Family Literacy	☐ Alternative Ed. [K12]	☐ CBET
☐ EL Navigator	☐ Jail	☐ Workplace Ed.	☐ Non-traditional Training	☐ Integrated Education & Training
☒ EL Healthcare Pathways	☐ Community Corrections	☐ Tutoring	☐ Older Adults	☐ Other
☐ ELL Co-Enrollment	☐ State Corrections	☐ Distance Learning	☐ Carl Perkins	
☐ None	☐ Homeless Program	☐ Special Needs	☐ Even Start	

For designating an entire class:

1. On the Organization menu, go to Classes and select Instances.



2. Click the New button in the upper left corner of the Class Instance record.



3. Check the box titled EL Healthcare Pathways under Special Program Entries

Class Instance

Class Start Date: **Class End Date:**

Instructional Programs:

☒ N/A	☐ HSE	☐ Other Program
☐ Basic Skills (ABE)	☐ Career and Technical Education (CTE)	☐ ROCP
☐ ESL/ELL	☐ Workforce Preparation	☐ Pre-Apprenticeship
☐ Citizenship	☐ Adults w/Disabilities	
☐ High School Diploma	☐ Adults supporting K12 student success	

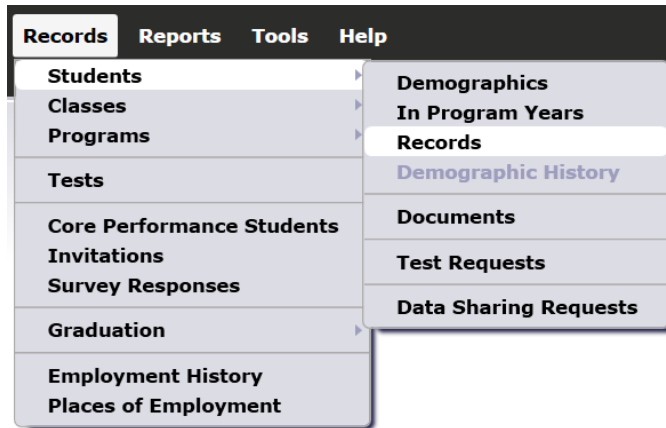
Special Programs:

☐ EL Navigator	☐ Community Corrections	☐ Distance Learning	☐ Even Start
☒ EL Healthcare Pathways	☐ State Corrections	☐ Special Needs	☐ CBET
☐ ELL Co-Enrollment	☐ Homeless Program	☐ Alternative Ed. [K12]	☐ Integrated Education & Training
☐ None	☐ Family Literacy	☐ Non-traditional Training	☐ Other
☐ EL Civics (IELCE)	☐ Workplace Ed.	☐ Older Adults	
☐ Jail	☐ Tutoring	☐ Carl Perkins	

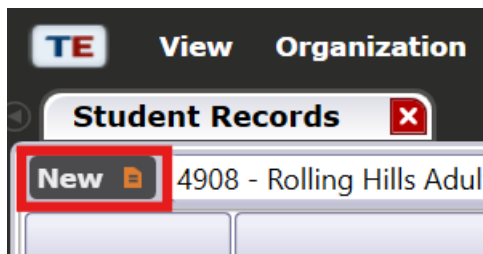
Transition Focuses:

Adding Student Wages in TOPSpro Enterprise (TE)

1. On the Records menu, go to Students then select Records to open the Student Records lister.



2. Click the New button in the upper left corner of the lister.



3. Scroll down to the section labeled "Other" and enter wage information. Please note that both Special Program Entry and Wage information can be entered on the same record.

Other

Annual Income Threshold: ☒ N/A
☐ Single person and income below the federal poverty level
☐ Married and combined income below the federal poverty level

Work Hours Per Week: Hourly Wage: Quarterly Wage: