



- For a Ex-Felon conditional certification: Enter a 3 in the *Target Group:* field, press *PF5*, and fill in the required information on the lines below the *Ex-felon(3)* heading.

<b><u>Field</u></b>	<b><u>Information to Enter</u></b>
<i>C/Date:</i>	Enter the job seeker's felony conviction date.
<i>R/Date:</i>	Enter the job seeker's release date from incarceration.
<i>ID NO:</i>	Enter the job seeker's correctional institution's ID number, if available.
<i>Court/Dischg:</i>	Enter an <i>X</i> to indicate that a copy of the job seeker's court documents, discharge documents, probation/parole documents, or other court-approved documents are on file for this WOTC conditional certification.

- For a Vocational Rehabilitation Referral conditional certification: Enter a 5 in the *Target Group:* field, press *PF5*, and fill in the required information on the lines below the *Voc Rehab(5)* heading.

<b><u>Field</u></b>	<b><u>Information to Enter</u></b>
<i>A/Date:</i>	Enter the date the IPE was activated.
<i>C/Date:</i>	Enter the date the IPE was closed, if applicable.
<i>LS/Date:</i>	Enter the date the job seeker last received a vocational rehabilitation service.
<i>IPE Docs:</i>	Enter an <i>X</i> to indicate that a copy of the job seeker's IPE is on file for this WOTC conditional certification.