CalJOBS^{SM} ETPL Module

Guide Card

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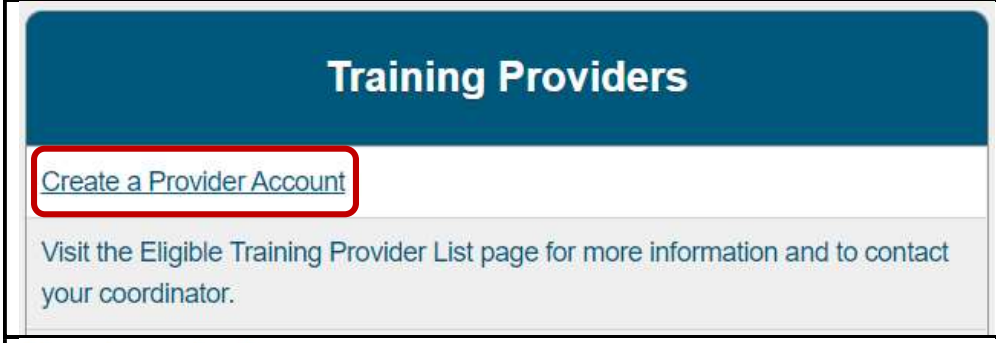
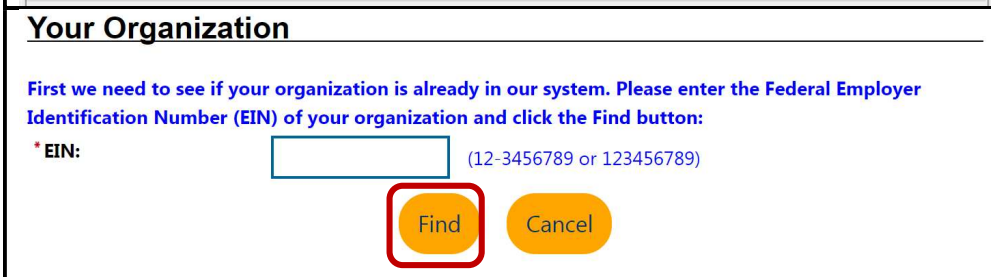
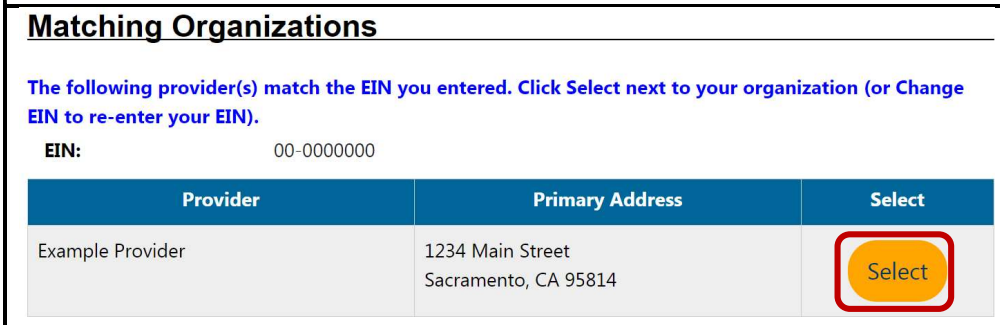
Creating a Provider Institution and Provider User (Provider View)

Creating a Provider Institution and Provider User (Provider View)	Steps
	From the CalJOBS Home Screen, Under Training Providers, click Create a Provider Account.
	Follow the prompt, and enter the organization's FEIN number. Click Find.
	If the organization is already registered in CalJOBS, it will appear here. Click Select, and go to the "Linking a Provider User to an Existing Provider Institution" section in this document.

Creating a Provider Institution and Provider User (Provider View)	Steps
New Organization Information **It appears that your Organization doesn't currently exist in our system. Please enter the following information for your Organization and click Save (or Cancel to exit Registration):** *Name: Test Provider — Up to 60 characters EIN: 00-0000000 URL: — Enter URL (e.g. www.companywebsite.com) **Enter Your Information** *Title: *First Name: *Last Name: *Address 1: **Login Information** *User Name: — Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _ *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 # @ $ % ^ . ! * _ +).	If the organization was not registered in CalJOBS, then three sections will appear: **New Organization Information**, **Enter Your Information**, and **Login Information**. Follow the prompts and fill in the required fields.
Login Information *User Name: TESTER4545 — Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _ *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: ••••••••• — Please re-enter your password. Save Cancel	Under Login Information, be sure that both the username and password follow the rules displayed on screen. Click Save.

Creating a Provider Institution and Provider User (Provider View)	Steps
Provider Information *Status: Active Inactive *LWIA Region: State Linked Employer: [Search For Employer] Vendor ID: Generated by algorithm *FEID: 000000000 *Provider Name 1: Example Provider Name 2: *Address 1: 1234 Main Street **Billing Address Information** Populate the Billing Address from: Provider's Main Address *Billing Address 1: Billing Address 2: *Billing Zip: *Billing City: *Billing State: None Selected *Attention: **Mailing Address Information** Populate the Mailing Address from: Provider's Main Address | Provider's Billing Address *Mailing Address 1: Mailing Address 2: *Mailing Zip: *Mailing City: *Mailing State: None Selected *Mailing Attention:	The next screen will show the **Provider Information**, **Mailing Address Information**, and **Billing Address Information** fields. Note: some fields have been auto-populated from the answers given earlier.

Creating a Provider Institution and Provider User (Provider View)	Steps
* **This provider is an accredited postsecondary education institution:** ◉ Yes ○ No **Registered Apprenticeship Provider:** ○ Yes ◉ No **Approved Apprenticeship:** ○ Yes, Approved Apprenticeship ◉ No, not Approved Apprenticeship.	In order to be on the Eligible Training Provider List (ETPL), the provider must be an accredited postsecondary education institution. If a provider is not accredited (or if they are not otherwise meeting the requirements in the ETPL Directive, WSD21-03, Attachment 1), then they cannot be on the ETPL. Note: if this is for an apprenticeship, please complete the rest of the steps in this section and then go to the "Entering an Apprenticeship Program (Staff and Provider View)" chapter.

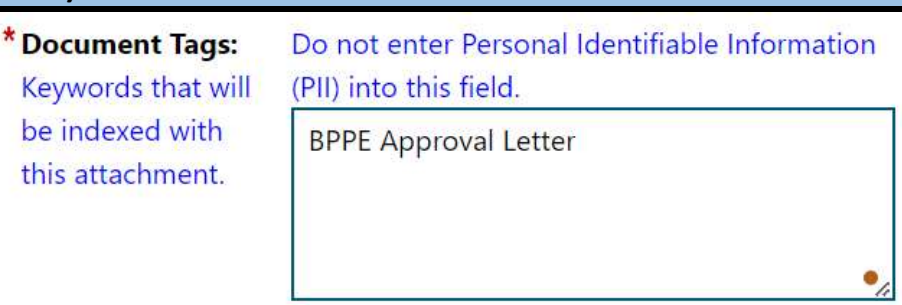
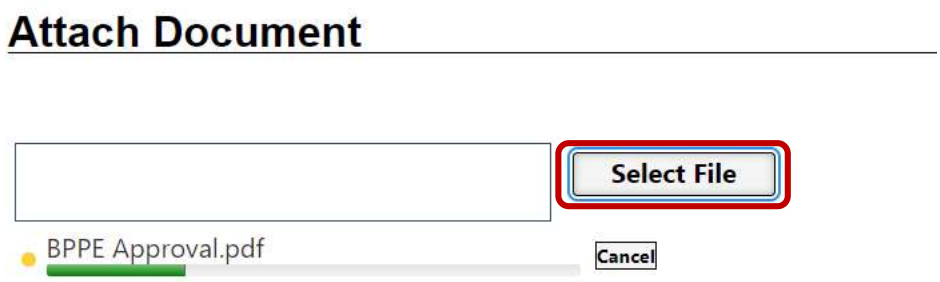
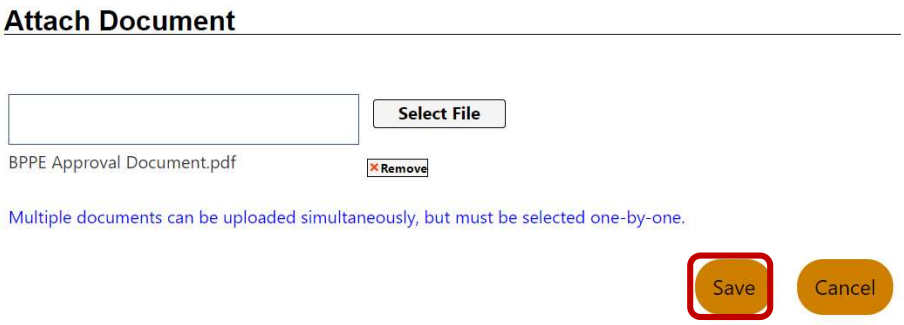
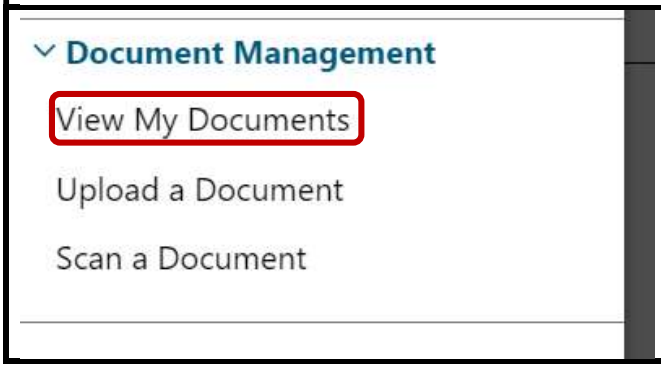
Creating a Provider Institution and Provider User (Provider View)	Steps
Billing Address Information Populate the Billing Address from: Provider's Main Address * Billing Address 1: Billing Address 2: * Billing Zip: * Billing City: * Billing State: None Selected * Attention: **Mailing Address Information** Populate the Mailing Address from: Provider's Main Address | Provider's Billing Address * Mailing Address 1: Mailing Address 2: * Mailing Zip: * Mailing City: * Mailing State: None Selected * Mailing Attention: Save Cancel	Enter in the provider's Billing and Mailing address, including who should be set as Attention for incoming correspondence. Click Save.
Additional Provider Information Institution Name: test 555 * Type of Entity: None Selected Years in Business: * ADA Compliant: Yes No * Institution Description: (2000 characters max.) * Main Telephone Number: - -	In the Additional Provider Information screen, fill out all required fields.

Creating a Provider Institution and Provider User (Provider View)	Steps
*ADA Compliant: ◉ Yes ○ No	In order to comply with EEO and WIOA requirements, providers must be ADA compliant.
Accreditation / Approval ◉ Yes ○ No **Accrediting / Approving Body:** Bureau for Private Postsecondary Education (BPPE)	ETPL providers must be either accredited or approved by an appropriate entity. Enter the agency here.
Save Cancel	Complete all remaining items, and click Save.
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 and active provider profile. If you have any questions, please contact: Theodore Roosevelt 123 4th Street Sacramento, CA 95814 Phone: 916-234-2345	A message will appear stating that the account will be reviewed, and if approved then access will be granted to the provider institution. Any further questions at this point should be directed to the contact information displayed on screen.

Uploading Documents into the Provider Profile (Provider View)

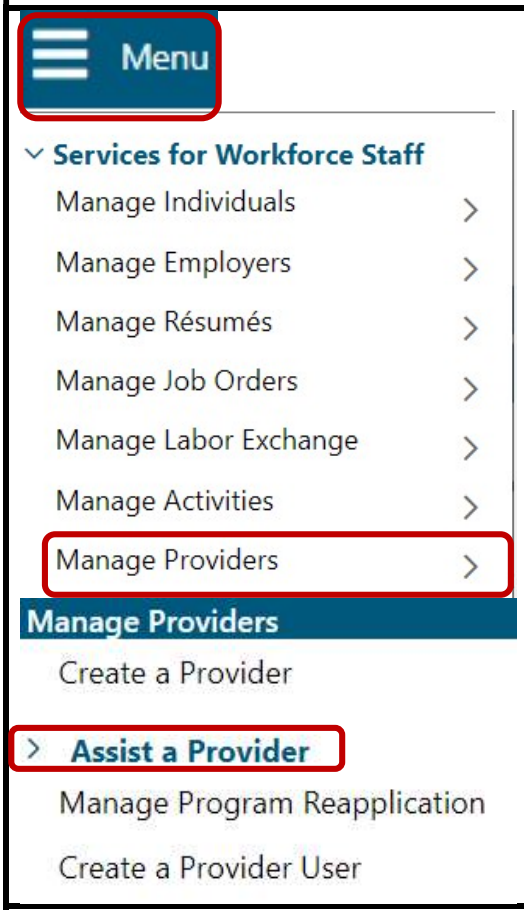
Uploading Documents into the Provider Profile (Provider View)	Steps
	Providers must have a number of documents uploaded into the Provider Profile, as part of eligibility review.
	Per the ETPL Directive, providers must have the following documents: - ETP Assurances Form (Attachment 4) -Proof of registration with the appropriate organization (such as Bureau of Private Postsecondary Education, WASC Senior College and University Commission, apprenticeship registration, etc.) depending on whether the provider is Public or Private.

Uploading Documents into the Provider Profile (Provider View)	Steps
	Login with the provider username and password. On the left, click on the Menu icon. Under Document Management, click Upload a Document.
	Here you will upload your document.
	For the Document Description field, select the appropriate item from the dropdown. In this case, School Records has been selected.

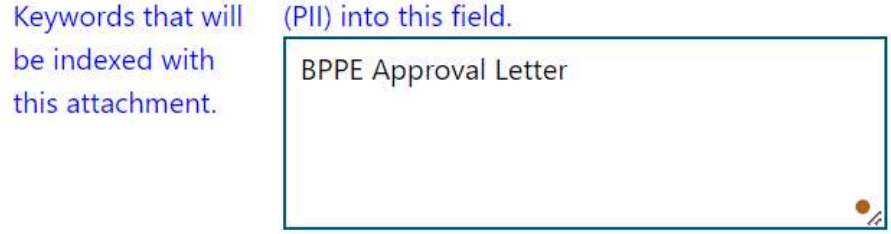
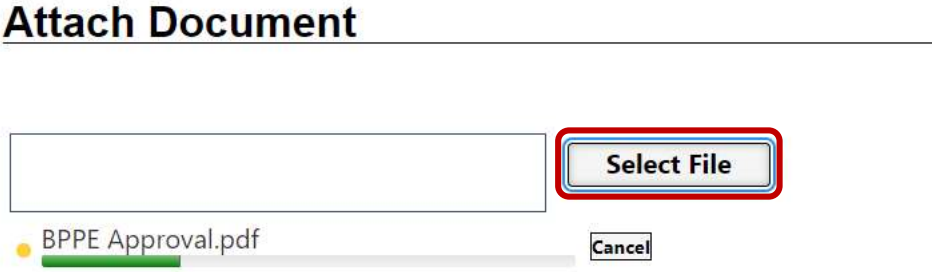
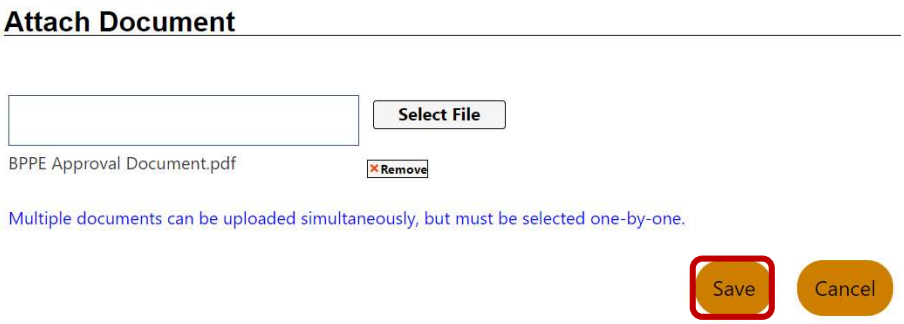
Uploading Documents into the Provider Profile (Provider View)	Steps
	Enter a relevant label in the Document Tags section.
	Click Select File, choose the document, and click Open, and your document will begin to upload.
	Once the document is fully uploaded, click Save.
	To view uploaded documents, click on the Left Menu, then under Document Management, click View Documents.

Uploading Documents into the Provider Profile (Provider View)	Steps
Click a column title to sort. Name | Tags | Class | Create Date | Expiration Date | Action BPPE_Approval_Document.pdf | BPPE Approval | | 5/5/2023 | | View Delete Meta Data Page 1 of 1 Rows 5	Here, you will see any documents that were uploaded. Various functions are available under the Action column.

Uploading Documents into the Provider Profile (Staff View)

Uploading Documents into the Provider Profile (Staff View)	Steps
	Staff can also upload documents into the Provider Profile, via the Documents tab.
	After signing into CalJOBS, Click the Menu button on the top left of the screen. Select Manage Providers → Assist a Provider.

Uploading Documents into the Provider Profile (Staff View)	Steps
Provider Profile General Locations Contacts Users Case Notes Documents	At the top of the screen, click Documents under the Provider Profile.
Show Filter Options (Showing all records) No records found Uploaded and scanned documents with spaces in the document name may be incompatible with some browsers. These spaces will be replaced with _ when saving the document in our system. Upload a Document Scan a Document Complete Online Form	To upload a document, click Upload a Document.
Document Information **Document Description:** None Selected * **Document Tags:** Keywords that will be indexed with this attachment. Do not enter Personal Identifiable Information (PII) into this field.	Here you will upload your document.
Document Information **Document Description:** School Records	For the Document Description field, select the appropriate item from the dropdown. In this case, School Records has been selected.

Uploading Documents into the Provider Profile (Staff View)	Steps
	Enter a relevant label in the Document Tags section.
	Staff have some additional functions when uploading a document, including restricting access to staff-level accounts.
	Click Select File, choose the document, and click Open, and your document will begin to upload.
	Once the document is fully uploaded, click Save.

Uploading Documents into the Provider Profile (Staff View)	Steps
Click a column title to sort. ☐ View Thumbnails Name | Tags | Class | Create Date | Expiration Date | Action BPPE_Approval_Document.pdf | BPPE Approval Letter | | 5/5/2023 | | Review Delete Edit Download Meta Data (Not visible to the currently assisted user)	Here you can see the uploaded document. Various functions are available under the Action column.

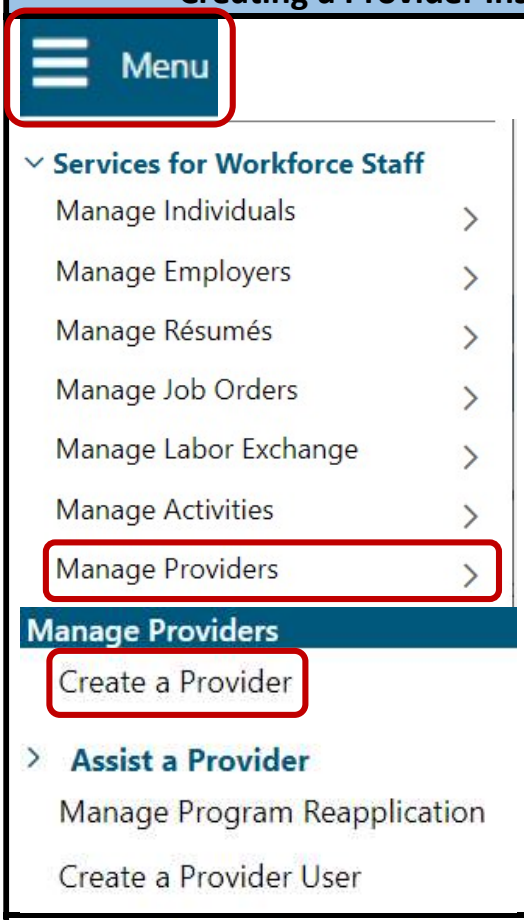
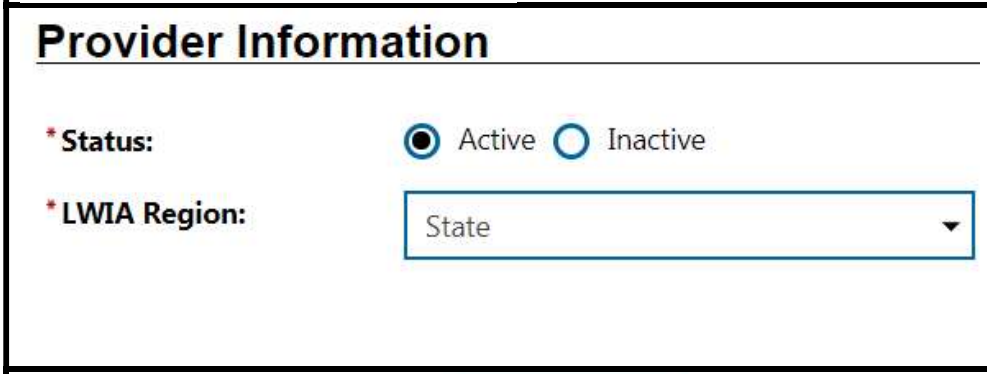
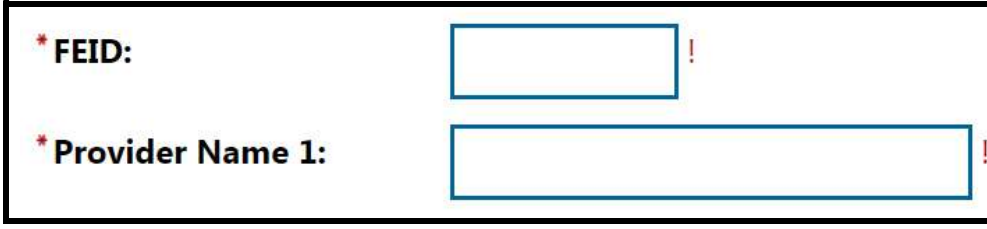
Linking a Provider Account to an Existing Provider Institution (Provider View)

Linking a Provider Account to an Existing Provider Institution (Provider View)	Steps
Training Providers Create a Provider Account Visit the Eligible Training Provider List page for more information and to contact your coordinator.	From the CalJOBS Home Screen, Under Training Providers, click Create a Provider Account.
Your Organization First we need to see if your organization is already in our system. Please enter the Federal Employer Identification Number (EIN) of your organization and click the Find button: * EIN: (12-3456789 or 123456789) Find Cancel	Follow the prompt, and enter the organization's FEIN number.
Matching Organizations The following provider(s) match the EIN you entered. Click Select next to your organization (or Change EIN to re-enter your EIN). EIN: 00-0000000 Provider: Example Provider Primary Address: 1234 Main Street Sacramento, CA 95819 Select: Select	If the FEIN of the provider matches a provider in the system, it will appear here. Select the organization that you wish to register with.
Organization Information Name: Example Provider EIN: 00-0000000 Institution Type: Two-year, Technical, and Community Colleges Institution Ownership: Public institution URL:	In the Organization Information section, the provider's information will appear. If any information is inaccurate, it will need to be corrected after registration is completed.

Linking a Provider Account to an Existing Provider Institution (Provider View)	Steps
Enter Your Information * **Title:** * **First Name:** * **Last Name:**	Fill out all of the required fields under Enter Your Information.
Login Information * **User Name:** TESTER4545 — Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _ * **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:** ••••••••• — Please re-enter your password. Save Cancel	Enter the required fields under Login Information. Be sure that both the username and password follow the rules displayed on screen. Click Save.

Linking a Provider Account to an Existing Provider Institution (Provider View)	Steps
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: Theodore Roosevelt 123 4th Street Sacramento, CA 95814 Phone: 916-234-2345	A message will appear stating that the account will be reviewed, and if approved then access will be granted to the provider institution. Any further questions at this point should be directed to the contact information displayed on screen. Note: if you are a registered apprenticeship provider, and have completed all the steps up to this point, please email wsbetpl@edd.ca.gov for next steps.

Creating a Provider Institution (Staff View)

Creating a Provider Institution (Staff View)	Steps
	After signing into CalJOBS, Click the Menu button on the top left of the screen. Select Manage Providers → Create a Provider.
	The system will set the provider to Active. Set the LWIA Region to **State**. NOTE: this field cannot be changed once you click Save at the bottom of the page.
	Fill out the provider FEID, name, address, and other relevant fields.

Creating a Provider Institution (Staff View)	Steps
*Type of Entity: Private For-Profit	Select the appropriate option from the Type of Entity field.
*This provider is an accredited postsecondary education institution: ○ Yes ○ No	In order for a provider to be on the ETPL, the provider must be an accredited postsecondary education institution.
Save Cancel	Once all of the required fields are completed, click Save.
Provider Type Details Show All Contract Services (CS) ☐ CS - OJT ☐ CS - Project ☐ CS - Work Experience Program Services (PS) Support Services (SS)	On the Provider Type Details Screen, click Show All.
	Under Program Services, choose the following Provider Types: "PS – Approved Provider Training – ITA" and "PS – Education and Training Programs". This shows what

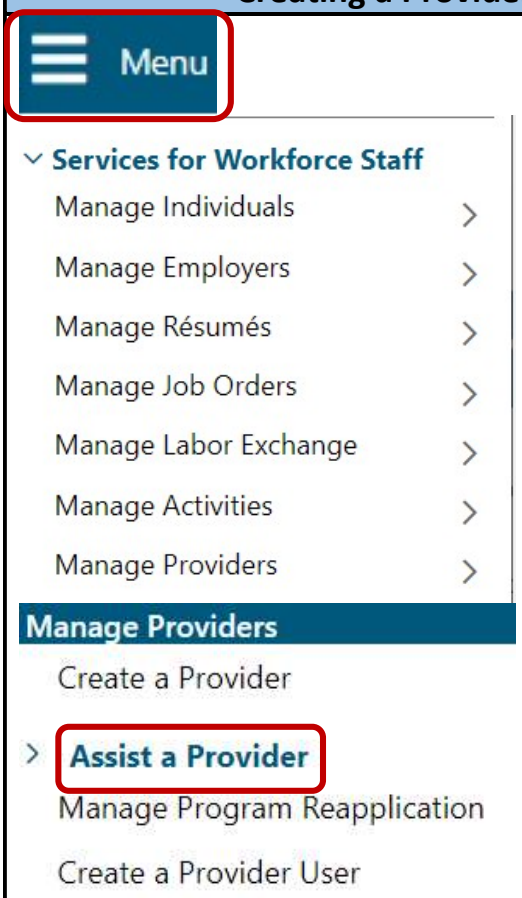
Creating a Provider Institution (Staff View)	Steps
Program Services (PS) ☑ **PS - Approved Provider Training - ITA** 300 Occupational Skills Training (Approved ETPL Provider) 302 Entrepreneurial Training 303 Distance Learning (TAA) 305 Skills Upgrading and Retraining 306 WIOA Prerequisite Trainings 307 Pre-Apprenticeship Program w/Occupational Skills Training (ITA) 311 Placed in Job Corps 320 Private Sector Training 323 Workplace Training & Cooperative Education 324 Adult Education with Training Services 325 Apprenticeship Training 347 Occupational Skills Training (Approved ETPL Provider) (TAA) 350 Pre-Apprenticeship Program w/Occupational Skill Training (ITA) (TAA) 351 Adult Education with Training Services (TAA) 352 Apprenticeship Training (TAA) 416 Occupational Skills Training (Approved ETPL Provider) 437 Pre-Apprenticeship Program with Occupational Skills Training (ITA) ☑ **PS - Education and Training Programs**	activity codes will be linked to this provider. You are also able to select other Provider Types, if the corresponding activity codes make sense for the provider.
Save Cancel	Once you are done selecting Provider Types, click Save.
[Edit Additional Provider Details]	Under the Additional Provider Details section, click Edit Additional Provider Details

Creating a Provider Institution (Staff View)	Steps
*Institution Area: None Selected Years in Business: *ADA Compliant: Yes No *Institution Description: (2000 characters max.) Agency Code: [Search For Agency Code] Performance Reporting Method: Aggregate *Main Telephone Number: - -	Enter in data for the following required fields.
*ADA Compliant: Yes No	In order to comply with EEO and WIOA requirements, providers must be ADA compliant.
*Display Online to the public? Yes No	Set Display Online to the public? to Yes.
*Accreditation / Approval Yes No Accrediting / Approving Body: None Selected	Accreditation/ Approval must be set to Yes, followed by selecting the Accrediting/ Approving Body.
*Financial Aid Available Yes No *Online Registration Available Yes No	Finish entering in the rest of the required fields.
Provider Review Status **This provider has not been reviewed** Provider Approval is Required Prior to Program Approval	Note that this provider needs to be reviewed and approved before programs can be added to the provider institution.

Creating a Provider Institution (Staff View)	Steps
Provider Review Status **This provider has not been reviewed** Provider Approval is Required Prior to Program Approval **Reviewing LWIA:** Sacramento Employment and Training Agency * **Review Date:** 11/29/2022 Today (mm/dd/yyyy) * **Review Status:** Approved **State Review Date:** **State Review Status:**	Set the review date to the current date and select the appropriate Review Status. Per the ETPL Directive, WSD21-03, Attachment 1, Local Areas can "nominate" a provider for the ETPL by selecting "Approved" in the Review Status. The State ETPL Coordinator will review nominated provider profiles within 30 days of nomination, and either approve or deny the profile.
Provider Review Status Provider Approval is Required Prior to Program Approval **Reviewing LWIA:** Sacramento Employment and Training Agency **Review Date:** 11/29/2022 **Review Status:** * **State Review Date:** 11/29/2022 Today (mm/dd/yyyy) * **State Review Status:** Approved	Here is a screenshot from the perspective of the State ETPL Coordinator.
Provider Approval Status: Approved 11/29/2022 **Provider Approval State Status:** Approved 11/29/2022	After entering a State Review Date and Review Status, this updated information will appear in the Provider Approval State Status.

Creating a Provider Institution (Staff View)	Steps
	At this point, staff can create a Provider User account, see "Creating a Provider User (Staff View)". Providers can also register themselves, see "Creating a Provider Institution and Provider User (Provider View)".

Creating a Provider User (Staff View)

Creating a Provider User (Staff View)	Steps
	After signing into CalJOBS, Click the Menu button on the top left of the screen. Select Manage Providers → Assist a Provider.
	Find the provider in the search, and click “Profile.”
	Click on “Users” under the Provider Profile.

Creating a Provider User (Staff View)	Steps
Associated Provider Users Last Name | First Name | User Name | Created Institution | Access Status | Action Test | Test | TEST89 | ✔ | Pending Access | Edit Assist Access Page 1 of 1 Rows: 5 Search for Provider User Create a Provider User	Any user accounts associated to this provider will appear here. To add an account, click "Create a Provider User."
Your Organization First we need to see if your organization is already in our system. Please enter the Federal Employer Identification Number (EIN) of your organization and click the Find button: *EIN: (12-3456789 or 123456789) Find Cancel	You will be prompted to enter the FEIN of the provider. This can be found in the "General" section of the Provider Profile. Click Find.
Provider | Primary Address | Select Example | 1234 Main Street Sacramento, CA 95814 | Select	If the FEIN matches, the provider will appear. Click Select.
Organization Information **Name:** Example Provider **EIN:** 00-0000000 **Institution Type:** Two-year, Technical, and Community Colleges **Institution Ownership:** Public institution **URL:**	In the Organization Information section, the provider's information will appear.

Creating a Provider User (Staff View)	Steps
Enter Your Information *Title: *First Name: *Last Name:	Fill out all of the required fields under Enter Your Information.
Login Information *User Name: TESTER4545 — Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _ *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: ••••••••• — Please re-enter your password. Save Cancel	Enter the required fields under Login Information. Be sure that both the username and password follow the rules displayed on screen. Click Save.
Associated Provider Users Last Name: Tester; First Name: Tester; User Name: TESTERFIVE89; Created Institution: ; Access Status: Pending Access; Action: Edit, Assist, Access	The newly created provider user account will appear under Users in the Provider Profile. Continue to the “Activating a Provider Institution and Enabling Access (Staff View)” chapter on the next page.

Activating a Provider Institution and Enabling Access (Staff View)

Activating a Provider Institution and Enabling Access (Staff View)	Steps
	After signing into CalJOBS, Click the Menu button on the top left of the screen. Select Manage Providers → Assist a Provider.

Activating a Provider Institution and Enabling Access (Staff View)	Steps
General Criteria **Status:** ○ Active ○ Inactive ◉ No Selection **Provider ID:** **Provider FEID:** **Vendor Code:** **LWIA / Region:** None Selected **Provider Name 1:** Golden State Career Link [More Search Options] Search	Under General Criteria, enter the name of the provider. You can also search by other criteria, such as Provider ID or FEID. Click search.
ID / Name / Address / Vendor / Region / Status / Action / Select 7566 / Golden State Career Link / 1234 Main Street Sacramento, CA 95814 / 789652233 / State / Inactive / Profile Programs Activities / ☐	The provider appears in the search results. Click on Profile.
Provider Type Details Provider Type Desc PS - Public Display [Edit Provider Type Details]	Under Provider Type Details, click Edit Provider Type Details.
Show All	Click Show All.

Activating a Provider Institution and Enabling Access (Staff View)	Steps
Provider Type Details Collapse All Contract Services (CS) ☐ CS - OJT ☐ CS - Project ☐ CS - Work Experience Program Services (PS) ☑ **PS - Approved Provider Training - ITA** 300 Occupational Skills Training (Approved ETPL Provider) 302 Entrepreneurial Training 303 Distance Learning (TAA) 305 Skills Upgrading and Retraining 306 WIOA Prerequisite Trainings 307 Pre-Apprenticeship Program w/Occupational Skills Training (ITA) 311 Placed in Job Corps 320 Private Sector Training 323 Workplace Training & Cooperative Education 324 Adult Education with Training Services 325 Apprenticeship Training 347 Occupational Skills Training (Approved ETPL Provider) (TAA) 350 Pre-Apprenticeship Program w/Occupational Skill Training (ITA) (TAA) 351 Adult Education with Training Services (TAA) 352 Apprenticeship Training (TAA) 416 Occupational Skills Training (Approved ETPL Provider) 437 Pre-Apprenticeship Program with Occupational Skills Training (ITA)	Select PS – Approved Provider Training – ITA. This is required for placement on the ETPL. Other applicable Provider Services can be selected. Click Save when finished.
[Edit Additional Provider Details]	Under Additional Provider Details, click Edit Additional Provider Details.

Activating a Provider Institution and Enabling Access (Staff View)	Steps
CRS Provider Information Institution Name: Institution Code: *Institution Area: Sacramento County *Institution Type: Adult Education & Family Literacy *Institution Ownership: Not Available Save Cancel	Some fields may already be filled out at this point. Select the county where the provider headquarters is located (Institution Area), the Institution Type, and Institution Ownership. Click Save once all required fields are filled out.
[Edit Provider Details]	Under Provider Details, click on Edit Provider Details.
Provider Information Provider ID: *Status: Active Inactive Save Cancel	Set Status to Active, and look over the information entered to make sure that it is correct. When done, click Save.
[Edit Additional Provider Details]	Under Additional Provider Details, click Edit Additional Provider Details.

Activating a Provider Institution and Enabling Access (Staff View)	Steps
Provider Review Status **This provider has not been reviewed** Provider Approval is Required Prior to Program Approval **Reviewing LWIA:** Sacramento Employment and Training Agency *__Review Date:__ 11/29/2022 Today (mm/dd/yyyy) *__Review Status:__ Approved **State Review Date:** **State Review Status:**	Set the review date to the current date and select the appropriate Review Status. Per the ETPL Directive, WSD21-03, Attachment 1, Local Areas can "nominate" a provider for the ETPL by selecting "Approved" in the Review Status. The State ETPL Coordinator will review nominated provider profiles within 30 days of nomination, and either approve or deny the profile.
Provider Review Status Provider Approval is Required Prior to Program Approval **Reviewing LWIA:** Sacramento Employment and Training Agency **Review Date:** 11/29/2022 **Review Status:** *__State Review Date:__ 11/29/2022 Today (mm/dd/yyyy) *__State Review Status:__ Approved	Here is a screenshot from the perspective of the State ETPL Coordinator.

Activating a Provider Institution and Enabling Access (Staff View)	Steps
Provider Approval Status: Approved 11/29/2022 **Provider Approval State Status:** Approved 11/29/2022	After entering a State Review Date and Review Status, this updated information will appear in the Provider Approval State Status. At this point, provider users that are given access will be able to add programs and have them reviewed by staff.
Provider Profile General Locations Contacts Users Case Notes Documents **Provider Programs** Program Services Support Services Contracts Education and Training Programs **Provider Activities** Enrollments Invoices Vouchers	Click on the Users tab of the Provider Profile.
Associated Provider Users Last Name | First Name | User Name | Created Institution | Access Status | Action Doe | John | GSITEST123 | ✔ | Pending Access | Edit Assist Access	Under Associated Provider Users, click Access.

Activating a Provider Institution and Enabling Access (Staff View)	Steps
Search Mode **Search For:** ○ Providers ◉ Provider Users Search **Provider User Criteria** **User Access Status:** None Selected **User Name:**	Note: If a user does not appear, it is likely that they did not link themselves properly to the provider. You can search for their username by searching under Assist a Provider and selecting the Provider User Radio button at the top.
Provider User Access Rights **Institution Access:** Golden State Career Link [Search for Institution | Remove] *(Provider User Registration included Institution Details* * **Access Rights:** Active	The institution should already appear in Institution Access. If not, click Search for Institution. Set Access Rights to Active.
Associated Provider Users Last Name | First Name | User Name | Created Institution | Access Status | Action Doe | John | GSITEST123 | ✔ | Active | Edit Assist Access	The Provider User should now have access. To verify this, go to Assist a Provider → Provider Profile → Users.

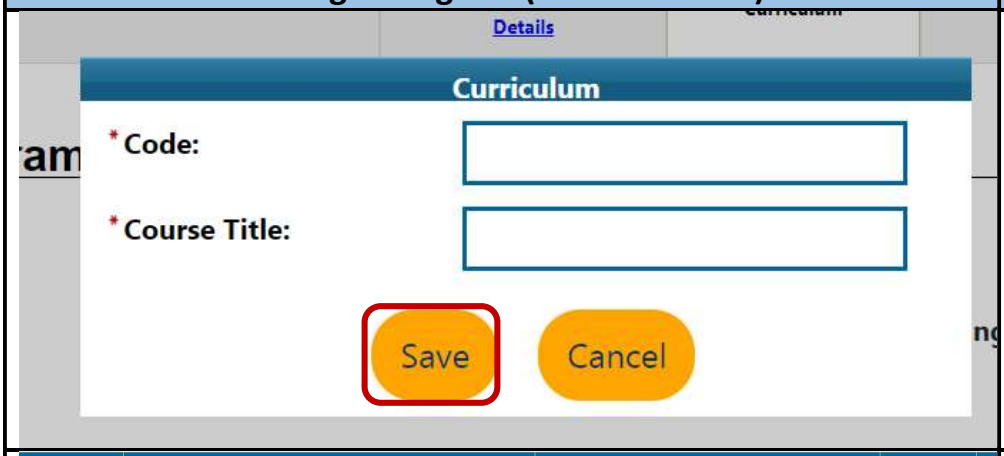
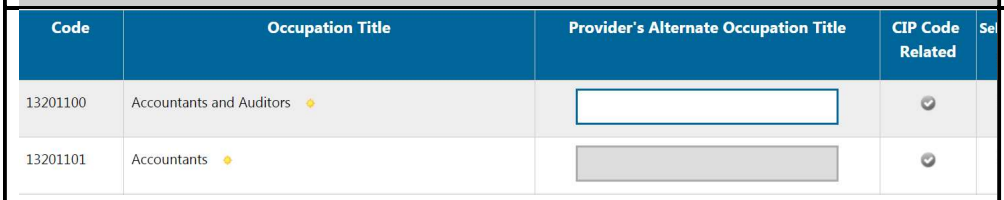
Adding a Program (Provider View)

Adding a Program (Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. On the left, click on the Menu icon. Under Services for Providers, click Manage Institution Programs.

Adding a Program (Provider View)	Steps
Services for Providers Manage Provider Profile Manage Provider User Profile Demand Occupations Education Services ›	Note: if you do not see "Manage Institution Programs", and instead you only see what is shown in this screenshot, your provider user account has not yet been reviewed and approved. Please reach out to your Local Area ETPL Coordinator for assistance.
Add Education or Training Program	Click Add Education or Training Program. This will launch the Program Wizard.
General Information, Apprenticeship, Additional Details, Curriculum, Occupations, Occupational Skills, Completion Expectations, Scheduling, Duration, Locations, External Approvals, Cost Details, Provider Representative, Performance, Confirmation, Review	The Program wizard will start you on the General Information tab. Once you are done entering information on this tab and click Next, your progress will be saved.
*Status: Active / Inactive Purpose for adding program: Submit for ETPL Approval and accept participants / Accept participants without submitting for ETPL Approval / To be determined or display to the public only *Education Program Type: PS - Approved Provider Training - ITA	Set the following fields to these settings.

Adding a Program (Provider View)	Steps
*This program is an Apprenticeship: ○ Yes ◉ No	If this program is an apprenticeship, mark Yes and go to "Entering an Apprenticeship Program (Staff and Provider View)".
*CIP Code: None Selected [Search for CIP Code]	Click Search for a CIP Code.
Type your keywords in the box and click the *Search* button. [Keyword Search Options]	Type in a keyword for the CIP Code. You can also search by Program Area, Listing, Occupation, Career Cluster, or Program Code.
*Education Program Name: Education Program Description: A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes	Enter a name for the program. Note that the CIP code populates the program description.
*This program of study or training services has the following potential outcome(s) (please select all that apply): ☑ An industry-recognized certificate or certification ☐ A certificate of completion of an apprenticeship ☐ A license recognized by the State involved or the Federal Government ☐ An associate degree ☐ A baccalaureate degree ☐ A community college certificate of completio ☐ A secondary school diploma or its equivalent ☐ Employment ☐ A measurable skills gain leading to a credenti ☐ A measurable skills gain leading to employme	Select at least one potential program outcome.
*This program leads to a credential or degree ◉ Yes ○ No	Indicate if the program leads to a credential or degree.

Adding a Program (Provider View)	Steps
*Name of Associated Credential: *Attain Credential: None Selected	Enter the Name of Associated Credential and select the appropriate response to Attain Credential.
*Is this education program in a partnership with business? Yes No *Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):	Per state policy, programs must have some sort of partnership with local or regional businesses.
Program Name: Accounting Program Description: 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 Changes Submitted: Active: ✓ Review Status: Action: Edit Deactivat	When done entering the rest of the data, click Next. At this point, your progress has been saved. You can exit the program and resume entering data by clicking Edit.
Scheduling, Duration, Locations, Cost Details, Provider Representative, Performance, Confirmation, Review General Information, Apprenticeship, Additional Details, Curriculum, Occupations, Occupational Skills, Completion Expectations	Now, you will see tabs that you can click on to easily skip to different sections of the program.
Additional Details Financial Aid Available: Pell Grant, Institutional Scholarship, Federal Loan, Other URL of Training Program (Example: http://site.com): *Program Prerequisites: None Selected	The Additional Details tab asks for information on prerequisites, class size, and any equipment used in the program.

Adding a Program (Provider View)	Steps
	In the Curriculum tab, click Add Curriculum to enter the course code and title. These are usually located in the provider's course catalog. Click Save when done.
	The Occupations tab will let you view ONET codes related to the program. These usually populate from the CIP code in the General Information tab.
	If no ONET codes appear, you can click Select Occupation from ONET Table.
	If a program is not marked as locally in-demand with a blue icon, provide evidence to show that it is in-demand.

Adding a Program (Provider View)	Steps
[Add new occupational skill(s) | Delete selected occupational skill(s)] Select a category for additional skills: Financial Services Skill Description account for or dispense funds	The Occupational Skills tab lets providers choose skills most relevant to the program. Click Add new occupational skill(s), and select a category for additional skills.
Completion Expectations Continuing Education Units (CEU): Units CEU Granting Institution: *Credit Earned Program: Yes No Number of Credits: Credits Credit Earned Duration: Semester Quarter *Credentialing Body: Bureau for Private Postsecondary Edu	Look over the required fields in the Completion Expectations tab, and select a Credentialing Body.
Scheduling Course Times *Class Time: 200 Hours Lab Time: Hours Other Time: Hours *Class Frequency: Daily	In the Scheduling tab, enter the total amount of program time in class, lab, and/or other. Also, select the Class Frequency.

Adding a Program (Provider View)	Steps
Reporting Information Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study. * **Program Length - Clock/Contact Hours:** 40 Hours Note: Full-time weeks indicates the length of the program in weeks, as completed by a full-time student. * **Program Length - Full-time Weeks:** 5 Weeks * **Program Format:** In-person	Under Reporting Information, enter the total number of hours in the program *per week*, and the total full-time length in weeks, and the program format.

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
Regular Schedule	Yes	200 Hours	Full-Time	Mon-Fri	Day	Edit | Delete

[Add Duration]

The Duration tab expands on the information entered into the Scheduling tab. Click Add Duration to begin entering data.

Address	Billing Address	Select
1234 Main Street Sacramento, CA 95814	1234 Main Street Sacramento, CA 95814	☑

Enter a location into the Locations tab where the program takes place. If a location does not appear, one can be added to the Locations tab of the Provider Profile.

Adding a Program (Provider View)	Steps
Cost Details Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen. Cost Structure(s) | Amount | Action No records found [Add Cost Structure]	The Cost Details tab is where cost structures and line items can be added. Click Add Cost Structure to get started. Per state ETPL policy, the cost of the program must match the cost of a member of the general public enrolling in the program without assistance from WIOA.
Please ensure that the amounts entered are for the costs of the primary duration, 1 Semesters/Terms. **Cost Structure:** None Selected None Selected Total CRS Training Costs	Select Total CRS Training Costs from the drop-down.
Cost Details Total CRS Training Costs $ 0.00 Tuition/Fee $ 0.00 Books $ 0.00 Tools $ 0.00 Other Costs $ 0.00 Comments	Enter in the cost data into the table. You can add comments in the Comments box if needed. Click Save when done.

Adding a Program (Provider View)	Steps
Cost Structure(s) / **Amount** **Total CRS Training Costs** **$2,200.00** Tuition/Fee $2,000.00 Books $200.00 Tools $0.00 Other Costs $0.00 Comments **Total Amount of Cost Structures** **$2,200.00** [Add Cost Structure] No additional Cost Structures are currently available. **Line Item(s)** / **Amount** No records found [Add Line Item] **Total Amount** : $2,200.00	You can also add a Line Item by clicking Add Line Item.
Provider Representative *First Name: ! *Last Name: ! *Phone Number: - - Ext !	The Provider Representative tab should contain the preferred provider contact for the program.

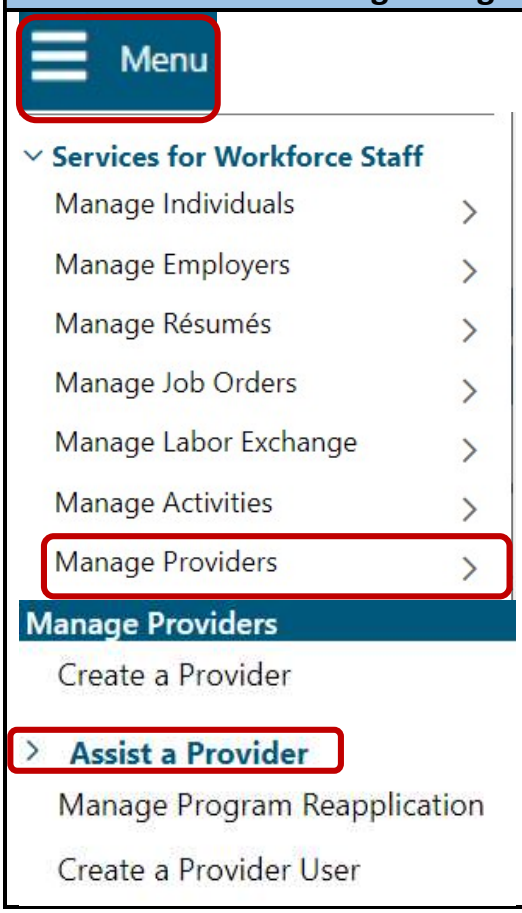
Adding a Program (Provider View)	Steps
Previous Certified Performance **Program Year:** 2022 **Performance Measure** / **WIOA** / **All Students** Total Enrolled: 0 / 0 Total Exited: 0 / 0 Program Completers: 0 / 0% / 0 / 0% Credential Rate: 0 / 0% / 0 / 0% Employment Rate 6 months after exit: 0 / 0% / 0 / 0% Employment Rate 12 months after exit: 0 / 0% / 0 / 0% Median Earnings 6 months after exit: 0.00 / 0.00 **Aggregate Performance - All Students** **Program Year:** 2022 **Total Enrolled:** 21 **Total Program Exiters:** 21 **Total Completers:** 18 **Credentials:** 15 **Total 2nd Qtr Exiters:** 11 **Employed 2nd Qtr:** 9 **Median 2nd Qtr Earnings:** $5,500.00 **Average 2nd Qtr Earnings:** $6,525.00 **Total 4th Qtr Exiters:** 15 **Employed 4th Qtr:** 14 **Average 4th Qtr Earnings:** $6,855.00	The Performance tab displays the required performance data for the program. To meet initial eligibility requirements, programs must have performance data entered, even if they have not been in CalJOBS before. The Aggregate Performance – All Students section is where providers enter their "all-student" (both WIOA and non-WIOA enrollment) performance data.

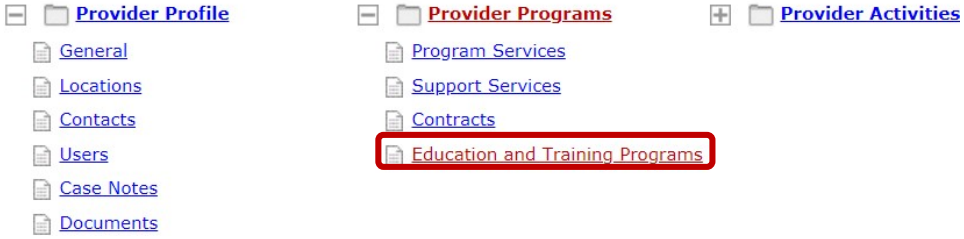
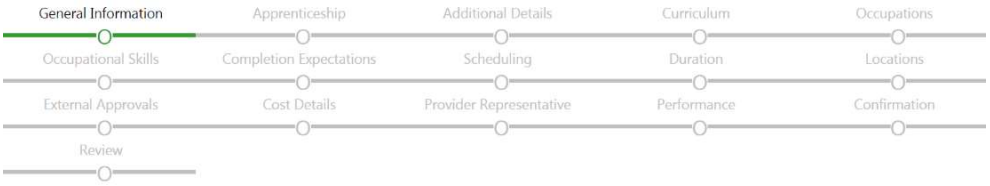
Adding a Program (Provider View)	Steps
CA ETP ASSURANCES FORM A completed and signed California (CA) Eligible Training Provider (ETP) Assurances Form must be uploaded to the documents section of the Provider Profile in CalJOBS. This form must be uploaded annually, prior to the provider being reviewed for eligibility. **Part A.** I certify that [Insert Name of School/Organization]: (a) Is a legal entity, registered to do business in the state of California (CA). (b) Has not been determined to be ineligible to receive federal funds. (c) Is in compliance with *Workforce Innovation and Opportunity Act* Section 188 and Title 29 Code of Federal Regulations Part 38. (d) Has demonstrated effectiveness in operating occupational classroom or distance training program(s). (e) Agrees that training provider facilities, classroom instruction, relevant financial records, and attendance records may be reviewed by state, federal and/or local monitors or auditors to ensure compliance with funding requirements.	This data is required per the federal Eligible Training Provider (ETP) Report, and detailed in the CA ETP Assurances Form (Attachment 4).
Aggregate Performance - All Students **Program Year:** 2022 Edit Performance	To enter Initial Eligibility performance data, select the previous complete Program Year (July 1 – June 30) in the dropdown, and click Edit Performance.

Adding a Program (Provider View)	Steps
Aggregate Performance - All Students **Program Year:** 2022 **Total Enrolled:** 21 **Total Program Exiters:** 21 **Total Completers:** 18 **Credentials:** 15 **Total 2nd Qtr Exiters:** 11 **Employed 2nd Qtr:** 9 **Median 2nd Qtr Earnings:** $5,500.00 **Average 2nd Qtr Earnings:** $6,525.00 **Total 4th Qtr Exiters:** 15 **Employed 4th Qtr:** 14 **Average 4th Qtr Earnings:** $6,855.00	Enter the performance data into the appropriate tabs. Click Save when done. Click Next.
* 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 offe are available to the general public on a tuition basis. I agree to complete the information required on the website at the time of my approval request. This includes the completion informatio of all students registered in the program for the last and current Program Year. (●) Yes, I agree to the above statement. Please submit this educational program for WIOA Approval. ( ) No, do not submit this educational program for WIOA Approval at this time.	In the Confirmation tab, select Yes, I agree to the above statement to submit the program for Local Area/EDD staff to review.

Adding a Program (Provider View)	Steps
Review Review Type: ITA Status: Pending (system-set only) Subsequent Review Due Date: N/A Date Reviewed: N/A Last Edit Date: 12/21/2023 3:30 PM Review Location: N/A Test,Test Action: Edit	For a provider user, this is the last step in the process. Provider users are unable to review their own programs.

Adding a Program (Staff View)

Adding a Program (Staff View)	Steps
	After signing into CalJOBS, Click the Menu button on the top left of the screen. Select Manage Providers → Assist a Provider.

Adding a Program (Staff View)	Steps
	Search for the provider, and click Programs.
	Navigate to the Education and Training Programs tab. All ETPL programs are located here.
	Click Add Education or Training Program. This will launch the Program Wizard.
	The Program wizard will start you on the General Information tab. Once you are done entering information on this tab and click Next, your progress will be saved.
	Follow the steps as described in “Adding a Program (Provider View)”, up to the Confirmation tab.

Adding a Program (Staff View)	Steps
* 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 website 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. Please submit this educational program for WIOA Approval. ○ No, do not submit this educational program for WIOA Approval at this time.	In the Confirmation tab, select Yes, I agree to the above statement to submit the program for staff review. For a provider user, this is the last step in the process.

Adding a Program (Staff View)	Steps
	The Performance tab displays the required performance data for the program. To meet initial eligibility requirements, programs must have performance data entered, even if they have not been in CalJOBS before. The Aggregate Performance – All Students section is where providers enter their "all-student" (both WIOA and non-WIOA enrollment) performance data.

Previous Certified Performance

Program Year: 2022

Performance Measure	WIOA		All Students	
Total Enrolled		0		0
Total Exited		0		0
Program Completers	0	0%	0	0%
Credential Rate	0	0%	0	0%
Employment Rate 6 months after exit	0	0%	0	0%
Employment Rate 12 months after exit	0	0%	0	0%
Median Earnings 6 months after exit		0.00		0.00

Aggregate Performance - All Students

Program Year: 2022

Total Enrolled: 21

Total Program Exiters: 21

Total Completers: 18

Credentials: 15

Total 2nd Qtr Exiters: 11

Employed 2nd Qtr: 9

Median 2nd Qtr Earnings: $5,500.00

Average 2nd Qtr Earnings: $6,525.00

Total 4th Qtr Exiters: 15

Employed 4th Qtr: 14

Average 4th Qtr Earnings: $6,855.00

Adding a Program (Staff View)	Steps
CA ETP ASSURANCES FORM A completed and signed California (CA) Eligible Training Provider (ETP) Assurances Form must be uploaded to the documents section of the Provider Profile in CalJOBS. This form must be uploaded annually, prior to the provider being reviewed for eligibility. **Part A.** I certify that [Insert Name of School/Organization]: (a) Is a legal entity, registered to do business in the state of California (CA). (b) Has not been determined to be ineligible to receive federal funds. (c) Is in compliance with *Workforce Innovation and Opportunity Act* Section 188 and Title 29 Code of Federal Regulations Part 38. (d) Has demonstrated effectiveness in operating occupational classroom or distance training program(s). (e) Agrees that training provider facilities, classroom instruction, relevant financial records, and attendance records may be reviewed by state, federal and/or local monitors or auditors to ensure compliance with funding requirements.	This data is required per the federal Eligible Training Provider (ETP) Report, and detailed in the CA ETP Assurances Form (Attachment 4).
Aggregate Performance - All Students **Program Year:** 2022 Edit Performance	To enter Initial Eligibility performance data, select the previous complete Program Year (July 1 – June 30) in the dropdown, and click Edit Performance.

Adding a Program (Staff View)	Steps
Aggregate Performance - All Students **Program Year:** 2022 **Total Enrolled:** 21 **Total Program Exiters:** 21 **Total Completers:** 18 **Credentials:** 15 **Total 2nd Qtr Exiters:** 11 **Employed 2nd Qtr:** 9 **Median 2nd Qtr Earnings:** $5,500.00 **Average 2nd Qtr Earnings:** $6,525.00 **Total 4th Qtr Exiters:** 15 **Employed 4th Qtr:** 14 **Average 4th Qtr Earnings:** $6,855.00	Enter the performance data into the appropriate tabs. Click Save when done. Click Next.
* 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 website 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. Please submit this educational program for WIOA Approval. ( ) No, do not submit this educational program for WIOA Approval at this time.	In the Confirmation tab, select Yes, I agree to the above statement to submit the program for Local Area/EDD staff to review.

Adding a Program (Staff View)	Steps
Review Review Type | Status | Subsequent Review Due Date | Date Reviewed | Last Edit Date | Review Location | Action ITA | Pending (system-set only) | N/A | N/A | 11/7/2022 2:20 PM | N/A User, Provider | Edit Delete	In the Review tab, staff can click Edit under the action column to review this program. Provider users are unable to review their own programs.
Review **Review Type:** ITA **Eligibility Type:** Initial * **Status:** Approved/Eligible * **Subsequent Review Due Date:** 11/07/2023 Today * **Date Reviewed:** 11/07/2022 Today	Select a Status for the program. A Subsequent Review Date that is one year from the review date will automatically populate. Enter a Date Reviewed, and click Save.
• The provider of this educational program has not yet been approved. Provider approval is required prior to program approval.	Remember, provider approval is required prior to program approval. Be sure to approve the provider in the Provider Profile first. Follow the steps under “Creating a Provider Institution (Staff View)”.

Adding a Program (Staff View)

Review

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	Pending (system-set only)	10/12/2023	10/12/2022	10/12/2022 10:25 AM	Sacramento Employment and Training Agency Test User	View
ITA	Approved/Eligible	10/12/2023	10/12/2022	10/12/2022 10:25 AM	Sacramento Employment and Training Agency Test Staff	View

Review

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	WIOA Approved/Eligible	11/7/2023	11/7/2022	11/15/2022 12:12 PM	State Test Staff	Edit
ITA	Approved/Eligible	11/7/2023	11/07/2022	11/15/2022 12:12 PM	Sacramento Employment and Training Agency Test Staff	View

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Accounting PS - Approved Provider Training - ITA WIOA	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 budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations.		✔	Approved/Eligible	Edit Deactivate

Steps

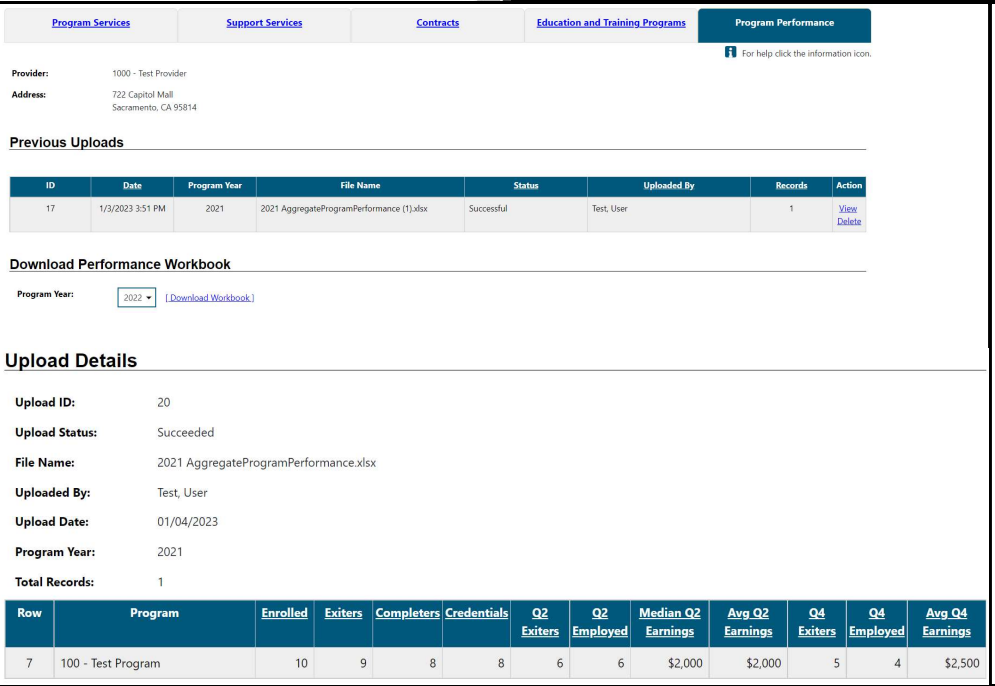
Note: Per ETPL policy, Local Areas can "nominate" programs to the ETPL, but the program can only be added to the ETPL by EDD staff. Once the program is nominated by the Local Area, it goes to the EDD for final review.

Once the program is approved by EDD staff, the WIOA icon will appear in the ITA review record. The program is now on the ETPL.

The WIOA icon also appears in the Education and Training Programs tab.

Program Performance Tab (Staff and Provider View)

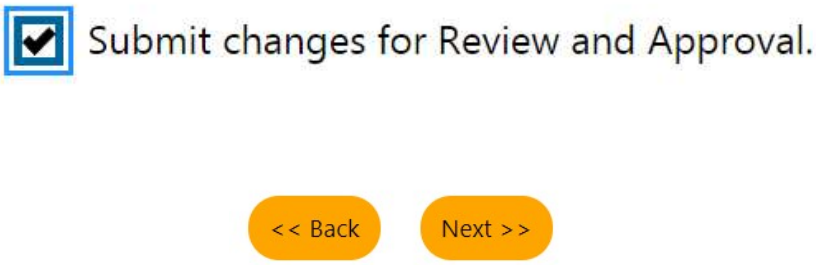
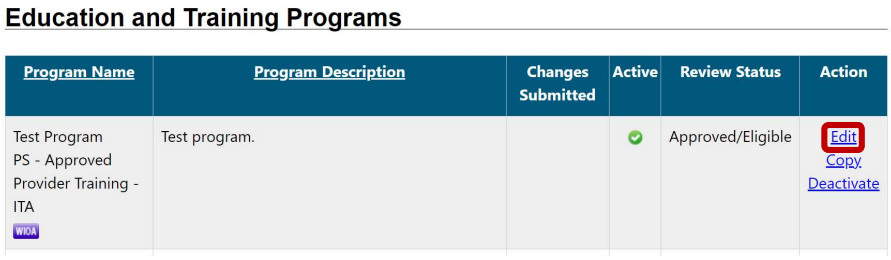
Program Performance Tab (Staff and Provider View)	Steps
	The Program Performance tab is for providers who wish to enter all of their program's all-student performance data at the same time. This is particularly useful for providers that offer a large number of programs on the ETPL.
Provider Profile General Locations Contacts Users Case Notes Documents Provider Programs Program Services Support Services Contracts Education and Training Programs Program Performance Provider Activities Enrollments Invoices Vouchers Documents (Staff)	Staff can access the page by going to Assist a Provider > Programs, and then clicking Program Performance.

Program Performance Tab (Staff and Provider View)	Steps
	Provider Users can access the Program Performance screen by logging in, and going to Menu > Manage Program Performance.
	Users and staff can see any previously uploaded performance data, as well as upload new data. Here we can see that a previous performance data spreadsheet was uploaded. You can view the performance data by clicking on the View link.
	To enter performance data, select the prior Program Year, then click Download Workbook. Per the ETPL directive, providers must enter performance data for the most

Program Performance Tab (Staff and Provider View)	Steps
	recent complete Program Year (July 1 – June 30).
Program Year: 2021 Provider ID: 1000 Provider Name: Test Provider Program ID | Program Name | Total Enrolled | Total Program Exiters | Total Completers | Total Attained Credential | Total 2nd Qtr Exiters | Total Employed 2nd Qtr After Exit 100 | Test Program | 10.00 | 8.00 | 7.00 | 7.00 | 7.00 | 6	Enter the performance data in each row for each program. The data should be entered for all students, including both WIOA and non-WIOA participants. Save the file when done.
Upload Performance Workbook File to Upload: Choose File No file chosen [Upload Workbook]	Click on Choose File and select the workbook that you saved in the previous step.
Upload Performance Workbook File to Upload: Choose File 2021 Aggre...ance (2).xlsx [Upload Workbook]	Click on Upload Workbook once the file appears.
Previous Uploads ID | Date | Program Year | File Name | Status | Uploaded By | Records | Action 20 | 1/4/2023 12:17 PM | 2021 | 2021 AggregateProgramPerformance.xlsx | Successful | Test, User | 1 | View Delete	The uploaded workbook will appear under Previous Uploads. If the upload was successful, you should see Successful under Status.
Program Year | File Name | Status 2021 | 2021 AggregateProgramPerformance.xlsx | Unsuccessful	If you see that the Status says Unsuccessful, this could be for a variety of reasons:

Program Performance Tab (Staff and Provider View)	Steps
 Total 4th Qtr Exiters: 0 Total Employed 4th Qtr After Exit: 0 Average 4th Qtr Earnings After Exit: $0.00	- The file name was changed - The program row contained blank cells. Enter "0" for any cells that don't have any data.
 Aggregate Performance - All Students Program Year: 2021 Total Enrolled: 10 Total Program Exiters: 9 Total Completers: 8 Credentials: 8 Total 2nd Qtr Exiters: 6 Employed 2nd Qtr: 6 Median 2nd Qtr Earnings: $2,000.00 Average 2nd Qtr Earnings: $2,000.00 Total 4th Qtr Exiters: 5 Employed 4th Qtr: 4 Average 4th Qtr Earnings: $2,500.00 Edit Performance	A successful upload will update the performance data that appears in the Aggregate Performance – All Students section. Make sure to select the same Program Year as the data that was uploaded. Keep in mind that if a previously uploaded workbook is deleted, the performance data will remain on this field. This will only update if a new workbook is entered, or if the data is edited by clicking Edit Performance.

Submitting Program Changes (Staff and Provider View)

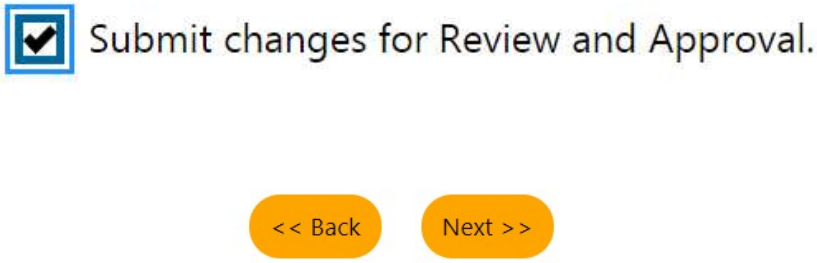
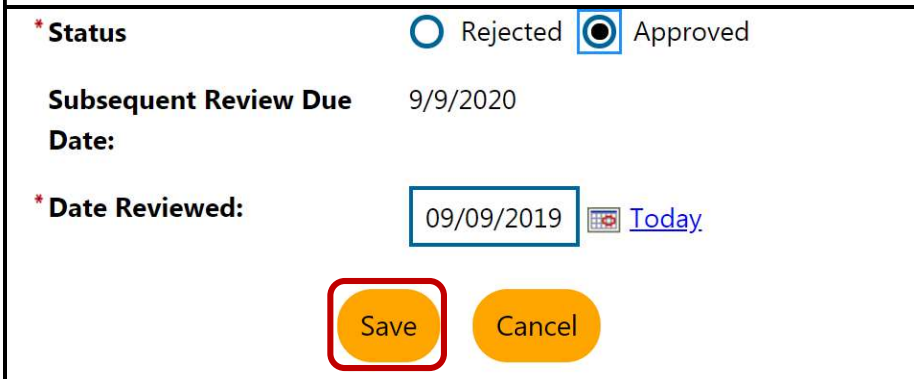
Submitting Program Changes (Staff and Provider View)	Steps
	When a change is made to a program, like a change in tuition fees, provider users or staff will be able to submit these changes for review by selecting the "Submit changes for Review and Approval" checkbox in the confirmation tab.
	In this example, we will be making changes to the cost of a program. However, the same general process would apply to changes in other tabs in the Program Wizard.
	Follow the steps in "Adding a Program (Staff View)" or "Adding a Program (Provider View)" to get to the program in question. Click Edit.
	Navigate to the Cost Details tab.

Submitting Program Changes (Staff and Provider View)	Steps
Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen. Cost Structure(s) | Amount | Action Total CRS Training Costs | $4,050.00 | Edit Delete Tuition/Fee | $4,000.00 Books | $50.00 Tools | $0.00 Other Costs | $0.00 Comments Total Amount of Cost Structures | $4,050.00	We see that the total cost is $4,050.00. We are going to change this to 5,050.00. Click Edit.
Cost Details Total CRS Training Costs: $5050.0000 Tuition/Fee: $ 5,000.00 Books: $ 50.00 Tools: $ 0.00 Other Costs: $ 0.00 Comments Save Cancel	Edit the Tuition/Fee, Books, Tools, and Other Costs as needed. Again, per state ETPL policy, the cost of the program must match the cost of a member of the general public enrolling in the program without assistance from WIOA. Click Save when done.
Note: $0.00 is permitted for cost fields in the Education and Training Programs cost details screen. Cost Structure(s) | Amount | Action Total CRS Training Costs | $5,050.00 | Edit | Delete Tuition/Fee | $5,000.00 Books | $50.00 Tools | $0.00 Other Costs | $0.00 Comments Total Amount of Cost Structures | $5,050.00	After clicking save, you'll see that the updated cost appears in the table. Click Next.
General Information | Apprenticeship | Additional Details | Curriculum | Occupations | Occupational Skills | Completion Expectations Scheduling | Duration | Locations | Cost Details | Provider Representative | Performance | Confirmation | Review Submit changes for Review and Approval.	Navigate to the Confirmation tab, and check the box labelled "Submit changes for Review and Approval". Click Next.

Submitting Program Changes (Staff and Provider View)	Steps
	You will then see a Pending Change Record in the Review Tab. Staff will need to follow the steps in the next chapter to review this record and either approve or deny it. If approved, it will update the ETPL listing on the staff side and the public side.

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
Change	Pending (system-set only)	9/9/2020	N/A	9/9/2019 2:50 PM	N/A	Edit
ITA	WIOA Approved/Eligible	9/9/2020	9/9/2019	9/9/2019 2:38 PM	City of Los Angeles	View

Approving Program Changes (Staff View)

Approving Program Changes (Staff View)	Steps
	When a change is made to a program, like a change in tuition fees, provider users or staff will be able to submit these changes for review by selecting the "Submit changes for Review and Approval" checkbox in the confirmation tab. Providers or staff would need to check the box and click Next.
	Once this is done, a change record will appear at the top of the list in the Review tab. Staff or provider users can continue to make other changes to the program without have to repeat the previous step. Staff, but not provider users, will click Edit.
	Staff can approve or reject changes, and set the date of review. When done, click Save.

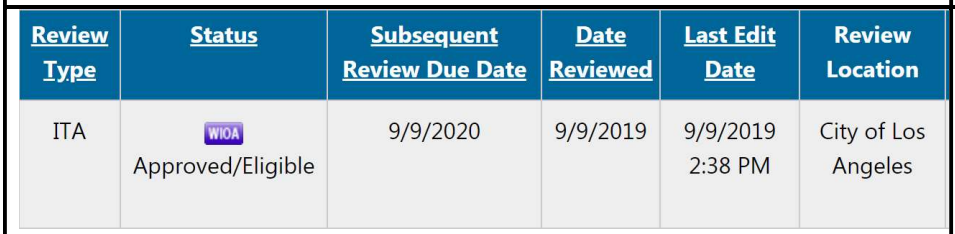
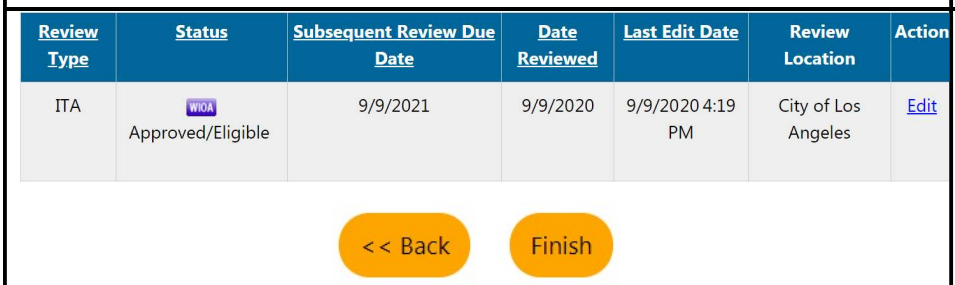
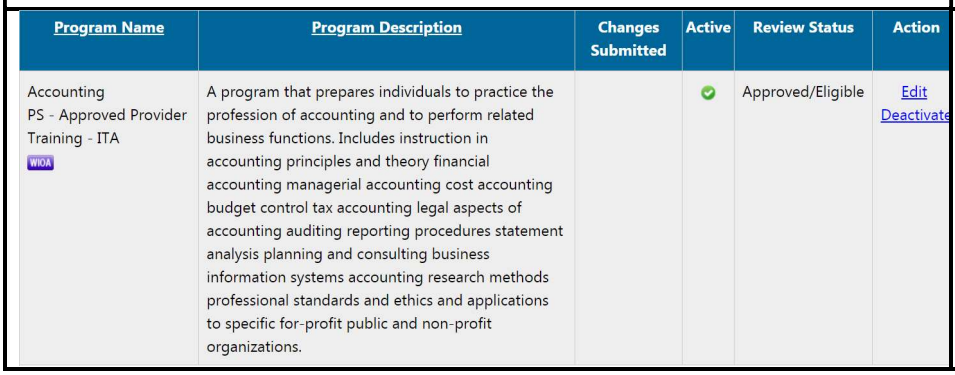
Approving Program Changes (Staff View)	Steps
	The change record will now show a status of approved.
	Click Finish to complete the process.

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
Change	Approved	9/9/2020	9/9/2019	9/9/2019 2:55 PM	City of Los Angeles	View
ITA	WIOA Approved/Eligible	9/9/2020	9/9/2019	9/9/2019 2:38 PM	City of Los Angeles	Edit

<< Back Finish

Re-approving a Program for Continued Eligibility (Staff View)

Re-approving a Program for Continued Eligibility (Staff View)	Steps
Program Name / **Program Description** / **Changes Submitted** / **Acti** Accounting PS - Approved Provider Training - ITA WIOA REAPP 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	When the system detects that a program is within 60 days of its Subsequent Review Due Date, a REAPP icon will appear next to the program.
* 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 website 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. Please submit this educational program for WIOA Approval. No, do not submit this educational program for WIOA Approval at this time.	Go through the program, starting with the General tab, and make any updates as necessary. Then, once at the Confirmation tab, select "Yes, I agree to the above statement…" to submit the program for re-approval.
Review Type / **Status** / **Subsequent Review Due Date** / **Date Reviewed** / **Last Edit Date** / **Review Location** / **Action** ITA / Pending (system-set only) / 9/9/2021 / N/A / 9/9/2019 4:04 PM / N/A / Edit	A new review record will appear. Notice that the Review Type says ITA, which only appears when re-approving a program for Continued Eligibility. Click Edit.
* **Status:** None Selected None Selected Approved/Eligible Rejected On Hold Recommended Elected not to participate **Subsequent Review Due Date:** * **Date Reviewed:**	Choose from the available statuses in the dropdown.
* **Subsequent Review Due Date:** 09/09/2021 Today * **Date Reviewed:** 09/09/2020 Today	Set the Subsequent Review Due Date to one year from when the program was reviewed. The system may do this automatically. Click Save when done.

Re-approving a Program for Continued Eligibility (Staff View)	Steps
	Note: Per ETPL policy, Local Areas can "nominate" programs to the ETPL, but the program can only be added by EDD staff. Once the program is nominated by the Local Area, it goes to the EDD for final review.
	Once the program is approved by EDD staff, the WIOA icon will appear in the newest ITA review record. The program is now on the ETPL. Click Finish to complete the process.
	Now, the new review record is WIOA approved, and the REAPP icon is gone. Click Finish.
	The Education and Training Programs tab also shows the WIOA icon, without the REAPP icon.

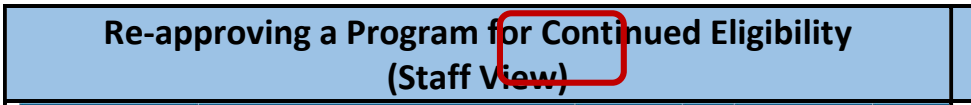
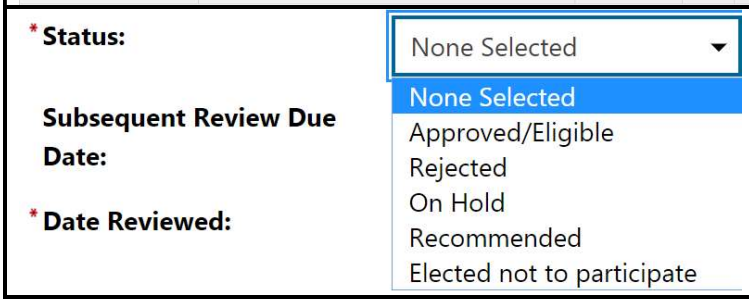
Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location
ITA	WIOA Approved/Eligible	9/9/2020	9/9/2019	9/9/2019 2:38 PM	City of Los Angeles

<< Back Finish

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	WIOA Approved/Eligible	9/9/2021	9/9/2020	9/9/2020 4:19 PM	City of Los Angeles	Edit

<< Back Finish

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Accounting PS - Approved Provider Training - ITA WIOA	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 budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations.		✔	Approved/Eligible	Edit Deactivate

Re-approving a Program for Continued Eligibility (Staff View)	Steps
	The Education and Training Programs tab also shows the WIOA icon, without the REAPP icon.
	Note: The same process can be used to remove a program from the ETPL. If staff select Rejected, the program will no longer be on the ETPL.

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Accounting PS - Approved Provider Training - ITA WIOA	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 budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations.			Approved/Eligible	Edit Deactivate

* **Status:** None Selected

- None Selected
- Approved/Eligible
- Rejected
- On Hold
- Recommended
- Elected not to participate

Subsequent Review Due Date:

* **Date Reviewed:**

Entering an Apprenticeship Program (Staff and Provider View)

Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. On the left, click on the Menu icon. Under Services for Providers, click Manage Institution Programs.
	Note: if you do not see "Manage Institution Programs", and instead you only see what is shown in this screenshot, your provider user account has not yet been reviewed and approved. Please reach out to wsbetpl@edd.ca.gov for assistance.

Entering an Apprenticeship Program (Staff and Provider View)	Steps
Add Education or Training Program	To add a new program, scroll to the bottom of the list of programs and click Add Education or Training Program. Note: apprenticeships applying for the ETPL must be registered and approved by either the Department of Labor, or the Department of Industrial Relations, Division of Apprenticeship Standards.
General Information · Apprenticeship · Additional Details · Curriculum · Occupations Occupational Skills · Completion Expectations · Scheduling · Duration · Locations External Approvals · Cost Details · Provider Representative · Performance · Confirmation Review	The Program wizard will start you on the General Information tab. Once you are done entering information on this tab and click Next, your progress will be saved.
*Status: Active / Inactive Purpose for adding program: Submit for ETPL Approval and accept participants / Accept participants without submitting for ETPL Approval / To be determined or display to the public only *Education Program Type: PS - Approved Provider Training - ITA	Set the following fields to these settings.

Entering an Apprenticeship Program (Staff and Provider View)	Steps
*This program is an Apprenticeship: ◉ Yes ○ No *This Education Program is a Registered Apprenticeship: ◉ Yes ○ No Note: By entering Yes to this question, you are stating that this program is a DOL Registered and/or State Approved Apprenticeship.	Since this program is an apprenticeship, mark Yes. Do the same for the following field if the apprenticeship is registered with either the Department of Labor or the Division of Apprenticeship Standards.
* **CIP Code:** None Selected [Search for CIP Code]	Click Search for CIP Code.
Type your keywords in the box and click the *Search* button. [Keyword Search Options]	Type in a keyword for the CIP Code. You can also search by Program Area, Listing, Occupation, Career Cluster, or Program Code.
* **Education Program Name:** **Education Program Description:** A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes	Enter a name for the program. Note that the CIP code populates the program description.
*This program of study or training services has the following potential outcome(s) (please select all that apply): ☑ An industry-recognized certificate or certification ☐ A certificate of completion of an apprenticeship ☐ A license recognized by the State involved or the Federal Government ☐ An associate degree ☐ A baccalaureate degree ☐ A community college certificate of completion ☐ A secondary school diploma or its equivalent ☐ Employment ☐ A measurable skills gain leading to a credential ☐ A measurable skills gain leading to employment	Select at least one potential program outcome.

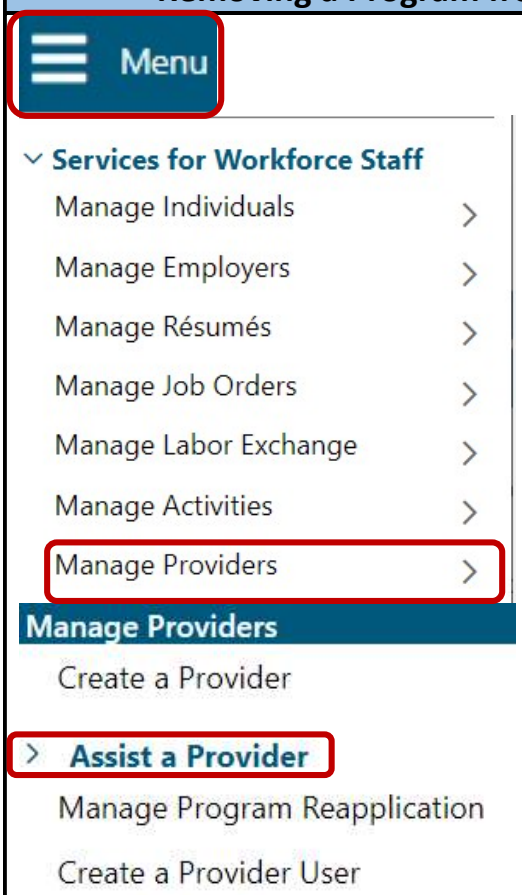
Entering an Apprenticeship Program (Staff and Provider View)	Steps
*This program leads to a credential or degree ◉ Yes ○ No	In order to be on the ETPL, a program must lead to a credential or degree. Set this field to Yes.
*Name of Associated Credential: *Attain Credential: None Selected	Enter the Name of Associated Credential and select the appropriate response to Attain Credential.
*Is this education program in a partnership with business? ◉ Yes ○ No *Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):	Per state policy, programs must be have some sort of partnership with local or regional businesses.
Program Name: Accounting Program Description: 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 Changes Submitted: Active: ✓ Review Status: Action: Edit, Deactivate	When you are done entering the rest of the data, click Next. At this point, your progress has been saved. You can exit the program and resume entering data by clicking Edit.
Scheduling, Duration, Locations, Cost Details, Provider Representative, Performance, Confirmation, Review General Information, Apprenticeship, Additional Details, Curriculum, Occupations, Occupational Skills, Completion Expectations	Now, you will see tabs that you can click on to easily skip to different sections of the program.

Entering an Apprenticeship Program (Staff and Provider View)	Steps
Apprenticeship *Apprenticeship Registration Date: Today *Apprenticeship Description: *Number of active apprentices: *Instruction Method: None Selected *Instruction Length in Weeks: *Technical instruction is provided by another provider: Yes No << Back Next >>	Enter the required fields under the Apprenticeship tab, and click Next. Keep clicking Next until you reach the Occupations tab.
Code / Occupation Title / Provider's Alternate Occupation Title / CIP Code Related / Select 13201100 Accountants and Auditors 13201101 Accountants	The Occupations tab will let you view ONET codes related to the program. These usually populate from the CIP code in the General Information tab.
25101100 Business Teachers, Postsecondary BRIGHT OUTLOOK NATIONALLY | BRIGHT OUTLOOK LOCALLY | GREEN OCCUPATIONS [Select Occupation From ONET Table]	If no ONET codes appear, you can click Select Occupation From ONET Table.
If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand. << Back Next >>	If a program is not marked as locally in-demand with a blue icon, provide evidence to show that it is in-demand. Keep clicking Next until you get to the Locations tab.

Entering an Apprenticeship Program (Staff and Provider View)	Steps
Locations The selection of at least one location is required. Location Name: Test One; Address: test, Sacramento, CA 95814; Billing Address: test, Sacramento, CA 95814; Select ☑ << Back Next >>	Select a location for the apprenticeship program. Click Next.
General Information | Apprenticeship | Additional Details | Curriculum | Occupations | Occupational Skills | Completion Expectations Scheduling | Duration | Locations | Cost Details | Provider Representative | Performance | Confirmation | Review	Go through each tab and fill out the required information, until you reach the Confirmation tab.
Edu. Program Application Confirmation Request inclusion on ETPL? ◉ Yes ○ No << Back Next >>	To submit this program for review, click Yes and then click Next.
Review Review Type: Registered Apprenticeship - ITA; Status: Pending (system-set only); Subsequent Review Due Date: 3/4/2022; Date Reviewed: N/A; Last Edit Date: 3/4/2020 3:20 PM	At this point, the State ETPL Coordinator will review the apprenticeship and either approve or deny the program in the Review tab.

Entering an Apprenticeship Program (Staff and Provider View)	Steps
Review Review Type: Registered Apprenticeship - ITA Status: Registration Verified Subsequent Review Due Date: 3/4/2022 Date Reviewed: 3/4/2020 Last Edit Date: 3/4/2020 3:23 PM Review Location: Contra Costa County Workforce Development Board	If the apprenticeship is approved, it will show a status of "Registration Verified" under the Status column.
Test PS - Approved Provider Training - ITA WIOA Registered Apprenticeship 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 budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations. Registration Verified	The approved apprenticeship will show the WIOA icon, meaning that the program is on the ETPL.

Removing a Program from the ETPL (Staff View)

Removing a Program from the ETPL (Staff View)	Steps
	After signing into CalJOBS, Click the Menu button on the top left of the screen. Select Manage Providers → Assist a Provider.
	Navigate to the Education and Training Programs.

Removing a Program from the ETPL (Staff View)

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Accounting PS - Approved Provider Training - ITA WIOA	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 budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations.		✓	Approved/Eligible	Edit Deactivate

Steps

Find the program, and click Edit under the Action column on the right.

Click on the Review Tab.

Review

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	WIOA Approved/Eligible	9/20/2020	9/20/2019	9/20/2019 2:01 PM	Fresno Area Workforce Investment Corporation	Edit

Click Edit under the Action column.

Review

Review Type: ITA

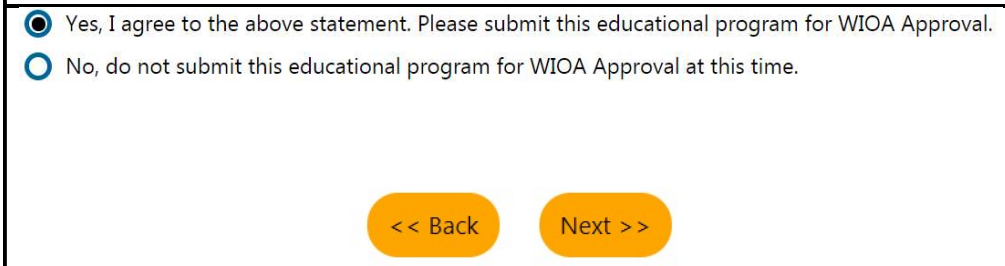
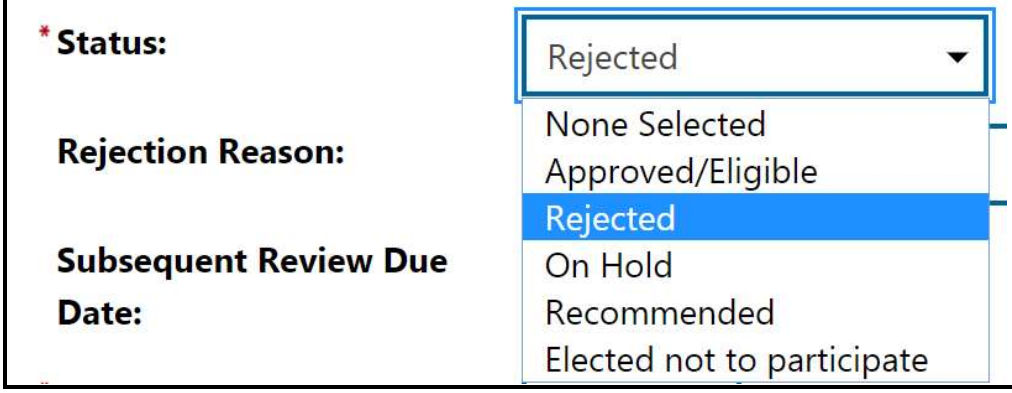
Eligibility Type: Initial

Status: Approved/Eligible

***Subsequent Review Due Date:** 09/21/2019 Today

Date Reviewed: 9/20/2019

Set the Subsequent Review Due Date to tomorrow's date. If today's date were 09/20/2019, then the Subsequent Review Due Date should be set to 09/21/2019.

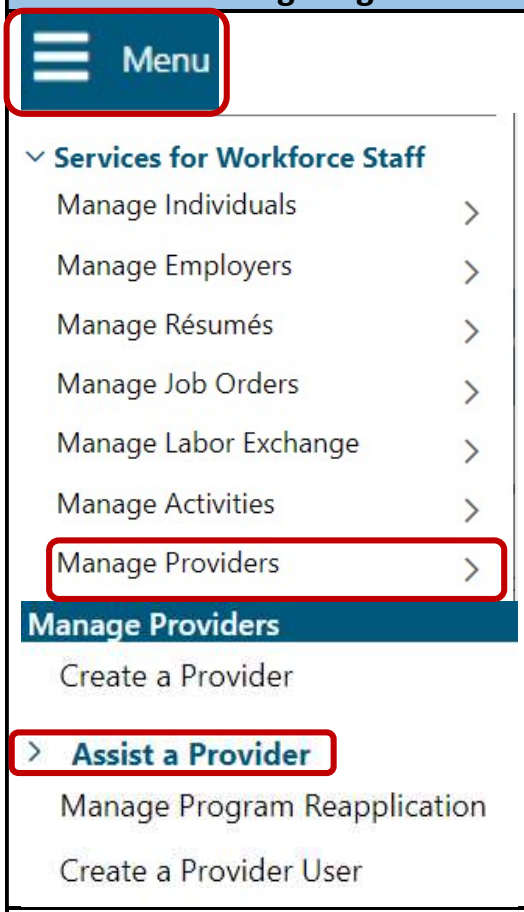
Removing a Program from the ETPL (Staff View)	Steps
	Click on the Confirmation tab
	Select "Yes…" to submit the program for review. Click Next. Note: if there are red error messages on the Confirmation tab, those fields will need to be completed before selecting "Yes."
	A new review record will appear. Click Edit in the Action column.
	Select a Status. If you select Rejected or On Hold, the Subsequent Review Due Date is not a required field.

Removing a Program from the ETPL (Staff View)	Steps
Review Type: ITA **Eligibility Type:** Continued * **Status:** Rejected **Rejection Reason:** None Selected None Selected Failed Performance Wrong Performance Year No Performance Reported Does not meet initial eligibility **Subsequent Review Due Date:** * **Date Reviewed:**	Select a Rejection Reason and enter a Date Reviewed.

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	Rejected, Does not meet initial eligibility	10/3/2021	10/3/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay	View
ITA	Approved/Eligible	10/3/2019	9/20/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay	View

Now, the new review record will show a Rejected status, and the WIOA icon does not appear. The program is no longer on the ETPL.

Putting Programs Back on ETPL (Staff View)

Putting Programs back on ETPL (Staff View)	Steps
	After signing into CalJOBS, Click the Menu button on the top left of the screen. Select Manage Providers → Assist a Provider.
	Navigate to the Education and Training Programs Tab.

Putting Programs back on ETPL (Staff View)

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Accounting PS - Approved Provider Training - ITA	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 budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations.		✔	Rejected	Edit Deactivate

Steps

Find the program, and click Edit under the Action column on the right.

General Information | Apprenticeship | Additional Details | Curriculum | Occupations | Occupational Skills | Completion Expectations | Scheduling | Duration | Locations | Cost Details | Provider Representative | Performance | Confirmation | Review

Click on the Review tab.

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	Rejected, Does not meet initial eligibility	10/3/2021	10/3/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay	View
ITA	Approved/Eligible	10/3/2019	9/20/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay	View

Note that the status of the most recent review record is set to Rejected.

ccupational Skills | Completic Expectatio | ce | Confirmation | R

Click on the Confirmation tab

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

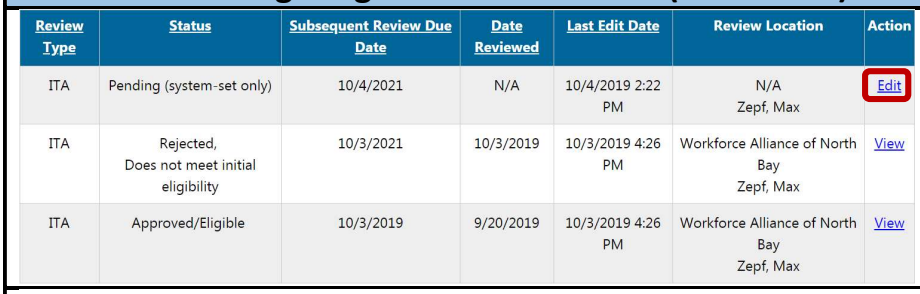
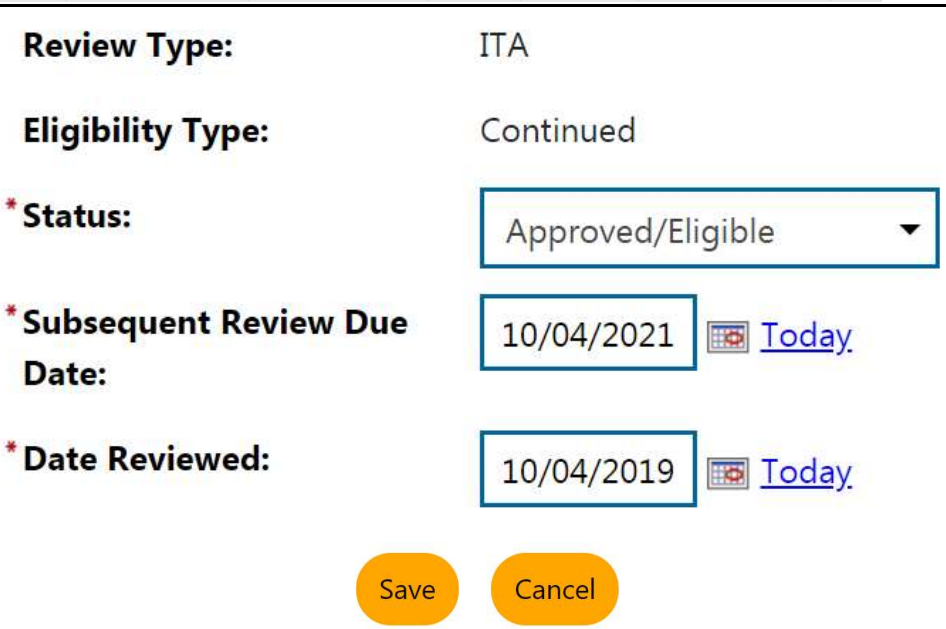
The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the website 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. Please submit this educational program for WIOA Approval.
- ( ) No, do not submit this educational program for WIOA Approval at this time.

<< Back | Next >>

Select Yes to submit the program for review. Click Next.

Putting Programs back on ETPL (Staff View)	Steps
	A new review record will appear with a Pending status. Click Edit under the Action column.
	Set the Status to Approved/Eligible, and the Date Reviewed. Note that the Subsequent Review Due Date is a required field, but is automatically populated a year from today's date. Click save.
	Note: Per ETPL policy, Local Areas can "nominate" programs to the ETPL, but the program can only be added by EDD staff. Once the program is nominated by the Local Area, it goes to the EDD for final review.

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	Pending (system-set only)	10/4/2021	N/A	10/4/2019 2:22 PM	N/A Zepf, Max	Edit
ITA	Rejected, Does not meet initial eligibility	10/3/2021	10/3/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay Zepf, Max	View
ITA	Approved/Eligible	10/3/2019	9/20/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay Zepf, Max	View

Review Type: ITA

Eligibility Type: Continued

* **Status:** Approved/Eligible

* **Subsequent Review Due Date:** 10/04/2021 Today

* **Date Reviewed:** 10/04/2019 Today

Save Cancel

Putting Programs back on ETPL (Staff View)

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	WIOA Approved/Eligible	9/9/2020	9/9/2019	9/9/2019 2:38 PM	City of Los Angeles	Edit

<< Back Finish

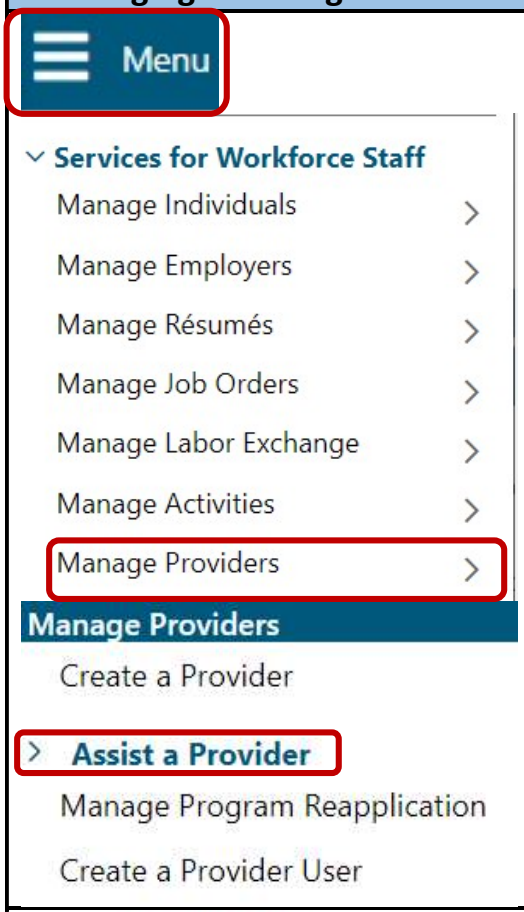
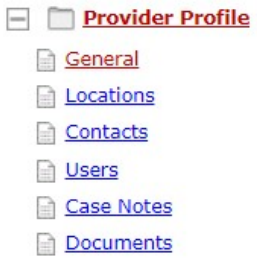
Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Accounting PS - Approved Provider Training - ITA WIOA	A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting managerial accounting cost accounting budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations.		✔	Approved/Eligible	Edit Deactivate

Steps

Once the program is approved by EDD staff, the WIOA icon will appear in the ITA review record. The program is now on the ETPL. Click Finish to complete the process.

The WIOA icon also appears in the Education and Training Programs tab.

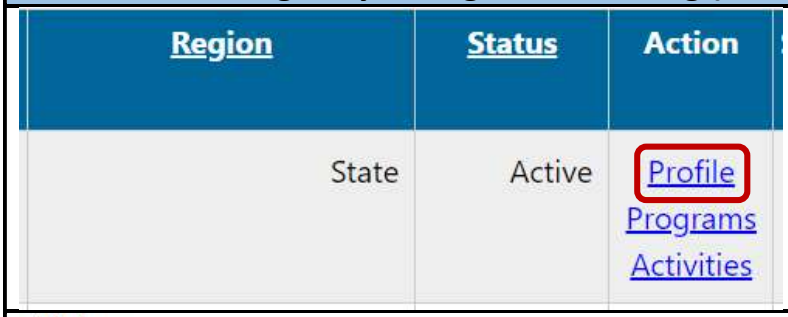
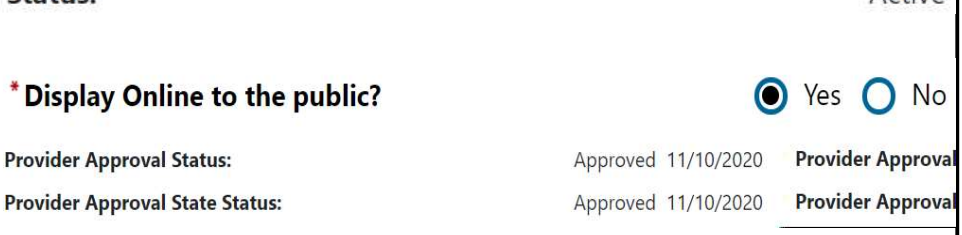
Changing the Assigned Local Area for a Provider (Staff View)

Changing the Assigned Local Area for a Provider (Staff View)	Steps
	After signing into CalJOBS, Click the Menu button on the top left of the screen. Select Manage Providers → Assist a Provider.
	Click on the General tab under the Provider Profile.
	Scroll down to Additional Provider Details, and click on the hyperlink.

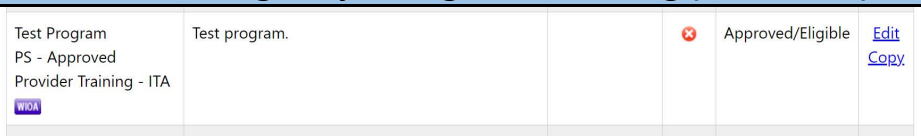
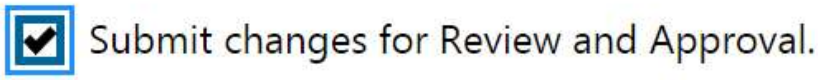
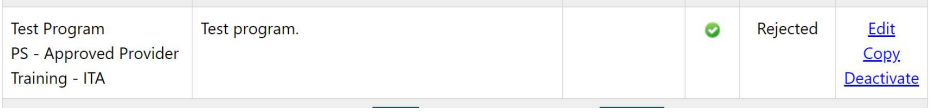
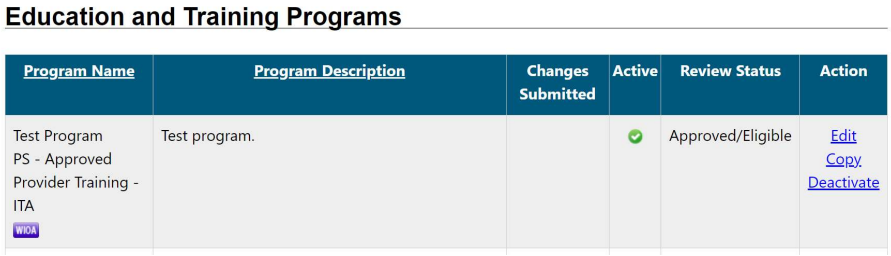
Changing the Assigned Local Area for a Provider (Staff View)	Steps
Provider Review Status Provider Approval is Required Prior to Program Approval **Reviewing LWIA:** Sacramento Employment and Training Agency * **Review Date:** 09/20/2019 Today (mm/dd/yyyy) * **Review Status:** Approved **State Review Date:** 9/10/2019 **State Review Status:** Approved Save Cancel	Set the Review Date to today. Set the Review Status to Approved (assuming that the provider is eligible), and click Save.
Provider Review Status Provider Approval is Required Prior to Program Approval **Reviewing LWIA:** Fresno Area Workforce Investment Corporation * **Review Date:** 09/20/2019 Today (mm/dd/yyyy) * **Review Status:** Approved **State Review Date:** 9/20/2019 **State Review Status:** Approved	To verify that the change was successful, go back to Edit Additional Provider Details, and click the hyperlink. Scroll down to the bottom of the page, and the updated Local Area will appear.

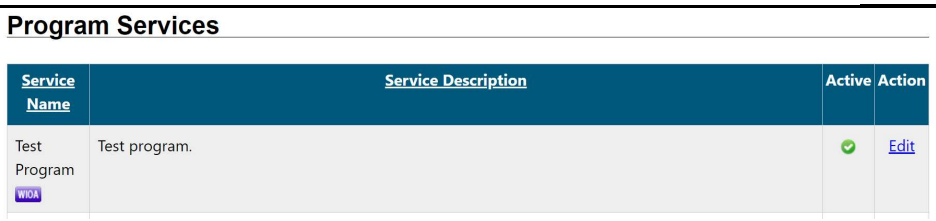
Determining Why a Program is Missing (Staff View)

Determining Why a Program is Missing (Staff View)	Steps
General Information / Service Provider **Enrollment Service Provider Information** * **Provider:** [Select Provider] * **Service, Course or Contract:** [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) Provider Code: 7892 · Provider Name: GSI Conversion Provider · Address: 722 Capitol Mall Sacramento, CA 95814 · Programs Available: 6	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
Manage Providers Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	After logging into your staff account, select Manage Providers → Assist a Provider

Determining Why a Program is Missing (Staff View)	Steps
	Search for the name of the provider, and click on Profile
	Under General, check to see that 1) the provider is Active, 2) the provider has "Display online to public?" set to Yes, and 3) the provider profile is approved by the Local Area responsible for the provider.
	If the provider is still not appearing, then this is usually because the program A) doesn't have a purple WIOA icon and an "Active" status on the Education and Training Programs and the Program Services tab, B) does not have the correct Provider/Service Type for the program, C) does not have the correct customer group selected, D) does not have a CIP code, or E) does not have a location tied to the program. See below steps to

Determining Why a Program is Missing (Staff View)	Steps
	determine which reason applies.
Part A) Missing WIOA Icon/Active Status	**Steps**
Education and Training Programs Program Name | Program Description | Changes Submitted | Active | Review Status | Action Test Program PS - Approved Provider Training - ITA (WIOA) | Test program. | | ✓ | Approved/Eligible | Edit Copy Deactivate	There are two indicators that a program is on the ETPL. A program needs to be Active with a green check mark and have a purple WIOA icon. This is true for both the Education and Training Programs tab and the Program Services tab.
Provider Profile General Locations Contacts Users Case Notes Documents Provider Programs Program Services Support Services Contracts Education and Training Programs Program Performance Provider Activities	Go to Assist a Provider > Programs > Education and Training Programs tab.
Education and Training Programs Program Name | Program Description | Changes Submitted | Active | Review Status | Action Test Program PS - Approved Provider Training - ITA (WIOA) | Test program. | | ✓ | Approved/Eligible | Edit Copy Deactivate	On the Education and Training Programs tab, confirm that the program has both a green check mark and a purple WIOA icon. If a program does not have both the purple WIOA icon and the green check mark, it will not appear on the list of available programs to select in the Service Provider tab of the activity code.

Determining Why a Program is Missing (Staff View)	Steps
	Here is an example where the program has a purple WIOA icon, but is inactive, as shown by the red "X" icon. This program is not on the ETPL.
	In order to put this program back on the ETPL, click Edit, and on the General Information tab, set the Status to Active. Click Next.
	This will trigger the availability of the "Submit Changes" checkbox in the Confirmation tab. Check this box, click Next, and follow the steps in the "Approving Program Changes (Staff View) chapter to restore this program to the ETPL.
	Here is a different example where the program is active, but the purple WIOA icon is missing. This program is also not on the ETPL.
	To restore the purple WIOA icon, follow the steps in "Putting Programs back on ETPL (Staff View)" to add this program back to the ETPL.

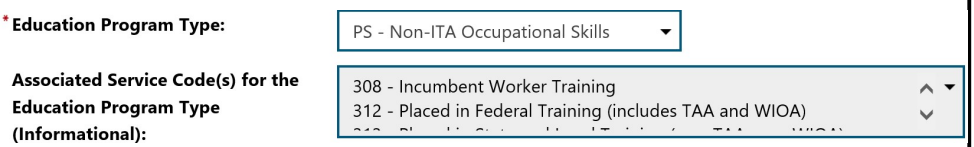
Determining Why a Program is Missing (Staff View)	Steps
	Now go to the Program Services tab.
	On the Program Services tab, confirm that the program has both a green check mark and a purple WIOA icon. If a program does not have both the purple WIOA icon and the green check mark, it will not appear on the list of available programs to select in the Service Provider tab of the activity code.
	Here is an example where the program has a purple WIOA icon, but is inactive, as shown by the red “X” icon.
	If the program is inactive on the Program Services tab, as shown in the previous step, you will need to re-activate the program on the Education and Training Programs tab and submit the program change and approve it in order for the Program Services tab to update.

Determining Why a Program is Missing (Staff View)	Steps
Test Program PS - Approved Provider Training - ITA WIOA | Test program. | | | Approved/Eligible | Edit Copy	Go to the Education and Training Programs tab, and Edit the program. Edit the program.
General Information * **Status:** Active Inactive	On the General Information tab, set the program to Active. Click Next to save.
Submit changes for Review and Approval.	This will trigger the availability of the "Submit Changes" checkbox in the Confirmation tab. Check this box, click Next, and follow the steps in the "Approving Program Changes (Staff View) chapter to restore this program to the ETPL.
Program Services Service Name | Service Description | Active | Action Test Program WIOA | Test program. | | Edit	Once the program change is approved, the program will show as active on the Education and Training Programs tab and the Program Services tab. This program is now on the ETPL.
Part B) Missing Provider/Service Type	**Steps**

Determining Why a Program is Missing (Staff View)	Steps
Program Services (PS) ☑ **PS - Approved Provider Training - ITA** 300 Occupational Skills Training (Approved ETPL Provider) 302 Entrepreneurial Training 303 Distance Learning (TAA) 305 Skills Upgrading and Retraining 306 WIOA Prerequisite Trainings 307 Pre-Apprenticeship Program w/Occupational Skills Training (ITA) 311 Placed in Job Corps 320 Private Sector Training 323 Workplace Training & Cooperative Education 324 Adult Education with Training Services 325 Apprenticeship Training 347 Occupational Skills Training (Approved ETPL Provider) (TAA) 350 Pre-Apprenticeship Program w/Occupational Skill Training (ITA) (TAA) 351 Adult Education with Training Services (TAA) 352 Apprenticeship Training (TAA) 416 Occupational Skills Training (Approved ETPL Provider) 437 Pre-Apprenticeship Program with Occupational Skills Training (ITA) ☑ **PS - Education and Training Programs**	As mentioned before, the Provider Type Details screen is where staff can choose what category of activity codes to link to a provider.
	Often times, when a provider is not appearing, it is because the provider is missing the correct Provider Type, as well as a program with the corresponding Service Type.
Status: O Activity / Provider: 328 - Occupational Skills Training (non-ETPL provider, non-formula) No Provider Information Actions: W Funding / Grant: Non-WIOA Special Grant 2286 - 2286 - P2E Supportive Services / Earn and Learn	As an example, here is a 328 activity code, and the provider is not appearing.

Determining Why a Program is Missing (Staff View)	Steps
Service Type Information Please select a service type from the options below. ***Service Type:** ○ PS - Approved Provider Training - ITA	In order to link a provider to an activity code, a provider needs to have the proper Provider Type, as well as the proper program with the corresponding Service Type.
328 Occupational Skills Training (non-ETPL provider, non-formula) Not Provided PS - Non-ITA Occupational Skills	On the participant side, when staff add an activity code, the Provider/Service Type is displayed.
Manage Providers Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	Now, let's look up the provider. Go to Manage Providers > Assist a Provider.
Region / Status / Action State / Active / Profile, Programs, Activities	Look up the provider, and click on the Profile link under the Action column.
Provider Profile: General, Locations, Contacts, Users, Case Notes, Documents Provider Programs: Program Services, Support Services, Contracts, Education and Training Programs, Program Performance Provider Activities	Click on the General tab of the Provider Profile.

Determining Why a Program is Missing (Staff View)	Steps
[Edit Provider Type Details]	Scroll down and click Edit Provider Type Details
Show All	Click Show All.
PS - Non-ITA Occupational Skills 304 Customized Training 308 Incumbent Worker Training 312 Placed in Federal Training (includes TAA and WIOA) 313 Placed in State and Local Training (non-TAA, non-WIOA) 328 Occupational Skills Training (non-ETPL provider, non-formula) 330 Local Board Determination Training 335 Approved Occupational Skills Training - Approved by other State (TAA) 346 Out-of-State Training Provider other ETPL (Requires Case Note to indicate other State's ETPL) 349 Customized Training (TAA) 354 Occupational Skills Training (non-ETPL provider, non-formula) (TAA) 430 Youth Occupational Skills Training (Youth Service Eligible Provider List) 432 Enrolled in Apprenticeship Training 438 Occupational Skills Training (non-WIOA Funds)	Look up the specific activity code that you wish to link to this provider. Our example was activity code 328, which is listed under the "PS – Non-ITA Occupational Skills" Provider Type. This provider did not have this type selected, so select the proper type and click Save.
Status: O Activity / Provider: 328 - Occupational Skills Training (non-ETPL provider, non-formula) No Provider Information Actions: W Funding / Grant: Non-WIOA Special Grant 2286 - 2286 - P2E Supportive Services / Earn and Learn	Note: if the training is like this example, and is funded through a non-ITA funding stream, staff should use the 328 activity code. This is true even if the provider is on the ETPL.
Provider Profile Provider Programs Program Services Support Services Contracts Education and Training Programs Program Performance Provider Activities	Now that we have added the Provider Type, let's add the program. Go to the Education and Training Programs tab.

Determining Why a Program is Missing (Staff View)	Steps
	To add the non-ITA program, click "Add Education or Training Program".
	You can also use the "Copy" function to copy an existing program and make a non-ITA version. See the chapter "Copying a program in the ETP Tab (Staff View)" for more information.
	When you add a program, you will launch the Program Wizard. This is described in the "Adding a Program (Staff View)" chapter, so we will skip most of the details.
	One important detail to include is the selection of the Education Program Type. Make sure to select the "PS – Non-ITA Occupational Skills" type, which shows the activity codes that the program can be linked to.
	Go through the rest of the required fields, until the Confirmation tab.

Determining Why a Program is Missing (Staff View)	Steps
Edu. Program Application Confirmation ☑ Submit Education Program for Review and Approval.	Check the box to submit the program for review, and click Next.
Review Review Type | Status | Date Reviewed | Last Edit Date | Review Location | Action Non-ITA | Pending (system-set only) | N/A | 10/4/2021 5:29 PM | N/A N/A | Edit Delete	On the Review Tab, click Edit for the pending review record.
Review **Review Type:** Non-ITA **Eligibility Type:** Non-ITA * **Status** ○ Rejected ◉ Approved * **Date Reviewed:** 10/05/2021 Today	Set the status to Approved, and enter today's date. Click Save.
Review Review Type | Status Non-ITA | Approved	Now, the review record should show a status of Approved.
Program/Service Customer Group Program/Service Customer Group National Farmworker Jobs Programs (NFJP) ☐ Related Assistance Services ☐ NFJP Services Title I - Workforce Development (WIOA) ☐ Non-WIOA Special Grant	The program needs to have the correct Customer Group selected in order to link it to the activity code. Proceed to the next chapter.
Part C) Missing Customer Group	**Steps**

Determining Why a Program is Missing (Staff View)	Steps
*Customer Program Group: 97 - Non-WIOA Special Grant	When an activity code is entered, staff will pick a Customer Group. In this example, we have a Non-WIOA Special Grant Customer Group.
Program / Service Customer Group Customer Group Description Adult Youth Dislocated Worker Statewide Youth Incumbent Worker - Adult Statewide Adult Statewide Rapid Response Add'l Assistance DW	On the provider side, a program is also entered with a Customer Group. In order to link an activity code with a program, these customer groups must be the same.
Status: O Activity / Provider: 328 - Occupational Skills Training (non-ETPL provider, non-formula) No Provider Information Actions: W Funding / Grant: Non-WIOA Special Grant 2286 - 2286 - P2E Supportive Services / Earn and Learn	Our activity code example is a 328 activity code, funded via a Non-WIOA Special Grant. 328 activity codes are used when the funding is not used with an ITA.
Funding / Grant Non-WIOA Special Grant 2286 - 2286 - P2E Supportive Services / Earn and Learn	Note that the funding is a Prison to Employment grant, under the Non-WIOA Special Grant Customer Group.

Determining Why a Program is Missing (Staff View)	Steps
Manage Providers Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	Now let's look at the provider and program. Log into your ETPL staff account, and select Manage Providers → Assist a Provider.
Search	Enter the name of the provider and click Search.
Region / **Status** / **Action** State / Active / Profile, Programs, Activities	Click on Programs in the Action column.
Provider Profile: General, Locations, Contacts, Users, Case Notes, Documents **Provider Programs**: Program Services, Support Services, Contracts, Education and Training Programs **Provider Activities**: Enrollments, Invoices, Vouchers, Documents (Staff)	Go to the Program Services tab.
Program Services Service Name: Administrative Dental Assistant Online (WIOA) Service Description: This nationally recognized Administrative Dental Assistant Online Certificate Program will teach you the essential skills for managing the business aspects of a dental practice and becoming an administrative dental assistant. You will learn about dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. The Administrative Dental Assistant Online Program will prepare you for a new career working in a dental office. Textbooks are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers. Active / Action: Edit	Find the program, and click Edit.
Program / Service Customer Group Customer Group Description: Adult, Youth, Dislocated Worker [Edit Customer Group Details]	Scroll down to the Program Service Customer Group. Here you can see all of the Customer Groups associated to this program.

Determining Why a Program is Missing (Staff View)	Steps
[Edit Customer Group Details]	Click on Edit Customer Group Details.
Program: Title I - Workforce Development (WIOA)	Select a program from the dropdown. If you are not sure, confirm the enrollment of the participant and program they are in. The most common enrollment is Title 1.
Customer Group: ☑ 10 - Adult ☑ 20 - Youth ☑ 30 - Dislocated Worker ☑ 40 - Adult - ARRA (Stimulus) INACTIVE ☑ 41 - DW - ARRA (Stimulus) INACTIVE ☑ 42 - Youth - ARRA (Stimulus) INACTIVE ☑ 43 - Statewide Youth (Stimulus) INACTIVE ☑ 80 - National Dislocated Worker Grant (NDWG) ☑ 90 - Statewide Youth ☑ 92 - Incumbent Worker - Adult ☑ 93 - Statewide Adult ☑ 94 - Statewide Rapid Response Add'l Assistance DW ☑ 96 - Statewide Dislocated Worker ☑ 97 - Non-WIOA Special Grant ☐ 98 - Local Funded Grant Status: O Activity / Provider: 328 - Occupational Skills Training (non-ETPL provider, non-formula) No Provider Information Actions: W Funding / Grant: Non-WIOA Special Grant 2286 - 2286 - P2E Supportive Services / Earn and Learn	Select the appropriate Customer Group. This should correspond with the funding Customer Group on the activity code. Click Save when done.
Status: O Activity / Provider: 328 - Occupational Skills Training (non-ETPL provider, non-formula) No Provider Information Actions: W Funding / Grant: Non-WIOA Special Grant 2286 - 2286 - P2E Supportive Services / Earn and Learn	Now go back to the activity, and click on the purple W icon.

Determining Why a Program is Missing (Staff View)	Steps
General Information / Service Provider Enrollment Service Provider Information * Provider: [Select Provider]	Go to the Service Provider tab, and click Select Provider.
Provider Name: GSI Conversion Provider Address: 722 Capitol Mall, Sacramento, CA 95814 Programs Available: 1	In the pop-up, you should now see the desired provider.

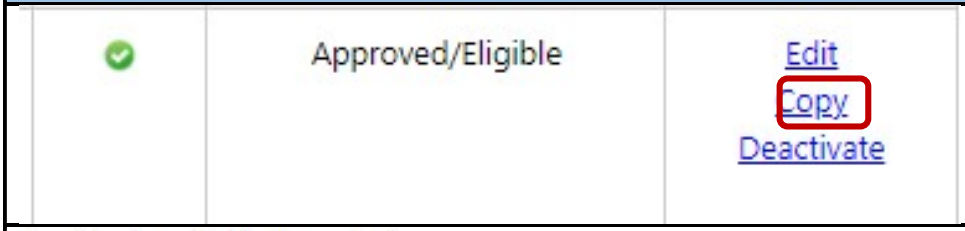
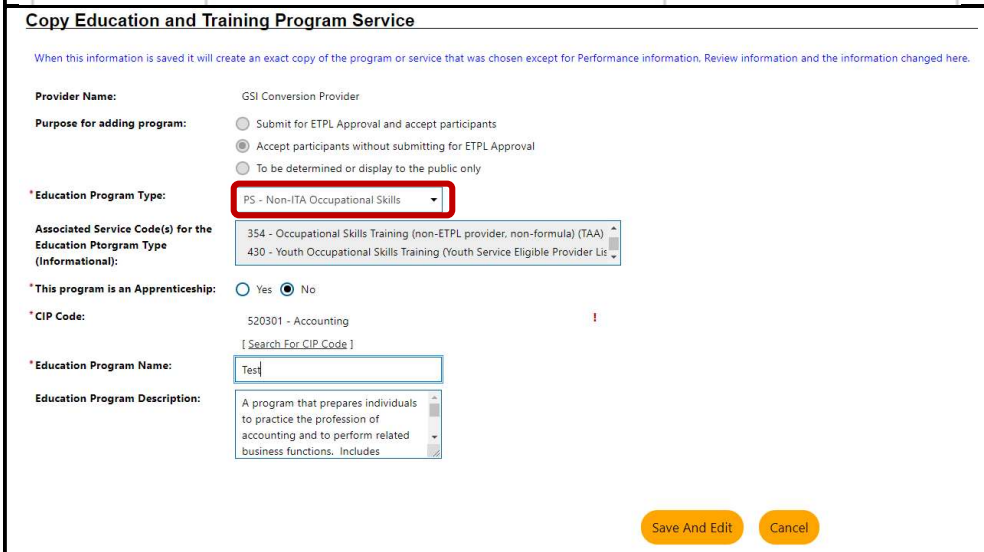
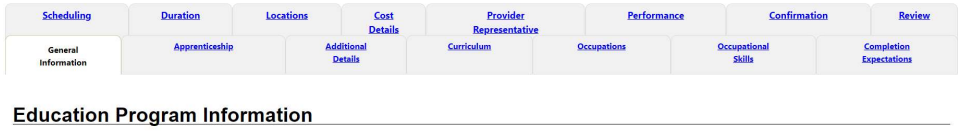
Part D) Missing CIP Code	Steps
* This program is an Apprenticeship: ○ Yes ◉ No * CIP Code:	Occasionally, a program will be missing a CIP Code, which is located in the General Information tab of the Program Wizard. This will prevent a program from appearing on the ETPL.
[Search for CIP Code]	To fix this, simply click on the "Search for CIP Code" link, and select the appropriate CIP Code based on the content of the program. Click Next.

Determining Why a Program is Missing (Staff View)	Steps
☑ Submit changes for Review and Approval.	This will trigger the availability of the "Submit Changes" checkbox in the Confirmation tab. Check this box, click Next, and follow the steps in the "Approving Program Changes (Staff View) chapter to restore this program to the ETPL.

Part E) Missing Location	Steps
Location Name / Address / Billing Address / Select Test Provider / 123 Main Street Sacramento, CA 95814 / 123 Main Street Sacramento, CA 95814 / ☐	If a program is missing a Location, as shown on the Locations tab, the program will not appear on the ETPL.
Location Name / Address / Billing Address / Select Test Provider / 123 Main Street Sacramento, CA 95814 / 123 Main Street Sacramento, CA 95814 / ☑	To fix this, select a location and click Next. If a location does not appear, one can be added to the Locations tab of the Provider Profile.
☑ Submit changes for Review and Approval.	This will trigger the availability of the "Submit Changes" checkbox in the Confirmation tab. Check this box, click Next, and follow the steps in the "Approving Program Changes (Staff View) chapter to restore

Determining Why a Program is Missing (Staff View)	Steps
	this program to the ETPL.

Copying a program in the ETP Tab (Staff View)

Copying a program in the ETP Tab (Staff View)	Steps
	In the Education and Training Programs tab, you can click “Copy” to copy a program.
	You will see this screen, which has the same information as the program that was copied. Note that you can change the “Education Program Type” to link this program to specific activity codes.
	Click Save and Edit to continue with copying the program.
	This launches the Program Wizard, where you will be able to go through all of the tabs and verify that the information has been copied.
	Please refer to the steps in “Adding a Program” for more information.