

CalJOBSSM Provider Module: Continued Eligibility

Workforce Services Branch
Program Reporting and Analysis Unit and
Statewide Training Unit



Hello, and welcome to our training series on the CalJOBS Provider Module. This section will review Continued Eligibility procedures in CalJOBS.

Objectives



What is Continued Eligibility?

Provider Application Process

Program Application Process

Today's objectives are:



What is Continued Eligibility?

We are going to start with a basic question: what is Continued Eligibility?

What is Continued Eligibility?

Continued Eligibility: requirements for providers and programs that have been on the ETPL for 365 days.

Continued Eligibility requirements are what providers need to meet to stay on the ETPL.

From the state's ETPL directive, WSD21-03 attachment 1, the definition of continued eligibility is: requirements for providers and programs that have been on the ETPL for 365 days. The requirements are very similar to Initial Eligibility.

A hand holding a blue pen is positioned over a document. The document features various charts and graphs, including a bar chart with red and blue bars, and a line graph with green and pink lines. The background is a light blue gradient with faint geometric patterns.

Provider Application Process

Provider profiles must meet the Continued Eligibility requirements. These next few slides will demonstrate how this works in CalJOBS .

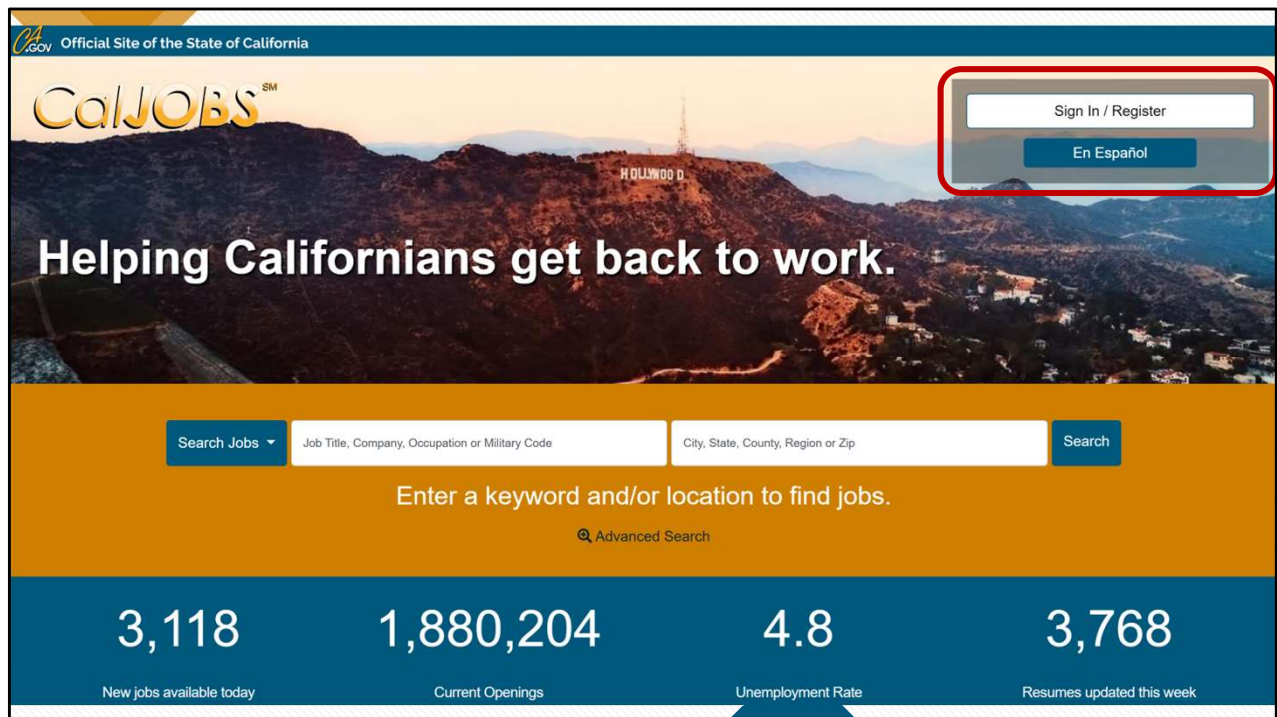
Provider Application Process

Reviewing the Provider Profile

Nominating/reviewing Profile

Uploading documents

The Continued Eligibility process is very similar to the Initial Eligibility process, which we covered in our “Initial Eligibility – Provider” training video. In this video, we will highlight three areas of concern:



Let's start with logging into CalJOBS using your Local Area staff account.

Reviewing the Provider Profile

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 Dashboard

My Staff Resources

My Staff Account

Directory of Services

▼ Staff News and Announcements

[RESEA Orientation Video](#)

1

▼ Pinned Links

You currently have no saved pins.

Reviewing the Provider Profile

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

Reviewing the Provider Profile

General Criteria

Status:

☐

Active

☐

Inactive

☒

No Selection

Provider ID:

Provider FEID:

Vendor Code:

LWIA / Region:

Provider Name 1:

Search for the provider on the Assist a Provider screen.

Set the Status field to

No Selection.

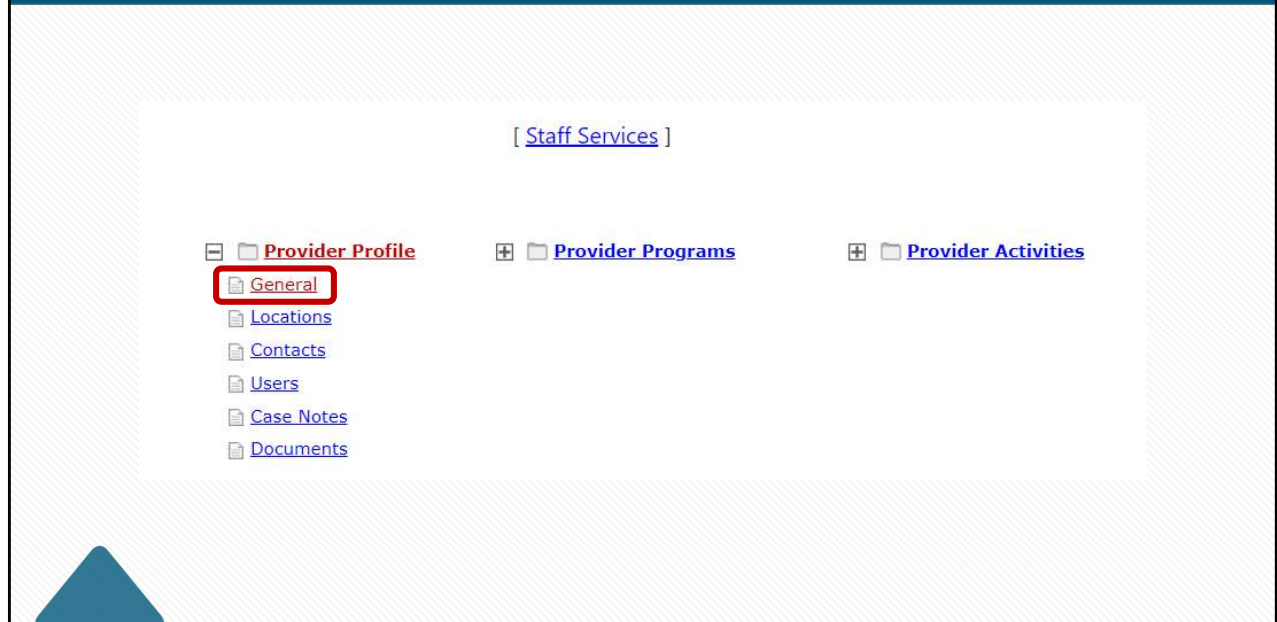
Most staff search for providers by typing in the name of the provider in Provider Name 1.

Reviewing the Provider Profile

<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"/>

Click on Profile for the provider profile in question.

Reviewing the Provider Profile



At the top of your screen, you will see that you are in the General tab of the Provider Profile.

Reviewing the Provider Profile

General

Locations

Contacts

Users

Case Notes

Documents

Provider: Test Provider

Provider Details

Status:	Active
LWIA Region:	State
Linked Employer:	N/A
Vendor ID:	999001111
Provider Name 1:	Test Provider
Provider Name 2:	
Address 1:	123 Main Street
Address 2:	
City:	Sacramento
State:	CA
County:	
Zip:	95814

[Edit Provider Details]

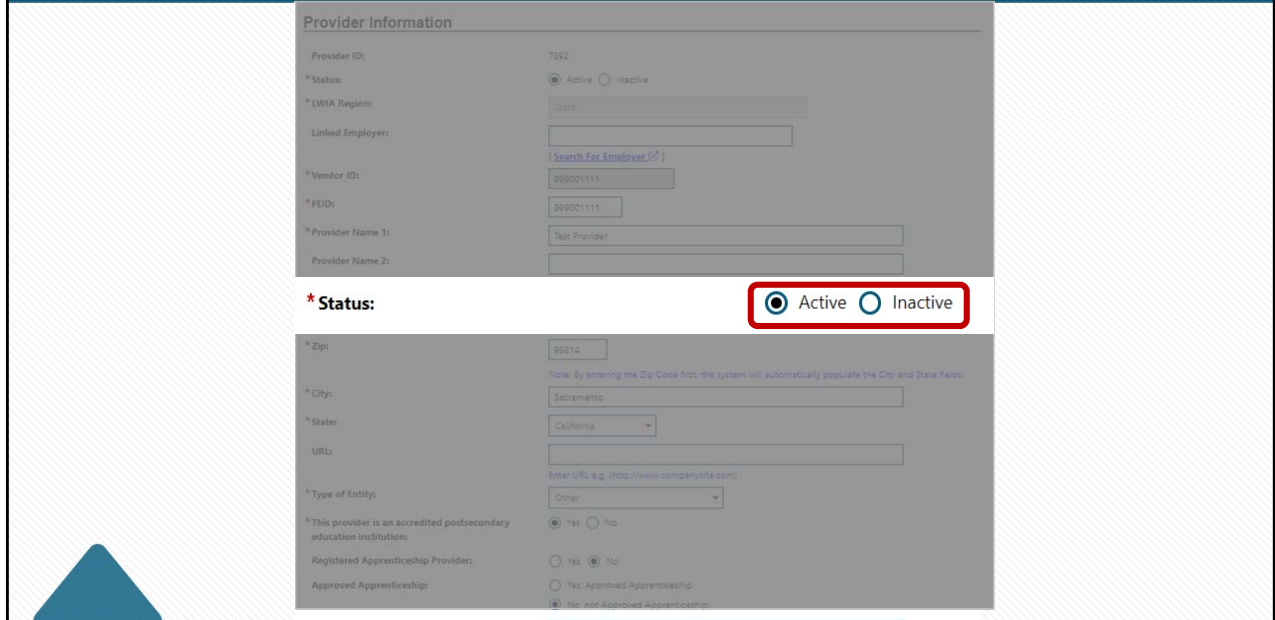
[View Provider History]

You will also see the details of the Provider Profile. Per the ETPL Directive, WSD21-03, Attachment 1, provider profiles must meet the same requirements for Continued Eligibility as they did for Initial Eligibility, aside from one extra requirement which we will cover shortly.

Let's start with reviewing the profile to ensure all information is still accurate.

Scroll down and click on Edit Provider Details.

Reviewing the Provider Profile



The screenshot shows a web form titled "Provider Information". The form contains several fields for provider details. The "Status" field is highlighted with a red box and contains two radio buttons: "Active" (selected) and "Inactive".

Provider Information

Provider ID: 7092

* Status: ☒ Active ☐ Inactive

* LWIA Region: [dropdown menu]

Linked Employer: [text field]

* Vendor ID: [text field]

* FEID: [text field]

* Provider Name 1: [text field]

Provider Name 2: [text field]

*** Status:** ☒ Active ☐ Inactive

* Zip: [text field]

* City: [text field]

* State: [dropdown menu]

URL: [text field]

* Type of Entity: [dropdown menu]

* This provider is an accredited postsecondary education institution: ☒ Yes ☐ No

Registered Apprenticeship Provider: ☐ Yes ☒ No

Approved Apprenticeship: ☐ Yes ☒ No

Go through each field on this screen, and verify that the information entered is accurate. You can update individual fields, if needed.

Ensure that the status is set to Active, in order for the provider to remain on the ETPL.

Reviewing the Provider Profile

Provider Information

Provider ID: 7892

* Status: ☒ Active ☐ Inactive

* LWIA Region:

Linked Employer:

* Vendor ID: 999001111

* FEID: 999001111

* Provider Name 1: Test Provider

Provider Name 2:

* Address 1: 123 Main Street

Address 2:

* Zip: 95814

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

* City: Sacramento

* State: California

URL:

* Type of Entity: Other

* This provider is an accredited postsecondary education institution: ☒ Yes ☐ No

Registered Apprenticeship Provider: ☐ Yes ☒ No

Approved Apprenticeship: ☐ Yes, Approved Apprenticeship ☒ No, not Approved Apprenticeship

Another important field to review is the Main Address field. Per the ETPL Directive, Local Areas are responsible for reviewing provider profiles for Continued Eligibility that are headquartered in their Local Area.

Click Save when done.

Reviewing the Provider Profile

Provider Type Details

Provider Type Desc
PS - Approved Provider Training - ITA
PS - Non-ITA Occupational Skills
PS - Education and Training Programs

[[Edit Provider Type Details](#)]

Scroll down to the next section, Provider Type Details. This is where staff select the type of activity codes that can be linked to the Provider Profile and the training programs.

Click Edit Provider Type Details.

Reviewing the Provider Profile

Provider Type Details

[Show All](#)

[Contract Services \(CS\)](#)

[Program Services \(PS\)](#)

[Support Services \(SS\)](#)

☒ **PS - Approved Provider Training - ITA**

☒ **PS - Education and Training Programs**

Click Show All, and under the Program Services tab, review the Provider Types that have been selected.

Per the “Initial Eligibility – Provider” presentation, providers need the “PS - Approved Provider Training – ITA” and the “PS - Education and Training Programs” options selected in order to appear on the ETPL. Click Save when done.

Reviewing the Provider Profile

Additional Provider Details

Institution Code:	CA3273
Institution Area:	Sacramento County
Years in Business:	
ADA Compliant:	Yes
Institution Description:	GSI Conversion Provider.
Pell Grant:	No
Agency Code:	
Main Telephone Number:	-555-5555

[\[Edit Additional Provider Details \]](#)

[\[View Additional Provider History \]](#)

Reviewing the Provider Profile

The screenshot shows a web form titled "Additional Provider Information". It contains several fields: "Institution Name" (Test Provider), "Institution Code" (CA3273), and "* Institution Area" (Sacramento County). A red rectangular box highlights the "* Accreditation / Approval" section, which includes radio buttons for "Yes" (selected) and "No", and a dropdown menu for "Accrediting / Approving Body" (Bureau for Private Postsecondary Education (BPPE) Approval to Operate). Below this, a blue box contains a list of instructions: "1) Maintain BPPE Approval", "2) Be deemed exempt by BPPE", and "3) Attain accreditation from WASC/etc.".

Additional Provider Information

Institution Name: Test Provider

Institution Code: CA3273

* Institution Area: Sacramento County

* Accreditation / Approval ☒ Yes ☐ No

Accrediting / Approving Body: Bureau for Private Postsecondary Education (BPPE) Approval to Operate

* Institution Description: Test Provider

- 1) Maintain BPPE Approval
- 2) Be deemed exempt by BPPE
- 3) Attain accreditation from WASC/etc.

Western Association of Schools and Colleges (WASC) or some other agency recognized by the US Department of Education. For more information, consult the Directive.

Most times, providers will maintain the same registration as before, so ensure that their registration/accreditation is still active.

Reviewing the Provider Profile

- Providers on ETPL for two PYs: must have at least one WIOA enrollment
- If removed, provider must wait six months to reapply
- Does not need WIOA data to re-apply

Reviewing the Provider Profile

Menu > Reports > Detailed Reports > Provider > Eligible Training (CRS) > by Program Performance

Selection Criteria	
Location	
State:	<div>None Selected</div>
Provider/Program	
Closest LWIA/Region:	<div>None Selected</div>
Institution Type:	<div>None Selected</div>
Provider Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> All
Provider Name:	<div>None Selected</div>
Program	

Menu > Reports > Detailed Reports > Provider > Eligible Training (CRS) > by Program Performance report.

Reviewing the Provider Profile

Menu > Reports > Detailed Reports > Provider > Eligible Training (CRS) > by Program Performance

Program

Registered ☐ Yes ☐ No ☒ All

Apprenticeship:

Program Status: ☐ Active ☐ Inactive ☒ All

WIOA Program: ☐ WIOA Only ☐ Non-WIOA ☒ All

Review Type:

Eligibility Type:
(Press Shift to select multiple items)

Transition
Initial
Continued

Review Status:

Pending (system-set only)
Approved/Eligible
Rejected

Reviewing the Provider Profile

Menu > Reports > Detailed Reports > Provider > Eligible Training (CRS) > by Program Performance

Program Year:

2021

Apply Date Filter:



No






Yes

Run Report

Reviewing the Provider Profile

Menu > Reports > Detailed Reports > Provider > Eligible Training (CRS) > by Program Performance

Staff Email Search 

1 of 2 ? 100%  

Eligible Training Prov

Word
Excel

Reviewing the Provider Profile

Menu > Reports > Detailed Reports > Provider > Eligible Training (CRS) > by Program Performance

[Reset Search Criteria](#) [Update Search Criteria](#)

Select Another Eligible Training (CRS) Report

Program Year:

2022

Apply Date Filter:

☒ No ☐ Yes

Reviewing the Provider Profile

Menu > Reports > Detailed Reports > Provider > Eligible Training (CRS) > by Program Performance

Staff Email Search

1 of 2 ? 100%

Eligible Training Prov

Word

Excel

Reviewing the Provider Profile

Menu > Reports > Detailed Reports > Provider > Eligible Training (CRS) > by Program Performance

Eligible Training Providers – By Program Performance

Provider Status: Active
Provider Name: 111 - Test Provider
Program Status: All
Registered Apprenticeship: All
WIOA Program: All
Program Year: 2021

			Overall Students										WIOA Participants									
Provider ID	Provider/Program	Provider Address	Served	Exited	Completed	Emp Q2 after exit	Emp Q4 after exit	Attained Cred	Median Earn Q2 after exit	Avg Wage Q2 after exit	Avg Wage Q4 after exit	Served	Served with ITA	ITA Cost	Exited	Completed	Exited with ITA	Emp Q2 after exit	Emp Q4 after exit	Attained Cred.	Median Earn After Exit	
111	Test Provider	123 Main St.	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	0	0	\$0.00	0	0	0	0	0	0	\$0.00	
Test Program			0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	0	0	0	0	

Eligible Training Providers – By Program Performance

Provider Status: Active
Provider Name: 111 - Test Provider
Program Status: All
Registered Apprenticeship: All
WIOA Program: All
Program Year: 2022

			Overall Students										WIOA Participants									
Provider ID	Provider/Program	Provider Address	Served	Exited	Completed	Emp Q2 after exit	Emp Q4 after exit	Attained Cred	Median Earn Q2 after exit	Avg Wage Q2 after exit	Avg Wage Q4 after exit	Served	Served with ITA	ITA Cost	Exited	Completed	Exited with ITA	Emp Q2 after exit	Emp Q4 after exit	Attained Cred.	Median Earn Q2 After Exit	
111	Test Provider	123 Main St.	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	0	0	\$0.00	0	0	0	0	0	0	\$0.00	
Test Program			0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	0	0	0	0	

Reviewing the Provider Profile

Menu > Reports > Detailed Reports > Provider > Eligible Training (CRS) > by Program Performance

Eligible Training Providers – By Program Performance

Provider Status: Active
 Provider Name: 111 - Test Provider
 Program Status: All
 Registered Apprenticeship: All
 WIOA Program: All
 Program Year: 2021

		Overall Students										WIOA Participants									
Provider/Program	Provider Address	Served	Exited	Completed	Emp Q2 after exit	Emp Q4 after exit	Attained Cred	Median Earn Q2 after exit	Avg Wage Q2 after exit	Avg Wage Q4 after exit	Served	Served with ITA	ITA Cost	Exited	Completed	Exited with ITA	Emp Q2 after exit	Emp Q4 after exit	Attained Cred.	Median Earn Q2 After Exit	
Test Provider	123 Main St.	1	1	1	1	1	1	\$2,000.00	\$2,000.00	\$2,000.00	1	1	\$400.00	1	1	1	1	1	1	\$2,000.00	
		0	1	1	1	1	1	2000	2000	2000	1	1	\$400.00	1	1	1	1	1	1	2000	

Eligible Training Providers – By Program Performance

Provider Status: Active
 Provider Name: 111 - Test Provider
 Program Status: All
 Registered Apprenticeship: All
 WIOA Program: All
 Program Year: 2022

			Overall Students										WIOA Participants									
Provider ID	Provider/Program	Provider Address	Served	Exited	Completed	Emp Q2 after exit	Emp Q4 after exit	Attained Cred	Median Earn Q2 after exit	Avg Wage Q2 after exit	Avg Wage Q4 after exit	Served	Served with ITA	ITA Cost	Exited	Completed	Exited with ITA	Emp Q2 after exit	Emp Q4 after exit	Attained Cred.	Median Earn After Exit	
111	Test Provider	123 Main St.	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	0	0	\$0.00	0	0	0	0	0	0	\$0.00	
	Test Program		0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	0	0	0	0	

Nominating/reviewing Profile

Menu > Assist a Provider > Profile

Provider Review Status

Provider Approval is Required Prior to Program Approval

Reviewing LWIA:

Sacramento Employment and Training Agency

* Review Date:

6/20/2023



Today (mm/dd/yyyy)

* Review Status:

Approved

State Review Date:

7/31/2022

State Review Status:

Approved

[Animation]

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 profile to 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. If approved by EDD, the provider profile will be on the ETPL.

Once you are done entering the information, click Save.

Nominating/reviewing Profile

Provider Review Status

Review Date:	6/20/2023
Review Status:	Approved
State Review Date:	7/31/2022
State Review Status:	Approved

State ETPL Coordinator will review nominated provider within 30 days of nomination.

The State ETPL Coordinator will review nominated provider profiles within 30 days of nomination, and either approve or deny the profile.

Nominating/reviewing Profile

Provider Review Status

Provider Approval is Required Prior to Program Approval

Reviewing LWIA:

Sacramento Employment and Training Agency

Review Date:

6/20/2023

Review Status:

Approved

*** State Review Date:**

7/31/2023



[Today](#) (mm/dd/yyyy)

*** State Review Status:**

Approved

Nominating/reviewing Profile

Provider Review Status

Review Date:

6/20/2023

Review Status:

Approved

State Review Date:

7/31/2023

State Review Status:

Approved

Nominating/reviewing Profile

Provider Review Status

Provider Approval is Required Prior to Program Approval

Reviewing LWIA:

Sacramento Employment and Training Agency

*** Review Date:**

6/20/2023



[Today](#) (mm/dd/yyyy)

*** Review Status:**

Rejected



State Review Date:

7/31/2022

State Review Status:

[Animation]

Nominating/reviewing Profile

Provider Review Status

Provider Approval is Required Prior to Program Approval

Reviewing LWIA: Sacramento Employment and Training Agency

Review Date: 6/20/2023

Review Status:

* **State Review Date:** 7/31/2023  [Today](#) (mm/dd/yyyy)

* **State Review Status:**

Rejected ▼

[Animation]

Nominating/reviewing Profile

Provider Review Status


Provider Approval is Required Prior to Program Approval

Reviewing LWIA: Sacramento Employment and Training Agency
* Review Date: 6/20/2023  Today: (mm/dd/yyyy)
* Review Status: Rejected
State Review Date: 7/31/2022
State Review Status:

Rejected by Local Area

Provider Review Status

Provider Approval is Required Prior to Program Approval

Reviewing LWIA: Sacramento Employment and Training Agency
Review Date: 6/20/2023
Review Status:
* State Review Date: 7/31/2023  Today: (mm/dd/yyyy)
* State Review Status: Rejected

Rejected by State

Uploading documents

Staff

- ☰ **Provider Profile**
- 📄 [General](#)
- 📄 [Locations](#)
- 📄 [Contacts](#)
- 📄 [Users](#)
- 📄 [Case Notes](#)
- 📄 [Documents](#)

Provider Users

- ▼ **Document Management**
- View My Documents
- Upload a Document
- Scan a Document

Uploading documents

Documents that can be uploaded:

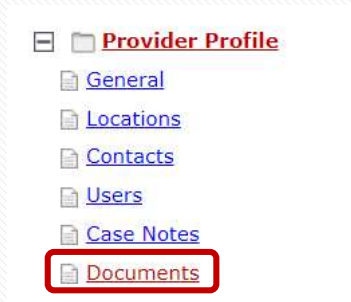
- ETP Assurances form, attach. 4 (uploaded annually)
- BPPE Approval/exemption
- WASC/WSCUC accreditation
- Apprenticeship registration
- Appeals documents

The image shows a thumbnail of a document titled "ETPL POLICY AND PROCEDURES" with "ATTACHMENT 4" in the top right corner. The main heading is "CA ETP ASSURANCES FORM". Below this, a paragraph states: "A completed and signed California (CA) Eligible Training Provider (ETP) Assurances Form must be uploaded to the documents section of the Provider Profile in CalIOBS. This form must be uploaded annually, prior to the provider being reviewed for eligibility." The form is divided into sections, with "Part A." visible. It includes a certification statement: "I certify that Insert Name of School/Organization:" followed by a list of five items (a) through (e) that the provider must agree to. Item (a) states: "Is a legal entity, registered to do business in the state of California (CA)."

- ETP Assurances form (attachment 4). Remember that this needs to be signed and uploaded annually into the Document section.
- BPPE Approval/exemption
- WASC/WSCUC accreditation
- Apprenticeship registration
- Appeals documents

Uploading documents

Login > Menu > Assist a Provider > Profile > Documents



Login with your staff account > Menu > Assist a
Provider > Profile > Documents

Uploading documents

[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

[Animation]

Uploading documents

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.

[Animation]

For the Document Description field, select the appropriate item from the dropdown.

[Animation]

Enter a relevant label in the Document Tags section.

Uploading documents

User Accessible: ☒ Yes ☐ No

Date Received:



If left blank, today's date will be used.

Document Expires: ☐

Medical Document: ☐

Sealed Document: ☐

Staff also have some additional functionality when uploading a document, including limiting the document to staff-level accounts.

Uploading documents

Attach Document



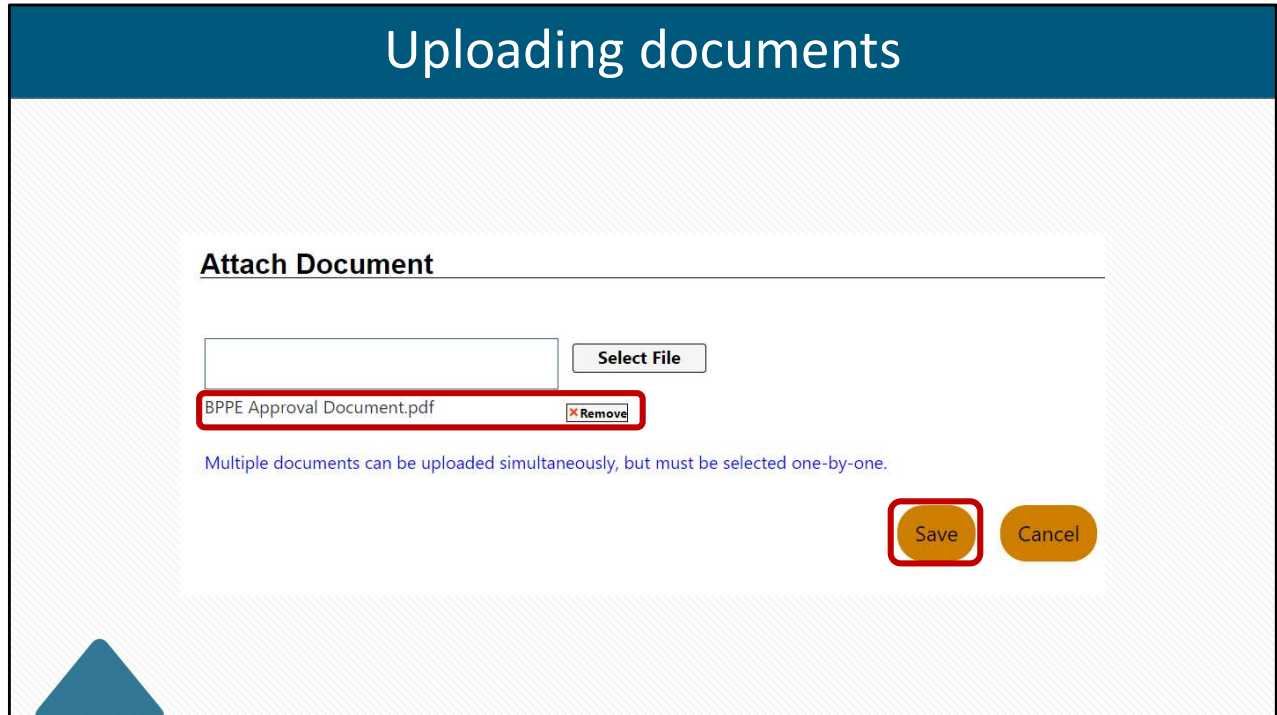
BPPE Approval.pdf

Cancel

[Animation]

Click Select File, choose the document, and click Open, and your document will begin to upload.

Uploading documents



Attach Document

BPPE Approval Document.pdf


Multiple documents can be uploaded simultaneously, but must be selected one-by-one.

[Animation]

Once the document is fully uploaded, click Save.

Uploading documents

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)					

[Animation]

Here you can see the uploaded document. Various functions are available under the Action column.