



Reason Codes

Primary Administrators have the ability to change the status of a class. If the status of a class is changed to “Inactive”, you then have the option to include a reason code. The reason codes are already configured in SLMS. By using the lookup tool, next to the Reason field, you can find the reason code you want and select it from the list.

Similarly, you can include a reason code when you change the status of a learner who is already registered for a Program. When you change the status of a learner to “Waived” you have the option to include a reason code.

Below is a list of all the reason codes currently configured in SLMS. Locate the code alphabetically and view the full text description.

Reason Code	Description
ADMINEXMP	Administrative Exemption
AGENCY	Changed NYS Employing Agency
BU	Changed Bargaining Unit
COMP	Completed Activity
DCOMPEXAM	Demonstrated Competency through Examination
DCOMPEXP	Demonstrated Competency through Prior Experience
DCOMPTRAIN	Demonstrated Competency through Prior Education
DEADLINE	Deadline Passed
DEMPOMP	Demonstrated Competency
FAILEXAM	Received Faling Score on Examination
FULLFILL	Fulfilled Requirements
INVALIDCER	Certification No Longer Valid
INVALIDLIC	License No Longer Valid
JOBTITLE	Changed Job Title
NATTEND	Not Meeting Attendance Requirements
NEXAM	Not Meeting Exam Requirements
NMATTEND	Did Not Meet Attendance Requirements
NMCERT	Did Not Meet Certification Requirements
NMEXAM	Did Not Meet Examination Requirements
NMLICENSE	Did Not Meet Licensure Requirements

NMPERFORM	Did Not Meet Performance Requirements
NMREQUIRE	Did Not Meet Requirements
NOTEMPLOY	No Longer Employed by NYS
NPERFORM	Not Meeting Performance Requirements
NREQUIRE	Not Meeting Requirements
OTHER	Other
PASSEXAM	Achieved Passing Score on Exam
PRACTICUM	Completed Practicum/Assignment
PREVMET	Previously Met Requirements
PROF	Demonstrated Proficiency
RENEWCERT	Renewed Certification
RENEWLIC	Renewed License
RETURNNYS	Returned to NYS Employment
EMERGENCY	Emergency Disaster
ENROLL	Low Enrollment
NOINST	Instructor Unavailable
POLICY	Policy Change
PROBLEM	Problem at Training Location
STATUTE	Change in Statute
WEATHER	Weather/Natural Disaster