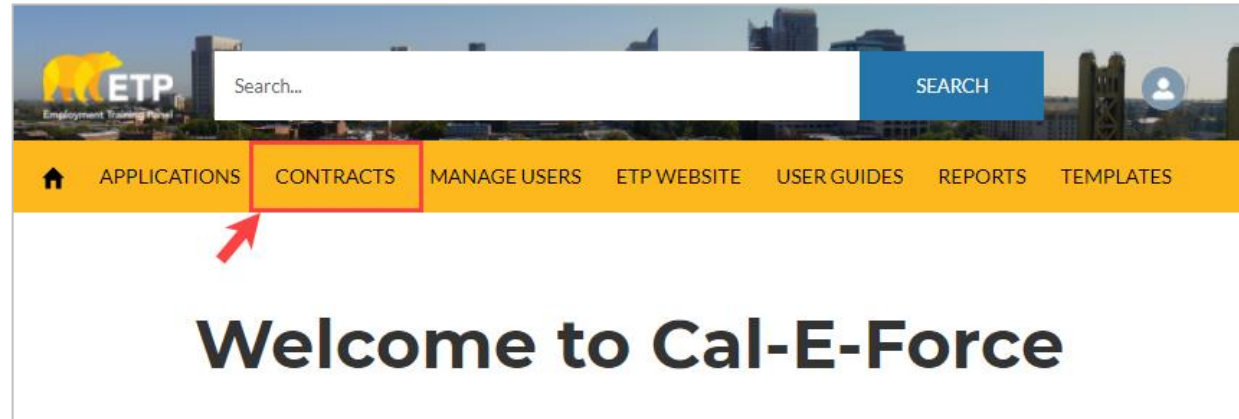


# CAL-E-FORCE REFERENCE GUIDE: EDIT REVISION REQUEST

1. At the top of the landing page, select the **Contracts** button on the button bar



2. Click on the **View** hyperlink for the contract in which you would like to submit a revision request

The system will take you to that contract's details page

The screenshot shows the 'All Contracts' page in the Cal-E-Force application. The top navigation bar is yellow and contains a home icon, 'APPLICATIONS', 'CONTRACTS', 'MANAGE USERS', 'ETP WEBSITE', 'USER GUIDES', and 'REPORTS'. Below the navigation bar is a green icon representing a document, followed by 'Contracts' and 'All Contracts' with a dropdown arrow and a refresh icon. Below this is a summary line: '2 items • Sorted by Contract Number • Filtered by All contracts • Updated a few seconds ago'. A table with 6 columns is shown: 'Contract Nu...', 'View Contr...', 'Performanc...', 'Account Name', and 'Status'. The first two columns are highlighted. The first row of data shows 'Contract 1' with a 'View' link highlighted by a red box and a red arrow pointing to it. The second row shows 'Contract 2' with a 'View' link.

	Contract Nu... ↑	View Contr... ↓	Performanc... ↓	Account Name ↓	Status ↓
1	Contract 1	<a href="#">View</a>	3.55%	Account 1	Contract Executed
2	Contract 2	<a href="#">View</a>	0.57%	Account 1	Contract Executed

# CAL-E-FORCE REFERENCE GUIDE: EDIT REVISION REQUEST

1. Locate the revision under **Related List** tab

Revision Number	Contract Revision Number	Revision Type	Revision Status
CR-			In Draft
CR-	12	Modification	Executed
CR-			In Draft
CR-			In Draft
CR-			Submitted
CR-			In Draft

2. Scroll down to locate **Revisions**

*Note: Select **View All** if unable to locate the revision you wish to edit*

Revision Number	Contract Revision Number	Revision Type	Revision Status
CR-			In Draft
CR-	12	Modification	Executed
CR-			In Draft
CR-			In Draft
CR-			Submitted
CR-			In Draft

# CAL-E-FORCE REFERENCE GUIDE: EDIT REVISION REQUEST

3. Once located, click on the **Revision Number** to open

*Note: You can only edit the revision while it is in draft status*

Revision Number	Contract Revision Number	Revision Type	Revision Status
CR-			In Draft
CR-	12	Modification	Executed
CR-			In Draft
CR-			In Draft
CR-			Submitted
CR-			In Draft

4. At the top right hand corner, select **Edit Revision** to edit

Revision CR-

Revision Type: Revision Status: In Draft Back To Contract: ET24

Information

Revision Number: CR- Contract Number: ET24

Revision Status: In Draft Request Date:

+ Follow Edit Revision

# CAL-E-FORCE REFERENCE GUIDE: EDIT REVISION REQUEST

5. Please read and check the box to acknowledge the statement.

Then click the **Next** button.

*Note: In order to move on to the next step, you must accept the acknowledgement.*

ETP contract revisions can only be made upon mutual agreement by all parties and cannot be made after termination of the contract.

To proceed, please acknowledge you understand the following:

- All revision requests must be submitted as early as possible and prior to the end of the contract term.
- Requests must include justification. Requests received without a justification will be returned and closed without action and a new request will need to be submitted.
- All applicable required documentation must be provided (i.e. Collective Bargaining Agreement Support).
- Any request submitted by an Authorized Third Party must be reviewed and approved by the ETP Contractor
- ETP is unable to consider contract revisions that fall outside of current ETP Policy.
- Contract revision requests may be considered based on various factors, including the Contract status when the request is received.

1

I acknowledge that I understand the statements above.

2

NEXT

6. The Edit Revision popup will appear, select all that applies

### Edit Revision

Request to Revise the Contract (check all that may apply)

- Contractor Name
- Revise Term Start Date
- Revise Term End Date
- Add or Delete Job Number (Except for Apprentices)
- Expand or Reduce Estimated Number of Trainees in a Job Number
- Change the trainee occupation in a Job Number
- Redistribute the Estimated Number of Trainees Funding between Job Numbers
- Add or delete training courses identified in Exh. B Menu Curriculum
- Revise Range of Hours so long as there is not change to the per trainee cap on hours
- Add/Edit Health Benefits to wages
- Revise Standard Contract Language
- Revise Subcontractor Information
- Revise Participating Entities/Workplace
- Revise Waiver Information
- Revise Physical/Mailing Address
- Revise Primary Contact Information
- Other

[Next](#)

# CAL-E-FORCE REFERENCE GUIDE: EDIT REVISION REQUEST

7. Click **Next** and continue to complete all required fields as prompted from your selection

*Note: Each request will prompt different requirement fields*

**Edit Revision**

Request to Revise the Contract (check all that may apply)

- Contractor Name
- Revise Term Start Date
- Revise Term End Date
- Add or Delete Job Number (Except for Apprentices)
- Expand or Reduce Estimated Number of Trainees in a Job Number
- Change the trainee occupation in a Job Number
- Redistribute the Estimated Number of Trainees Funding between Job Numbers
- Add or delete training courses identified in Exh. B Menu Curriculum
- Revise Range of Hours so long as there is not change to the per trainee cap on hours
- Add/Edit Health Benefits to wages
- Revise Standard Contract Language
- Revise Subcontractor Information
- Revise Participating Entities/Workplace
- Revise Waiver Information
- Revise Physical/Mailing Address
- Revise Primary Contact Information
- Other

**Next**

8. Refer to **Revision Request Reference Guide** for the remaining steps