

# CalJOBS<sup>SM</sup> Provider Module: Introduction and Overview

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



Max:

Hello, and welcome to our training series on the CalJOBS Provider Module. The Provider Module is where data for the Eligible Training Provider List, or ETPL, is stored and organized. This section will provide an overview of the CA ETPL and the functionalities of the CalJOBS Provider Module.

## Objectives



What is the CA ETPL?

CalJOBS and ETPL

What is a Provider/Program?

Initial/Continued Eligibility

What performance data is required?

Max

Today's objectives are:

# What is the Eligible Training Provider List (ETPL)?



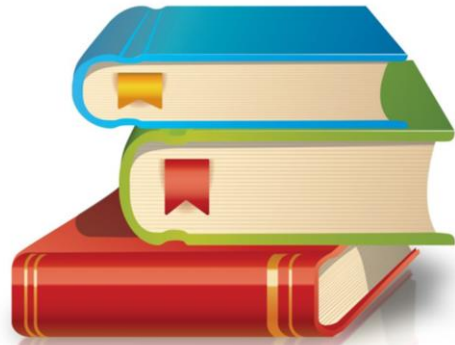
3

Max:

We are going to start with some of the fundamentals, and the most fundamental question is, what exactly is the Eligible Training Provider List, or ETPL?

## In a nutshell...

- List of approved schools that can receive enrollments funded through Workforce Innovation and Opportunity Act (WIOA)
- Schools on ETPL reach a wide audience (sometimes statewide!)



Max:

In a nutshell, the ETPL is a list of schools that are approved to receive enrollments that are partially/fully funded by the Workforce Innovation and Opportunity Act (WIOA).

Schools that are on the ETPL benefit from being on the list, as they can reach a wide audience (sometimes statewide!).

# What is the Eligible Training Provider List (ETPL)?



## DIRECTIVE

Date: November 10, 2021 Number: WSD21-03



### Attachments:

1. ETPL Policy and Procedures (DOCX)
2. ETPL Definitions (DOCX)
3. ETPL Local Board Delegation and Cancellation Form (DOCX)
4. CA ETP Assurances Form (DOCX)
5. CalJOBS ETPL Module Guide Card (DOCX)
6. CA ETPL Training Provider and Program Determination Flowchart (PDF)
7. Local ETPL Coordinator Contact Form (DOCX)
8. Summary of Comments (DOCX)

Max:

In terms of policy,

The Federal law is the Workforce Innovation and Opportunity Act (WIOA)

- Section 122 requires states to establish and maintain a list of training providers who are eligible to receive WIOA Title I, subtitle B funds for training services.

The State Policy is [WSD21-03](#), ETPL POLICY AND PROCEDURES:

be sure to review the attachments in this directive, especially attachment 1, which is our policy and procedures document.

- Attachment 1 includes all relevant requirements for eligibility

# ETPL Responsibilities



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Now that we understand the law, let's go over the three main "actors" that use the ETPL and their responsibilities.

The first actor is the EDD Workforce Services Branch

- They are responsible for publishing, distributing, maintaining the CA ETPL
- They also ensure programs meet eligibility requirements

The second actors are the Local Workforce Development Boards (Local

Areas):

- These boards carry out procedures, and are responsible for developing the Local ETPL

Training Providers are the third actor

- Providers supply accurate data in order to meet eligibility requirements

CA.gov Official Site of the State of California

CalJOBS<sup>SM</sup>

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The public can use the public-facing site to view available programs

Search Jobs ▾ Job Title, Company, Occupation or Military Code City, State, County, Region or Zip Search

Enter a keyword and/or location to find jobs.

Advanced Search

3,118	1,880,204	4.8	3,768
New jobs available today	Current Openings	Unemployment Rate	Resumes updated this week

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Finally, we should briefly mention the system that we are going to be exploring, CalJOBS. WIOA mandates that every state maintain a statewide labor exchange system that connect job seekers and employers.

CalJOBS is the “system of record” required by WIOA, basically where all of EDD workforce development data is tracked

It is also the system for organizing the ETPL

Providers use it to enter information about their school and its programs

The EDD and Local Areas review ETPL applications for eligibility

Finally, the Public can use the public-facing site to view available programs on the list

# What's the difference between a training provider and a training program?



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Monica:

Let's begin this section of the training to discuss the difference between a training provider and a training program.



# Training Provider vs. Training Program



## Training Provider

An organization deemed eligible by a state to provide education or training services to WIOA program participants.



## Training Program

A training service of one or more classes that leads to an industry-recognized credential or employment.

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Monica:

We will begin with what is an **Eligible Training Provider**.

**[Animation]** A **Training Provider** is an organization deemed eligible by a state to provide education or training services to WIOA program participants.

**[Animation]** An **Eligible Training Program** is a training service of one or more classes that leads to an industry-recognized credential or employment.

Let's take a closer look to determine what makes a training provider and training program eligible to be listed on the CA ETPL.

First, we will begin with the eligibility criteria for a Training Provider.

## Eligible Training Provider (ETP)



1. Receive funding for training services.

2. Meet the standards and requirements to be a training provider on the ETPL.

3. Provide a program of training services.

4. Be one of the following types of entities:

Monica:

In order for a training provider to list a program on the ETPL, the training provider must do the following:

**[Animation]** 1. Receive funding for training services.

**[Animation]** 2. Meet the standards and requirements to be a training provider on the ETPL.

**[Animation]** 3. Provide a program of training services.

**[Animation]** 4. Be one of the following types of entities:

## Eligible Training Provider (ETP)



- a. Institution of Higher Education
- b. Entities under the National Apprenticeship Act.
- c. Other public or private training providers, which may include:
  - i. Nonprofit Community Based Organizations
  - ii. Joint labor-management organizations.
  - iii. Eligible training providers of Adult education and literacy activities under WIOA Title II.

Monica:

- a. Institution of Higher Education that leads to a recognized post-secondary credential.
- b. Entities that carry out a training program registered under the National Apprenticeship Act.
- c. Other public or private training providers, which may include the following:
  - i. Nonprofit Community Based Organizations
  - ii. Joint labor-management organizations.
  - iii. Eligible training providers of Adult education and literacy activities under WIOA Title II.

As you can see, these are the requirements organizations must meet in order to be listed on the CA ETPL. Next, let's take a look at a few training provider categories.

# Training Provider Category

## 1. In-State Training Providers



## 2. Distance Education Training Providers



## 3. Out-of-State Training Providers



Monica:

There are three training provider categories that organizations will fall under, beginning with:

### **[Animation] 1. In-State Training Providers**

All training providers that have a training site(s) in CA and wish to be listed on the CA ETPL are required to be registered in CalJOBS. The training provider shall provide all their information required in the CalJOBS Provider module.

If the in-state training provider is a Department of Labor (DOL) Registered Apprenticeship or California Department of Industrial Relations (DIR), Division of Apprenticeship Standards (DAS) approved apprenticeship, then the CA State ETPL Coordinator will enter the information into CalJOBS.

### **[Animation] 2.Distance Education Training Providers**

All Distance Education training providers that wish to be listed on the CA ETPL are required to be registered in CalJOBS. The training provider shall provide all their information required in the CalJOBS Provider module. The CA State ETPL Coordinator

will determine if a Distance Education training provider is eligible to be on the CA ETPL using the eligibility criteria. If a Local ETPL Coordinator is contacted by a Distance Education training provider, the provider should be referred to [wsbetpl@edd.ca.gov](mailto:wsbetpl@edd.ca.gov) for assistance.

**[Animation] 3.Out-of-State Training Providers**

All training providers, other than Distance Education training providers, that have training sites located only outside of CA cannot be listed on the CA ETPL.

Keep in mind that both In-State and Distance Education training providers must upload a signed CA ETP Assurances Form to the documents section of the Provider Profile in CalJOBS.

## Types of Training Providers

### 1. Adult Education Secondary Schools



### 2. Pre-apprenticeship & Apprenticeship providers



### 3. Private Postsecondary Institutions



### 4. Public Postsecondary Institutions



Monica:

The following institution types are eligible for inclusion on the CA ETPL:

**[Animation]** 1. Adult education secondary schools, as long as the activities are provided in combination with occupational skills training.

**[Animation]** 2. Pre-apprenticeship and apprenticeship providers.

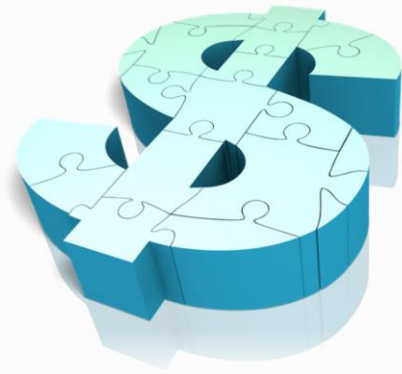
**[Animation]** 3. Private postsecondary institutions.

**[Animation]** 4. Public postsecondary institutions.

If a **Training Provider** meets all eligibility criteria, the provider can be included in the CA ETPL. Now that we've learned what makes a **Training Provider** eligible to be included in the CA ETPL, let's determine the eligibility criteria for **ETPL Training Programs**.

## ITA Requirement

In order for a training provider to receive WIOA funds through an Individual Training Account (ITA), its training program(s) must be listed on the ETPL.



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## ETPL Training Program



1. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the State or the Federal government, an associate or baccalaureate degree.

2. A secondary school diploma or its equivalent.

3. Employment.

4. Measurable skills gains.

Monica:

There are different types of training programs that can be listed on the ETPL.

Earlier, we defined that a **Training Program** is a program of training services of one or more courses or classes that leads to any of the following:

**[Animation]** 1. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the State or the Federal government, or an associate or baccalaureate degree.

**[Animation]** 2. A secondary school diploma or its equivalent.

**[Animation]** 3. Employment

**[Animation]** 4. Measurable skill gains.

If a **Training Program** leads to any of these items, then they can be listed on the CA ETPL. Now, let's take a look at some examples of the different types of **Training Programs** that can be included on the ETPL.



## ETPL Training Program Types



Monica:

There are seven (7) different ETPL Training Program Types.

These programs must provide training services, including, but not limited to the following:

**[Animation]** 1. Occupational skills training, including training for non-traditional employment.

**[Animation]** 2. Programs that combine workplace training with related instruction, which may include cooperative education programs.

**[Animation]** 3. Training programs operated by the private sector.

**[Animation]** 4. Skill upgrading and retraining.

## ETPL Training Program Types

### 5. Entrepreneurial Training



### 6. Adult Education or Literacy Activities



### 7. Apprenticeship and Pre-apprenticeship Skills Training



Monica:

**[Animation]** 5. Entrepreneurial training.

**[Animation]** 6. Adult Education or Literacy Activities in combination with training services.

**[Animation]** 7. Apprenticeship and Pre-apprenticeship Skills Training.

As you can see, they are a variety of different types of programs that can be listed on the CA ETPL. Keep in mind that these programs have to be provided by an approved ETPL Training Provider.

## What is Initial Eligibility?

Initial Eligibility: eligibility requirements for providers/programs applying for the first time

Max:

There are specific requirements that providers need to meet before being placed on the CA ETPL. These are referred to as “initial eligibility” requirements.

The definition of Initial Eligibility is eligibility requirements for providers/programs applying to the ETPL for the first time. Providers and programs each have their own requirements.

## Initial Eligibility: Training Providers

1. Adult Education Secondary Schools	2. Pre-apprenticeship & Apprenticeship providers	3. Private Postsecondary Institutions	4. Public Postsecondary Institutions
<ul style="list-style-type: none"> <li>• Eligible provider of adult education and literacy activities under Title II</li> <li>• California Department of Education (CDE) website.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of Commitment from apprenticeship</li> <li>• Lead to industry-recognized credential.</li> <li>• Apprenticeships: exempt</li> </ul>	<ul style="list-style-type: none"> <li>• Accredited by WASC or be given Approval or Exemption from BPPE</li> <li>• Deemed exempt: generally not required to have Verification of Exemption</li> </ul>	<ul style="list-style-type: none"> <li>• Accredited by either WASC ACCJC or WASC SCUC</li> </ul>

Max:

We've already discussed the different provider types that are eligible for the ETPL. Now we will go over the specific eligibility requirements for each type.

**[Animation]** 1. Adult education secondary schools must be an eligible provider of adult education and literacy activities under Title II of WIOA. You can verify this by using the [California Department of Education \(CDE\) website](#).

**[Animation]** 2. Pre-apprenticeship providers must have a letter of commitment from a DOL registered or DIR DAS approved apprenticeship program. They must also award an industry-recognized credential or certificate. Apprenticeships, on the other hand, are exempt from eligibility requirements, as long as they are registered with either DOL or DIR/DAS.

**[Animation]** 3. Private postsecondary institutions must be either accredited by the Western Association of Schools and Colleges (WASC), or given an Approval to Operate or be deemed exempt by the Bureau of Private Postsecondary Education (BPPE). Note that providers who are deemed exempt are not required to have a Verification of Exemption. However, if EDD is unable to determine the specific exemption that the provider falls under, then EDD reserves the right to request that the provider obtain a

Verification of Exemption from the BPPE.

**[Animation]** 4. Public postsecondary institutions must be accredited by either the WASC Accrediting Commission for Community and Junior Colleges (ACCJC), or the WASC Senior College and University Commission (SCUC).

If a **Training Provider** meets all eligibility criteria, the provider can be included in the CA ETPL. Now that we've learned what makes a **Training Provider** eligible to be included in the CA ETPL, let's determine the eligibility criteria for **ETPL Training Programs**.

## What is Initial Eligibility?

### Program:

1. Must be for “in-demand” occupation
2. Must lead to either a) industry-recognized credential, or b) training-related employment
3. Must provide performance data (all students)

Max:

Programs have three broad requirements for eligibility:

1. Must be for “in-demand” occupations, as defined by state or local policies
2. Must lead to either a) industry-recognized credential, or b) training-related employment
3. Must provide performance data for all students in the program

## Initial Eligibility Timeline



Max:

Here is our timeline for Initial Eligibility.

The first step is the provider applies to the ETPL.

Within 30 days, the Local Area reviews and nominates the provider to EDD for review.

Within 30 days of nomination, EDD reviews and approves the provider for the ETPL.

Note that right now: Local Area makes decision to add providers and programs to the CA ETPL within 30 days. CalJOBS will eventually be updated so that Local Areas “nominate” providers/programs for review, and EDD has final approval for adding them to the CA ETPL. More information about this change will be provided later in the “Upcoming Features” section.

## What is Continued Eligibility?

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

Max:

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

From the policy, 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.

Let's first look at providers.



## Continued Eligibility: Training Providers

1. Adult Education Secondary Schools	2. Pre-apprenticeship & Apprenticeship providers	3. Private Postsecondary Institutions	4. Public Postsecondary Institutions
<ul style="list-style-type: none"><li>• Eligible provider of adult education and literacy activities under Title II</li><li>• California Department of Education (CDE) website.</li></ul>	<ul style="list-style-type: none"><li>• Letter of Commitment from apprenticeship</li><li>• Lead to industry-recognized credential.</li><li>• Apprenticeships: exempt</li></ul>	<ul style="list-style-type: none"><li>• Accredited by WASC or be given Approval or Exemption from BPPE</li><li>• Deemed exempt: generally not required to have Verification of Exemption</li></ul>	<ul style="list-style-type: none"><li>• Accredited by either WASC ACCJC or WASC SCUC</li></ul>

Max:

You can see that for the provider, the Continued Eligibility requirements are exactly the same as Initial Eligibility.

## Continued Eligibility: Training Programs

### Program:

1. Must be for “in-demand” occupation
2. Must lead to either a) industry-recognized credential, or b) training-related employment
3. Must provide performance data (all students) AND meet WIOA requirements (if applicable)

Max:

For Programs, there is a slight difference compared to Initial Eligibility:

1. Must be for “in-demand” occupation
2. Must lead to either a) industry-recognized credential, or b) training-related employment
3. Must provide performance data (all students) AND meet WIOA data requirements, if applicable

Let’s explore what we mean by performance data.

## What performance data is required?

### Initial Eligibility:

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

- Timeframe for 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.

- Timeframe for PY 2022: 07/01/2020 to 06/30/2021

### Continued Eligibility:

Same as Initial, and additionally: if program has WIOA participant data for two consecutive PYs: needs to meet WIOA performance requirements

Max:

WIOA law, federal and state regulations require providers to submit data on participants who entered the program and later left, or “exited”

On the left, we have the two performance requirements for Initial eligibility:

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

The timeframe for PY 2022 would be those who exited between 04/01/2021 and 03/31/22

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

Timeframe for PY 2022 would be those who exited between 07/01/2020 and 06/30/2021

**[Animation]** For Continued Eligibility, the requirements would be the same as on the left, with one additional requirement: if program has WIOA participant data for two consecutive PYs, they would need to meet WIOA performance requirements

## Reminder

Questions about eligibility requirements:

- In-state providers (those with physical training locations in CA): contact the Local Area ETPL Coordinator
- Apprenticeships/Distance Education providers: contact EDD at [wsbetpl@edd.ca.gov](mailto:wsbetpl@edd.ca.gov)

If you are not sure who to contact:  
[wsbetpl@edd.ca.gov](mailto:wsbetpl@edd.ca.gov)



Max:

If you have questions about eligibility requirements:

- In-state providers (those with physical training locations in CA) can contact their Local Area ETPL Coordinator  
(See EDD ETPL [Webpage](#) for more information)
- Apprenticeships/Distance Education providers should contact EDD at [wsbetpl@edd.ca.gov](mailto:wsbetpl@edd.ca.gov)

If you are not sure who to contact:  
email us at [wsbetpl@edd.ca.gov](mailto:wsbetpl@edd.ca.gov)

# EDD Website: Eligible Training Provider List



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## Eligible Training Provider List

California's Eligible Training Provider List (ETPL) provides employment training resources for adults and dislocated workers. The ETPL includes qualified training providers who offer a wide range of educational programs, including classroom, correspondence, online, and apprenticeship programs.

The ETPL was established in compliance with the Workforce Investment Act of 1998 and amended by the [Workforce Innovation and Opportunity Act \(WIOA\)](#) of 2014.

The ETPL includes training providers who are eligible to receive Individual Training Accounts through WIOA Title I-B funds. View the [ETPL Policy and Procedures \(PDF\)](#) for more information.

[Show All](#)

[Search for Training Providers](#)

[Payment Vouchers](#)

[Training Providers](#)

### Workforce Services

- [Jobs and Training](#)
- [Labor Market Information](#)

### Find Jobs and Training for You

- [Job Seekers](#)
- [Employers](#)
- [Workforce Partners](#)

### Access Employment Services

America's Job Center of California (AJCC) connects employers with job openings and qualified job

Here is a closer look, click on Training Providers

# EDD Website: Eligible Training Provider List

The ETPL includes training providers who are eligible to receive Individual Training Accounts through WIOA Title I-B funds. View the [ETPL Policy and Procedures \(PDF\)](#) for more information.

Show All

Search for Training Providers ▶

Payment Vouchers ▶

Training Providers ▼

If you are a training provider who would like to be added to the ETPL, you must register by creating an account on CaJOBS. Local Workforce Development Boards will review your registration and verify your eligibility following the ETPL statewide policy and local procedures. **Once you are confirmed to be an eligible training provider, you will be able to submit your training programs for the ETPL. For more information, contact a Local Workforce Development Area ETPL Coordinator (PDF).**

For technical issues, contact the CaJOBS Help Desk:

- Phone: 1-800-758-0398
- Email: [CaJOBS@edd.ca.gov](mailto:CaJOBS@edd.ca.gov)
- TTY users: Call the California Relay Service at 711

Find Jobs and Training for You

- Job Seekers
- Employers
- Workforce Partners

Access Employment Services

America's Job Center of California (AJCC) connects employers with job openings and qualified job seekers together at no cost.

Learn More

Find Local Office

CaJOBS

CaJOBS is the State of California's online job search system. Create an account, log in and find a variety of online services offered for both employers and job seekers.

Under Training Providers, here is where you would find your list of ETPL Coordinators

CA Gov Official Site of the State of California

CalJOBS<sup>SM</sup>

Sign In / Register

En Español

# Next up: ETPL Initial Eligibility In CalJOBS

Search Jobs ▾ Job Title, Company, Occupation or Military Code City, State, County, Region or Zip Search

Enter a keyword and/or location to find jobs.

Advanced Search

3,118	1,880,204	4.8	3,768
New jobs available today	Current Openings	Unemployment Rate	Resumes updated this week

Max:

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

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



Thank You



The EDD is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request  
to individuals with disabilities.

