

MARCH 23, 2000

ALL AGREEMENT STATES
MINNESOTA, OKLAHOMA, PENNSYLVANIA, WISCONSIN

TRAINING COURSE INFORMATION: ADVANCE NOTIFICATION FOR CANCELING OUT OF COURSES (SP-00-022)

I am writing to ask for your assistance in helping reduce potential for late cancellations of State staff scheduled to attend NRC training courses. We have experienced several cases recently where States have contacted us shortly before a course is scheduled to begin and have withdrawn students from a course. Because of the short notice, we were unable to fill the slots vacated by the withdrawals, which involved tuition paying students; we also lost the ability to fill those slots with either tuition paying or space available candidates. In all cases, we were unable to fill the slots with State staff from the course waiting list.

Since most States need 30 days to arrange for travel and to make other arrangements for course attendance, we issue acceptance letters approximately 60 days prior to the course start date. With this lead time, we request that you complete your travel authorization in a timely manner (no later than 15 days after receipt of notice of acceptance). If your travel is not approved, please notify us immediately so that we can notify the next person on the waiting list for that specific course.

Therefore, to assist us and other States, and to help ensure that States with candidates on waiting lists will have an opportunity to fill vacated slots that may open up after our course acceptance letters have been sent to you, we ask that you inform us of any cancellations 30 days prior to the course starting date. The suggested 30 days is necessary to help provide adequate time for alternate State staff attendees to request and obtain State travel approval for attendance at the course. We do recognize that there will be emergencies/occasional exceptions that may necessitate short notice on occasion, and we will continue to do our best to address these when they occur.

I thank you in advance for your assistance. If you have any questions regarding this correspondence, please contact me or the individual named below.

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/ RA /
Paul H. Lohaus, Director
Office of State Programs

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