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.

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

![Seeker Service Type Selection](image)

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**.

![Funding Options](image)

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**.

![Provider Approval Confirmation](image)

For more information log in to your ETP account at:
http://applications.labor.ny.gov/ETP
New Offering and Outside Offering Requests

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

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).

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 Offering Approval Confirmation will appear.

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.

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.
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**.

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.

<table>
<thead>
<tr>
<th>Funding Eligible Box</th>
<th>In-Demand Occupation Priority</th>
<th>Not In-Demand Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checked</td>
<td>Currently Eligible</td>
<td>Potentially Eligible</td>
</tr>
<tr>
<td>Not Checked</td>
<td>Potentially Eligible</td>
<td>Not Eligible</td>
</tr>
</tbody>
</table>
Announcements Tab

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

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**.
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.

- 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.

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

![Reports Management Page](image)

- 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.
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.
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.

<table>
<thead>
<tr>
<th>Subsequent Eligibility Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Date</td>
</tr>
<tr>
<td>03/01/2012</td>
</tr>
</tbody>
</table>

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.
### Attachment 1 – Funding Eligible Checkbox

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