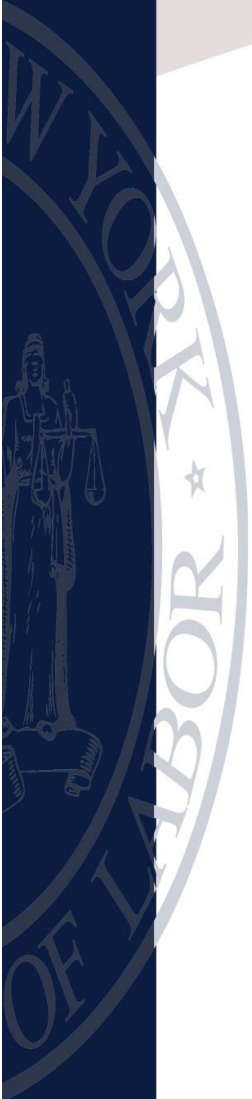


# Eligible Training Provider List

## Guide for Workforce Investment Boards



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## **Background**

The New York State Eligible Training Provider List (ETPL) was established in compliance with Title 1, Section 122 of the Workforce Investment Act (WIA) of 1998. The ETPL is a list of training providers who qualify to receive Individual Training Accounts or Grants (ITAs or ITGs) for their approved programs. (An ITA/ITG is essentially a voucher given to adult customers who need occupational skills training to become gainfully employed or re-employed.)

To be listed initially on the ETPL, a training provider's program must be evaluated and approved by a Local Workforce Investment Board (LWIB). After a training provider's program(s) have been approved for initial eligibility, the program will be required to undergo an annual eligibility determination, called Subsequent Eligibility. Performance information is submitted and must be approved by the LWIB for the eligible program(s) to remain on the ETPL.

## Work Queue Dashboard

From the **ETPL** website (<http://applications.labor.ny.gov/ETPL/>), select **WIB Login** from the navigation bar on the left hand side. Please note that passwords are **case sensitive** and must be entered manually not **"cut and pasted."** After logging in, you will be brought to the **Work Queue Dashboard**. This screen shows **New Provider Requests, New Offering Requests, Outside Offering Requests, Pending Edit Requests** and **Subsequent Eligibility Requests**.

### New Provider Requests

- Under **New Provider Requests** select a **Provider**. This will bring you through the six parts of the **Training Provider Registration**.

The screenshot shows the 'Work Queue Dashboard' with a navigation bar at the top containing 'Announcements', 'Documents', 'Contacts', 'Reports', and 'In Demand Occ.'. Below the navigation bar, the dashboard is divided into several sections:

- New Provider Requests**: A table with columns: Submit Date, PID, Provider, Course Title. Data rows include: (01/14/2011, 1250, BAW\_Graphic\_Design, Beginning Graphic Design), (01/14/2011, 1251, Carter-Campbell, Master Presenter), (01/14/2011, 1253, Maintenance.Plus, Boiler Maintenance).
- New Offering Requests**: A table with columns: Submit Date, PID, Provider, OID, Course Title. Below the table, it states: 'There are no New Offering Requests.'
- Outside Offering Requests**: A table with columns: Submit Date, PID, Provider, OID, Course Title. Data row: (01/14/2011, 1249, Vly Creek Designs, 9496, Graphic Design).
- Pending Edit Requests**: A table with columns: Submit Date, PID, Provider, Course Title, Section. Data row: (01/05/2011, 152, BLUE STEEL SECURITY GUARD TRAINING SCHOOL, 47 Hour Firearms Training Course, Training Course Details).
- Subsequent Eligibility Requests**: A table with columns: Submit Date, PID, Provider, OID, Course Title. Below the table, it states: 'There are no Subsequent Eligibility Approval Requests.'

- Review all information.
- At the bottom of each page, select **Approved** or **Denied** and press **Next**.

The screenshot shows the 'New Training Provider Request Approval' form. It includes an 'Approval Status' section with radio buttons for 'Approved' and 'Denied'. Below this, there is a text area with the instruction: 'If denied, an explanation must be entered here.' At the bottom of the form, there are two buttons: 'Next' and 'Cancel & Return'.

- If denied, an explanation must be given which will be included in the e-mail sent to the Provider at the end of the approval process.
- On **Part 5 – Training Course Details**, the **Seeker Service Type** must be selected to continue.

- On **Part 6 – Course Offering Details**, if funding is eligible, check the box. The course will then be downloaded into OSOS and will be shown on the ETPL as either 'currently eligible' or 'potentially eligible.' To see how the course will be listed, see [Attachment 1](#).

- Continue this process for the **Profile, Documentation, Training Sites, and Courses** Tabs.

- On the **Courses Tab**, again check the box if funding is eligible.

- Press **Next**.

## Provider Approval Confirmation

- After pressing **Next**, the **Provider Approval Confirmation** will appear with the **Approval/Denial Summary**.
- Press **Save & Submit** to send confirmation to the provider or press **Cancel & Return** to return to the WIB Dashboard.
- This will bring you back to the **Work Queue Dashboard**.

Logged in as newyork (1324742) New York City

### Provider Approval Confirmation

**Approval/Denial Summary**

The New York City WIB has made a decision on the new provider request submitted by Maintenance Plus.

The request has been Approved.

Details follow:

**Administrative Details:** Approved  
**Comments:**

**Profile Details:** Approved  
**Comments:**

**Documentation Details:** Approved  
**Comments:**

**Training Site Details:** Approved  
**Comments:**

**Course Details:** Approved  
**Comments:**

**Offering Details:** Approved  
**Comments:**

For more information log in to your ETP account at:  
<http://applications.labor.ny.gov/ETPL>

**Save & Submit**    **Cancel & Return**

## New Offering and Outside Offering Requests

- From the **Work Queue Dashboard**, select an **Offering** or **Outside Offering** to approve.

The screenshot shows the 'Work Queue Dashboard' interface. At the top, it indicates the user is logged in as 'newyork (1324742) New York City'. Below this are navigation tabs for 'Announcements', 'Documents', 'Contacts', 'Reports', and 'In Demand Occ.'. The main content area is divided into several sections:

- New Provider Requests:** A table with columns: Submit Date, PID, Provider, Course Title.
 

Submit Date	PID	Provider	Course Title
01/14/2011	1250	<a href="#">BAW Graphic Design</a>	Beginning Graphic Design
01/14/2011	1251	<a href="#">Carter-Campbell</a>	Master Presenter
01/14/2011	1254	<a href="#">Chapel LLC</a>	How to Conduct the Perfect Interview
- New Offering Requests:** A table with columns: Submit Date, PID, Provider, OID, Course Title.
 

Submit Date	PID	Provider	OID	Course Title
01/14/2011	1253	Maintenance Plus	9500	<a href="#">Asbestos Operations and Maintenance Refresher</a>
01/14/2011	1253	Maintenance Plus	9501	<a href="#">Asbestos Operations and Maintenance Refresher</a>
- Outside Offering Requests:** A table with columns: Submit Date, PID, Provider, OID, Course Title.
 

Submit Date	PID	Provider	OID	Course Title
01/14/2011	1249	Vly Creek Designs	9496	<a href="#">Graphic Design</a>
- Pending Edit Requests:** A table with columns: Submit Date, PID, Provider, Course Title, Section.
 

Submit Date	PID	Provider	Course Title	Section
01/05/2011	152	BLUE STEEL SECURITY GUARD TRAINING SCHOOL	47 Hour Firearms Training Course	<a href="#">Training Course Details</a>
- Subsequent Eligibility Requests:** A table with columns: Submit Date, PID, Provider, OID, Course Title. Below the table, it states: 'There are no Subsequent Eligibility Approval Requests.'

- This will bring you to the **Training Course Details** page. As in the approval process for Courses, you will need to select **Seeker Service Type** and update.
- To approve the **Offering**, click on the **Offering ID (OID)**.

The screenshot shows the 'Training Type' page. At the top, there is a 'Seeker Service Type\*' dropdown menu with 'Occupational Skills Training' selected. To the right of the dropdown is an 'Update Service Code' button. Below this is a 'List of Offerings' table:

Apprv	OID	Start & End Date	Training Site	Status	Inactivate	Survey
Pending	<a href="#">9500</a>	01/24/2011 - 01/28/2011	Main Street Location	Active		<a href="#">View</a>
Pending	<a href="#">9501</a>	02/12/2011 - 02/12/2011	Main Street Location	Active		<a href="#">View</a>

Below the table, there are two instructions:

- Click on the Offering ID (OID) to approve the offering
- To enter optional participant information, click on 'View'

- This will bring you to the **Course Offering Detail** page.

- As in approval process for **Courses**, you will need to check the box if funding is eligible and select **Approve** or **Denied**.
- Then click **Next**.

The screenshot shows a web form with two main sections. The first section, titled 'Funding Options', contains a 'Funding Eligible' checkbox which is checked, with the text 'Yes, Funding is Eligible' next to it. The second section, titled 'New Training Provider Request Approval', contains an 'Approval Status' field with two radio buttons: 'Approved' (which is selected) and 'Denied'. Below these sections are two buttons: 'Next' and 'Cancel'. The 'Next' button is highlighted with a red box.

- The **Offering Approval Confirmation** will appear.

The screenshot displays a confirmation page. At the top left, it says 'Logged in as newyork (1324742) New York City'. The main heading is 'Offering Approval Confirmation'. Below this is a box titled 'Offering Request Approval/Denial Summary' containing the following text: 'The New York City WIB has made a decision on the new offering request submitted by Maintenance Plus for the offering 9500 - Asbestos Operations and Maintenance Refresher . Details follow: Offering Approval Status: Approved Comments: For more information log in to your ETP account at: <http://applications.labor.ny.gov/ETPL>'. At the bottom of the page, there are two buttons: 'Save & Submit' and 'Cancel & Return'. The 'Save & Submit' button is highlighted with a red box.

- Press **Safe & Submit**.
- You will be brought back to the **Work Queue Dashboard**.



## Provider Management Tab

- This screen shows the **Primary** and **Outside Provider Lists** for your WIB.
- To remove a provider, press **Remove. Confirm** and an e-mail will be sent to the Provider.

Primary Provider List				
Apprvl Date	PID	Provider	Active Offerings	Action
12/31/2010	86	<a href="#">American Safety Training &amp; Consulting Services Inc.</a>	1	<a href="#">Remove</a>
12/31/2010	152	<a href="#">BLUE STEEL SECURITY GUARD TRAINING SCHOOL</a>	1	<a href="#">Remove</a>
12/31/2010	996	<a href="#">Star Career Academy</a>	1	<a href="#">Remove</a>
12/31/2010	1128	<a href="#">Victory Driving School Inc.</a>	1	<a href="#">Remove</a>
01/14/2011	1253	<a href="#">Maintenance Plus</a>	2	<a href="#">Remove</a>



Removing a Primary Training Provider will remove all courses and offerings from both the Primary and Secondary WIBs. Removing an Outside Training Provider only removes them from your WIB.

- **Outside Offering Placement** can be used to make you a secondary WIB.
- Enter search criteria **in lowercase letters** and press **Search**.
- Locate the **Course** you are looking for and select the **Course Title**.
- This will bring you to the **Training Course Details** screen.
- Scroll to the bottom and click on the **Offering ID (OID)** to approve the offering.
- **Check** funding eligible box, select **Approved** and press **Next**.
- Press **Save & Submit** to approve and send confirmation to the Provider. This will bring you back to the **Work Queue Dashboard**.

### Outside Offering Placement

Primary WIB: Ulster County Select WIB.  
 Provider Name: ulster  
 Course Title:

PID	Provider	Course Title	OID	Primary WIB
1094	Ulster County BOCES	<a href="#">Practical Nursing (PN)</a>	7422	Ulster County
1094	Ulster County BOCES	<a href="#">Geothermal Heat Pumps</a>	7429	Ulster County
1094	Ulster County BOCES	<a href="#">Emergency Medical Technician (EMT)</a>	7436	Ulster County
1094	Ulster County BOCES	<a href="#">Electrical Theory for Renewable Energy Practitioners</a>	7440	Ulster County

#### Funding Options

**Funding Eligible**  **Yes, Funding is Eligible**

Check this box if the WIB is willing to fund this offering through WIA or any other funding mechanism. The course will then be entered in OSOS and will be listed as currently eligible on the ETP website.

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#### Place Offering

Place this under the Logged-in WIB's Listing as an Outside Offering.

## In Demand Occ. Tab

This tab will bring you to the **In Demand Occupation Management** screen. Here you can add or remove **In Demand Occupations**.

- To remove, simply select **Remove**.
- To add an **In Demand Occupation**, search by **SOC Code**, **Occupation Title** or **Keyword**.

**In Demand Occupation Management**

SOC Code	Occupation Title	Priority	
11-9199.07	<a href="#">Security Managers</a>	<input checked="" type="checkbox"/>	<a href="#">Remove</a>
33-1099.99	<a href="#">First-Line Supervisors/Managers, Protective Service Workers, All Other</a>	<input type="checkbox"/>	<a href="#">Remove</a>
33-9099.99	<a href="#">Protective Service Workers, All Other</a>	<input type="checkbox"/>	<a href="#">Remove</a>
53-3021.00	<a href="#">Bus Drivers, Transit and Intercity</a>	<input type="checkbox"/>	<a href="#">Remove</a>

**Update Priority**

**Occupation Search**

Enter one criteria at a time.  
SOC code will return narrow results.  
Occupation and Keyword will return broad results.

SOC Code

Occupation Title

Keyword

**Search** **reset**

SOC Code Occupation Title

There are no items in this List.

The Demand Occupation section is important because WIA requires training funds to be used to train people for demand occupations. This also determines how an offering is displayed on the list depending on if it is selected for funding or not.

<i>Funding Eligible Box</i>	<i>In-Demand Occupation</i>	<i>In-Demand Occupation Priority</i>	<i>Not In-Demand Occupation</i>
<b>Checked</b>	Currently Eligible	Currently Eligible	Potentially Eligible
<b>Not Checked</b>	Potentially Eligible	Currently Eligible	Not Eligible

## Announcements Tab

This brings you to the **Announcement Management** screen. This page includes **Announcements Sent** and **Announcements Received** along with archives for both categories.

Date	Expires	Recipient	Subject
01/18/2011	02/17/2011	All Providers	<a href="#">New Announcement Test</a>

Date	Sender	Subject
12/30/2010	DOL Administrat...	<a href="#">Attention Businesses</a>
12/30/2010	DOL Administrat...	<a href="#">Retest</a>
12/30/2010	DOL Administrat...	<a href="#">Did you know</a>
12/30/2010	DOL Administrat...	<a href="#">Jobs with the most expected openings this month in New York State</a>

- To send a new Announcement, select an **Expiration Date** (default is 30 days).
- Select who the Announcement is **To**.
- Enter the **Subject** and **Body** of the Announcement.
- Press **Post Announcement**.

**Post New Announcement**

Expiration Date: 02/17/2011

To:  All Jobseekers  All Providers  Specific Providers (Uncheck for No Providers)

Subject: \_\_\_\_\_

\_\_\_\_\_

**Post Announcement**

## Documents Tab

This tab will bring you to the **Documents Management** screen. This area is used to manage the documents that are filled out by Training Providers during the registration process.

- To remove a form, simply select **Remove**.

The screenshot shows the 'Document Management' interface. At the top, there are navigation tabs: 'WIB Dashboard', 'Provider Management', 'Announcements', 'Documents', 'Contacts', 'Reports', and 'In Demand Occ.'. The 'Documents' tab is selected. Below the navigation is a header 'Document Management'. A message states: 'To add a document to the Training Provider Application upload the document below. Required documents must be completed and uploaded by training providers in order to complete the application process.'

**Document List**

Form Name	Uploaded	Required	
Test Form	01/18/2011	Yes	Remove

**New Document**

**Form Name\***

**Required Flag**  Yes, this form is Required for All Providers

**Upload Document\***

- To add a new document, fill in the **Form Name**.
- **Check** if the Form is required for all Providers.
- Press **Browse** to find the document on your computer, and then press **Open**.
- Press **Upload**.

## Contacts Tab

This tab will bring you to the **Contact Management** screen, which includes your WIB contact information. To change your contact information, enter the new information and press **Save**.

The screenshot shows the 'Contact Management' form within the 'WIB Dashboard' and 'Provider Management' tabs. The 'Contacts' sub-tab is active. The form is titled 'WIB Contact Information' and contains the following fields:

WIB Area	New York City		
WIB Name*	NYC Workforce Training Providers List, c/o NYC WIB		
First Name*	Marie		
Last Name*	Villa		
Address Line 1*	110 William Street		
Address Line 2	8th Floor		
City*	New York	Phone #*	2125136409 ext. <input type="text"/>
State*	New York	Email*	lanoop.agarwal@labor.ny.gov
Zip*	10038		

A 'Save' button is located at the bottom center of the form.

This page also allows you to browse information for other WIB contacts and includes your **Provider Contact List**.

The screenshot displays two lists of contacts. The first list is titled 'WIB Contact List' and contains the following entries:

- [Albany-Schenectady-Rensselaer Counties](#)
- [Broome-Tioga Counties](#)
- [Cattaraugus-Allegany Counties](#)
- [Cayuga-Cortland Counties](#)
- [Chautauqua County](#)
- [Chemung-Schuyler-Steuben Counties](#)
- [Chenango-Delaware-Otsego Counties](#)
- [Columbia-Greene Counties](#)
- [Dutchess County](#)
- [Erie County](#)
- [Fulton-Montgomery-Schoharie](#)
- [Genesee-Livingston-Orleans-Wyoming Counties](#)

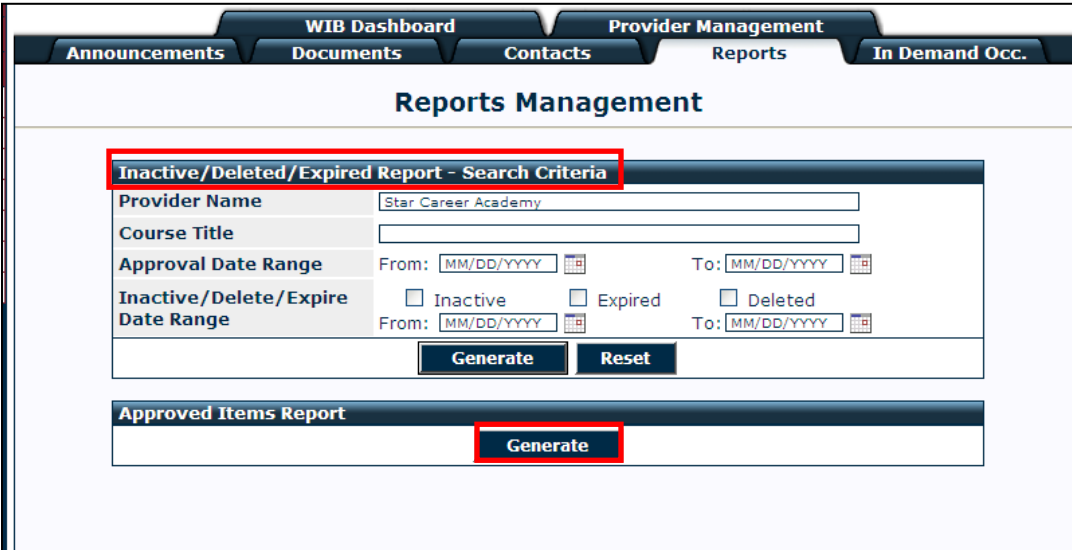
The second list is titled 'Provider Contact List' and contains the following entries:

- [American Safety Training & Consulting Services Inc.](#)
- [BLUE STEEL SECURITY GUARD TRAINING SCHOOL](#)
- [Maintenance Plus](#)
- [Star Career Academy](#)
- [Victory Driving School Inc.](#)

## Reports Tab

This tab will bring you to the **Reports Management** page. Here you can generate a report of offerings that have been approved to be on the ETPL but then have been **Inactivated, Deleted or Expired**.

- Enter your **Search Criteria** and press **Generate**.



The screenshot displays the 'Reports Management' interface. At the top, there are navigation tabs: 'WIB Dashboard', 'Provider Management', 'Announcements', 'Documents', 'Contacts', 'Reports', and 'In Demand Occ.'. The 'Reports' tab is selected. Below the navigation, the page title is 'Reports Management'. The main content area is divided into two sections. The first section is titled 'Inactive/Deleted/Expired Report - Search Criteria' and contains the following fields: 'Provider Name' (text input with 'Star Career Academy'), 'Course Title' (text input), 'Approval Date Range' (From: MM/DD/YYYY, To: MM/DD/YYYY), and 'Inactive/Delete/Expire Date Range' (From: MM/DD/YYYY, To: MM/DD/YYYY). There are three checkboxes: 'Inactive', 'Expired', and 'Deleted'. Below these fields are 'Generate' and 'Reset' buttons. The second section is titled 'Approved Items Report' and contains a single 'Generate' button.

- An excel spreadsheet will be generated with the following fields:

- WIBID
- Offering ID
- Training School Name
- Course Title
- Approval Date
- Offering Start Date
- Offering End Date
- Offering Status
- Inactive Date
- Deleted Date
- Expired Date

- From this page, you can also generate an **Approved Items Report**, which will create an Excel spreadsheet of your provider and course/offering fields.

## Subsequent Eligibility

The Workforce Investment Act (WIA) requires an annual re-determination of ITA program eligibility through a Subsequent Eligibility process. Training providers must report performance information for offerings that have reached their subsequent eligibility due date; LWIBs and their staff must use this information as part of their subsequent eligibility review process. As a final step in the local review process, LWIB decisions regarding subsequent eligibility must be viewable on the ETPL website.

### Instructions/Actions for Training Providers

Training Providers will be notified via automatic e-mail from the ETPL application that the period of eligibility on an offering is due. Training providers should visit the ETPL website and log on with their username and password to submit the performance and outcome information for the offering within 30 days. **Failure to do so will result in the removal of the offering from the ETPL.** The performance and outcome information will be reviewed by the WIB for approval under a period of Subsequent Eligibility. Training Providers will be notified of the result of this review within 60 days.

**Note: Training providers should maintain up-to-date information on the ETPL website at all times.** Phone numbers, contact names and email addresses, offering costs, etc., must be kept current. Information regarding compliance with the appropriate oversight agency or entity (i.e., Department of State, Division of Criminal Justice, etc.) must be reviewed and updated by providers at the time of subsequent eligibility. A valid license (or continuous operation letter) must be current.

1. From the **Training Provider Home Page**, click on **Courses**.
2. Select the appropriate course.
3. Scroll down to the **List of Offerings**.
4. Click on **Evaluate** on the right-hand side to enter subsequent eligibility information.

Apprv	Off ID	Start & End Date	Training Site	Status	
Approved	9670	02/22/2012 - 04/19/2012	Community Center	Active	<a href="#">Evaluate</a>
Pending	12496	03/27/2012 - 07/03/2012	Community Center	Active	

**Add New Offering**

**Save & Proceed** **Cancel** **Duplicate Course** **Delete Course**

If WIA-funded students were enrolled in the offering, providers must choose **'Yes'** from the dropdown and complete columns A and B. If there were no WIA-funded students enrolled, provider completes column B only.

5. Provider clicks on **Save & Submit** to send **Course Offering Evaluation** to WIB for review.

Course Offering Evaluation		
<b>Performance Evaluation</b>		
Offering ID	9670	
Course Title	Medical Assistant	
Offering Start Date	02/22/2012	Offering End Date 04/19/2012
Evaluation Date	03/12/2012	
Do you have WIA funded students enrolled in the offering?*	-	
	If Yes, please complete column A and B. If No, please complete column B only.	
	<b>A: WIA</b>	<b>B: All*</b>
Number of students enrolled in the offering	<input type="text"/>	<input type="text"/>
Number of students that completed the offering	<input type="text"/>	<input type="text"/>
Number of students who did not complete the offering	<input type="text"/>	<input type="text"/>
Number of students who did not complete the course that withdrew failing	<input type="text"/>	<input type="text"/>
Number of students who did not complete the course that withdrew passing	<input type="text"/>	<input type="text"/>
Number of students who did not complete the course that received an incomplete	<input type="text"/>	<input type="text"/>
Number of students that obtained a credential, licensure, certification or other measure of skill attainment after completing this course	<input type="text"/>	<input type="text"/>
Number of students placed in unsubsidized employment following completion of this offering	<input type="text"/>	<input type="text"/>
Average monthly wage of the student placed in unsubsidized employment	<input type="text"/>	<input type="text"/>
Number of jobseekers who enrolled in the program and were successfully placed in employment for the most recent evaluation period	<input type="text"/>	<input type="text"/>
Percentage of jobseekers who enrolled in program and were successfully placed in jobs upon completion for the most recent evaluation period	<input type="text"/>	<input type="text"/>
List the top three employers of past graduates of the training program*	<input type="text"/>	
<input type="button" value="Save &amp; Submit"/> <input type="button" value="Cancel &amp; Return"/>		



## Instructions/Actions for LWIBs and their Staff

1. To view the list of offerings requiring subsequent eligibility review, LWIB logs on to the ETPL website. At the bottom, of the WIB's dashboard is the Subsequent Eligibility Requests section.

Subsequent Eligibility Requests				
Submit Date	PID	Provider	OID	Course Title
03/01/2012	999	Training School	9999	<a href="#">Offering 101</a>

2. Click on the **Course Title** and review the **Course Offering Evaluation**.
3. After reviewing, choose either **Approved** or **Denied** and click on **Submit Approval**. If **Denied** is chosen, a reason must be entered in the text box.

Course Offering Evaluation		
<b>Performance Evaluation</b>		
Offering ID	5908	
Course Title		
Offering Start Date	01/01/2011	Offering End Date 12/31/2015
Evaluation Date	02/09/2012	
Do you have WIA funded students enrolled in the offering?	No <small>If Yes, please complete column A and B. If No, please complete column B only.</small>	
	<b>A: WIA</b>	<b>B: All</b>
Number of students enrolled in the offering		0
Number of students that completed the offering		0
Number of students who did not complete the offering		0
Number of students who did not complete the course that withdrew failing		0
Number of students who did not complete the course that withdrew passing		0
Number of students who did not complete the course that received an incomplete		0
Number of students that obtained a credential, licensure, certification or other measure of skill attainment after completing this course		0
Number of students placed in unsubsidized employment following completion of this offering		0
Average monthly wage of the student placed in unsubsidized employment		0
Number of jobseekers who enrolled in the program and were successfully placed in employment for the most recent evaluation period		0
Percentage of jobseekers who enrolled in program and were successfully placed in jobs upon completion for the most recent evaluation period		0
List the top three employers of past graduates of the training program	This course had no enrollment during 2011 and nothing to report.	

Subsequent Eligibility Approval	
Approval Status	<input type="radio"/> Approved <input type="radio"/> Denied
<input type="text"/>	
<input type="button" value="Submit Approval"/> <input type="button" value="Cancel"/>	

## Attachment 1 – Funding Eligible Checkbox

	In-Demand Occupation	In-Demand Occupation Priority	Not In-Demand Occupation
Funding Eligible Checked <input checked="" type="checkbox"/>	Currently Eligible	Currently Eligible	Potentially Eligible
Funding Eligible Not Checked <input type="checkbox"/>	Potentially Eligible	Currently Eligible	Not Eligible