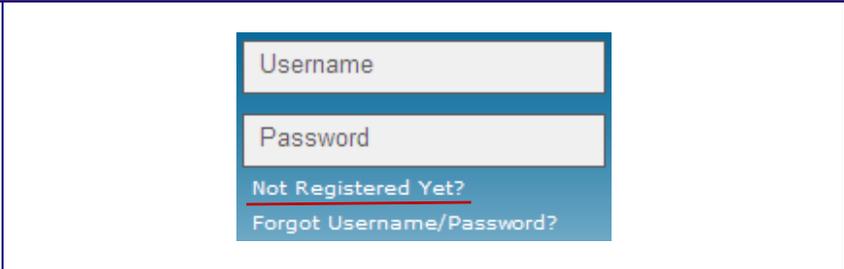# CalJobs Quick Reference Card:
Provider Representatives and Local Staff: Roles and Responsibilities
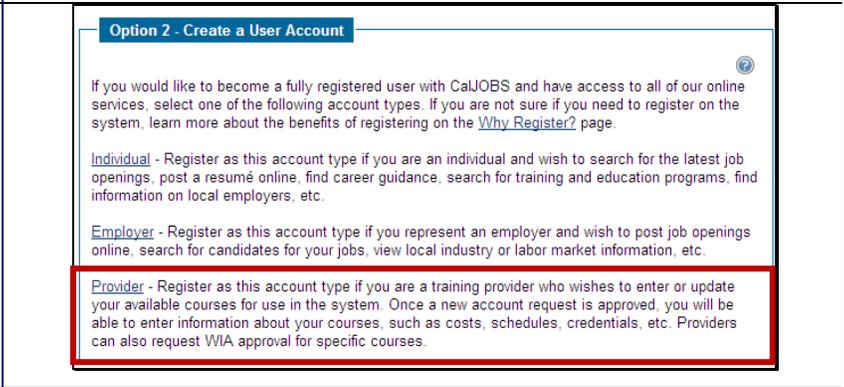
Provider Representative:
Step One-- Registration

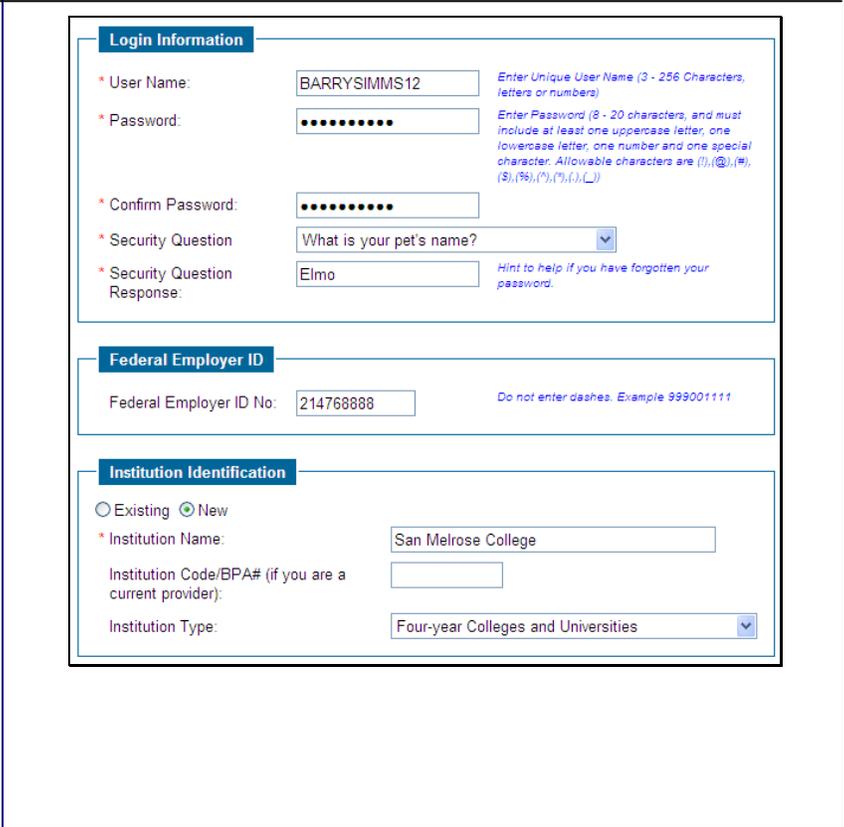|	
Provider Representatives must register in the system before they can manage the institution they represent. Registration is conducted from the *CalJobs Home Page*. Representatives can register by: • Clicking the Not Registered Yet? link on the CalJobs Home Page.	**Username** **Password** Not Registered Yet? Forgot Username/Password?
Select Option 2, Create a User Account, and then the Provider link, to register.	**Option 2 - Create a User Account** If you would like to become a fully registered user with CalJOBS and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on the Why Register? page. Individual - Register as this account type if you are an individual and wish to search for the latest job openings, post a resumé online, find career guidance, search for training and education programs, find information on local employers, etc. Employer - Register as this account type if you represent an employer and wish to post job openings online, search for candidates for your jobs, view local industry or labor market information, etc. Provider - Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIA approval for specific courses.
To register, providers must: • Create a unique User Name • Create a Password • Create a Security Question and Response • Input the FEID number of the institution • Indicate if the institution is new to the system or already exists. • Indicate the Institution Type • Include the Contact information pertaining to the provider, such as Title, Name, Phone Number, Email Address, Institution URL This information is saved. However, before they can create courses or programs, their account must be reviewed by an LWIA staff member and their access level changed from *Pending Access* to *Active*. If the institution is new to the system, additional information can be entered on the institution. LWIA staff can also assist by registering provider representatives.	**Login Information** * User Name: BARRYSIMMS12 — *Enter Unique User Name (3 - 256 Characters, letters or numbers)* * Password: •••••••••• — *Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are (!),(@),(#),($),(%),(^),(*),(.),(_))* * Confirm Password: •••••••••• * Security Question: What is your pet's name? * Security Question Response: Elmo — *Hint to help if you have forgotten your password.* **Federal Employer ID** Federal Employer ID No: 214768888 — *Do not enter dashes. Example 999001111* **Institution Identification** ○ Existing ⦿ New * Institution Name: San Melrose College Institution Code/BPA# (if you are a current provider): Institution Type: Four-year Colleges and Universities

After registration, representatives will get a system message indicating that their account Is currently being reviewed.

Welcome

Thank you for registering. Your access request will be reviewed and you will be contacted once your information has been verified. Once your access is approved you will be able to add and maintain your institution's programs. If you have any questions, please contact:

38000 Workforce Services Division

Phone:
Email:

Their account allows them very limited access until their status is changed. Representatives with Pending Access status can:

- Review their User Profile information
- Review a list of state InDemand Occupations
- Access the CalJobs Education Services Directory

Services for Providers

Manage Provider User Profile
Select this option to manage your user profile and contact information.

Demand Occupations
Select this option to view the current list of demand occupations.

Education Services
Find a suitable training or educational program, as well as information on training providers and schools.

Provider Representative:
Part Two—Staff Approval of Registration

After registration, providers are unable to enter course or program information. Their account is in *Pending Access* until they are reviewed and approved by a staff member. A staff member may contact the representative or institution directly to verify information.

Username	Contact Name	Institution	Institution Address	Region	Access	Action
BARRYSIMMS12	Barry Simms	San Melrose College		Santa Cruz County Workforce Investment Board	Pending Access	Edit
GSIGILLSMITH	Gil Smith	Pismo Beach College		Santa Cruz County Workforce Investment Board	Pending Access	Edit
GSIGILSMITH	Gill Smith	Pismo Beach College		Santa Cruz County Workforce Investment Board	Pending Access	Edit
GSIPROVJESS	GSI GSI	GSI Prov University		Kings County Job Training Office	Pending Access	Edit
GSISALMILLER	Sal Miller	Pismo Beach College		Santa Cruz County Workforce Investment Board	Pending Access	Edit
GSITERRISIMMS	Terri Simms	Silicon Valley Technology College		Santa Cruz County Workforce Investment Board	Pending Access	Edit

---

Once access rights are changed to *Active*, provider representatives can enter course information for their institution (as long as their institution already exists in the system). For the institution to exist, a staff member must enter basic background information on the provider. CalJobs does allow providers to register before their provider is in the system.

Provider User Access Rights

Institution Access: San Jose Silicon Valley College

[Search for Institution | Remove]

* Access Rights: Active

Comments: Reviewed by DCF 10/31/2013

[Save] [Cancel]

Local Staff:
Step Three-- Creating the Provider

LWIA staff members are tasked with creating the initial provider information in CalJobs. This must occur before representatives can enter specific provider course details. Go to Services for Workforce Staff > Manage Providers > Create a Provider.

Create a Provider
Select this option to create a Provider account.

Assist a Provider
Select this option to assist a Provider.

Manage Program Reapplication
Select this option to manage Program Reapplications.

Create a Provider User
Select this option to create a registered Provider User.

In the Provider Information section, enter all required fields:

- Status (Active)
- LWIA Region—Regional Staff must select *State* if this provider will have courses eligible for WIA enrollments. Regional Providers will never have courses that are part of the WIA enrollment process. **Important!**
- Is the provider related to a preferred employer in CalJobs? You can find it then through the Search for Employer link and connect them.
- Vendor ID is self-generated
- FEID
- Name and Address
- Type in the Zip Code first and then the City and State will prefill.
- URL (full URL, if available)

.

Provider Information

* Status: ⦿ Active ◯ Inactive

* LWIA Region: State

Linked Employer: [Search For Employer]

* Vendor ID: Generated by algorithm

* FEID: 214768888

* Provider Name 1: San Jose Silicon Valley College

Provider Name 2:

* Address 1: 1612 San Jose

Address 2:

Note: By entering the Zip Code first, the system will automatically populate the City and State fields.

* City: San Jose

* State: California

* Zip: 95113

URL: http://www.sanjosesilicon.com

Enter URL e.g. (http://www.companysite.com)

Type of Business: College/University

State Use 1:

State Use 2:

State Use 3:

State Use 4:

State Use 5:

Complete the Address sections:
- Billing Address information
- Mailing Address information

If address information was provided earlier, click the appropriate links to prefill the information in these sections.

Billing Address Information

Populate the Billing Address from: Provider's Main Address

*Billing Address 1:	1612 San Jose
Billing Address 2:	
*Billing City:	San Jose
*Billing State:	California
*Billing Zip:	95113
*Attention:	Bill Simms

Mailing Address Information

Populate the Mailing Address from: Provider's Main Address | Provider's Billing Address

*Mailing Address 1:	1612 San Jose
Mailing Address 2:	
*Mailing City:	San Jose
*Mailing State:	California
*Mailing Zip:	95113
*Mailing Attention:	Bill Simms

Save   Cancel

Provider Type Details:

What type of courses will this provider offer? Select the various type categories, such as:

- PS- Approved Provider Training ITA

If you don't select these types, you will be unable to associate courses and service codes with these types, which will impact WIA enrollments.

If you miss a provider type, you can always come back and select it later.

Provider Type Details

📁 Provider Type Details
⊟ Contract Services (CS)
　☐ CS - OJT
　☐ CS - Project
　☐ CS - Work Experience
⊟ Program Services (PS)
　☑ PS - Approved Provider Training - ITA
　　300 Occupational Skills Training - Approved Provider List (ITA)
　　324 Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)
　　416 Occupational Skills Training - Approved Provider List
　☑ PS - CRS
　☑ PS - Non-ITA Occupational Skills
　　302 Entrepreneurial Training
　　304 Customized Training
　　305 Skills Upgrading & Retraining
　　311 Placed In Job Corps
　　312 Placed In Federal Training (Includes TAA and WIA)
　　313 Placed In State And Local Training (Non TAA, WIA)
　　314 Enrolled In Apprenticeship Training
　　320 Private Sector Training
　　322 Job Readiness Training
　　328 Occupational Skills Training - Non Approv Provider (No ITA)
　　329 Other Training Service
　　335 TAA - Approved Occupational Skills Training - Approved by Other State
　　353 Institutes of Higher Education Contracting Training (IHECT)
　　398 Higher Education Waiver - Community College/University Training
　　430 Youth Occupational Skills Training - Non-Approved Providers
　☑ PS - Office Services
　　001 Planned Break in Service: Training, Health/Medical
　　002 One Stop Employment And Workforce Information Service
　　008 Self Service Resume - Update and Additions
　　080 Complaint Process Information
　　089 Self-Service Informed of Veteran Priority of Service
　　101 Orientation
　　102 Initial Assessment
　　103 Provision Information On Training Providers, Performance Outcomes
　　104 Workshop
　　105 Job Finding Club
　　106 Follow-up Services after Employment (prior to Exit)
　　107 Provision Of Labor Market Research
　　108 Referred to WIA Services (not Training)
　　110 Attended Rapid Response
　　111 TAP Workshop
　　112 Job Fair

CRS Provider Information:

Complete required fields which concern the background of the provider. Much of this information will also appear in the CalJobs Education Services Directory, a directory of all the providers in the system and their courses:

- Institution Area
- Institution Type
- Ownership
- Description
- Main Telephone Number
- Display information online?
- Accreditation?

CRS Provider Information

Institution Name:	San Jose Silicon Valley College
Institution Code:	The Institution code will be created.
WIA Provider:	⦿ Yes ◯ No
* Institution Area:	Santa Clara County
* Institution Type:	Four-year Colleges and Universities
* Institution Ownership:	Public institution
Years in Business:	55
Disabled Access:	⦿ Yes ◯ No
ADA Compliant:	⦿ Yes ◯ No
* Institution Description:	4 year accredited college specializing in new software technology
Agency Code:	060 Search For Agency Code
* Main Telephone Number:	523 - 526 - 2222
Financial Aid Telephone Number:	323 - 112 - 1222
Main Email Address:	
Is this a Community College?	⦿ Yes ◯ No
* Display online to the public:	⦿ Yes ◯ No
* Accreditation:	⦿ Yes ◯ No
Accrediting Body:	Accrediting Council for Independent Colleges ...

Additional Required Information:
- Agency Exemption Certificate?
- Agency Receipt Letter
- Financial Aid?
- Online registration?

If you are ready for this information and this provider to be active in the system, complete the **Provider Review Status** section with a status of "Approved."

Click the **Save** button at the bottom.

Career Counseling Available:	⦿ Yes ◯ No
Job Placement Assistance Available:	⦿ Yes ◯ No
Tutorial Services Available:	⦿ Yes ◯ No
ESL Courses Available:	⦿ Yes ◯ No
GED Assistance Available:	⦿ Yes ◯ No
Other Additional Services Available:	⦿ Yes ◯ No
On-site Child Care Available:	⦿ Yes ◯ No
* State Approving Agency Exemption Certificate on File:	⦿ Yes ◯ No
* State Approving Agency Receipt Letter on File:	⦿ Yes ◯ No
* Financial Aid Available:	⦿ Yes ◯ No
* Online Registration Available:	⦿ Yes ◯ No
Pell Grant Eligible:	⦿ Yes, Pell Grant Eligible. ◯ No, not Pell Grant Eligible. ◯ Pell Grant Not Applicable.
Approved Apprenticeship:	⦿ Yes, Approved Appenticeship. ◯ No, not Approved Apprenticship.

Provider Review Status

Approved LWIA:	San Jose Silicon Valley, Workforce Investment Netw
Review Date:	11/01/2013 Today (mm/dd/yyyy)
Status:	Approved
State Review Date:	
State Review Status:	Approved

[Save]   [Cancel]

ID	Provider Name	Provider Address	Vendor Code	Region	Status	Action
9	San Jose Silicon Valley College	1612 San Jose, San Jose, CA 95113	CA2	State	Active	Profile Programs Activities

If all information is complete, and the Status is Active, staff should be able to locate the provider through **Assist an Individual**.

Provider Representative: Step Four -- Creating Programs for the Provider

Provider Representatives can create courses in the system once the institution is:

- Active
- Created in the system by LWIA/ EDD staff.

Click **Manage Institution Programs** from their list of services. (EDD staff can also create courses in the same manner.)

Services for Providers

Manage Provider Profile
Select this option to manage the provider profile and contact information.

Manage Provider User Profile
Select this option to manage your user profile and contact information.

Manage Institution Programs
Select this option to manage your Institution's programs.

Demand Occupations
Select this option to view the current list of demand occupations.

View Reports
Select this option to generate provider and program information reports.

Education Services
Find a suitable training or educational program, as well as information on training providers and schools.

Representatives can only create a program that will appear in the CalJobs Education Services Directory. They can recommend it for WIA eligibility, but that decision falls on the LWIA staff member to determine. Representatives will click the **Add Self Service Education Program** button. **This is very important!**

Provider: San Jose Silicon Valley College
Show Active services

Self Service Education Program Details
To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
No data available			

Add Self Service Education Program

Complete the required fields in the **General Information** section:

- Status (Active or Inactive)
- CIP Code (select the CIP code by conducting a search through the CIP Code link)
- Green Job Training?
- WIA Program (Does the provider wish to submit this program for WIA eligibility? Yes or No)
- Completion Level?
- Attain Credential?
- Pell Grant Eligible?

Provider: San Jose Silicon Valley College

General Information

* Status: ● Active ○ Inactive
* CIP Code: 520301 - 520301 - Accounting
  [Search for CIP code]
* Program / Service Name: Accounting 304
  Program / Service Description: Accounting. A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting,
  (2000 characters max.)
  Program Code:
* Green Job Training: ○ Yes ● No   What is a green job?
* WIA Program: ● Yes ○ No
* Completion Level: Bachelor's Degree
* Attain Credential: Occupational Skills certificate or credential
  Other, Specify:
  Certification / License Title: Culinary Arts
  Certification / License Type: ○ National Certification or License
  ● State Certification or License
  ○ Regional Certification or License
  ○ Certification or License Does Not Apply
  Date Program First Offered: 11/01/2013 Today (mm/dd/yyyy)
* Pell Grant Eligible: ● Yes ○ No

Complete the required fields in the **Service Information** section:
- Duration and Type
- Day or Night Classes?
- Weekend Classes?
- Mode of Delivery (only 1 can be selected based on course identification)

Service Information

* Duration:	1
* Duration Type:	Semesters/Terms
* Day or Night Classes:	Day and Night
* Weekend classes:	⦿ Yes ○ No
* Mode of Delivery:	☑ Classroom ☐ Internet
	☐ Correspondence ☐ Broadcast
	☐ Computer Based Instruction

Complete the **Course information and Course Credentials** section:
- Class Time?
- Minimum and Maximum Class Size?
- Class Frequency?
- Resources Required?
- Credit Earned?
- Program Goal(s)?

Course Information

* Class Time:	3 Hours
Lab Time:	Hours
Other Time:	Hours
Weekly Schedule:	
* Minimum Class Size:	12
* Maximum Class Size:	24
Number of Instructors:	1
* Class Frequency:	Daily
* Resources Required:	⦿ Yes ○ No
Accessibility:	☑ On-Site Parking ☑ Public Transportation
	☐ Disabled Student Access ☐ Sign Language
	☐ Other Languages ☐ Other

Program Credentials

Continuing Education Units (CEU):	2 Units
CEU Granting Institution:	
* Credit earned program:	⦿ Yes ○ No
Number of credits:	3 Credits
* Credit earned duration:	⦿ Semester ○ Quarter
* Program Goal:	☑ Skill Attainment ☐ Certificate
	☐ Registration ☐ License
	☐ Associate Degree ☐ Baccalaureate Degree
	☐ Other

Complete the **External Approvals and Program Apprenticeship** sections:
- State Approving Agency
- Other State Approving Agency Approved Programs?
- Department of Education Approved?
- Community College Chancellors Office Approved?
- Registered Apprenticeship?
- Apprenticeship Registration Date (if applicable)?

Click the **Save** button when all required fields are completed.

External Approvals

* State Approving Agency:	Bureau for Private Postsecondary Education
State Approving Agency Status:	☑ Approved ☐ Temporary Approval
	☐ Registered ☐ Exempt
	☐ Not Applicable
State Approving Agency Approval Expiration Date:	Today (mm/dd/yyyy)
* Other State Approving Agency Approved Programs:	⦿ Yes ○ No
* Department of Education Approved:	⦿ Yes ○ No
* Community College Chancellor's Office Approved:	⦿ Yes ○ No
Community College ID:	

Program Apprenticeship

* Registered Apprenticeship:	⦿ Yes ○ No
Apprenticeship registration date:	11/01/2013 Today (mm/dd/yyyy)

Complete the **Provider Representative and Qualifications** section:
- Provider Representative
- Representative Title
- Application signed date
- Date received by LWIB
- Minimum Entry Level Requirement
- Equipment Used
- Reasonable explanation regarding why it is a new program

Click the **Save** button

After clicking **Save**, the screen will expand to show additional sections. Provider Representatives should complete as many of these sections as possible. The first section is **Program Service Curriculum**. Add Curriculum by adding the Add Curriculum link.

Add any related Occupational details through the **Program/ Service Occupation** link. If the related occupation title is not a Bright Outlook occupation, you will have to provide information regarding why it is in demand.

Click the **Save** button.

The next section is the **Program/ Service Cost Details** section. Add any tuition or other costs. A cost details template will appear with line items for Tuition, Books, Tools, and other cost breakdowns.
 	
Click the **Save** button when completed.
	Provider: San Jose Silicon Valley College
	Program/Service: Accounting 304
	
	Service Cost Information
	
	Note: $0.00 is permitted for cost fields in the Self Service Education Services cost details screen.
	
	* Add Cost Items [Add Cost Items]
	* Total CRS Training $ 1,615.00
	Costs:
	  * Tuition/Fee: $ 1,400.00
	  * Books: $ 200.00
	  * Tools: $ 15.00
	  * Other Costs: $ 0.00
	  Comments:
	
	* Total Amount: $ 1,615.00
	
	Save Cancel

The next section is the **Program/ Service Locations**. Provide a location where the course will be offered, and then click the **Save** button. If multiple locations will offer the course, select all locations by selecting their check-box in the left column. During the actual enrollment process, staff can select the appropriate location from a list.	**Program / Service Locations** **Provider:** San Jose Silicon Valley College **Program / Service:** Accounting 304 | Selected	Location Name	Location Address	Billing Address
---	---	---	---
☑	San Jose Silicon Valley College	1612 San Jose San Jose, CA 95113	1612 San Jose San Jose, CA 95113	 Save Cancel
The next section is the **Skills** section. Provide a list of potential skill attainments associated with anyone who will be taking this course. Click the **Save** button to save the skills.	**Skill Category** Select a category for additional skills: Computers & Mathematics **Program Skills** [Check All] [Uncheck All] **Skill Description** ☐ adjust computer operation system ☑ analyze business, scientific, or technical problems in electronic data processing systems ☑ analyze programs using workflow chart or diagram ☑ analyze test data ☑ assist co-workers with software problems ☑ calculate differential equations

If the provider representative wishes to submit this course for WIA approval, there is a confirmation statement in the next section. Read the confirmation statement and indicate that the institution agrees with it, and if the program is to be submitted for WIA eligibility approval, indicate Yes.

If the program is not to be submitted for WIA eligibility approval, merely state No. This will allow the course to appear in the Education Services Directory but the course will not show up during the WIA enrollment process.

Click the **Save** button.

Program / Service Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

☑ Yes, I agree to the above statement.

* Indicate if you want to submit this program for WIA Review and Approval at this time:
- ⦿ Yes, submit this program for WIA Approval.
- ○ No, do not submit this program for WIA Approval.

Save **Cancel**

All information is now completed on the course. Click the **Return to Service List** button at the bottom of the course/programs creation form, and the course will appear in a table.

Provider: San Jose Silicon Valley College

Show Active services

Self Service Education Program Details

To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
Accounting 304	Accounting. A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting.	Active	

Add Self Service Education Program

Local Staff
Step Five: Approving Courses for WIA Eligibility

Approving a course for WIA eligibility is a regional LWIA staff function. It is not a task conducted by State staff. Local LWIA staff will receive notifications through their preferred notification method and/or their Message Center when:
- Local provider representatives register
- Courses are created by local providers
- Courses have been submitted for WIA approval
- WIA courses are due for reapplication

My Staff Messages

⊞ Show Filter Criteria

Folders
- Inbox
- Deleted
- Drafts
- Junk
- Sent
- Purged

There are no messages for the selected folder

	Once a message is received, staff can access the provider course just created by going through **Assist a Provider**.	To sort on any column, click a column title.

ID	Provider Name	Provider Address	Vendor Code	Region	Status	Action
9	San Jose Silicon Valley College	1612 San Jose, San Jose, CA 95113	CA2	State	Active	Profile Programs Activities

---

The course can be found in **Provider Programs > Self Service Education Programs.** This is where all courses created by Provider Representatives will be located. It has not been approved for WIA eligibility until it is reviewed and approved by a WIA regional staff member.

Click on the Service Name, which is a link to the course information.

Program Services	Support Services	Contracts	Self Service Education Programs

Provider: San Jose Silicon Valley College
Show Active services

Self Service Education Program Details
To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
Accounting 304	Accounting. A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting.	Active	

Add Self Service Education Program

Click the Edit link for the **General Information** section. You will have to select a program type. The choices include:
- PS- Approved Provider Training – ITA
- PS- Training Non-ITA
- PS- Non-ITA Occupational Skills
- Not Applicable

Only *PS-Approved Provider Training – ITA* can be approved for WIA eligibility. If you choose any of the other Service Types, they can also be *duplicated* to appear during a WIA enrollment, but only this type pertains to WIA course eligibility.

Make sure there is a date in the State Approval Agency Expiration Date field before proceeding.

Service Type Information

Please select a service type from the options below. After you have selected a service type, you will see the associated service codes.

* Service Type:

◉ PS - CRS

* Alternate Program Type

◉ PS - Approved Provider Training - ITA
○ PS - Training Non-ITA
○ PS - Non-ITA Occupational Skills
○ Not Applicable

Associated service codes for the PS - Approved Provider Training - ITA service type:
300 - Occupational Skills Training - Approved Provider List (ITA)
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)
416 - Occupational Skills Training - Approved Provider List

Next, go to the **Program/ Service Review Status** at the bottom of the page. Click the Edit Program Review link.

Program / Service Review Status

Data indicates this item was changed 11/1/2013. [View History]

This program / service has not been reviewed.
WIA-Program has not been enabled for ITA-Approved Status.

Local Workforce
Investment Area:
Review Date:
Application Status: Applied For
Review Status: Not Reviewed
Reapplication Date:
State Review Status:
State Review Date:

[Edit Program Review]

Return to Service List

If the course is approved for WIA eligibility/enrollments, make certain to complete the following:

- Review Date
- Application Status = WIA Approved
- Review Status = Eligible
-

If not approved, select the option that fits for *Application Status* and *Review Status*. Only Eligible means WIA approved.

Note: Some staff may not have Eligible as an option. This is a privilege setting.

Click the **Save** button.

If not approved, the course can still appear in the Education Services Directory

Program / Service Review Status

Data indicates this item was changed 11/1/2013. [View History]
WIA-Program has not been enabled for ITA-Approved Status.

LWIA: San Jose Silicon Valley, Workforce Investment Netw
* Review Date: 11/01/2013 [▦] Today (mm/dd/yyyy)
* Application Status: WIA Approved
* Review Status: Eligible
Reapplication Date: 11/01/2014 [▦] Today (mm/dd/yyyy)
Case Note: [Add a new Case Note | Show Filter Criteria]

ID	Create Date	Subject	Actions
No data found.			

Program / State Approving Agency Status

State Review Date: 11/01/2013
Approved for Provider Training: ● Yes, Approved for Training
○ No, not Approved for Training

Save   Cancel

In order to review WIA eligible courses, go to **Provider Programs > Program Services** tab. Any approved, eligible WIA course will now appear here. A purple WIA icon in the *Status* column will also indicate that it is a WIA approved course.

Click the *Service Name* link to review.

| Program Services | Support Services | Contracts | Self Service Education Programs |

Provider: San Jose Silicon Valley College
Show Active services

Program Services Details

To sort on any column, click a column title.

Service Name	Service Description	Status
Accounting 304	Accounting. A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting,	Active WIA

Add Program Services

Edit the *Program/Service Customer Group* section to include only those customer groups that can be enrolled in this course.

The system will default to all customer groups, so extensive editing may be required.

Note: Any other edits of the course information must be done through the Self-Service Education Programs tab, where course creation began.

The course may now be ready to appear for WIA enrollment purposes!

Program / Service Customer Group

Customer Group Description
Adult
Older Youth
Younger Youth
Dislocated Worker
Statewide Youth
Statewide Displaced Homemaker - Adult
Statewide Incumbent Worker - Adult
Statewide Other - Adult
Statewide, Rapid Response Add'l Assistance - Dislo
Statewide Displaced Homemaker Dislocated Worker
Statewide Other - Dislocated Worker
TAA
ATAA
Adult - ARRA (Stimulus)
DW - ARRA (Stimulus)
Youth - ARRA (Stimulus)
Statewide Youth - ARRA (Stimulus)

[Edit Customer Group Details]

Local Staff:
StepSix -- WIA Course Reapplication

WIA Eligible courses must be up for review at designated intervals, oftentimes once a year or greater. Staff can receive alerts when courses are up for reapplication, or they can access **Manage Program Reapplication** within **Manage Providers**.

Create a Provider
   Select this option to create a Provider account.

Assist a Provider
   Select this option to assist a Provider.

Manage Program Reapplication
   Select this option to manage Program Reapplications.

Create a Provider User
   Select this option to create a registered Provider User.

A drop-down filter at the top allows regional staff to filter reapplication due dates by how soon they are approaching.

Click on the *View* link in the Action column.

Reapplication Criteria

Select Number of days from Reapplication Due Date: Greater than 90 days ▼

The following Providers have programs due for reapplication.

Provider Name	Program/Service Name	Reapplication Date	Action
San Jose Silicon Valley College	Accounting 304	11/01/2014	View

This takes staff back to the **Program/Service Review Status** section, where necessary course updates can be made.	

Education Services Directory

Not all courses created by providers in the system will be WIA eligible. The system collects a great deal of valuable data on educational institutions that users will find informative. All the information collected on providers is available for view through the **Education Services Directory**.	
To access, go to **Services for Individuals > Education Services** Users can review this information by accessing **Training Providers and Schools**, or **Training and Education Programs** General information entered on the institution or the course is also available here for public use. The directory will also show which courses are WIA eligible and which are not.	