ETPL POLICY AND PROCEDURES

EXECUTIVE SUMMARY

This policy provides guidance and establishes the procedures applicable to the training providers and programs listed on the state and local Eligible Training Provider List (ETPL) under the *Workforce Innovation and Opportunity Act* (WIOA). This policy applies to Local Workforce Development Boards (Local Boards), and is effective on the date of issuance.

This policy contains some state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

This Directive finalizes Workforce Services Draft Directive *ETPL Policy and Procedures* (WSDD-215), issued for comment on September 3, 2020. The Workforce Development Community submitted 135 comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 8.

This policy supersedes Workforce Services Directive *WIOA Eligible Training Provider List - Policy and Procedures* (WSD15-07) dated November 10, 2015. Retain this Directive until further notice.

REFERENCES

- *Workforce Innovation and Opportunity Act* (Public Law 113-128) Sections 3, 116, 122, 123, 129, 134 and 404
- Title 20 *Code of Federal Regulations* (CFR) Part 677: "Performance Accountability Under Title I of the Workforce Innovation and Opportunity Act" (Uniform Guidance), Sections 677.150 and 677.230
- Title 20 CFR Part 680: "Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act" (DOL Exceptions), Sections 680.200, 680.210, 680.230, 680.300, 680.310, 680.320, 680.330, 680.340, 680.350, 680.410, 680.420, 680.430, 680.450, 680.460, 680.470, 680.480, 680.490, 680.500, 680.520 and 680.530

- Title 20 CFR Part 681: "Youth Activities Under Title I of the Workforce Innovation and Opportunity Act" (DOL Exceptions), Sections 681.480 and 681.540
- Title 34 CFR Part 600: "Definitions" (Department of Education), Section 600.2
- Technical and Employment Guidance Letter (TEGL) 8-19, Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs (January 2, 2020)
- TEGL 3-18, Subject: *Eligible Training Provider (ETP) Reporting Guidance under the Workforce Innovation and Opportunity Act (WIOA)* (August, 31, 2018)
- TEGL 19-16, Subject: *Guidance on Services provided through the Adult and Dislocated Worker Programs under the WIOA and the Wagner-Peyser Act Employment Services, as amended by title III of WIOA, and for Implementation of the WIOA Final Rules* (March 1, 2017)
- TEGL 13-16, Subject: *Guidance on Registered Apprenticeship Provisions and Opportunities in the WIOA* (January 12, 2017)
- *California Code of Regulations* Division 7.5
- *California Education Code* Section 94801.5, 94850.5, and 94874
- *California Unemployment Insurance Code* (CUIC) Section 14005
- CUIC Section 14230
- Workforce Services Directive WSD19-10, Subject: *Recovery of WIOA Tuition and Training Refunds* (February 20, 2020)
- WSD19-06, Subject: *CalJOBS Activity Codes* (December 27, 2019)
- WSD19-03, Subject: *Performance Guidance* (August 28, 2019)
- WSD17-01, Subject: *Nondiscrimination and Equal Opportunity Procedures* (August 1, 2017)
- California's Unified Strategic Workforce Development Plan

BACKGROUND

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. An America's Job Center of California^{SM} (AJCC) may issue an Individual Training Account (ITA) to a WIOA Title I, subtitle B eligible individual (out of school youth age 16-24, adult or dislocated worker) to fund training services.

The Employment Development Department (EDD) is the entity responsible for publishing, disseminating, and maintaining the comprehensive California (CA) ETPL with performance and cost information. In addition, the EDD is responsible for ensuring programs meet the eligibility criteria and performance levels established in this Directive; removing programs that do not meet the program criteria or performance levels established in this Directive; and taking enforcement actions against providers that intentionally provide inaccurate information, or that substantially violate the requirements of WIOA.

Likewise, the Local Board is responsible for carrying out the procedures outlined in this Directive; work with the state to ensure there are sufficient numbers and types of providers of training services with expertise in assisting individuals with disabilities, and adults in need of adult education and literacy activities; developing and maintaining a local ETPL; and ensuring the dissemination of the CA and local ETPL through the AJCCs, including in formats accessible to individuals with disabilities.

In cooperation with stakeholders, the State has adopted the following principles when developing the CA ETPL policies and procedures:

1. **Simplicity** – Avoid imposing burdens that inhibit the participation of quality training providers.

2. **Customer Focus** – The policies and procedures support the collection and presentation of easily accessible and reliable training program information for both individuals seeking career and occupational training information, and career planners who assist participants eligible for training services.

3. **Informed Consumer Choice** – The CA ETPL includes locally approved training programs that lead to self-sustainable careers in the local/regional economy, as supported by current labor market information identifying industry sectors and occupational clusters that are high-growth, high-demand, projecting skills shortages, and/or vital to the regional economy.

4. **Training Delivery Flexibility** – Policies and procedures that foster and support the inclusion of various types of training delivery that expand opportunities for consumer choice.

5. **Quality** – Ensure a comprehensive list of quality training programs that meet minimum performance standards, and provide industry-valued skills in priority industry sectors. Information must be accurate, transparent, accessible, and user-friendly.

6. **Respect for Local Autonomy** – The policy remains supportive of the autonomy WIOA grants to the Local Boards.

In addition, this policy and Local Board policies should align with the three policy objectives outlined in the California Unified Strategic Workforce Development Plan:

1. **Fostering demand-driven skills attainment** – Workforce and education programs need to align program content with the state's industry sector needs so as to provide California's employers and businesses with the skilled workforce necessary to compete in the global economy.

2. **Enabling upward mobility for all Californians** – Workforce and education programs need to be accessible for all Californians, especially populations with barriers to

employment, and ensure that everyone has access to a marketable set of skills, and is able to access the level of education necessary to get a good job that ensures both long-term economic self-sufficiency and economic security.

3. **Aligning, coordinating, and integrating programs and services** – Workforce and education programs must economize limited resources to achieve scale and impact, while also providing the right services to clients, based on each client's particular and potentially unique needs, including any needs for skills-development.

POLICY AND PROCEDURES

This policy establishes the types of allowable training services, consumer choice, the difference between the state and local ETPL, the requirement for Local Boards to establish a ETPL policy, eligibility criteria and procedures for initial and continued eligibility for CA ETPL training providers and programs, the federally mandated Eligible Training Provider Performance Report (ETP Report), and the roles and responsibilities of the Local Boards and the EDD in maintaining the integrity of the CA ETPL.

The following attachments to this Directive provide guidance and resources when implementing the CA ETPL:

1. *ETPL Policy and Procedures*
   Contains detailed information on initial and continued eligibility requirements, and the roles and responsibilities of the Local Boards, and the EDD in maintaining the integrity of the CA ETPL and the quality of the training programs offered on it.

2. *ETPL Definitions*
   Includes definitions relevant to the ETPL Policy and Procedures.

3. *ETPL Local Board Delegation and Cancelation Form*
   This form is utilized to delegate or cancel the delegation of a Local Board's ETPL responsibilities to another Local Board. The delegation includes both state and local ETPL functions. This form is required to be submitted annually.

4. *CA ETP Assurances Form*
   This form must be completed by the provider to ensure they will provide the data necessary to complete the annual ETP Report. This form must be submitted annually.

5. *CalJOBS ETPL Module Guide Card*
   Resource to assist Local ETPL Coordinators with the initial and continued eligibility process for training providers.

6. *CA ETPL Training Provider and Program Determination Flowchart*

Decision trees designed to assist Local ETPL Coordinators with determining initial and continued eligibility for the various provider types and programs.

7. *Local ETPL Coordinator Contact Form*
A form for Local Boards to designate the Local ETPL Coordinators and provide their contact information.

8. *Summary of Comments*
A list of all comments received during the comment period, and responses to those comments from the EDD.

ACTION

The information contained in this Directive should be shared with Local ETPL Coordinators, and all other staff involved in the administration of the ETPL.

INQUIRIES

If you have any questions, contact the State ETPL Coordinator at wsbetpl@edd.ca.gov.

/s/ JAVIER ROMERO, Deputy Director
Workforce Services Branch

Attachments:

1. ETPL Policy and Procedures (DOCX)
2. ETPL Definitions (DOCX)
3. ETPL Local Board Delegation and Cancelation 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)

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION
	WIOA
	CORRESPONDENCE SYMBOL
	OWI
	DATE
	November 24, 2015

ADVISORY: **TRAINING AND EMPLOYMENT GUIDANCE LETTER WIOA NO. 41-14, Change 1 OPERATING GUIDANCE for the WORKFORCE INNOVATION AND OPPORTUNITY ACT (referred to as WIOA or the Opportunity Act)**

TO: STATE WORKFORCE AGENCIES
       STATE WORKFORCE ADMINISTRATORS
       STATE WORKFORCE LIAISONS
       STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS

FROM: PORTIA WU *Gerri Fiala for*
       Assistant Secretary

SUBJECT: Workforce Innovation and Opportunity Act (WIOA or Opportunity Act) Title I Training Provider Eligibility Transition

1. **Purpose.** This guidance updates Training and Employment Guidance Letter (TEGL) No. 41-14, *Workforce Innovation and Opportunity Act (WIOA or Opportunity Act) Title I Training Provider Eligibility Transition* to extend the transition period for training providers that were determined eligible under the Workforce Investment Act (WIA) title I.

2. **Background.** The workforce development system established under WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of training services is vital to achieving these core principles. As required by WIOA Sec. 122, States, in partnership with Local Boards, must identify eligible training providers and programs that are qualified to receive WIOA title I-B funds to train adults and dislocated workers, including those with disabilities. The approved State list of eligible training providers and programs serves as an important tool for participants seeking training to identify appropriate providers and programs, and relevant information, such as cost and program outcomes.

   WIOA Sec. 122 (c) specifies that states must establish an application procedure for training providers and programs to maintain their eligibility and the eligibility of their programs. As described at WIOA Sec. 122(i), Governors may establish transition procedures that allow training providers and programs that were eligible under WIA title I to continue to be eligible under WIOA until December 31, 2015, or until an earlier date established by the Governor

3. **Extended Eligibility Period for WIA Approved Training Providers.** Exercising the Secretary of Labor's transition authority under WIOA Sec. 503, the Department is permitting the Governor to extend the period for WIA-eligible training providers (ETPs) to remain eligible

RESCISSIONS	EXPIRATION DATE
None	Continuing

under WIOA. Under this Change 1, the Governor's transition procedures may allow training providers and programs that were eligible under the WIA title I to remain eligible under WIOA title I-B until June 30, 2016, or an earlier date as determined by the Governor. This one-time extension will provide States and eligible training providers additional time to establish and implement continued eligibility application procedures, and reduce potential disruption to participants due to changes in the State list of Eligible Training Providers and programs in the midst of an academic year.

4. **Changes to TEGL No. 41-14.** This change amends the following paragraphs of TEGL No. 41-14:
   - Section 6, paragraph b: *Continued eligibility application procedure*
   - Section 6, paragraph c: *Transition opportunities for currently eligible WIA training providers*
   - Attachment II, second row: *Continued Eligibility*

   In each of the above, where TEGL No. 41-14 refers to "December 31, 2015," it is amended to say "June 30, 2016."

5. **Timely Implementation and Technical Assistance.** The Governor's procedure for continued eligibility must be implemented in a timely manner to ensure the establishment of provider eligibility by the end of the State's transition period for these providers. We encourage States to implement as early as possible, and encourage states to utilize the Quick Start Action Planner and the archived webcast for developing ETP procedures. These materials are available at the Innovation and Opportunity Network, https://WIOA.workforce3one.org, under the "WIOA Action Planner" and "Resources" tabs. States should also consult Employment and Training Administration (ETA) regional offices for technical assistance.

6. **Action Requested.** States must proceed with the actions outlined in TEGL No. 41-14 and this Change 1.

7. **Inquiries.** Questions regarding this guidance should be directed to the appropriate ETA regional office.

PROCUREMENT OF EQUIPMENT AND RELATED SERVICES

EXECUTIVE SUMMARY

This policy provides the guidance and establishes the procedures regarding procurement for goods and services with *Workforce Innovation and Opportunity Act* (WIOA) funds. This policy applies to WIOA subrecipients and is effective on the date of issuance.

This policy contains some state-imposed requirements. All state-imposed requirements are indicated by **bold, italic** type.

This Directive finalizes Workforce Services Draft Directive *Procurement* (WSDD-172), issued for comment on October 9, 2017. The Workforce Development Community submitted 18 comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 2.

This policy supersedes Workforce Services Directive *Procurement* (WSD12-10), dated November 30, 2012. Retain this Directive until further notice.

REFERENCES

- WIOA (Public Law 113-128)
- Title 2 *Code of Federal Regulations* (CFR) Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)
- Title 2 CFR Part 2900: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Department of Labor [DOL] Exceptions)
- Title 20 CFR WIOA, "DOL; Final Rule"
- Title 34 CFR WIOA, "Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule"
- *California State Contracting Manual*, Subject: Chapter 5: "Competitive Bidding Methods" (April 2015)
- Workforce Services Directive WSD16-10, Subject: *Property - Purchasing, Inventory, and Disposal* (November 10, 2016)

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

- WSD16-05, Subject: *WIOA Closeout Requirements* (July 29, 2016)
- WSD16-14, Subject: Selection of AJCC Operators and Career Services Providers (December 19, 2016)
- WSD16-16, Subject: *Allowable Costs and Prior Written Approval* (February 21, 2017)
- [Memorandum dated June 20, 2018: Executive Office of the President, Office of Management and Budget, *"Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance"*](#)

BACKGROUND

On December 26, 2013, the U.S. Office of Management and Budget (OMB) issued the Uniform Guidance under Title 2 CFR Part 200, in order to streamline the guidance on administrative requirements, cost principles, and audit requirements for federal awards. The Uniform Guidance consolidated multiple, previously separate, sets of OMB guidance into one combined set of rules. On December 19, 2014, the DOL adopted the Uniform Guidance and issued DOL Exceptions under Title 2 CFR Part 2900.

The Uniform Guidance provides fiscal and administrative guidance for the administration of the WIOA program, including specific requirements for purchasing goods or services as related to equipment. While the format and wording of the Uniform Guidance and DOL Exceptions vary slightly from OMB's previous circulars, the intent of the federal government is consistent. The intent is to ensure that purchases of goods or services are approved and performed through fair and open competition.

POLICY AND PROCEDURES

Definitions

Contract – A legal instrument by which a subrecipient purchases property or services needed to carry out the project or program under a federal award. This term does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward (Uniform Guidance Section 200.22).

Contractor – An entity that receives a contract (Uniform Guidance Section 200.23).

Conflict of interest – An employee, officer, agent, or any member of the organization that has interest in a financial gain or tangible benefit and who participates in the selection, award, or administration of a contract supported by a federal award (Uniform Guidance Section 200.318[c][1]).

Cost Analysis – An element-by-element review and evaluation of the estimated or actual cost to determine the probable cost to the contractor.

Equipment – tangible personal property (including information technology systems) having a useful life of more than one year and an per unit acquisition cost of which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or $5,000 (Uniform Guidance Section 200.33).

Firewall – An established policy or procedure that acts as a barrier or protection against an undesirable influence, outcome, or authority. Examples of firewalls include but are not limited to organizational arrangements that provide clear separation of duties and responsibilities, reporting hierarchy of managers and staff that provide clear separation between job duties and responsibilities, and conflict of interest/confidentiality/disclosure agreements.

Information Technology Systems – Information technology systems means computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources (Uniform Guidance Section 200.58).

Invitation for Bid (IFB) – A type of solicitation document used in a formal competitive bidding process, which contains a detailed statement of what the agency is attempting to purchase. An IFB is used to obtain simple, common, or routine services that may require personal or mechanical skills. Qualifying bidders compete solely on the basis of cost (California State Contracting Manual).

Labor Surplus Area Firm – The Department of Labor maintains a listing of areas of the nation where the average unemployment rate is 20% higher than the national unemployment rate. A listing and other Information on labor surplus areas can be found at www.doleta.gov/programs/lsa.cfm.

Micro-Purchase Threshold – Fiscal threshold set by Federal Acquisition Regulation (currently $10,000 per Federal Acquisition Regulation [FAR] 48 CFR Subpart 2.1). The threshold is periodically updated based on inflation.

Pass-through Entity – A non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program (Uniform Guidance Section 200.74).

Price Analysis – The process of examining and evaluating a proposed price without evaluating its separate cost elements and proposed profit. This process determines whether the price is fair and reasonable.

Procurement – All stages of the process of acquiring property or services, beginning with the process for determining a need for property or services and ending with contract completion and closeout.

Questioned costs – Any cost or procurement that is questioned by an auditor, pass-through entity or awarding agency representative. Purchases can be questioned due to possible violations of statutes and regulations, inadequate documentation or possible unreasonable costs (Uniform Guidance Section 2900.3).

Request for Proposal (RFP) – A type of solicitation document, used in a formal competitive bidding process where an invitation is presented for suppliers to submit a proposal on a specific commodity or service. The RFP process brings structure to the procurement decision and is meant to allow the risks and benefits to be identified clearly up front. The RFP is used to obtain complex services in which professional expertise is needed and may vary and/or where different methods and approaches may be applied during performance. (California State Contracting Manual).

Request for Quote (RFQ) – A type of solicitation document, used in a formal competitive bidding process, mainly when the specifications of a product or service are already known and when price is the main or only factor in selecting the successful bidder.

Simplified Acquisition Threshold – Fiscal threshold set by Federal Acquisition Regulation (currently $250,000 per FAR Subpart 2.1). The threshold is periodically updated based on inflation.

Subaward – An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract (Uniform Guidance Section 200.92).

Subrecipient – A non-federal entity that receives a subaward from a pass-through entity to carry out part of the federal program, but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from the federal awarding agency (Uniform Guidance Section 200.93).

Supplies – All tangible personal property other than equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-federal entity for financial statement purposes or $5,000, regardless of the length of its useful life (Uniform Guidance Section 200.94).

General Procurement Policy Requirements

The guidance in this directive applies to all purchases of equipment (goods) and related services for the operation and support of the WIOA program or for the benefit of WIOA participants. The procedures and guidelines described in this directive are to be used by all subrecipients using WIOA funds to make a purchase.

Subrecipients must use their own documented procurement procedures as long as they are consistent with applicable state and local laws and regulations and the procurements conform to the applicable standards in Uniform Guidance Sections 200.318 through 200.326.

Subrecipients must have written procurement procedures that include, but are not limited to, the following:

- Procedures to administer contracts and ensure contractors perform in accordance with the terms, conditions and specifications of contracts.
- A written code of conduct and clearly established firewalls for employees engaged in the award agreements or administration to avoid any internal or external conflict of interest.
- Procedures that detail the requirement for a review of prospective procurements to avoid purchase of unnecessary or duplicate items.
- Procedures that promote the use of shared resources and other agreements for common goods and services, as well as the use of federal excess and surplus property wherever possible.
- Standards to ensure that awards are made only to responsible contractors. The awarding agency standards should address integrity, compliance with public policy, past performance, and contractor resources (technical and financial) for prospective contractors.
- Procedures should document each significant step in making an award. The documentation should include: rationale for method of procurement, selection of agreement type, selection or rejection criteria, and the basis for the contract price, including the independent agency estimate of price.
- Procedures which details the settlement of all procurement issues, including those related to source evaluation, protests, claims, and disputes.
- Procedures to utilize small, minority, or women owned business or labor surplus area firms whenever possible.
- Procedures for analysis of lease versus purchase alterative to determine the most economical and practical procurement (Uniform Guidance Section 200.323).
- Procedures for conducting a price or cost analysis for every procurement action that exceeds the Simplified Acquisition Threshold. The extent of the analysis should depend on factors of the procurement, but at minimum include an estimated cost of the purchases before bids or proposals are sought (Uniform Guidance Section 200.323).

Each subrecipient's written procurement policies must be established and available for review by the Employment Development Department (EDD) or the DOL. These policies may be self-certified. Subrecipients may request a review of their policies by EDD staff to ensure compliance at the subrecipient's request (Uniform Guidance Section 200.324).

Additional WIOA Requirements

In addition to the requirements of Uniform Guidance Sections 200.318 through 200.326, the following requirements apply to procurements and agreements funded under the WIOA:

- All procurement contracts between local boards and units of government must be conducted on a cost-reimbursement basis (DOL Final Rule Section 683.200[c][4]).
- If a fixed amount award with a governmental or nonprofit agency results in revenues in excess of actual costs incurred, the excess revenues are considered to be program income (DOL Final Rule Section 683.200[c][7]). Any fixed amount awards should reference this requirement. For more information regarding program income refer to the directive Program Income (WSB 15-25)
- Local workforce investment plans must contain the competitive process used to award contracts funded under the WIOA and training services outside the Individual Training Account (ITA) (DOL Final Rule Section 679.560[b][15]).
- The procurement requirements do not apply to the identification of eligible training providers. The process for identification of eligible training providers for training services under the WIOA is described in DOL Final Rule Section 680, Subpart B. The state is responsible for the development and maintenance of a state-wide training provider list. While not a federal requirement, each grantee should have a formal agreement for services when a training provider is to deliver services. This may be in the form of a purchase order, contract, voucher, or other mechanism that provides for payment information and may be incorporated or referenced in the individual ITAs.

Reasonable Costs

All WIOA procurements must be "necessary and reasonable" in the operation of the WIOA programs and conform to the following:

- Consistent with uniform guidance and established policies and procedures.
- Similar costs must be considered either direct or indirect costs.
- Costs must be determined with generally accepted accounting principles.
- Costs must not be used as cost sharing or matching requirements.
- Costs must be adequately documented.

Procurements may benefit other non-WIOA/organizational operations as long as the procurement is necessary to WIOA program and the cost can be distributed in proportion of use. If the procurement benefits multiple WIOA projects the cost should be allocated based on relative benefit. If the relative benefit cannot be determined, a reasonable and documented method may be used. Costs cannot be shifted to additional programs to overcome fund deficiencies or to avoid federal restrictions (Uniform Guidance Section 200.405).

Prior Approval

Written prior approval from the EDD is required for equipment and related services under the following criteria:
- Procurements with a per-unit cost that exceeds $5,000.
- Related procurements with cumulative costs that exceed $5,000 within the same state fiscal year.
- Procurements resulting in improvements to land, buildings, or equipment which exceed $5,000.

Approval will be based on the reasonableness and allowable criteria (as outlined above), availability of funds, and other considerations. Written approval will include the timeframe or scope of the agreement (Uniform Guidance Section 200.407). Public exigency or emergency resulting in an immediate procurement need waives the requirement for prior approval, however, approval should be sought afterwards to conform of the appropriate use of WIOA funds.

Ongoing procurement costs such as subscriptions, maintenance, license, support costs or procurement which are otherwise paid annually will be considered approved after the initial approval if the cost remains constant or decreases.

Procurements under $5,000 which have additional or unexpected charges within the same 12 month period which causes the total cumulative cost to exceed $5,000 can be submitted for Retroactive Approval through the prior approval process. The Retroactive Approval should be requested before the cumulative charges exceed $5,000. Cumulative charges are only applicable for procurements of a single or set of similar or connected goods or services (e.g. servers and related infrastructure or computers and computer memory for equipment).

For further guidance on prior approval and approval process, please refer to Workforce Services Directive *Allowable Costs and Prior Written Approval* (WSD16-16).

Procurement Methods

All procurement actions are to be conducted in a manner that provides for "full and open competition" (Uniform Guidance 200.319). No procurement transaction will contain any requirements that restrict competition, unfairly promotes a single contractor or product, places excess burden on a contractor, or presents an organizational conflict of interest.

The type of purchase method is generally determined by the "per transaction" value of the procurement and the type of good or service being purchased. "Per transaction" is a single solicitation for a single item (e.g., copy machine), group of related items (e.g., office furniture), or a specified service (e.g., staff training). Purchases are not to be broken down into smaller components to avoid more stringent procurement requirements.

Within the context of open competition, there are five procurement methods by which subrecipients may procure goods or services; micro purchase, small purchase, sealed bids, competitive proposals, and noncompetitive proposals.

Micro Purchase

The micro purchase procurement method is used when the "per transaction" value of a purchase is less than the micro-purchase threshold (currently $10,000 per Federal Acquisition Regulation [FAR] 48 CFR Subpart 2.1), and may be used without soliciting competitive quotations if the price is reasonable. The micro-purchase threshold is periodically updated based on inflation. To the extent practicable, micro-purchases must be distributed equitably among qualified suppliers. Although micro-purchases are not required to receive written prior or purchase approval, they must still be documented.

Small Purchase

The small purchase procurement method may be used when the "per transaction" value of a purchase of equipment or services is less than the Simplified Acquisition Threshold (currently $250,000 per FAR Subpart 2.1). The Simplified Acquisition Threshold is periodically updated based on inflation. Informal quotations are used for small purchase procurements, in lieu of the more expensive and time consuming sealed bid or competitive proposal methods.

Price as determined by a price analysis is generally the main factor when determining awards. However, other factors such as availability, delivery time, current stock, and location can be taken into consideration.

Purchases between $10,000 and $250,000 require a minimum of two documented quotes from qualified sources. Documented quotes can be obtained from catalogs, price lists, or from a contractor in writing. Catalogs or price lists should be no more than one year old.

Proper documentation for a small purchase includes the following:
- The reason for selecting the small purchase method.
- The subrecipient's estimate of the potential purchase price.
- A description of the goods or services being purchased, including the quantity and any additional criteria used to determine the procurement decision.
- All providers contacted/considered and the prices offered using current catalogs, price lists, prior sales receipts, or formal quotes depending on the amount of the purchase.
- Why the provider was selected, including how the provider met any additional criteria, and the price analysis.
- Copy of the purchase document (sales receipt, contract).

Sealed Bids

The sealed bid procurement method is generally used when the "per transaction" value of the good or service to be purchased will be more than the Simplified Acquisition Threshold, and its

nature can be precisely defined. The desired procurement must have a complete, adequate and realistic specifications or purchase description.

The sealed bid process requires the issuance of an Invitation for Bid (IFB). The IFB must be publicly solicited or advertised to an adequate number of known suppliers, provide sufficient time to respond, and clearly state specifications, bidding processes, and dates. The IFB defines the quantity, timeframes, product requirements, specifications, and pertinent attachments of the good or service being purchased. Contractors are notified of the purchase requirements and submit a sealed bid to a specified location by a specified date and time.

A diligent effort should be made to secure at least three competitive bids. The responsible bidder (a bidder that can meet the technical requirements of the procurements) that submits the lowest bid will be awarded the contract. The lowest bid should be calculated with factors such as discounts, transportation, and life cycle costs. Any bidder that falls outside of the parameters will normally have their bid rejected. Award of a firm fixed-price or fixed unit price contract by written notice is sent to the lowest responsible bidder. Bids may be rejected with sound and documented rational. If only one bid is obtained and that bidder is deemed to be responsible, then the noncompetitive process may be used.

Proper documentation for a sealed bid purchase includes the following:

- The reason for selecting the sealed bid method.
- The subrecipient's estimate of the potential purchase price.
- A copy of the IFB.
- Bids received.
- Determination of the responsibility of the bidder.
- Why the provider was selected.
- Copy of the award document.

Competitive Proposals

This method is typically used when the "per transaction" value of the good or services will be more than the Simplified Acquisition Threshold, but its nature cannot be defined as precisely as required by the sealed bid method. Competitive proposals are specifically used when factors other than price are important in the selection decision or if the technical requirements or specifications are of a functional nature or unclear.

The competitive proposal procurement method is generally used when conditions for a sealed bid cannot be met. The Request for proposal (RFP) must be publicly solicited or advertised to an adequate number of known suppliers. A RFP should be issued that defines quantity, timeframes, product requirements, specifications, and the evaluation factors used along with their importance. Contractors submit a proposal based on the purchase requirements of the RFP to a specified location by a specified date and time to be evaluated.

All proposals should be considered on the merits of the proposal and a written review of technical evaluations should be retained for each. The review committee then makes a final recommendation as to which proposal(s) best meets the stated requirements. Careful documentation of the successful bidder selection should be maintained for reference. A public notice of intent to award should be issued followed by the award and the execution of the contract. If only one proposal is obtained and that proposal is deemed to be responsible, then the noncompetitive proposal method may be used.

If less than three bids are received during a competitive process, justification must be written explaining the limited participation. The justification should include firms and individuals contacted. These documents should be kept in the agency's contract file and submitted with procurement requests, if applicable.

Proper documentation for a competitive proposal purchase includes the following:

- The reason for selecting the competitive proposal method.
- The subrecipient's estimate of the potential purchase price.
- A copy of the RFP.
- Proposals received.
- The scoring criteria and the evaluation/scoring sheets for each proposal, including determination of the responsibility of the bidder and the cost analysis.
- Why the provider was selected.
- The public notice of intent to award.
- Copy of the award document.

Noncompetitive Proposals

Noncompetitive proposals may only be used under certain limited circumstances. The reason for selecting this method along with the justification for the provider selection must be carefully documented and maintained. Per Uniform Guidance Section 200.320(f), the purchase must be infeasible under one of the other methods discussed above, and one of the following conditions apply:

- The good or service is available from only one source.
- Public exigency or emergency creates an immediate procurement need (e.g., a flood or fire requires the immediate availability of services).
- The federal awarding agency or pass-through entity authorizes the specific noncompetitive procurement (upon a formal request for approval).
- Competition is determined inadequate. This usually occurs after a sealed bid or competitive process has been used and there are insufficient bidders.

Proper documentation for a noncompetitive proposal purchase includes the following:

- The reason for selecting the method, including why the procurement was infeasible under one of the other procurement methods and which of the additional conditions the procurement met.
- The estimate of the potential purchase price.
- A copy of the RFQ/IFB/RFP.
- A determination of the responsibility of the bidder.
- Why the provider was selected.
- Copy of the award document.

Procurement Method Review

Procurement Method	Cost Limits	Minimum Bids/Quotes Needed
Micro Purchases	Less than $10,000	One quote at a reasonable cost
Small Purchases	Between $10,000 and $250,000	Two quotes: written or from a catalog
Sealed Bids	Any	Three formal written bids in response to an IFB
Competitive Proposals	Any	Three written competitive proposals in response to a RFP
Noncompetitive Proposals	Any	All bids and quotes obtained

Procurement Purchase Approval and Review Timeline

Written approvals must be obtained by the subrecipients prior to the purchase of procurements valued over $5,000. To obtain purchase approval, subrecipients must complete the *Procurement – Request for Approval to Charge WIOA Funds* (Attachment 1) and submit it with any other required paperwork, to their assigned Regional Advisor or Project Manager via email. Procurement requests should be received no less than 30 calendar days before the requested procurement action is scheduled to occur (DOL Exceptions Section 2900.16). Procurement requests will include the following:

- Description of goods or services to be purchased (item[s] name and description)
- Estimated total cost (dollar amount of total cost)
- Description of item(s) (detailed description of procurement, including functionality and use)
- Reasons for procurement (detailed justification of procurement and why the procurement is necessary to WIOA operations)
- Procurement methods and lease-option sharing considerations:
  - What procurement method was used and why

- ▪ Quote or proposal and other documents as required by the procurement method
    - o Justification of why a lease or property sharing cannot be used
    - o Why the chosen provider or contractor was selected over other alternatives
- Cost (description of how the cost was determined, including any associated fees)
- Location (where the procurement item will be located or operated)

Approval can take a month once submitted so it is crucial that requests are submitted timely. See the table below of approval process and timeline. A decision letter will be mailed to the entity's director at the end of the review process.

Step	Approver	Approval Criteria	Timeframe
1	Subrecipient's assigned **Regional Advisor or Project Manager**	• Proposed procurement is reasonable, allowable and necessary • Cost sharing review	Up to 10 business days
2	**Information Technology and Program Accountability Section (ITPAS) manager** (if the procurement involves computer or Information Technology [IT] equipment, software, subscriptions or contracts)	• Technical review of proposed procurement • Proposed procurement cannot be provided by state or local partners	Up to 6 business days
3	**Financial Management Unit**	• Proposed procurement is reasonable and allowable • Availability of funds • Procurement method review	Up to 14 business days

Once the procurement has been approved via an approval letter, the WIOA funds account may be charged for the purchase. If a procurement is denied, the subrecipient will receive a letter specifying the reason for the denial. If a procurement request is not approved and property is charged, the subrecipient may incur a disallowed cost. Subrecipients can appeal a denial of procurement through the Chief of the Central Office Workforce Services Division.

Questioned and Disallowed Costs

Funds used for procurements that are determined by an auditor, the cognizant agency, the pass-through entity or authorized awarding agency representative to be unallowable will be returned to the federal government (Uniform Guidance Section 200.345). Such unallowable procurements are defined as questioned costs in DOL Exceptions Section 2900.3. Questioned costs could result from the following:

- Procurements that violate statute, regulations, or terms and conditions of award.

- Procurements without support documentation.
- Procurements with unreasonable costs.

For further guidance on the disposition of disallowed costs, please refer to Workforce Services Directive *WIOA Closeout Requirements* (WSD16-05).

Required Contract Clauses

Contracts entered into by subrecipients may be fixed price or cost reimbursement, depending on the method of procurement and goods or services being procured. Each agreement funded by federal funds must contain the following contract clauses referred to in Uniform Guidance Appendix II to Part 200, as appropriate:

A. All contracts in excess of the Simplified Acquisition threshold must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms. The clause must also provide for sanctions or penalties, as appropriate.
B. All contracts in excess of $10,000 must address termination for cause and for convenience by the non-federal entity, including the process for exercising the clause and the basis for settlement.
C. Compliance with Equal Employment Opportunity provisions identified in 41 CFR Part 60.
D. Compliance with the *Davis-Bacon Act* (40 U.S.C. 3141–3144 and 40 U.S.C. 3141-3148) for prime construction contracts in excess of $2,000.
E. Compliance with the *Contract Work Hours and Safety Standards Act* (40 U.S.C. 3701-3708) for contracts in excess of $100,000 that involve the employment of mechanics or laborers.
F. Compliance with *Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Grants* (37 CFR Part 401) for any small business or nonprofit organization.
G. Compliance with the *Clean Air Act* (42 U.S.C. 7401–7671q.) and the *Federal Water Pollution Control Act* (33 U.S.C. 1251–1387) for any contract in excess of $150,000.
H. A provision requiring that contracts must not be issued for any entity listed on the Excluded Parties List System in the System for Award Management (SAM)
I. Compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) for contractors bidding over $100,000.
J. Compliance with Section 6002 of the *Solid Waste Disposal Act* and 40 CFR part 247 for items in excess of $10,000.

It should also be included in all applicable agreements that, regardless of the procurement method, anyone who provides WIOA services must abide by the WIOA equal opportunity and nondiscrimination provisions of Section 188 and 29 CFR Part 38.

The Uniform Guidance applied to all federal awards made on or after December 26, 2014. Therefore, beginning with WIOA Program Year 2015-16 funds, all subrecipients of this funding must adhere to the Uniform Guidance, DOL Exceptions, and corresponding WIOA administrative requirements.

ACTION

Please bring this directive to the attention of all relevant parties.

INQUIRIES

If you have any questions, contact your assigned Regional Advisor or Project Manager.

/S/ JAIME L. GUTIERREZ, Chief
    Central Office Workforce Services Division

Attachments are available on the internet:

1. Procurement – Request for Approval to Charge WIOA funds
2. Summary of Comments
3. Errata Chronology

Attachment 4

CalJOBS^{SM} ETPL Module

Guide Card

Attachment 4

Table of Contents

Attachment 4

Creating a Provider Institution and Provider User (Provider View)

Creating a Provider Institution and Provider User (Provider View)	Steps
Sign In	From the CalJOBS home page, click Sign In
Individual 30 min(s) estimated **Employer** 22 min(s) estimated **Provider** 10 min(s) estimated	Select provider under Option 3 – Create a User Account.
Your Organization First we need to see if your organization is already in our system. Please enter the Federal Employer Identification Number (EIN) of your organization and click the Find button: * **EIN:** (12-3456789 or 123456789) Find Cancel	Follow the prompt, and enter the organization's FEIN number.
Matching Organizations The following provider(s) match the EIN you entered. Click Select next to your organization (or Change EIN to re-enter your EIN). **EIN:** 00-0000000 	Provider	Primary Address	Select
---	---	---
Example Provider	1234 Main Street Sacramento, CA 95814	Select		If the organization is already registered in CalJOBS, it will appear here. Click Select, and go to the "Linking a Provider User to an Existing Provider Institution" section in this document.

Attachment 4

Creating a Provider Institution and Provider User (Provider View)	Steps
New Organization Information It appears that your Organization doesn't currently exist in our system. Please enter the following information for your Organization and click Save (or Cancel to exit Registration): *Name: [Test Provider] Up to 60 characters EIN: 00-0000000 URL: [ ] Enter URL (e.g. www.companywebsite.com) **Enter Your Information** *Title: [ ] *First Name: [ ] *Last Name: [ ] *Address 1: [ ] **Login Information** *User Name: [ ] Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _ *Password: [ ] Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ $ % ^ . ! * _ +).	If the organization was not registered in CalJOBS, then three sections will appear: **New Organization Information**, **Enter Your Information**, and **Login Information**. Follow the prompts and fill in the required fields.
Login Information *User Name: [TESTER4545] Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _ *Password: [········] Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ $ % ^ . ! * _ +). *Confirm Password: [········] Please re-enter your password. (Save) (Cancel)	Under Login Information, be sure that both the username and password follow the rules displayed on screen. Click Save.

Attachment 4

Creating a Provider Institution and Provider User (Provider View)	Steps
Provider Information	The next screen will show the **Provider Information**, **Mailing Address Information**, and **Billing Address Information** fields. Note: some fields have been auto-populated from the answers given earlier.

Provider Information

* Status: ○ Active ● Inactive

* LWIA Region: State

Linked Employer: [ ] [**Search For Employer**]

Vendor ID: Generated by algorithm

* FEID: 000000000

* Provider Name 1: Example

Provider Name 2: [ ]

* Address 1: 1234 Main Street

Billing Address Information

Populate the Billing Address from: **Provider's Main Address**

* Billing Address 1: [ ]

Billing Address 2: [ ]

* Billing Zip: [ ]

* Billing City: [ ]

* Billing State: None Selected ▼

* Attention: [ ]

Mailing Address Information

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

* Mailing Address 1: [ ]

Mailing Address 2: [ ]

* Mailing Zip: [ ]

* Mailing City: [ ]

* Mailing State: None Selected ▼

* Mailing Attention: [ ]

Attachment 4

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

Attachment 4

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

Attachment 4

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

Attachment 4

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

Linking a Provider Account to an Existing Provider Institution (Provider View)	Steps
Sign In	From the CalJOBS home page, click Sign In
Individual — 30 min(s) estimated **Employer** — 22 min(s) estimated **Provider** — 10 min(s) estimated	Select provider under Option 3 – Create a User Account.
Your Organization First we need to see if your organization is already in our system. Please enter the Federal Employer Identification Number (EIN) of your organization and click the Find button: *EIN: [_____] (12-3456789 or 123456789) Find Cancel	Follow the prompt, and enter the organization's FEIN number.
Matching Organizations The following provider(s) match the EIN you entered. Click Select next to your organization (or Change EIN to re-enter your EIN). EIN: 00-0000000 Provider: Example Provider Primary Address: 1234 Main Street Sacramento, CA 95819 Select	If the FEIN of the provider matches a provider in the system, it will appear here. Select the organization that you wish to register with.

Attachment 4
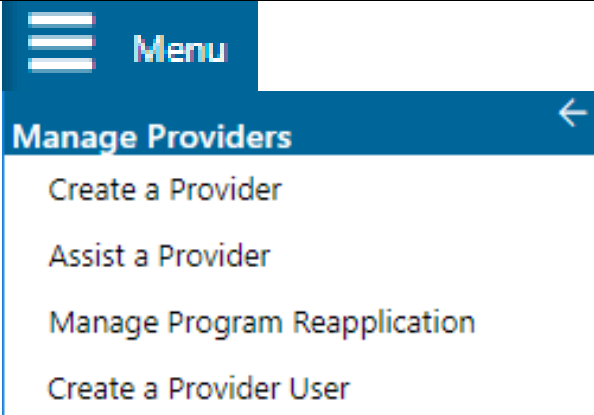
Linking a Provider Account to an Existing Provider Institution (Provider View)	Steps
Organization Information **Name:** Example Provider **EIN:** 00-0000000 **Institution Type:** Two-year, Technical, and Community Colleges **Institution Ownership:** Public institution **URL:**	In the Organization Information section, the provider's information will appear. If any information is inaccurate, it will need to be corrected after registration is completed.
Enter Your Information * **Title:** * **First Name:** * **Last Name:**	Fill out all of the required fields under Enter Your Information.
Login Information * **User Name:** TESTER4545 Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _ * **Password:** ········ Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ $ % ^ . ! * _ +). * **Confirm Password:** ········ Please re-enter your password. Save Cancel	Enter the required fields under Login Information. Be sure that both the username and password follow the rules displayed on screen. Click Save.

Attachment 4

Linking a Provider Account to an Existing Provider Institution (Provider View)	Steps
Thank you for registering. Your access request will be reviewed and you will be contacted once your information has been verified. Once your access is approved you will be able to add and maintain your institution's programs. If you have any questions, please contact: Theodore Roosevelt 123 4th Street Sacramento, CA 95814 Phone: 916-234-2345	A message will appear stating that the account will be reviewed, and if approved then access will be granted to the provider institution. Any further questions at this point should be directed to the contact information displayed on screen. Note: if you are a registered apprenticeship provider, and have completed all the steps up to this point, please email wsbetpl@edd.ca.gov for next steps.

Attachment 4

Creating a Provider Institution (Staff View)

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

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Creating a Provider Institution (Staff View)	Steps
Save Cancel	Once all of the required fields are completed, click Save.
Provider Type Details Show All Contract Services (CS) ☐ CS - OJT ☐ CS - Project ☐ CS - Work Experience Program Services (PS) Support Services (SS)	On the Provider Type Details Screen, click Show All.

Program Services (PS)
 	
☑ **PS - Approved Provider Training - ITA**
    300 Occupational Skills Training (Approved ETPL Provider)
    302 Entrepreneurial Training
    303 Distance Learning (TAA)
    305 Skills Upgrading and Retraining
    306 WIOA Prerequisite Trainings
    307 Pre-Apprenticeship Program w/Occupational Skills Training (ITA)
    311 Placed in Job Corps
    320 Private Sector Training
    323 Workplace Training & Cooperative Education
    324 Adult Education with Training Services
    325 Apprenticeship Training
    347 Occupational Skills Training (Approved ETPL Provider) (TAA)
    350 Pre-Apprenticeship Program w/Occupational Skill Training (ITA) (TAA)
    351 Adult Education with Training Services (TAA)
    352 Apprenticeship Training (TAA)
    416 Occupational Skills Training (Approved ETPL Provider)
    437 Pre-Apprenticeship Program with Occupational Skills Training (ITA)
☑ **PS - Education and Training Programs**
	Under Program Services, choose the following Provider Types: "PS – Approved Provider Training – ITA" and "PS – Education and Training Programs". This shows what activity codes will be linked to this provider. You are also able to select other Provider Types, if the corresponding activity codes make sense for the provider.

Attachment 4
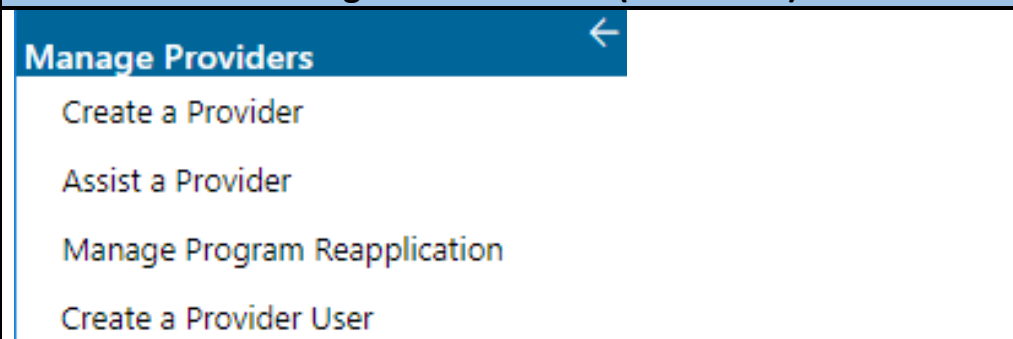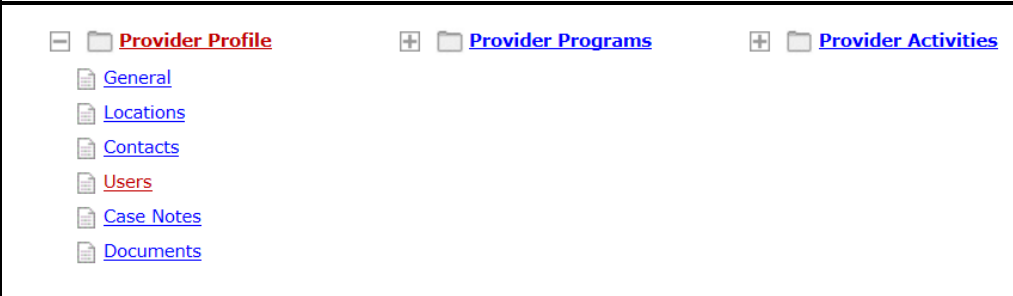
Creating a Provider Institution (Staff View)	Steps
Save Cancel	Once you are done selecting Provider Types, click Save.
[Edit Additional Provider Details]	Under the Additional Provider Details section, click Edit Additional Provider Details
*Institution Area: None Selected Years in Business: *ADA Compliant: ○ Yes ○ No *Institution Description: (2000 characters max.) Agency Code: [Search For Agency Code] Performance Reporting Method: Aggregate *Main Telephone Number: __ - __ - ___	Enter in data for the following required fields.
*ADA Compliant: ◉ Yes ○ No	In order to comply with EEO and WIOA requirements, providers must be ADA compliant.
*Display Online to the public? ◉ Yes ○ No	Set Display Online to the public? to Yes.
*Accreditation / Approval ◉ Yes ○ No Accrediting / Approving Body: None Selected	Accreditation/ Approval must be set to Yes, followed by selecting the Accrediting/ Approving Body.

Attachment 4

Creating a Provider Institution (Staff View)	Steps
*Financial Aid Available ○ Yes ● No *Online Registration Available ○ Yes ● No	Finish entering in the rest of the required fields.
Provider Review Status **This provider has not been reviewed** Provider Approval is Required Prior to Program Approval	Note that this provider needs to be reviewed and approved before programs can be added to the provider institution.

*Review Date: 08/26/2019 📅 Today
 	
*Review Status: None Selected ▼
 	
    None Selected
    Approved
    Rejected
    Pending Review
    On Hold
 	
State Review Date:
 	
State Review Status:
	Set the review date to the current date and select the appropriate Review Status. Once the Review Status is set to Approved, you can add programs to the provider institution.
	
	At this point, staff can create a Provider User account, see "Creating a Provider User (Staff View)" on page 13.
	
	Providers can also register themselves, see "Creating a Provider Institution and Provider User (Provider View)".

Attachment 4

Creating a Provider User (Staff View)

Creating a Provider User (Staff View)	Steps
Manage Providers ← Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	To create a provider user for a provider institution, go to Manage Providers → Assist a Provider.
ID / **Name** / **Address** / **Vendor** / **Region** / **Status** / **Action** 0000 Example 1234 Main Street Sacramento, CA 95814 000000000 State Active Profile Programs Activities	Find the provider in the search, and click "Profile."
⊟ 📁 **Provider Profile** ⊞ 📁 **Provider Programs** ⊞ 📁 **Provider Activities** 📄 General 📄 Locations 📄 Contacts 📄 Users 📄 Case Notes 📄 Documents	Click on "Users" under the Provider Profile.
Associated Provider Users **Last Name** / **First Name** / **User Name** / **Created Institution** / **Access Status** / **Action** Test Test TEST89 ✔ Pending Access Edit Assist Access Page 1 of 1 Rows: 5 Search for Provider User Create a Provider User	Any user accounts associated to this provider will appear here. To add an account, click "Create a Provider User."

Attachment 4

Creating a Provider User (Staff View)	Steps
Your Organization First we need to see if your organization is already in our system. Please enter the Federal Employer Identification Number (EIN) of your organization and click the Find button: *** EIN:** [ ] (12-3456789 or 123456789) [Find] [Cancel]	You will be prompted to enter the FEIN of the provider. This can be found in the "General" section of the Provider Profile.
Provider / **Primary Address** / **Select** Example 1234 Main Street Sacramento, CA 95814 [Select]	If the FEIN matches, the provider will appear. Click Select.
Organization Information **Name:** Example Provider **EIN:** 00-0000000 **Institution Type:** Two-year, Technical, and Community Colleges **Institution Ownership:** Public institution **URL:**	In the Organization Information section, the provider's information will appear.
Enter Your Information *** Title:** [ ] *** First Name:** [ ] *** Last Name:** [ ]	Fill out all of the required fields under Enter Your Information.

Attachment 4

Creating a Provider User (Staff View)	Steps
Login Information *User Name: `TESTER4545` — Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _ *Password: `.........` — Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ $ % ^ . ! * _ +). *Confirm Password: `.........` — Please re-enter your password. Save Cancel	Enter the required fields under Login Information. Be sure that both the username and password follow the rules displayed on screen. Click Save.
Associated Provider Users 	Last Name	First Name	User Name	Created Institution	Access Status	Action	 |---|---|---|---|---|---| 	Tester	Tester	TESTERFIVE89		Pending Access	Edit Assist Access		The newly created provider user account will appear under Users in the Provider Profile. Continue to the "Activating a Provider Institution and Enabling Access (Staff View)" chapter on the next page.

Attachment 4

Activating a Provider Institution and Enabling Access (Staff View)

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

Attachment 4

Activating a Provider Institution and Enabling Access (Staff View)	Steps
Show All	Click Show All.
Provider Type Details Collapse All Contract Services (CS) ☐ CS - OJT ☐ CS - Project ☐ CS - Work Experience Program Services (PS) ☑ **PS - Approved Provider Training - ITA** 300 Occupational Skills Training (Approved ETPL Provider) 302 Entrepreneurial Training 303 Distance Learning (TAA) 305 Skills Upgrading and Retraining 306 WIOA Prerequisite Trainings 307 Pre-Apprenticeship Program w/Occupational Skills Training (ITA) 311 Placed in Job Corps 320 Private Sector Training 323 Workplace Training & Cooperative Education 324 Adult Education with Training Services 325 Apprenticeship Training 347 Occupational Skills Training (Approved ETPL Provider) (TAA) 350 Pre-Apprenticeship Program w/Occupational Skill Training (ITA) (TAA) 351 Adult Education with Training Services (TAA) 352 Apprenticeship Training (TAA) 416 Occupational Skills Training (Approved ETPL Provider) 437 Pre-Apprenticeship Program with Occupational Skills Training (ITA)	Select PS – Approved Provider Training – ITA. This is required for placement on the ETPL. Other applicable Provider Services can be selected. Click Save when finished.
[Edit Additional Provider Details]	Under Additional Provider Details, click Edit Additional Provider Details.
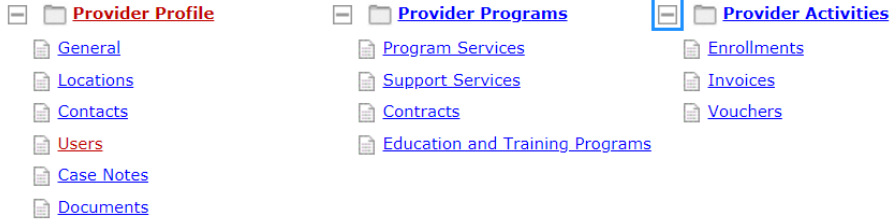
Attachment 4

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

Attachment 4

Activating a Provider Institution and Enabling Access (Staff View)	Steps
Provider Review Status **This provider has not been reviewed** Provider Approval is Required Prior to Program Approval **Reviewing LWIA:** Sacramento Employment and Training Agency **Review Date:** [ ] 🗓 Today (mm/dd/yyyy) ***Review Status:** Pending Review ▾ **State Review Date:** **State Review Status:** Pending Review (Save) (Cancel)	Scroll down to Provider Review Status, and set the Review Date and Review Status. Click Save.
	Note: Per ETPL policy, Local Areas can "nominate" providers to the ETPL, but the provider can only be added to the ETPL by EDD staff. Once the provider is nominated by the Local Area, it goes to the EDD for final review.
Provider Review Status Provider Approval is Required Prior to Program Approval **Reviewing LWIA:** Sacramento Employment and Training Agency ***Review Date:** 8/10/2021 🗓 Today (mm/dd/yyyy) ***Review Status:** Approved ▾ **State Review Date:** 8/10/2021 **State Review Status:** Approved	Once set to approved, provider users that are given access will be able to add programs and have them reviewed by staff.

Attachment 4

Activating a Provider Institution and Enabling Access (Staff View)	Steps

☐ 📁 **Provider Profile**   ☐ 📁 **Provider Programs**   ☐ 📁 **Provider Activities**
 	
  📄 General   📄 Program Services   📄 Enrollments
  📄 Locations   📄 Support Services   📄 Invoices
  📄 Contacts   📄 Contracts   📄 Vouchers
  📄 Users   📄 Education and Training Programs
  📄 Case Notes
  📄 Documents
	Click on the Users tab of the Provider Profile.

Associated Provider Users 	Last Name	First Name	User Name	Created Institution	Access Status	Action
---	---	---	---	---	---
Doe	John	GSITEST123	✔	Pending Access	Edit Assist Access		Under Associated Provider Users, click Access.
Search Mode **Search For:** ◯ Providers ⦿ Provider Users **Search** **Provider User Criteria** **User Access Status:** None Selected ▾ **User Name:**	Note: If a user does not appear, it is likely that they did not link themselves properly to the provider. You can search for their username by searching under Assist a Provider and selecting the Provider User Radio button at the top.

Attachment 4

Activating a Provider Institution and Enabling Access (Staff View)	Steps
Provider User Access Rights **Institution Access:** Golden State Career Link [**Search for Institution** | **Remove**] *(Provider User Registration included Institution Details)* ***Access Rights:** Active ▼	The institution should already appear in Institution Access. If not, click Search for Institution. Set Access Rights to Active.
Associated Provider Users <table><tr><th>Last Name</th><th>First Name</th><th>User Name</th><th>Created Institution</th><th>Access Status</th><th>Action</th></tr><tr><td>Doe</td><td>John</td><td>GSITEST123</td><td>✔</td><td>Active</td><td>Edit Assist Access</td></tr></table>	The Provider User should now have access. To verify this, go to Assist a Provider → Provider Profile → Users.

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Attachment 4

Adding a Program (Provider View)

Adding a Program (Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
	Click Add Education or Training Program. This will launch the Program Wizard.
	The Program wizard will start you on the General Information tab. Once you are done entering information on this tab and click Next, your progress will be saved.
	Set the following fields to these settings.

Attachment 4

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

Attachment 4

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

Attachment 4

Adding a Program (Provider View)	Steps
Details **Curriculum** **Curriculum** * Code: [ ] * Course Title: [ ] Save Cancel	In the Curriculum tab, click Add Curriculum to enter the course code and title. These are usually located in the provider's course catalog.
Code — **Occupation Title** — **Provider's Alternate Occupation Title** — **CIP Code Related** — **Select** ■ 13201100 Accountants and Auditors ● [ ] ⊘ ☑ 13201101 Accountants ● [ ] ⊘ ☐	The Occupations tab will let you view ONET codes related to the program. These usually populate from the CIP code in the General Information tab.
25101100 Business Teachers, Postsecondary [ ] ⊘ ☑ ● BRIGHT OUTLOOK NATIONALLY ⊕ BRIGHT OUTLOOK LOCALLY ⚑ GREEN OCCUPATIONS [**Select Occupation From ONET Table**]	If no ONET codes appear, you can click Select Occupation from ONET Table.
If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand. [ ] ◉	If a program is not marked as locally in-demand with a blue icon, provide evidence to show that it is in-demand.

Attachment 4

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

Attachment 4

Adding a Program (Provider View)	Steps
Reporting Information Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study. *Program Length - Clock/Contact Hours: [40] Hours Note: Full-time weeks indicates the length of the program in weeks, as completed by a full-time student. *Program Length - Full-time Weeks: [5] Weeks *Program Format: [In-person ▾]	Under Reporting Information, enter the total number of hours in the program *per week*, and the total full-time length in weeks, and the program format.
Duration 	Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
---	---	---	---	---	---	---
Regular Schedule	Yes	200 Hours	Full-Time	Mon-Fri	Day	Edit | Delete | [**Add Duration**]	The Duration tab expands on the information entered into the Scheduling tab. Click Add Duration to begin entering data.
<table><tr><th>Address</th><th>Billing Address</th><th>Select ☐</th></tr><tr><td>1234 Main Street Sacramento, CA 95814</td><td>1234 Main Street Sacramento, CA 95814</td><td>☑</td></tr></table>	Enter a location into the Locations tab where the program takes place. If a location does not appear, one can be added to the Locations tab of the Provider Profile.

Attachment 4

Adding a Program (Provider View)		Steps

Cost Structure(s)	Amount
Total CRS Training Costs	**$2,200.00**
Tuition/Fee	$2,000.00
Books	$200.00
Tools	$0.00
Other Costs	$0.00
Comments	
Total Amount of Cost Structures	**$2,200.00**

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount
No records found	

[Add Line Item]

Total Amount : $2,200.00

Steps: The Cost Details tab is where cost structures and line items can be added. Click Add Cost Structure to get started. Per state ETPL policy, the cost of the program must match the cost of a member of the general public enrolling in the program without assistance from WIOA.

Provider Representative

* **First Name:** [   ] !

* **Last Name:** [   ] !

* **Phone Number:** [   ] - [   ] - [   ] Ext [   ] !

Steps: The Provider Representative tab should contain the preferred provider contact for the program.

Attachment 4
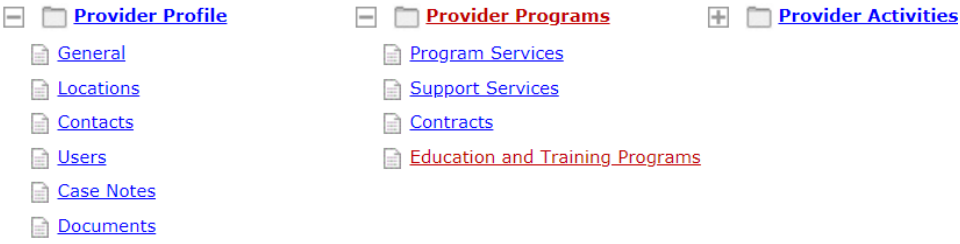
Adding a Program (Provider View)	Steps
Previous Certified Performance **Program Year:** [2021 ▾] 	**Performance Measure**	**WIOA**	**All Students**
---	---	---
Total Enrolled	0	0
Total Exited	0	0
Program Completers	0 0%	0 0%
Credential Rate	0 0%	0 0%
Employment Rate 6 months after exit	0 0%	0 0%
Employment Rate 12 months after exit	0 0%	0 0%
Median Earnings 6 months after exit	0.00	0.00		The Performance tab displays the required performance data for the program. To meet initial eligibility requirements, programs must have performance data entered, even if they have not been in CalJOBS before.
Edit Performance	To enter initial eligibility performance data, click Edit Performance
Aggregate Performance - All Students **Program Year:** [2021 ▾] **Total Enrolled:** [20] **Total Program Exiters:** [20] **Total Completers:** [15]	Enter the performance data into the appropriate tabs. Click Save when done. Click Next.

Attachment 4

Adding a Program (Provider View)	Steps

* Providers requesting approval or re-approval of a training program must agree to the statement below.
 	
The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.
 	
I agree to complete the information required on the website at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.
 	
    ◉ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.
    ○ No, do not submit this educational program for WIOA Approval at this time.
	In the Confirmation tab, select Yes, I agree to the above statement to submit the program for Local Area/EDD staff to review. For a provider user, this is the last step in the process. Provider users are unable to review their own programs.

Attachment 4

Adding a Program (Staff View)

Adding a Program (Staff View)	Steps
Manage Providers ← Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	Log into your staff account. After signing in, select Manage Providers > Assist a Provider.
ID | **Name** | **Address** | **Vendor** | **Region** | **Status** | **Action** 6197 | GSI Test | 722 Capitol Mall Sacramento, CA 95814 | 999999999 | State | Active | Profile Programs Activities	Click Programs.
⊟ **Provider Profile**　⊟ **Provider Programs**　⊞ **Provider Activities** 　General　　　　Program Services 　Locations　　　Support Services 　Contacts　　　　Contracts 　Users　　　　　Education and Training Programs 　Case Notes 　Documents	Navigate to the Education and Training Programs tab. All ETPL programs are located here.
Add Education or Training Program	Click Add Education or Training Program. This will launch the Program Wizard.

Attachment 4

Adding a Program (Staff View)	Steps
	The Program wizard will start you on the General Information tab. Once you are done entering information on this tab and click Next, your progress will be saved.
	Follow the steps as described in "Adding a Program (Provider View)", up to the Confirmation tab.
	In the Confirmation tab, select Yes, I agree to the above statement to submit the program for staff review. For a provider user, this is the last step in the process.
	In the Review tab, staff can click Edit under the action column to review this program. Provider users are unable to review their own programs.

Attachment 4

Adding a Program (Staff View)	Steps
Review Type: ITA **Eligibility Type:** Initial *__Status:__ [Approved/Eligible ▼] *__Subsequent Review Due Date:__ [09/09/2020] 📅 Today *__Date Reviewed:__ [09/09/2019] 📅 Today (Save) (Cancel) (Return to Previous Page)	Select a Status for the program. A Subsequent Review Date that is one year from the review date will automatically populate. Enter a Date Reviewed, and click Save.
• The provider of this educational program has not yet been approved. Provider approval is required prior to program approval.	Remember, provider approval is required prior to program approval. Be sure to approve the provider in the Provider Profile first. Follow the steps under "Creating a Provider Institution (Staff View)" on page 9.

Attachment 4

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

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action	Once the program is approved by EDD staff, the WIOA icon will appear in the ITA review record. The program is now on the ETPL. Click Finish to complete the process.
ITA	WIOA Approved/Eligible	9/9/2020	9/9/2019	9/9/2019 2:38 PM	City of Los Angeles	Edit	

<< Back   Finish

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

Attachment 4

Approving Program Changes (Staff View)

Approving Program Changes (Staff View)	Steps
☑ Submit changes for Review and Approval. `<< Back` `Next >>`	When a change is made to a program, like a change in tuition fees, provider users or staff will be able to submit these changes for review by selecting the "Submit changes for Review and Approval" checkbox in the confirmation tab. Check the box and click Next.
<table><tr><th>Review Type</th><th>Status</th><th>Subsequent Review Due Date</th><th>Date Reviewed</th><th>Last Edit Date</th><th>Review Location</th><th>Action</th></tr><tr><td>Change</td><td>Pending (system-set only)</td><td>9/9/2020</td><td>N/A</td><td>9/9/2019 2:50 PM</td><td>N/A</td><td>Edit</td></tr><tr><td>ITA</td><td>WIOA Approved/Eligible</td><td>9/9/2020</td><td>9/9/2019</td><td>9/9/2019 2:38 PM</td><td>City of Los Angeles</td><td>View</td></tr></table>	Now a change record will appear at the top of the list in the Review tab. Staff or provider users can continue to make other changes to the program without have to repeat the previous step. Staff, but not provider users, will click Edit.
* Status ◯ Rejected ⦿ Approved **Subsequent Review Due Date:** 9/9/2020 *** Date Reviewed:** 09/09/2019 🖩 Today Save Cancel	Staff can approve or reject changes, and set the date of review. When done, click Save.

Attachment 4

Approving Program Changes (Staff View)							Steps
Review Type	**Status**	**Subsequent Review Due Date**	**Date Reviewed**	**Last Edit Date**	**Review Location**	**Action**	The change record will now show a status of approved.
Change	Approved	9/9/2020	9/9/2019	9/9/2019 2:55 PM	City of Los Angeles	View	
ITA	WIOA Approved/Eligible	9/9/2020	9/9/2019	9/9/2019 2:38 PM	City of Los Angeles	Edit	
		<< Back Finish					Click Finish to complete the process.

Attachment 4

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

Re-approving a Program for Continued Eligibility (Staff View)	Steps
Program Name / Program Description / Changes Submitted / Action Accounting PS - Approved Provider Training - ITA WIOA REAPP A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting managerial accounting cost accounting	When the system detects that a program is within 60 days of its Subsequent Review Due Date, a REAPP icon will appear next to the program.
* Providers requesting approval or re-approval of a training program must agree to the statement below. The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis. I agree to complete the information required on the website at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year. ◉ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval. ○ No, do not submit this educational program for WIOA Approval at this time.	Go through the program, starting with the General tab, and make any updates as necessary. Then, once at the Confirmation tab, select "Yes, I agree to the above statement…" to submit the program for re-approval.
Review Type / Status / Subsequent Review Due Date / Date Reviewed / Last Edit Date / Review Location / Action ITA / Pending (system-set only) / 9/9/2021 / N/A / 9/9/2019 4:04 PM / N/A / Edit	A new review record will appear. Notice that the Review Type says ITA, which only appears when re-approving a program for Continued Eligibility.
*Status: [None Selected ▾] Subsequent Review Due Date: *Date Reviewed: None Selected Approved/Eligible Rejected On Hold Recommended Elected not to participate	Choose from the available statuses in the dropdown.
*Subsequent Review Due Date: [09/09/2021] 🗓 Today ***Date Reviewed:** [09/09/2020] 🗓 Today	Set the Subsequent Review Due Date to one year from when the program was reviewed. The system may do this automatically.
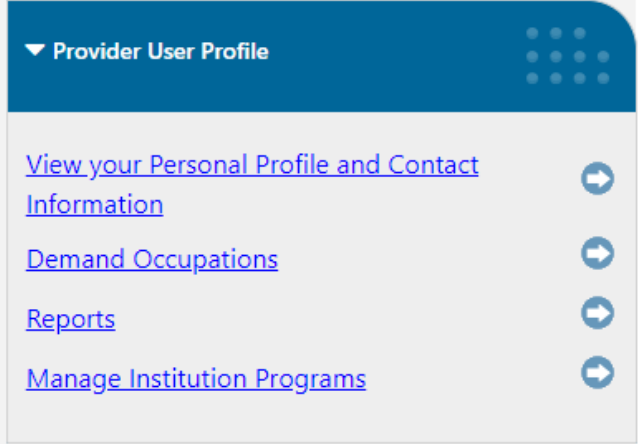
Attachment 4

Re-approving a Program for Continued Eligibility (Staff View)	Steps
	Note: Per ETPL policy, Local Areas can "nominate" programs to the ETPL, but the program can only be added by EDD staff. Once the program is nominated by the Local Area, it goes to the EDD for final review.

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

<< Back   Finish

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

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

<< Back   Finish

Now, the new review record is WIOA approved, and the REAPP icon is gone. Click Finish.

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

The Education and Training Programs tab also shows the WIOA icon, without the REAPP icon.

Attachment 4
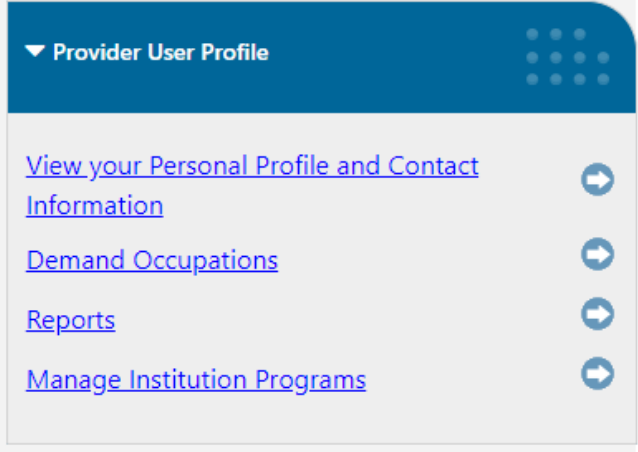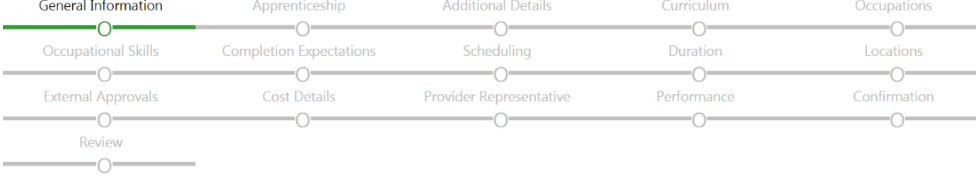
Re-approving a Program for Continued Eligibility (Staff View)		Steps
*Status:	None Selected ▾ None Selected Approved/Eligible Rejected On Hold Recommended Elected not to participate	Note: The same process can be used to remove a program from the ETPL. If staff select Rejected, the program will no longer be on the ETPL.
Subsequent Review Due Date: *Date Reviewed:		

Attachment 4
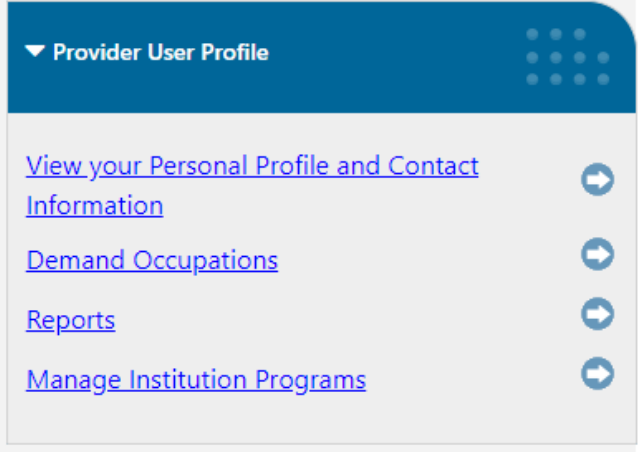
Entering an Apprenticeship Program (Staff and Provider View)

Entering an Apprenticeship Program (Staff and Provider View)	Steps
▼ Provider User Profile View your Personal Profile and Contact Information Demand Occupations Reports Manage Institution Programs	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
Add Education or Training Program	To add a new program, scroll to the bottom of the list of programs and click Add Education or Training Program. Note: apprenticeships applying for the ETPL must be registered and approved by either the Department of Labor, or the Department of Industrial Relations, Division of Apprenticeship Standards.
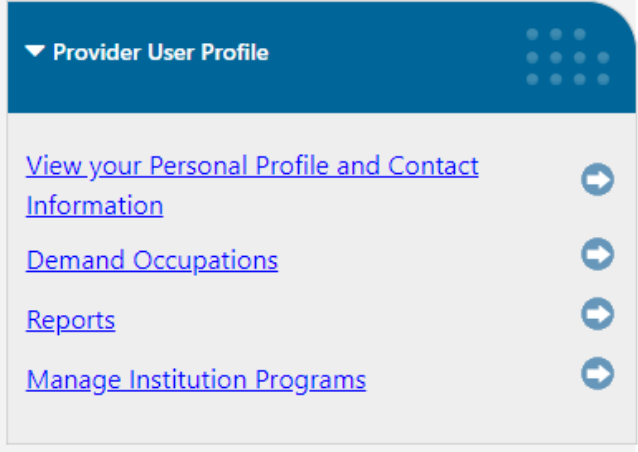
Attachment 4

Entering an Apprenticeship Program (Staff and Provider View)	Steps
Provider User Profile View your Personal Profile and Contact Information Demand Occupations Reports Manage Institution Programs	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
General Information — Apprenticeship — Additional Details — Curriculum — Occupations Occupational Skills — Completion Expectations — Scheduling — Duration — Locations External Approvals — Cost Details — Provider Representative — Performance — Confirmation Review	The Program wizard will start you on the General Information tab. Once you are done entering information on this tab and click Next, your progress will be saved.
*Status: ● Active ○ Inactive Purpose for adding program: ● Submit for ETPL Approval and accept participants ○ Accept participants without submitting for ETPL Approval ○ To be determined or display to the public only *Education Program Type: PS - Approved Provider Training - ITA ▼	Set the following fields to these settings.
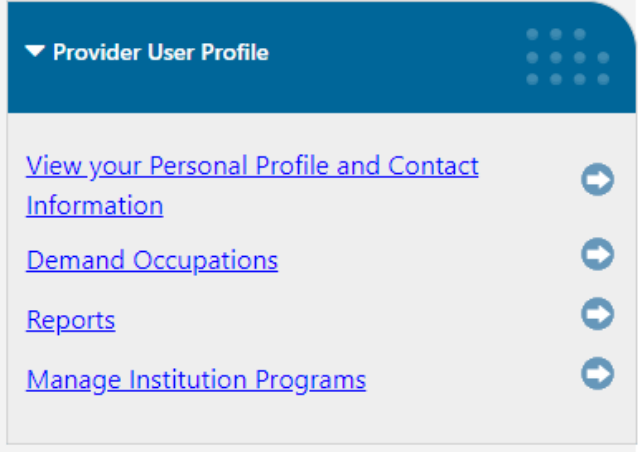
Attachment 4

Entering an Apprenticeship Program (Staff and Provider View)	Steps
▼ Provider User Profile View your Personal Profile and Contact Information ➡ Demand Occupations ➡ Reports ➡ Manage Institution Programs ➡	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
*This program is an Apprenticeship: ● Yes ○ No *This Education Program is a ● Yes ○ No Registered Apprenticeship: Note: By entering Yes to this question, you are stating that this program is a DOL Registered and/or State Approved Apprenticeship.	Since this program is an apprenticeship, mark Yes. Do the same for the following field if the apprenticeship is registered with either the Department of Labor or the Division of Apprenticeship Standards.
*CIP Code: None Selected [Search for CIP Code]	Click Search for CIP Code.
Type your keywords in the box and click the *Search* button. [Keyword Search Options]	Type in a keyword for the CIP Code. You can also search by Program Area, Listing, Occupation, Career Cluster, or Program Code.
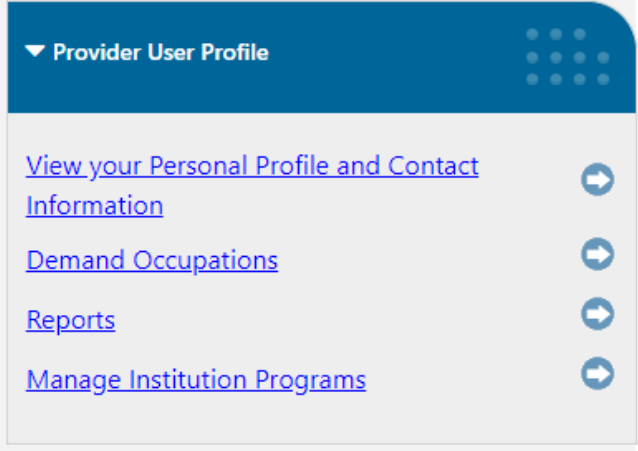
Attachment 4

Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
*Education Program Name: Education Program Description: A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes	Enter a name for the program. Note that the CIP code populates the program description.
*This program of study or training services has the following potential outcome(s) (please select all that apply): ☑ An industry-recognized certificate or certification ☐ A community college certificate of completion ☐ A certificate of completion of an apprenticeship ☐ A secondary school diploma or its equivalent ☐ A license recognized by the State involved or the Federal Government ☐ Employment ☐ An associate degree ☐ A measurable skills gain leading to a credential ☐ A baccalaureate degree ☐ A measurable skills gain leading to employment	Select at least one potential program outcome.
*This program leads to a credential or degree ⦿ Yes ○ No	In order to be on the ETPL, a program must lead to a credential or degree. Set this field to Yes.
*Name of Associated Credential: *Attain Credential: None Selected ▼	Enter the Name of Associated Credential and select the appropriate response to Attain Credential.

Attachment 4

Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
	Per state policy, programs must be have some sort of partnership with local or regional businesses.
	When you are done entering the rest of the data, click Next. At this point, your progress has been saved. You can exit the program and resume entering data by clicking Edit.
	Now, you will see tabs that you can click on to easily skip to different sections of the program.

Attachment 4

Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
Apprenticeship	Enter the required fields under the Apprenticeship tab, and click Next. Keep clicking Next until you reach the Occupations tab.
	The Occupations tab will let you view ONET codes related to the program. These usually populate from the CIP code in the General Information tab.

Attachment 4

Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
	If no ONET codes appear, you can click Select Occupation From ONET Table.
	If a program is not marked as locally in-demand with a blue icon, provide evidence to show that it is in-demand. Keep clicking Next until you get to the Locations tab.
	Select a location for the apprenticeship program. Click Next.
	Click Next until you reach the Confirmation tab.

Attachment 4

Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
	To submit this program for review, click Yes and then click Next.
Review 	Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date
---	---	---	---	---
Registered Apprenticeship - ITA	Pending (system-set only)	3/4/2022	N/A	3/4/2020 3:20 PM		At this point, the State ETPL Coordinator will review the apprenticeship and either approve or deny the program in the Review tab.
Review 	Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location
---	---	---	---	---	---
Registered Apprenticeship - ITA	Registration Verified	3/4/2022	3/4/2020	3/4/2020 3:23 PM	Contra Costa County Workforce Development Board Zepf, Maximilian		If the apprenticeship is approved, it will show a status of "Registration Verified" under the Status column.

Attachment 4

Entering an Apprenticeship Program (Staff and Provider View)				Steps
				Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
Test PS - Approved Provider Training - ITA WIOA Registered Apprenticeship	A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting managerial accounting cost accounting budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations.	✓	Registration Verified	The approved apprenticeship will show the WIOA icon, meaning that the program is on the ETPL.

Attachment 4

Removing a Program from the ETPL (Staff View)

Removing a Program from the ETPL (Staff View)	Steps
Manage Providers Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	Log into your staff account. After signing in, select Manage Providers → Assist a Provider
⊟ 📁 **Provider Programs** 📄 Program Services 📄 Support Services 📄 Contracts 📄 **Education and Training Programs**	Navigate to the Education and Training Programs.
Program Name · **Program Description** · **Changes Submitted** · **Active** · **Review Status** · **Action** Accounting PS - Approved Provider Training - ITA [WIOA] · A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting managerial accounting cost accounting budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations. · · ✓ · Approved/Eligible · Edit Deactivate	Find the program, and click Edit under the Action column on the right.
Completion Expectations ...mation ‖ **Review**	Click on the Review Tab.

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Removing a Program from the ETPL (Staff View)	Steps
Review <table><tr><td>**Review Type**</td><td>**Status**</td><td>**Subsequent Review Due Date**</td><td>**Date Reviewed**</td><td>**Last Edit Date**</td><td>**Review Location**</td><td>**Action**</td></tr><tr><td>ITA</td><td>WIOA Approved/Eligible</td><td>9/20/2020</td><td>9/20/2019</td><td>9/20/2019 2:01 PM</td><td>Fresno Area Workforce Investment Corporation</td><td>Edit</td></tr></table>	Click Edit under the Action column.
Review **Review Type:** ITA **Eligibility Type:** Initial **Status:** Approved/Eligible ***Subsequent Review Due Date:** 09/21/2019 📅 Today **Date Reviewed:** 9/20/2019	Set the Subsequent Review Due Date to tomorrow's date. If today's date were 09/20/2019, then the Subsequent Review Due Date should be set to 09/21/2019.
ccupational Skills **Completio Expectatio** **ce** **Confirmation** **R**	Click on the Confirmation tab

Attachment 4

Removing a Program from the ETPL (Staff View)	Steps
⦿ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval. ◯ No, do not submit this educational program for WIOA Approval at this time. `<< Back` `Next >>`	Select "Yes…" to submit the program for review. Click Next. Note: if there are red error messages on the Confirmation tab, those fields will need to be completed before selecting "Yes."
Review Type / **Status** / **Subsequent Review Due Date** / **Date Reviewed** / **Last Edit Date** / **Review Location** / **Action** ITA / Pending (system-set only) / 10/3/2021 / N/A / 10/3/2019 4:20 PM / N/A / Edit	A new review record will appear. Click Edit in the Action column.
* Status: Rejected ▼ **Rejection Reason:** **Subsequent Review Due Date:** None Selected Approved/Eligible Rejected On Hold Recommended Elected not to participate	Select a Status. If you select Rejected or On Hold, the Subsequent Review Due Date is not a required field.

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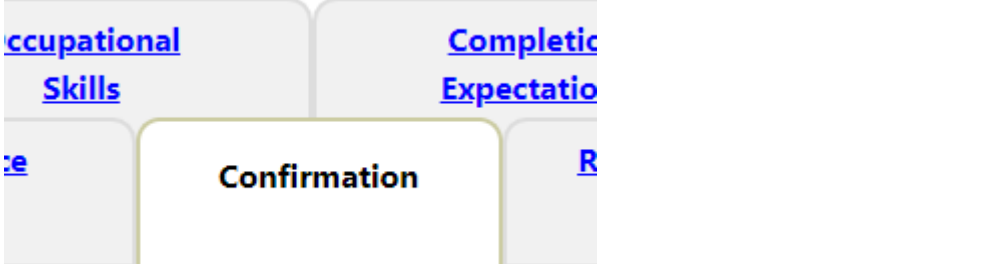
Removing a Program from the ETPL (Staff View)	Steps

Review Type: ITA
 	
Eligibility Type: Continued
 	
*Status: [Rejected ▼]
 	
Rejection Reason: [None Selected ▼]
    None Selected
    Failed Performance
    Wrong Performance Year
    No Performance Reported
    Does not meet initial eligibility
 	
Subsequent Review Due Date:
 	
*Date Reviewed:
	Select a Rejection Reason and enter a Date Reviewed.

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

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

Attachment 4

Putting Programs Back on ETPL (Staff View)

Putting Programs back on ETPL (Staff View)	Steps
	After logging into your staff account, select Manage Providers → Assist a Provider.
	Navigate to the Education and Training Programs Tab.
	Find the program, and click Edit under the Action column on the right.
	Click on the Review tab.

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Putting Programs back on ETPL (Staff View)							Steps
Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Ac	Note that the status of the most recent review record is set to Rejected.
ITA	Rejected, Does not meet initial eligibility	10/3/2021	10/3/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay	Vi	
ITA	Approved/Eligible	10/3/2019	9/20/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay	Vi	

	Steps
	Click on the Confirmation tab
	Select Yes to submit the program for review. Click Next.
	A new review record will appear with a Pending status. Click Edit under the Action column.

Attachment 4

Putting Programs back on ETPL (Staff View)	Steps
Review Type: ITA **Eligibility Type:** Continued ***Status:** Approved/Eligible ▾ ***Subsequent Review Due Date:** 10/04/2021 🔲 Today ***Date Reviewed:** 10/04/2019 🔲 Today Save Cancel	Set the Status to Approved/Eligible, and the Date Reviewed. Note that the Subsequent Review Due Date is a required field, but is automatically populated a year from today's date. Click save.

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

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action	Once the program is approved by EDD staff, the WIOA icon will appear in the ITA review record. The program is now on the ETPL. Click Finish to complete the process.
ITA	**WIOA** Approved/Eligible	9/9/2020	9/9/2019	9/9/2019 2:38 PM	City of Los Angeles	Edit	

<< Back   Finish

Attachment 4

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

Attachment 4

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

Changing the Assigned Local Area for a Provider (Staff View)	Steps
Manage Providers Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	After logging into your staff account, select Manage Providers → Assist a Provider
☐ 📁 **Provider Profile** 　📄 General 　📄 Locations 　📄 Contacts 　📄 Users 　📄 Case Notes 　📄 Documents	Click on the General tab under the Provider Profile.
[Edit Additional Provider Details]	Scroll down to Additional Provider Details, and click on the hyperlink.
Provider Review Status Provider Approval is Required Prior to Program Approval **Reviewing LWIA:**　　　Sacramento Employment and Training Agency * **Review Date:**　　　09/20/2019 📅 Today (mm/dd/yyyy) * **Review Status:**　　　Approved ▼ **State Review Date:**　　9/10/2019 **State Review Status:**　　Approved 　　　　　Save　　Cancel	Set the Review Date to today. Set the Review Status to Approved (assuming that the provider is eligible), and click Save.

Attachment 4

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

Attachment 4

Determining Why a Program is Missing (Staff View)

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

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Determining Why a Program is Missing (Staff View)	Steps
General Information **Service Provider** **Enrollment Service Provider Information** *** Provider:** [text box] [Select Provider] *** Service, Course or Contract:** [text box] [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) <table><tr><th>Provider Code</th><th>Provider Name</th><th>Address</th><th>Programs Available</th></tr><tr><td>7892</td><td>GSI Conversion Provider</td><td>722 Capitol Mall Sacramento, CA 95814</td><td>6</td></tr></table>	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
<table><tr><th>Region</th><th>Status</th><th>Action</th></tr><tr><td>State</td><td>Active</td><td>Profile Programs Activities</td></tr></table>	Search for the name of the provider, and click on Profile
Status: Active *** Display Online to the public?** ⦿ Yes ○ No	Under General, check to see that 1) the provider is Active, 2) the provider has "Display online to

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Determining Why a Program is Missing (Staff View)	Steps
General Information **Service Provider** **Enrollment Service Provider Information** *Provider: [ ] [Select Provider] *Service, Course or Contract: [ ] [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) 	Provider Code	Provider Name	Address	Programs Available
---	---	---	---
7892	GSI Conversion Provider	722 Capitol Mall Sacramento, CA 95814	6		Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
Provider Approval Status: Approved 11/10/2020 Provider Approval State Status: Approved 11/10/2020	public?" set to Yes, and 3) the provider profile is approved by the Local Area responsible for the provider.
	If the provider is still not appearing, then this is usually because the program either A) does not have the correct Provider/Service

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
	Type for the program, or B) does not have the correct customer group selected. See below steps to determine which reason applies.
Part A) Missing Provider/Service Type	**Steps**

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Program Services (PS) ☑ **PS - Approved Provider Training - ITA** 300 Occupational Skills Training (Approved ETPL Provider) 302 Entrepreneurial Training 303 Distance Learning (TAA) 305 Skills Upgrading and Retraining 306 WIOA Prerequisite Trainings 307 Pre-Apprenticeship Program w/Occupational Skills Training (ITA) 311 Placed in Job Corps 320 Private Sector Training 323 Workplace Training & Cooperative Education 324 Adult Education with Training Services 325 Apprenticeship Training 347 Occupational Skills Training (Approved ETPL Provider) (TAA) 350 Pre-Apprenticeship Program w/Occupational Skill Training (ITA) (TAA) 351 Adult Education with Training Services (TAA) 352 Apprenticeship Training (TAA) 416 Occupational Skills Training (Approved ETPL Provider) 437 Pre-Apprenticeship Program with Occupational Skills Training (ITA) ☑ **PS - Education and Training Programs**	As mentioned before, the Provider Type Details screen is where staff can choose what category of activity codes to link to a provider.
	Often times, when a provider is not appearing, it is because the provider is missing the correct Provider Type, as well as a program with the corresponding Service Type.
	As an example, here is a 328 activity code, and the provider is not appearing.

Status	Activity / Provider	Actions	Funding / Grant
O	328 - Occupational Skills Training (non-ETPL provider, non-formula) No Provider Information	**W**	Non-WIOA Special Grant 2286 - 2286 - P2E Supportive Services / Earn and Learn

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Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
General Information / **Service Provider** **Enrollment Service Provider Information** ***Provider:** [ ] [Select Provider] ***Service, Course or Contract:** [ ] [Select Service, Course or Contract] Click on any Provider Name to select it. **[+] Show Filter Criteria** (Results are being filtered) 	Provider Code	Provider Name	Address	Programs Available
---	---	---	---
7892	GSI Conversion Provider	722 Capitol Mall Sacramento, CA 95814	6		Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
Service Type Information Please select a service type from the options below. ***Service Type:** ◯ PS - Approved Provider Training - ITA	In order to link a provider to an activity code, a provider needs to have the proper Provider Type, as well as the proper program with the corresponding Service Type.
328　Occupational Skills Training (non-ETPL provider, non-formula)　Not Provided　PS - Non-ITA Occupational Skills	On the participant side, when staff add an activity code, the

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Determining Why a Program is Missing (Staff View)	Steps

General Information   **Service Provider**
 	
Enrollment Service Provider Information
 	
* **Provider:** [   ]
        [Select Provider]
 	
* **Service, Course or Contract:** [   ]
        [Select Service, Course or Contract]
 	
Click on any Provider Name to select it.
 	
[+] Show Filter Criteria (Results are being filtered)
 	
	Provider Code	Provider Name	Address	Programs Available

---	---	---	---
7892	GSI Conversion Provider	722 Capitol Mall Sacramento, CA 95814	6		Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
	Provider/Service Type is displayed.
Manage Providers ← Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	Now, let's look up the provider. Go to Manage Providers > Assist a Provider.

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

Region   **Status**   **Action**
 	
State   Active   Profile
                 Programs
                 Activities
	Look up the provider, and click on the Profile link under the Action column.

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Determining Why a Program is Missing (Staff View)	Steps
General Information — **Service Provider** **Enrollment Service Provider Information** * Provider: [text box] [Select Provider] * Service, Course or Contract: [text box] [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) 	Provider Code	Provider Name	Address	Programs Available
---	---	---	---
7892	GSI Conversion Provider	722 Capitol Mall Sacramento, CA 95814	6		Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
[−] 📁 **Provider Profile** [−] 📁 **Provider Programs** [＋] 📁 **Provider Activities** 📄 General 📄 Program Services 📄 Locations 📄 Support Services 📄 Contacts 📄 Contracts 📄 Users 📄 Education and Training Programs 📄 Case Notes 📄 Program Performance 📄 Documents	Click on the General tab of the Provider Profile.
[Edit Provider Type Details]	Scroll down and click Edit Provider Type Details

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

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
General Information / **Service Provider** **Enrollment Service Provider Information** * Provider: _____ [Select Provider] * Service, Course or Contract: _____ [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) 	Provider Code	Provider Name	Address	Programs Available	 |---|---|---|---| 	7892	GSI Conversion Provider	722 Capitol Mall Sacramento, CA 95814	6		Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
☑ **PS - Non-ITA Occupational Skills** 304 Customized Training 308 Incumbent Worker Training 312 Placed in Federal Training (includes TAA and WIOA) 313 Placed in State and Local Training (non-TAA, non-WIOA) 328 Occupational Skills Training (non-ETPL provider, non-formula) 330 Local Board Determination Training 335 Approved Occupational Skills Training - Approved by other State (TAA) 346 Out-of-State Training Provider other ETPL (Requires Case Note to indicate other State's ETPL) 349 Customized Training (TAA) 354 Occupational Skills Training (non-ETPL provider, non-formula) (TAA) 430 Youth Occupational Skills Training (Youth Service Eligible Provider List) 432 Enrolled in Apprenticeship Training 438 Occupational Skills Training (non-WIOA Funds)	Look up the specific activity code that you wish to link to this provider. Our example was activity code 328, which is listed under the "PS – Non-ITA Occupational Skills" Provider Type.

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Determining Why a Program is Missing (Staff View)	Steps
	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
	This provider did not have this type selected, so select the proper type and click Save.
	Note: if the training is like this example, and is funded through a non-ITA funding stream, staff should use the 328 activity code. This is true even if

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
	the provider is on the ETPL.
	Now that we have added the Provider Type, let's add the program. Go to the Education and Training Programs tab.

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
General Information **Service Provider** **Enrollment Service Provider Information** *** Provider:** [_____] [Select Provider] *** Service, Course or Contract:** [_____] [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) <table><tr><td>**Provider Code**</td><td>**Provider Name**</td><td>**Address**</td><td>**Programs Available**</td></tr><tr><td>7892</td><td>GSI Conversion Provider</td><td>722 Capitol Mall Sacramento, CA 95814</td><td>6</td></tr></table>	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
Add Education or Training Program	To add the non-ITA program, click "Add Education or Training Program".

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Determining Why a Program is Missing (Staff View)	Steps
General Information / **Service Provider** tabs **Enrollment Service Provider Information** * **Provider:** [ ] [Select Provider] * **Service, Course or Contract:** [ ] [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) 	Provider Code	Provider Name	Address	Programs Available
---	---	---	---
7892	GSI Conversion Provider	722 Capitol Mall Sacramento, CA 95814	6		Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
	Active	Review Status	Action
---	---	---
✔	Approved/Eligible	Edit Copy Deactivate		You can also use the "Copy" function to copy an existing program and make a non-ITA version. See the chapter "Copying a program in the ETP Tab (Staff View)" for more information.

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Determining Why a Program is Missing (Staff View)	Steps
	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear.

To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from.

This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation. |
| | When you add a program, you will launch the Program Wizard. This is described in the "Adding a Program (Staff View)" chapter, so we will skip most of the details. |

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
	One important detail to include is the selection of the Education Program Type. Make sure to select the "PS – Non-ITA Occupational Skills" type, which shows the activity codes that the program can be linked to.

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Determining Why a Program is Missing (Staff View)	Steps
General Information **Service Provider**	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear.
Enrollment Service Provider Information * **Provider:** [Select Provider] * **Service, Course or Contract:** [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) 	Provider Code	Provider Name	Address	Programs Available
---	---	---	---
7892	GSI Conversion Provider	722 Capitol Mall Sacramento, CA 95814	6		To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
General Information — Apprenticeship — Additional Details — Curriculum — Occupations Occupational Skills — Completion Expectations — Scheduling — Duration — Locations Cost Details — Provider Representative — Performance — Confirmation — Review	Go through the rest of the required fields, until the Confirmation tab.
Edu. Program Application Confirmation ☑ Submit Education Program for Review and Approval.	Check the box to submit the program for review, and click Next.

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Determining Why a Program is Missing (Staff View)	Steps
	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
	On the Review Tab, click Edit for the pending review record.

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
General Information **Service Provider** **Enrollment Service Provider Information** ***Provider:** [ ] [Select Provider] ***Service, Course or Contract:** [ ] [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) 	Provider Code	Provider Name	Address	Programs Available
---	---	---	---
7892	GSI Conversion Provider	722 Capitol Mall Sacramento, CA 95814	6		Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
Review **Review Type:** Non-ITA **Eligibility Type:** Non-ITA ***Status** ○ Rejected ● Approved ***Date Reviewed:** [10/05/2021] 🗓 Today	Set the status to Approved, and enter today's date. Click Save.

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
General Information — **Service Provider** **Enrollment Service Provider Information** * Provider: [ ] [Select Provider] * Service, Course or Contract: [ ] [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) 	Provider Code	Provider Name	Address	Programs Available
---	---	---	---
7892	GSI Conversion Provider	722 Capitol Mall Sacramento, CA 95814	6		Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
Review 	Review Type	Status	D
---	---	---
Non-ITA	Approved			Now, the review record should show a status of Approved.

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
Program/Service Customer Group 📁 **Program/Service Customer Group** ⊟ **National Farmworker Jobs Programs (NFJP)** 　　☐ **Related Assistance Services** 　　☐ **NFJP Services** ⊟ **Title I - Workforce Development (WIOA)** 　　☐ **Non-WIOA Special Grant**	The program needs to have the correct Customer Group selected in order to link it to the activity code. Proceed to the next chapter.
Part B) Missing Customer Group	**Steps**

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
General Information **Service Provider** **Enrollment Service Provider Information** * **Provider:** [ ] [Select Provider] * **Service, Course or Contract:** [ ] [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) <table><tr><th>Provider Code</th><th>Provider Name</th><th>Address</th><th>Programs Available</th></tr><tr><td>7892</td><td>GSI Conversion Provider</td><td>722 Capitol Mall Sacramento, CA 95814</td><td>6</td></tr></table>	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
* **Customer Program Group:** [97 - Non-WIOA Special Grant ▼]	When an activity code is entered, staff will pick a Customer Group. In this example, we have a Non-WIOA Special Grant Customer Group.

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
Enrollment Service Provider Information *** Provider:** [_____] [Select Provider] *** Service, Course or Contract:** [_____] [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) 	Provider Code	Provider Name	Address	Programs Available
---	---	---	---
7892	GSI Conversion Provider	722 Capitol Mall Sacramento, CA 95814	6		Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
Program / Service Customer Group |	Customer Group Description
Adult	
Youth	
Dislocated Worker	
Statewide Youth	
Incumbent Worker - Adult	
Statewide Adult	
Statewide Rapid Response Add'l Assistance DW			On the provider side, a program is also entered with a Customer Group. In order to link an activity code with a program, these customer groups must be the same.

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
	Our activity code example is a 328 activity code, funded via a Non-WIOA Special Grant. 328 activity codes are used when the funding is not used with an ITA.

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
Enrollment Service Provider Information **General Information** / **Service Provider** (tabs) * Provider: [text field] [Select Provider] * Service, Course or Contract: [text field] [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) 	Provider Code	Provider Name	Address	Programs Available
---	---	---	---
7892	GSI Conversion Provider	722 Capitol Mall Sacramento, CA 95814	6		Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
Funding / Grant Non-WIOA Special Grant 2286 - 2286 - P2E Supportive Services / Earn and Learn	Note that the funding is a Prison to Employment grant, under the Non-WIOA Special Grant Customer Group.

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
	Now let's look at the provider and program. Log into your ETPL staff account, and select Manage Providers → Assist a Provider.
	Enter the name of the provider and click Search.

Attachment 4

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

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
	Go to the Program Services tab.
	Click on the name of the program in question.

Attachment 4

Determining Why a Program is Missing (Staff View)	Steps
General Information / **Service Provider** **Enrollment Service Provider Information** * **Provider:** [_____] [Select Provider] * **Service, Course or Contract:** [_____] [Select Service, Course or Contract] Click on any Provider Name to select it. [+] Show Filter Criteria (Results are being filtered) 	Provider Code	Provider Name	Address	Programs Available
---	---	---	---
7892	GSI Conversion Provider	722 Capitol Mall Sacramento, CA 95814	6		Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
Program / Service Customer Group |	Customer Group Description
Adult	
Youth	
Dislocated Worker		 [Edit Customer Group Details]	Scroll down to the Program Service Customer Group. Here you can see all of the Customer Groups associated to this program.
[Edit Program / Service Details]	Click on Edit Program/Service Details.
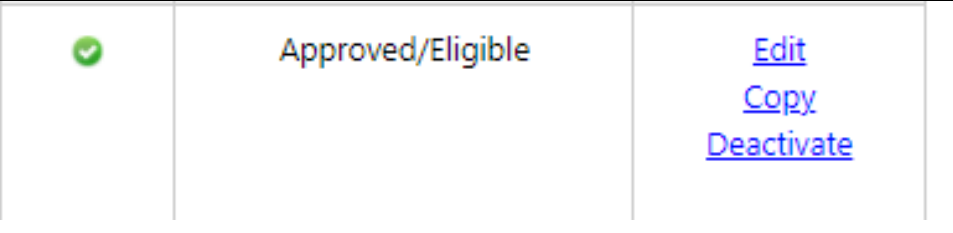
Attachment 4

Program/Service Customer Group

📁 Program/Service Customer Group
  ⊟ National Farmworker Jobs Programs (NFJP)
      ☐ Related Assistance Services
      ☐ NFJP Services
  ⊟ Title I - Workforce Development (WIOA)
      ☑ Non-WIOA Special Grant
      ☑ Adult
      ☑ Youth
      ☑ Dislocated Worker
      ☐ Statewide Youth

You will see various Customer Groups available for selection. In this example, since the activity is funded through a Non-WIOA Special Grant, we will select that Customer Group.

Click Save when done.

Status	Activity / Provider	Actions	Funding / Grant	P
O	328 - Occupational Skills Training (non-ETPL provider, non-formula) No Provider Information	W	Non-WIOA Special Grant 2286 - 2286 - P2E Supportive Services / Earn and Learn	

Now go back to the activity, and click on the purple W icon.

General Information   **Service Provider**

Enrollment Service Provider Information

* **Provider:** [   ]

[Select Provider]

Go to the Service Provider tab, and click Select Provider.

Provider Name	Address	Programs Available
GSI Conversion Provider	722 Capitol Mall Sacramento, CA 95814	1

In the pop-up, you should now see the desired provider.

Attachment 4

Copying a program in the ETP Tab (Staff View)

Attachment 4

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

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Program/ Grant	Credential (Y/N)	Provider	Address	City	State	Zip Code	Course name

Training Related Employment (Y/N)	Placed (Y/N)	Wage (Hourly)	Weekly Hours Worked	Tuition Cost	Other Costs	Total Cost	Training Duration

WIOA App Number	Participant Name	AJCC Name	Workforce Development Area	Training Start Date:	Training End Date:	Training Status