

A hand holding a blue pen points towards a document featuring various charts and graphs. The document is partially obscured by a dark blue banner containing the title. The background is a light-colored wooden surface.

Program Application Process

Max:

We have gone over the policy requirements for Initial Eligibility, but now it is time to see how these requirements are represented in CalJOBS for training programs.

Program Application Process

Adding a program

Approving program changes

Performance data

Max

The Program Application Process is where a training program is entered and evaluated for eligibility. We will explore the following items within the CalJOBS system:

1. Adding a program to the ETPL

[Animation] 2. Approving program changes, and finally

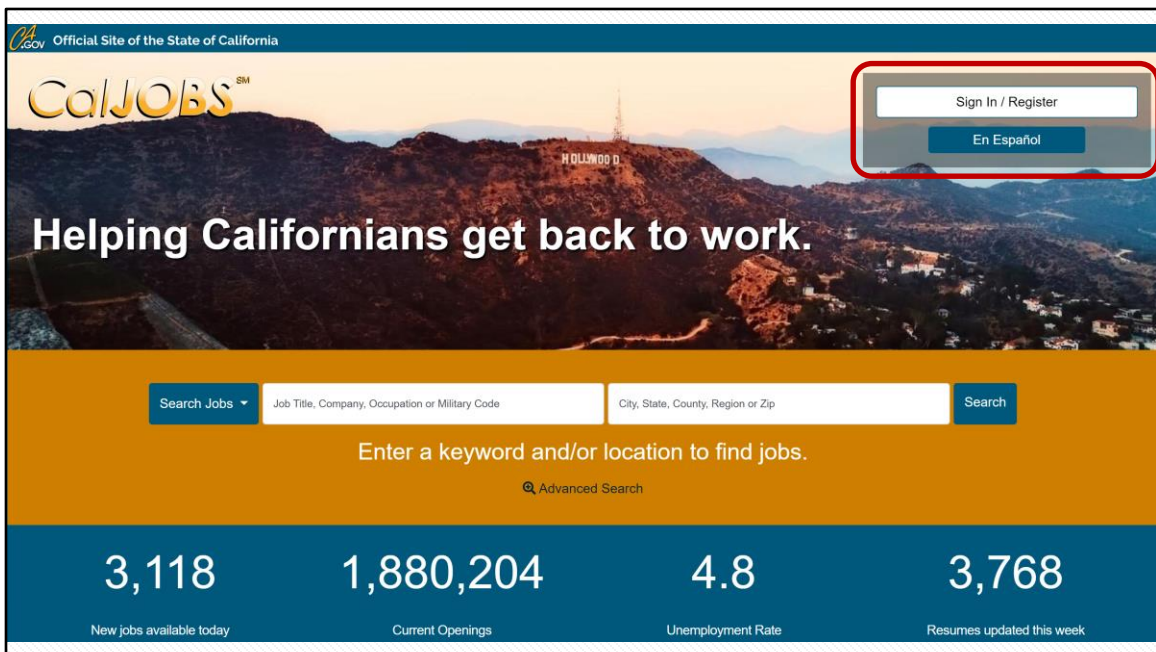
[Animation] 3.
Performance data,
including what specific
data is required

A hand holding a blue pen points towards a document featuring various charts and graphs. The document is partially obscured by a dark blue horizontal band that contains the title text. The background is a light-colored wooden surface.

Adding a program

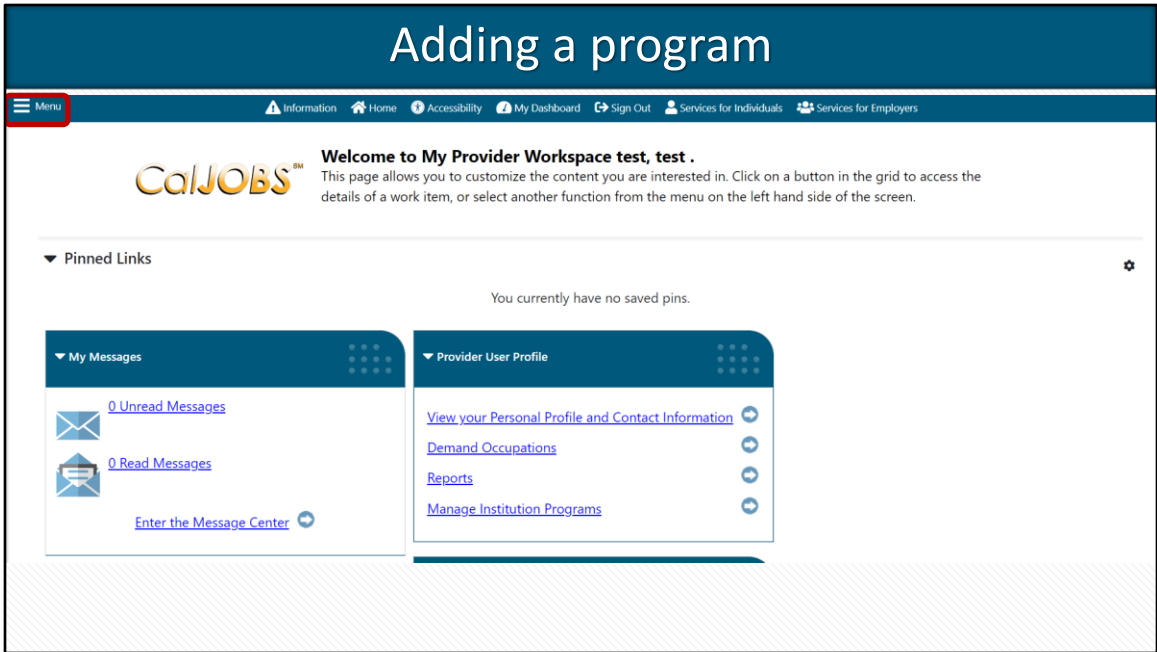
Max:

We will now go through the process of adding a program to the ETPL.



Max:

Let's start with logging into CalJOBS, with either your provider user or staff account.



Max:

Once you log in, click on the Menu button on the top left of the screen.

Adding a program

✓ Services for Providers

- Manage Provider Profile
- Manage Provider User Profile
- Demand Occupations
- Education Services >

✓ Services for Providers

- Manage Provider Profile
- Manage Provider User Profile
- Demand Occupations
- View Reports
- Manage Institution Programs
- Manage Program Performance
- Education Services >

Max:

As a provider user, you will see this list of options if you have only recently created your account and have not yet been approved to access the provider profile.

Once you are approved by staff, you should see more options appear under Services for Providers. To start adding programs, click on Manage Institution Programs.

Adding a program

Menu

Information

Home


Accessibility

My Dashboard

Sign Out

Services for Individuals

Services for Employers



Welcome to My Staff Workspace [Test Staff.](#)

This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or select another function from the menu on the left hand side of the screen.

My Staff DashboardMy Staff ResourcesMy Staff AccountDirectory of Services

▼ Staff News and Announcements

[RESEA Orientation Video](#)

1

▼ Pinned Links

You currently have no saved pins.

Max:

7

Adding a program

▼ Services for Workforce Staff

- Manage Individuals >
- Manage Employers >
- Manage Résumés >
- Manage Job Orders >
- Manage Labor Exchange >
- Manage Activities >
- Manage Providers >**

Manage Providers ←

- Create a Provider
- > Assist a Provider**
- Manage Program Reapplication
- Create a Provider User

Max:

Adding a program

General Criteria

Status: ☐ Active ☐ Inactive ☒ No Selection

Provider ID:

Provider FEID:

Vendor Code:

LWIA / Region:

Provider Name 1:

Max:

Search for the provider on the Assist a Provider screen. Most staff search for providers by typing in the name of the provider in Provider Name 1.

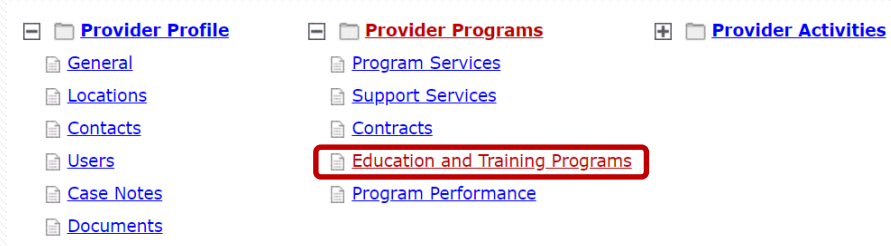
Adding a program

<u>ID</u>	<u>Name</u>	<u>Address</u>	<u>Vendor</u>	<u>Region</u>	<u>Status</u>	<u>Action</u>	<u>Select</u>
1000	Test Provider	123 Main St. Sacramento, CA 95814	123456789	State	Active	Profile Programs Activities	<input type="checkbox"/>

Max:

Click on Programs for the provider profile in question.

Adding a program



Max:

Click on the Education and Training Programs tab.

Adding a program

Test Provider

 [Show Filter Options](#)

Education and Training Programs

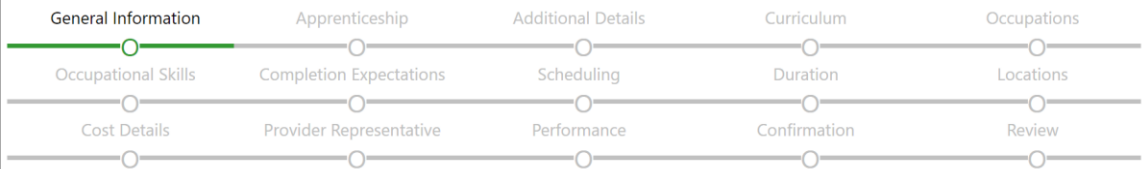
No education or training programs were found for this provider.

Add Education or Training Program

Max:

Click on Add Education or Training Program. Note that we will mostly be going over the required fields, marked with a red asterisks.

Adding a program



Max:

This will launch the Program Wizard. At the top of the screen, you'll see the tabs that will need to be completed for each program.

The first tab is the General Information tab. Once you are done entering information on this tab and click Next, your progress will be saved.

Adding a program

General Information

***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

Max:

The first two fields will be set to these settings by default. You can leave these fields as is.

Adding a program

***This program is an Apprenticeship:** ☐ Yes ☒ No

***CIP Code:** None Selected

[\[Search for CIP Code \]](#)

Max:

If this program is an apprenticeship, you will need to navigate to the Apprenticeships subsection. Otherwise, leave this field set to No.

Click on Search for CIP Code.

Adding a program

Programs by Keyword

Programs by Program Area

Program Listing

Programs by Occupation

Programs by Career Cluster

Programs by Program Code

Search for a program by keyword(s)

Type your keywords in the box and click the *Search* button.

[[Keyword Search Options](#)]

Search

Max:

A new window will pop up. Here, you can search for a CIP code by keyword, or by other methods using the tabs at the top of the window.

Enter a term, and click Search.

Adding a program

Programs
by Keyword

[Programs
by Program
Area](#)

[Program
Listing](#)

[Programs
by Occupation](#)

[Programs
by Career
Cluster](#)

[Programs
by Program
Code](#)

Search for a program by keyword(s)

Here is a list of programs that matched your keyword search. The table below also indicates whether the keyword was found in the title or description of each program. To select a program, click on its title.

Program	Program Title	Program Description	CIP Title	CIP Description
Accounting_(520301.)			✓	✓

Max:

You will see a list of options based on your search terms.

Click on the result that best matches the program.

Adding a program

* CIP Code:

520301 - Accounting

[[Search for CIP Code](#)]

* Education Program Name:

Test

* Education Program Description:

A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes

Max:

Notice that the CIP code and the Program Description automatically update.
Make sure to also enter a Program Name.

Adding a program

***This program of study or training services has the following potential outcome(s) (please select all that apply):**

- | | |
|---|---|
| <input type="checkbox"/> An industry-recognized certificate or certification | <input type="checkbox"/> A community college certificate of completion |
| <input type="checkbox"/> A certificate of completion of an apprenticeship | <input type="checkbox"/> A secondary school diploma or its equivalent |
| <input type="checkbox"/> A license recognized by the State involved or the Federal Government | <input type="checkbox"/> Employment |
| <input type="checkbox"/> An associate degree | <input type="checkbox"/> A measurable skills gain leading to a credential |
| <input type="checkbox"/> A baccalaureate degree | <input type="checkbox"/> A measurable skills gain leading to employment |

Max:

Select at least one potential program outcome. Per Attachment 1 of the ETPL directive, an ETPL program must lead to either an industry-recognized credential or training-related employment. If the program leads to a credential, select the first check box. If the program only leads to Training-related Employment, only select the Employment option.

Adding a program

* This program leads to a credential or degree ☒ Yes ☐ No

* Name of Associated Credential:

Credential

Max:

Indicate whether the program leads to a credential or not. If it does, enter in the Name of the Associated Credential.

Adding a program

*** 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):**

Test description.

Next >>

Max:

Another requirement is that a provider must be in partnership with at least one local business. The first question must be set to yes in order to be eligible. Describe the partnership in the second box.

Click Next once all required fields are entered.

Adding a program

Education and Training Programs

<u>Program Name</u>	<u>Program Description</u>	Changes Submitted	Active	Review Status	Action
Test 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.		✓		Edit Copy Deactivate

Page 1 Of 1 Rows 10

Max:

At this point, if you click Exit Wizard at the bottom left of the screen, you will see the program that you were just working on listed.

Adding a program

SchedulingDurationLocationsCost DetailsProvider RepresentativePerformanceConfirmationReview

General Information

Apprenticeship

Additional Details

Curriculum

Occupations

Occupational Skills

Completion Expectations

Education Program Information

Next >>

Max:

Now that the General Information tab has been completed, you can click on each tab individually. From this point onward, if you click Next after entering information into the program, the data will save. Click Next to continue entering program data.

Adding a program

SchedulingDurationLocationsCost DetailsProvider RepresentativePerformanceConfirmationReview

General

Apprenticeship

Additional

Curriculum

Occupations

Occupational

Completion

InformationDetailsSkillsExpectations

Education Program Information


Provider: Test Provider

Program: Test

Program ID: 71307

CIP Code: 520301 - Accounting

★ Indicates required fields.

 For help click the information icon.

No information is needed on this page because this is not an Apprenticeship program.

Exit Wizard

<< Back

Next >>

Max:

Since this program is not an apprenticeship, click Next to skip this tab.

Adding a program

[Scheduling](#)

[Duration](#)

[Locations](#)

[Cost Details](#)

[Provider Representative](#)

[Performance](#)

[Confirmation](#)

[Review](#)

[General](#)

[Apprenticeship](#)

Additional Details

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

Additional Details

Financial Aid Available:

☐ Pell Grant

☐ Institutional Scholarship

☐ Federal Loan

☐ Other

URL of Training Program
(Example: <http://site.com>):

* Program Prerequisites:

High School Diploma

* Describe the minimum entry level requirements or prerequisites in 800 characters or less:

Test description

Max:

Enter the Program Prerequisites and any additional entry requirements below.

25

Adding a program

Scheduling	Duration	Locations	Cost Details	Provider Representative	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Curriculum	Occupations	Occupational Skills	Completion Expectations	
<p>* Minimum Class Size: <input type="text" value="10"/></p> <p>* Maximum Class Size: <input type="text" value="30"/></p> <p>Describe the qualifications of all instructors in 800 characters or less: <input type="text" value="Test description"/></p>							

Max:

Enter a minimum/maximum class size. In attachment 1 of the ETPL Directive, Local Areas are responsible for verifying the instructor's credentials or experience. Enter that information into the text box.

Adding a program

[Scheduling](#)[Duration](#)[Locations](#)[Cost
Details](#)[Provider
Representative](#)[Performance](#)[Confirmation](#)[Review](#)[General
Information](#)[Apprenticeship](#)**Additional
Details**[Curriculum](#)[Occupations](#)[Occupational
Skills](#)[Completion
Expectations](#)

*** Resources Required:**

☒ Yes ☐ No

*** Describe any equipment used in this program and its adequacy and availability in 800 characters or less:**

Test description

Max:

If the program requires any resources, such as textbooks or laptops, enter this information into these two fields.

Adding a program

SchedulingDurationLocationsCost DetailsProvider RepresentativePerformanceConfirmationReview

GeneralApprenticeshipAdditional**Curriculum**OccupationsOccupationalCompletion

InformationDetailsSkillsExpectations

Curriculum

Code	Course Title	Action

Curriculum

* Code:

001

* Course Title:

Title

Save

Cancel

Max:

The Curriculum tab is where you would enter any course curriculum within this program, as it appears in a brochure or website. Click Add Curriculum.
Enter the course code and course title. Click Save when done

28

Adding a program

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

Curriculum

Code	Course Title	Action
001	Introduction to Accounting	Edit Delete
[Add Curriculum]		

Max:



Now, you can see the course code and course title within the table.

Adding a program

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

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select
13201100	Accountants and Auditors 	<input type="text"/>		<input type="checkbox"/>

Max:

On the Occupations tab, a table of ONET codes will appear. These automatically populate based on the CIP Code entered in the General Information tab. Select at least one ONET code.

Adding a program

Scheduling

Duration

Locations

Cost Details

Provider Representative

Performance

Confirmation

Review

General

Apprenticeship

Additional

Curriculum

Occupations

Occupational

Completion

Information

Details

Skills

Expectations

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

Test description

Max:

Per the ETPL directive, attachment 1, all ETPL programs must lead to occupations that are considered “in-demand”, per state, regional, or local policy. Provide evidence of this in this text box.

Adding a program

[Scheduling](#)[Duration](#)[Locations](#)[Cost Details](#)[Provider Representative](#)[Performance](#)[Confirmation](#)[Review](#)

[General](#)[Apprenticeship](#)[Additional](#)[Curriculum](#)[Occupations](#)

Occupational Skills

[Completion](#)[Expectations](#)

[Information](#)[Details](#)

Selected Occupational Skills

Skill Description	Select
No records found	

[[Add new occupational skill\(s\)](#) | [Delete selected occupational skill\(s\)](#)]

Max:

On the Occupational Skills tab, enter any skills related to the program. Note that none of these fields are required.

Adding a program

[Scheduling](#)[Duration](#)[Locations](#)[Cost Details](#)[Provider Representative](#)[Performance](#)[Confirmation](#)[Review](#)

[General](#)[Apprenticeship](#)[Additional](#)[Curriculum](#)[Occupations](#)[Occupational](#)

[Information](#)[Details](#)[Skills](#)

Completion Expectations

Continuing Education Units (CEU):

Units

CEU Granting Institution:

* Credit Earned Program:

☒ Yes ☐ No

Number of Credits:

5

Credits

Max:

On the Completion Expectations tab, note whether the program earns any credits, and if so how many.

33

Adding a program

SchedulingDurationLocationsCost DetailsProvider RepresentativePerformanceConfirmationReview

GeneralApprenticeshipAdditionalCurriculumOccupationsOccupational

InformationDetailsSkills

Completion Expectations

Continuing Education Units (CEU):

CEU Granting Institution:

*** Credit Earned Program:**

Number of Credits:

Credit Earned Duration:

*** Credentialing Body:**

None Selected

Bureau for Private Postsecondary Education (BPPE)

Bureau for Private Postsecondary Education Exempt

Western Association of Schools and Colleges (WASC) - Accrediting Commission for Schools

WASC - Senior College and University Commission

WASC - Accrediting Commission for Community and Junior Colleges

California Department of Education (CDE)

Division of Apprenticeship Standards (DAS), Department of Industrial Relations

Department of Labor (DOL)

Letter of commitment from a DOL or DAS approved Apprenticeship on ETPL

Exemption under Internal Revenue Service Section 501(C)(3)

Both Department of Labor and Division of Apprenticeship Standards

Other

None Selected

Max:

Attachment 1 requires that certain programs be approved by the Bureau of Private Postsecondary Education (BPPE). Consult attachment 1 and determine what option to select from the list.

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

Scheduling

[Duration](#)

[Locations](#)

[Cost](#)

[Provider](#)

[Performance](#)

[Confirmation](#)

[Review](#)

[Details](#)

[Representative](#)

Scheduling

Course Times

* Class Time:

200

Hours

Lab Time:

Hours

Other Time:

Hours

* Class Frequency:

Bi-Weekly

Max:

On the Scheduling tab, enter in the total Class, Lab, and/or other time for the entire length of the program.

35

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

Scheduling

[Duration](#)

[Locations](#)

[Cost](#)

[Provider](#)

[Performance](#)

[Confirmation](#)

[Review](#)

[Details](#)

[Representative](#)

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: Hours

Max:

Under Reporting Information, for Program Length – Clock/Contact Hours, enter the total number of actual hours *per week* a student spends in the program.

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

Scheduling

[Duration](#)

[Locations](#)

[Cost](#)

[Provider](#)

[Performance](#)

[Confirmation](#)

[Review](#)

[Details](#)

[Representative](#)

Note: Full-time weeks indicates the length of the program in weeks, as completed by a full-time student.

* Program Length - Full-time Weeks:

20

Weeks

* Program Format:

None Selected

In-person

Online, E-learning, or Distance Learning

Hybrid or Blended Program

None Selected

Max:

For Program Length – Full-time Weeks, indicate the length of the program in weeks as completed by a full-time student.

Keep in mind that per attachment 1, providers must list a separate program listing for each mode of delivery.

37

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

[Scheduling](#)

Duration

[Locations](#)

[Cost](#)

[Provider](#)

[Performance](#)

[Confirmation](#)

[Review](#)

[Details](#)

[Representative](#)

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
----------------	------------------	----------	--------------------	-----------------	-----------------	--------

No records found

[[Add Duration](#)]

Max:

On the Duration tab, click Add Duration.

Adding a program

[General Information](#)[Apprenticeship](#)[Additional Details](#)[Curriculum](#)[Occupations](#)[Occupational Skills](#)[Completion Expectations](#)

[Scheduling](#)**Duration**[Locations](#)[Cost](#)[Provider](#)[Performance](#)[Confirmation](#)[Review](#)

DetailsRepresentative

Duration

* Duration Title:

Primary

Primary Duration:

☒

* Duration:

20

* Duration Type:

Weeks

* Schedule Intensity:

☒ Full-Time ☐ Part-Time

* Weekly Schedule:

Tues/Thurs

* Classes Offered:

☒ Day ☐ Weekend

☐ Night ☐ Summer

Save

Cancel

Max:

Enter data related to the Duration of the program. Some of this information will be the same as the Scheduling tab. Click Save when done.

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

[Scheduling](#)

Duration

[Locations](#)

[Cost](#)

[Provider](#)

[Performance](#)

[Confirmation](#)

[Review](#)

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
Primary	Yes	20 Weeks	Full-Time	Tues/Thurs	Day	Edit Delete

[[Add Duration](#)]

Max:

Notice that now the data is saved in the above table.

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

[Scheduling](#)

[Duration](#)

Locations

[Cost](#)

[Provider](#)

[Performance](#)

[Confirmation](#)

[Review](#)

Details

Representative

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select
Test Provider	123 Main St. Sacramento, CA 95814	123 Main St. Sacramento, CA 95814	<input type="checkbox"/>

Max:

The Locations tab is where specific locations can be linked to a program. Locations that appear on this tab are entered on the Provider Profile, under Locations. Locations must be active to appear.

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

[Scheduling](#)

[Duration](#)

[Locations](#)

Cost

Details

[Provider Representative](#)

[Performance](#)


[Confirmation](#)

[Review](#)

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		
<div>[Add Cost Structure]</div>		








Employment
Development
Department
State of California

Max:

On the Cost Details tab, click Add Cost Structure to begin entering cost information.

Adding a program

General Information	Apprenticeship	Additional Details	Curriculum	Occupations	Occupational Skills	Completion Expectations	
Scheduling	Duration	Locations	Cost	Provider	Performance	Confirmation	Review
			Details	Representative			
Cost Details							
Cost Structure:		Total CRS Training Costs		<input type="text" value="\$ 0.00"/>			
		Tuition/Fee		<input type="text" value="\$ 0.00"/>			
		Books		<input type="text" value="\$ 0.00"/>			
		Tools		<input type="text" value="\$ 0.00"/>			
		Other Costs		<input type="text" value="\$ 0.00"/>			
		Comments		<input type="text"/>			



Max:


For Cost Structure, select “Total CRS Training Costs”.

Adding a program

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

Cost Details

Total CRS Training Costs	<input type="text" value="\$ 0.00"/>
Tuition/Fee	<input type="text" value="\$ 0.00"/>
Books	<input type="text" value="\$ 0.00"/>
Tools	<input type="text" value="\$ 0.00"/>
Other Costs	<input type="text" value="\$ 0.00"/>
Comments	<input type="text"/>



Employment
Development
Department
State of California

Max:

In the Cost Details table, enter cost data into the applicable fields. Click Save when done.

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

[Scheduling](#)

[Duration](#)

[Locations](#)

Cost

[Provider](#)

[Performance](#)

[Confirmation](#)

[Review](#)

Details

[Representative](#)

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	\$1,910.00	Edit Delete
Tuition/Fee	\$1,800.00	
Books	\$110.00	
Tools	\$0.00	
Other Costs	\$0.00	
Comments		
Total Amount of Cost Structures	\$1,910.00	

employment
development
department
california


Max:

The cost data will now appear in the table. This can be edited if changes are needed.

Adding a program

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

Line Item(s)	Amount	Action
No records found		
[Add Line Item]		
Total Amount : \$1,910.00		



EDD Employment Development Department
State of California

Max:

You can also add Line Items in this section, if needed.

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

[Scheduling](#)

[Duration](#)

[Locations](#)

[Cost](#)

Provider Representative

Details

[Performance](#)

[Confirmation](#)

[Review](#)

Provider Representative

* First Name:

Test name

* Last Name:

Test name

* Phone Number:

111

-

111

-

111


Ext

111

* Title:

Director

Additional Information:



Employment
Development
Department
State of California

Max:

On the Provider Representative tab, enter in the name and contact information of a staff member at the provider institution that can answer questions about the program.

Adding a program

[General Information](#)[Apprenticeship](#)[Additional Details](#)[Curriculum](#)[Occupations](#)[Occupational Skills](#)[Completion Expectations](#)


[Scheduling](#)[Duration](#)[Locations](#)[Cost](#)[Provider](#)[Performance](#)[Confirmation](#)[Review](#)

[Details](#)[Representative](#)

Previous Certified Performance

Program Year:

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

 **EDD** Employment Development Department
State of California

Max:

The Performance Tab is where performance data is entered for the program applying to the ETPL. We will cover this tab in more detail in the “Performance Data” section of this presentation.

The first section, Previous Certified Performance, shows data from the federal 9171 Eligible Training Provider (ETP) Report. If the program is applying to the ETPL for the first time, no data will appear in this table.

Adding a program

[General Information](#)[Apprenticeship](#)[Additional Details](#)[Curriculum](#)[Occupations](#)[Occupational Skills](#)[Completion Expectations](#)

[Scheduling](#)[Duration](#)[Locations](#)[Cost](#)[Provider](#)[Performance](#)[Confirmation](#)[Review](#)

[Details](#)[Representative](#)

Aggregate Performance - All Students

Program Year:	2021	Median 2nd Qtr Earnings:	\$0.00
Total Enrolled:	0	Average 2nd Qtr Earnings:	\$0.00
Total Program Exiters:	0	Total 4th Qtr Exiters:	0
Total Completers:	0	Employed 4th Qtr:	0
Credentials:	0	Average 4th Qtr Earnings:	\$0.00
Total 2nd Qtr Exiters:	0		
Employed 2nd Qtr:	0		

Employment
Development
Department
State of California

Max:


The Aggregate Performance – All Students section is where data is entered for all student enrollment. This includes both WIOA and non-WIOA participants.

The ETPL Directive requires that programs meet certain performance requirements for the prior program year, and you can select the Program Year in the dropdown. Again, we will cover this tab in more detail in the “Performance Data” section of this presentation.

Adding a program

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

- Missing required data on Additional Details tab
- Missing required data on Curriculum tab
- Missing required data on Completion Expectations tab
- Missing required data on Scheduling tab
- Missing required data on Duration tab
- Missing required data on Locations tab
- Missing required data on Provider Representative tab
- Missing required data on Occupations tab



Max:

The Confirmation tab is where you can submit the program for review. If any required fields are missing data, they will appear here as an error message.

Adding a program

[General Information](#)[Apprenticeship](#)[Additional Details](#)[Curriculum](#)[Occupations](#)[Occupational Skills](#)[Completion Expectations](#)

[Scheduling](#)[Duration](#)[Locations](#)[Cost](#)[Provider](#)[Performance](#)

Confirmation

[Review](#)

[Details](#)[Representative](#)

Edu. Program Application Confirmation

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

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

I agree to complete the information required on the 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.

☐ Submit changes for Review and Approval.

nt
nt
ia

Max:

When you are ready to submit the program,

Adding a program

[General Information](#) [Apprenticeship](#) [Additional Details](#) [Curriculum](#) [Occupations](#) [Occupational Skills](#) [Completion Expectations](#)

[Scheduling](#)

[Duration](#)

[Locations](#)

[Cost](#)

[Provider](#)

[Performance](#)

[Confirmation](#)

Review

[Details](#)

[Representative](#)

Review

<u>Review Type</u>	<u>Status</u>	<u>Subsequent Review Due Date</u>	<u>Date Reviewed</u>	<u>Last Edit Date</u>	<u>Review Location</u>	<u>Action</u>
ITA	Pending (system-set only)	N/A	N/A	11/7/2022 2:20 PM	N/A User, Provider	Edit Delete

Max:

The Review Tab is where Local Area and EDD Staff can review programs for eligibility. In the Confirmation tab, we submitted the program for review, and now we can see that a review record is pending. If you are a Local Area or EDD staff member, you will see an Edit link. Click on this to review the review record.

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

[Scheduling](#)

[Duration](#)

[Locations](#)

[Cost](#)

[Provider](#)

[Performance](#)

[Confirmation](#)

Review

Details

Representative

Review

Review Type:

ITA

Eligibility Type:

Initial

* Status:

None Selected

None Selected

Approved/Eligible

Rejected


On Hold

Recommended

Elected not to participate

Subsequent Review Due Date:

* Date Reviewed:



Max:

Here, staff can select a number of statuses, depending on the eligibility of the program. If the program is eligible, select Approved/Eligible.

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

[Scheduling](#)

[Duration](#)

[Locations](#)

[Cost](#)

[Provider](#)

[Performance](#)

[Confirmation](#)

Review

[Details](#)

[Representative](#)

Review

Review Type:

ITA

Eligibility Type:

Initial

* Status:

Approved/Eligible


* Subsequent Review Due Date:

11/07/2023

[Today](#)

* Date Reviewed:

[Today](#)



Employment
Development
Department
State of California

Max:

Once you select Approved/Eligible, a Subsequent Review Due Date will automatically populate with a date that is one year from the system date. Per the ETPL Directive, a program’s Initial Eligibility lasts for 365 days.

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

[Scheduling](#)

[Duration](#)

[Locations](#)

[Cost](#)

[Provider](#)

[Performance](#)

[Confirmation](#)

Review

Details

Representative

Review

Review Type:

ITA

Eligibility Type:

Initial

* Status:


Rejected

ty

Rejection Reason:

None Selected

Subsequent Review Due Date:



Employment
Development
Department
State of California

Max:

If the program is not eligible, staff should set the Status to Rejected. This will bring up a Rejection Reason field, where staff can select the reason for why the program is ineligible. Note that the Subsequent Review Due Date is blank.

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

[Scheduling](#)

[Duration](#)

[Locations](#)

[Cost](#)

[Provider](#)

[Performance](#)

[Confirmation](#)

Review

[Details](#)

[Representative](#)

Review

Review Type:

ITA

Eligibility Type:

Initial

* Status:

Approved/Eligible

* Subsequent Review Due Date:


11/07/2023

Today

* Date Reviewed:

11/07/2022

Today



Employment
Development
Department
State of California


Max:

In this example, the program is eligible for the ETPL, with the Status set to Approved/Eligible. Enter today’s date for Date Reviewed, and click save.

Adding a program

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



Max:

As a Local Area staff member, when you approve a program, you will see two review records:

The first record shows a status of Approved/Eligible, which we just selected on the previous screen.


The second review record shows a status of Pending (system-set only). This review record is for the State ETPL staff to review. Per the ETPL directive, Local Areas “nominate” programs to the ETPL, and the State makes the final approval/rejection for the ETPL.

Adding a program

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

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 Staff	Edit
ITA	Approved/Eligible	10/12/2023	10/12/2022	10/12/2022 10:25 AM	Sacramento Employment and Training Agency Test Staff	View



Max:

Now we are logged in as a State ETPL staff member.
the Edit button appears on the pending review record.

You can see that

Adding a program

[General Information](#)

[Apprenticeship](#)

[Additional Details](#)

[Curriculum](#)

[Occupations](#)

[Occupational Skills](#)

[Completion Expectations](#)

[Scheduling](#)

[Duration](#)

[Locations](#)

[Cost](#)

[Provider](#)

[Performance](#)

[Confirmation](#)

Review

Details

Representative

Review

Review Type:

ITA

Eligibility Type:

Initial

* Status:

Approved/Eligible

* Subsequent Review Due Date:


11/07/2023

Today

* Date Reviewed:

11/07/2022

Today



Employment
Development
Department
State of California


Max:

If the State staff approve the nominated program, they will set the status to Approved/Eligible. The Subsequent Review Due Date will populate one year in advance. State staff will also enter a Date Reviewed date.

Adding a program

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

Review

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	 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

State of California

Max:

Now that the State staff approved the program, the purple WIOA icon will appear on the most recent review record. This program is now on the ETPL.

Adding a program

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

Review

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	Rejected, Does not meet initial eligibility	N/A	11/7/2022	11/15/2022 12:23 PM	State Test Staff	View
ITA	Approved/Eligible	11/7/2023	11/7/2022	11/15/2022 12:22 PM	Sacramento Employment and Training Agency Test Staff	View



State of California

Max:

If the State Staff do not approve the nominated program, the program will show “Rejected” along with the reason for the rejection. Notice that the purple WIOA icon does not appear.

Adding a program

Education and Training Programs

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Test Program PS - Approved Provider Training - ITA 	Test program description.			Approved/Eligible	Edit Copy Deactivate

Navigation: Page 1 Of 1 Rows 10

Max:

If staff click “Exit Wizard” at the bottom of the screen, they will end up back at the Education and Training Programs tab. If the program is approved and on the ETPL, the purple WIOA icon will appear.

A hand holding a blue pen points to a document featuring various charts and graphs. A dark blue banner is overlaid across the middle of the image, containing the title text.

Approving program changes

Max:

We've gone over how to add a program to the ETPL. Let's take a look at how changes to a program are made and approved.

Approving program changes

Education and Training Programs

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Test Program PS - Approved Provider Training - ITA WCA	Test program description.		✓	Approved/Eligible	Edit Copy Deactivate

Page 1 Of 1 Rows 10

Max:

There may be a time where a program needs to have some of its data updated. Costs or curriculum may change, or the program name may need to be edited.

On the Education and Training Programs tab,
click Edit to begin changing data.

provider users and staff can


Approving program changes

SchedulingDurationLocationsCost DetailsProvider RepresentativePerformanceConfirmationReview

General InformationApprenticeshipAdditional DetailsCurriculumOccupationsOccupational SkillsCompletion Expectations

Education Program Information

Next >>

Employment Development Department
State of California

Max:

Again, like when a program is entered for the first time, the Program Wizard will launch and you will start on the General Information tab. You will also see that any changes can be saved by clicking Next at the bottom of the screen.

Approving program changes

[General Information](#)[Apprenticeship](#)[Additional Details](#)[Curriculum](#)[Occupations](#)[Occupational Skills](#)[Completion Expectations](#)

[Scheduling](#)[Duration](#)[Locations](#)

Cost Details

[Provider Representative](#)[Performance](#)[Confirmation](#)[Review](#)

Cost Details

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	\$1,240.00	Edit Delete
Tuition/Fee	\$1,000.00	
Books	\$40.00	
Tools	\$200.00	
Other Costs	\$0.00	
Comments		
Total Amount of Cost Structures	\$1,240.00	

ent
ent
nia

Max:

In this example, the program cost will be updated.
clicking Edit.

We will start by

Approving program changes

Cost Details

Total CRS Training Costs

	\$ 1,540.00	
Tuition/Fee	1300.00	
Books	\$ 40.00	
Tools	\$ 200.00	
Other Costs	\$ 0.00	
Comments		

Save

Cancel

Max:

You can edit the categories listed under the Total CRS Training Costs.
Here, the Tuition/Fee is being updated from \$1000 to \$1300. Click Save when done.

Approving program changes

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

Cost Structure(s)	Amount	Action
Total CRS Training Costs	\$1,540.00	Edit Delete
Tuition/Fee	\$1,300.00	
Books	\$40.00	
Tools	\$200.00	
Other Costs	\$0.00	
Comments		
Total Amount of Cost Structures	\$1,540.00	

Max:

We can see that the update appears on the Cost Structure table. In order to save this change, click Next.

Approving program changes

[General Information](#)[Apprenticeship](#)[Additional Details](#)[Curriculum](#)[Occupations](#)[Occupational Skills](#)[Completion Expectations](#)

[Scheduling](#)[Duration](#)[Locations](#)[Cost](#)[Provider](#)[Performance](#)

Confirmation

[Review](#)

[Details](#)[Representative](#)

Edu. Program Application Confirmation

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

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

I agree to complete the information required on the 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.

☐


 Submit changes for Review and Approval.

Max:

Once a program change is made and staff click Next, the Confirmation tab will allow you check this box and submit the changes made for review. Once you are ready, check the box and click Next.

Approving program changes

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

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
Change	Pending (system-set only)	10/12/2023	N/A	11/17/2022 3:28 PM	N/A Test Staff	Edit
ITA	 Approved/Eligible	10/12/2023	10/12/2022	10/12/2022 9:24 AM	State Test Staff	View
ITA	Approved/Eligible	10/12/2023	10/12/2022	10/12/2022 9:24 AM	Sacramento Employment and Training Agency Test Staff	View

Max:

On the Review tab, there will be a pending Change Record. Provider Users cannot proceed beyond this step, but staff can click Edit to review the program change.

Review

Review Type: Change

Eligibility Type: Initial

*** Status** ☒ Rejected ☐ Approved

Subsequent Review Due Date: 10/12/2023

*** Date Reviewed:**  [Today](#)

Max:

Staff can approve or reject the program change, depending on the scenario. Typically, program changes need to match the brochure or website listing of the provider's program, especially for cost information. Once staff are done reviewing, enter today's date into Date Reviewed and click Next.

Approving program changes

General Information	Apprenticeship	Additional Details	Curriculum	Occupations	Occupational Skills	Completion Expectations
Scheduling	Duration	Locations	Cost	Provider	Performance	Confirmation
Details		Representative				
Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
Change	Approved	10/12/2023	11/17/2022	11/17/2022 3:34 PM	State Test Staff	View
ITA	 Approved/Eligible	10/12/2023	10/12/2022	10/12/2022 9:24 AM	State Test Staff	Edit
ITA	Approved/Eligible	10/12/2023	10/12/2022	10/12/2022 9:24 AM	Sacramento Employment and Training Agency Test Staff	View

Max:

The updated Change Record will appear at the top of the Review Table. If approved, the program changes will appear on the public-facing ETPL and the federal ETP Report.



Max:

Our presentation has shown how programs are added to the ETPL, and these programs must meet the requirements for Initial Eligibility. One of these requirements is that programs must submit prior performance data showing the success of their programs. This tends to generate a lot of questions, so we are going to cover everything you need to know in this section.

Performance Data

Performance data requirements

Public and private providers

Performance Tab in CalJOBS

Aggregate Data

Max

Here's a brief outline of this section:

[Animation]

- We are going to discuss the specific performance data requirements for programs applying to the ETPL for the first time

[Animation]

- The requirements for public and private providers will be reviewed

[Animation]

- We are then going to look at the Performance tab in CalJOBS, and review how WIOA performance data is displayed

[Animation]

- Finally, we will show how to enter aggregate, or all student data for each program.

Data Requirements: Public Provider

1. Of individuals that exited, the percentage who successfully completed (did not withdraw or transfer out).

- Programs applying in PY 2022: 04/01/2021 to 03/31/22

2. Of individuals that successfully completed, the percentage who are employed within six months of graduating from the training program.

- Programs applying in PY 2022: Exited 07/01/2020 to 06/30/2021, employed 01/01/2021 to 12/31/2021

Max:

Before we look at CalJOBS, let's briefly review the performance requirements for programs that are being reviewed for Initial Eligibility.

Per the ETPL Directive, attachment 1, providers must supply prior performance data for each program that they wish to have on the ETPL. The requirements are slightly different for public and private providers, so let's start with public providers.

1. Of individuals that exited, the percentage who successfully completed the program (did not withdraw or transfer out).
 - For programs applying in PY2022 (07/01/22 to 06/30/23): enter those who completed the program from 04/01/21 to 03/31/22.
2. Of individuals that successfully completed, the percentage who are employed within six months of graduating from the training program.
 - For programs applying in PY2022: those who exited the program 07/01/20 to 06/30/21, and were they employed 2 quarters after (01/01/21 to 12/31/21)

Note that there is not a specific percentage requirement for those who complete the program or get employed. This is due to existing state oversight of public providers.

Data Requirements: Private Provider

1. Of individuals who exited the program, 50% successfully completed (did not withdraw or transfer out).

- Programs applying in PY 2022: 04/01/2021 to 03/31/22

2. Of individuals who successfully completed, 50% are employed within six months of graduating.

- Programs applying in PY 2022: Exited 07/01/2020 to 06/30/2021, employed 01/01/2021 to 12/31/2021

Max:

Now we are going to look at the performance data requirements for private providers:

1. Of individuals who exited the program, 50% successfully completed the training program (did not withdraw or transfer out of the program).

- For programs applying in PY2022 (07/01/22 to 06/30/23): enter those who completed the program from 04/01/21 to 03/31/22.

2. Of individuals who successfully completed the training program, 50% are employed within six months of graduating from the training program.

For programs applying in PY2022: those who exited the program 07/01/20 to 06/30/21, and were they employed 2 quarters after (01/01/21 to 12/31/21)

Compared with the last slide, private providers have a percentage requirement for these two requirements.

Performance Data

[General Information](#)
[Apprenticeship](#)
[Additional Details](#)
[Curriculum](#)
[Occupations](#)
[Occupational Skills](#)
[Completion Expectations](#)

[Scheduling](#)
[Duration](#)
[Locations](#)
[Cost](#)
[Provider](#)

Performance

[Confirmation](#)
[Review](#)

[Details](#)
[Representative](#)

Previous Certified Performance

Program Year:
2021

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:
2021

Total Enrolled:	0
Total Program Exited:	0
Total Completers:	0
Credentials:	0
Total 2nd Qtr Exited:	0
Employed 2nd Qtr:	0
Median 2nd Qtr Earnings:	\$0.00
Average 2nd Qtr Earnings:	\$0.00
Total 4th Qtr Exited:	0
Employed 4th Qtr:	0
Average 4th Qtr Earnings:	\$0.00

Max:

As we covered in the “adding a program” section of this presentation, the Performance Tab of the Program Wizard is where performance data is entered for each program. You will see two tables on this tab, the first being the “Previous Certified Performance” table. Below that, you will see the Aggregate Performance – All Students table. We will begin with the Previous Certified Performance table.

Previous Certified Performance

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

Previous Certified Performance

Program Year:

2021 ▼

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	

- Displays data from 9171 Eligible Training Provider (ETP) Report
- No data is entered, shows data from the above report
- Only as accurate as most recent certified file

Max:

The Previous Certified Performance table is where performance data from the federal 9171 Eligible Training Provider (ETP) Report is displayed. The ETP Report is “certified” after EDD ensures that the data sent to the Department of Labor is accurate, hence the “Previous Certified Performance” label.

No data is entered by the provider or staff into this tab. It simply shows data from the federal report, and can be used for Continued Eligibility review. We will discuss Continued Eligibility in a later section of this presentation.

This table is only as accurate as the most recently certified ETP report file. If you see discrepancies, it may be best to consult a CalJOBS Detailed report instead, to see if more recent data is available.

Aggregate Performance – All Students

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

Aggregate Performance - All Students
[Details](#)
[Representative](#)

Program Year:

Total Enrolled: 0

Total Program Exiters: 0

Total Completers: 0

Credentials: 0

Total 2nd Qtr Exiters: 0

Employed 2nd Qtr: 0

Median 2nd Qtr Earnings: \$0.00

Average 2nd Qtr Earnings: \$0.00

Total 4th Qtr Exiters: 0

Employed 4th Qtr: 0

Average 4th Qtr Earnings: \$0.00

- Displays “all student” data
- Providers or staff enter data by clicking “Edit Performance”

Edit Performance

Max:

The Aggregate Performance – All Students table is where aggregate, or “all student” data is displayed. Providers or staff can enter data into this table, by clicking on the “Edit Performance” button. Let’s see what specific data needs to be entered into this table for Initial Eligibility.

Aggregate Performance – All Students

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

Aggregate Performance - All Students

Program Year:	<input type="text" value="2021"/>
Total Enrolled:	<input type="text" value="0"/>
Total Program Exiters:	<input type="text" value="0"/>
Total Completers:	<input type="text" value="0"/>
Credentials:	<input type="text" value="0"/>
Total 2nd Qtr Exiters:	<input type="text" value="0"/>
Employed 2nd Qtr:	<input type="text" value="0"/>
Median 2nd Qtr Earnings:	<input type="text" value="\$ 0.00"/>
Average 2nd Qtr Earnings:	<input type="text" value="\$ 0.00"/>
Total 4th Qtr Exiters:	<input type="text" value="0"/>
Employed 4th Qtr:	<input type="text" value="0"/>
Average 4th Qtr Earnings:	<input type="text" value="\$ 0.00"/>

Max:

After clicking “Edit Performance”, you should see that the table now allows you to input data. We will go through each of the required data fields.

Aggregate Performance – All Students

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

Aggregate Performance - All Students

Program Year:	2021 ▾
Total Enrolled:	100
Total Program Exiters:	90
Total Completers:	70
Credentials:	
Total 2nd Qtr Exiters:	30
Employed 2nd Qtr:	20

Max:

Select the prior program year in the Program Year dropdown. **[Animation]** This example program is applying in PY2022, so we would select PY2021.

[Animation] These are the required data fields that all providers will need to enter for their programs. Let's take a closer look at the definitions for each field.

Aggregate Performance – All Students

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

Aggregate Performance - All Students

Program Year:	2021 ▼
Total Enrolled:	100
Total Program Exitters:	90
Total Completers:	70
Credentials:	
Total 2nd Qtr Exitters:	30
Employed 2nd Qtr:	20

Total Enrolled: total number of participants enrolled in the program in PY21

Total Program Exitters: total number of participants who exited in the last rolling 4 quarters. For PY 2021, anyone who exited 4/1/21 – 3/31/22.

Total Completers: of those exited, total number of participants who successfully completed in the last rolling 4 quarters. For PY 2021, anyone who exited and completed 4/1/21 – 3/31/22.

Max:

[Animation]

Total Enrolled is the total number of participants enrolled in the program in PY21

Total Program Exitters are looking at who **exited** the program in the last rolling 4 quarters. For PY 2021, this would be anyone who exited from 4/1/21 – 3/31/22.

Total Completers are looking at of those who exited, how many successfully completed the program (did not withdraw or transfer out of the program) in the last rolling 4 quarters. For PY 2021, this would be anyone who exited and completed from 4/1/21 – 3/31/22.

Aggregate Performance – All Students

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

Aggregate Performance - All Students

Program Year:	2021 ▼
Total Enrolled:	100
Total Program Exiters:	90
Total Completers:	70
Credentials:	
Total 2nd Qtr Exiters:	30
Employed 2nd Qtr:	20

Total 2nd Qtr Exiters: total number of participants who exited and successfully completed the program in PY2020 (7/1/20 – 6/30/21)

Employed 2nd Qtr: of participants who exited and successfully completed the program in PY2020 (7/1/20 – 6/30/21, and were employed 2 quarters after (1/1/21 – 12/31/21)

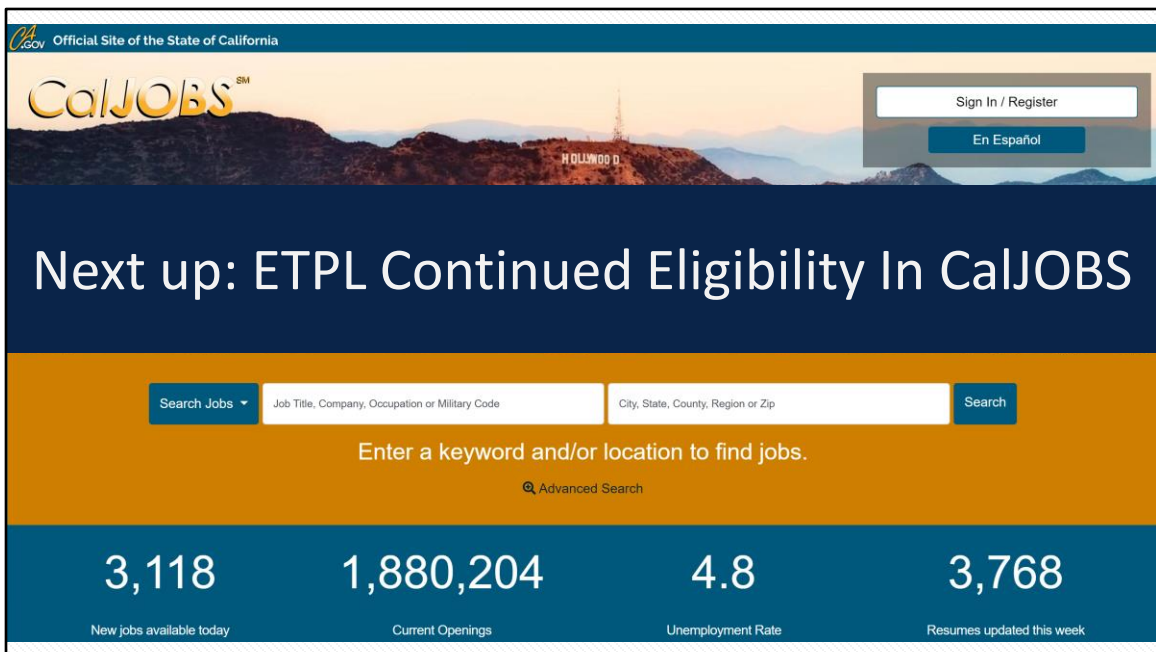
Max:

[Animation]

Total 2nd Qtr Exiters: is looking at who exited and successfully completed the program in PY2020 (7/1/20 – 6/30/21)

Employed 2nd Qtr: is looking at who exited and successfully completed the program in PY2020 (7/1/20 – 6/30/21, and were employed 2 quarters after (1/1/21 – 12/31/21)

Note that employment data is from PY20 for programs applying in PY22.



Max:

Thank you for watching the Initial Eligibility section of our presentation on the CalJOBS Provider Module.

[Animation]

Next up: we will explore the details of the ETPL Continued Eligibility process in CalJOBS

Thank You

