Eligible Training Provider List
Provider User Guide

March 22, 2018

NYS DEPARTMENT OF LABOR

PROTECT | ASSIST | CONNECT

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BACKGROUND

The New York State Eligible Training Provider List (ETPL) was established in compliance with the Workforce Investment Act of 1998 and continues under the Workforce Innovation and Opportunity Act (WIOA). The purpose of the ETPL is to present a broad and diverse selection of training choices to support employment goals of individuals. Training providers must be listed on the ETPL in order to receive WIOA funding through an individual training account or grant (ITA/ITG).

To be listed initially on the ETPL, a training provider's program must be evaluated and approved by a Local Workforce Development Board (LWDB). After a training provider's program(s) have been approved for initial eligibility, the program(s) will be required to undergo an evaluation for Continued Eligibility after one year. However, at this time NYS does not have a process in place for Continued Eligibility. The guide will be updated in the future to include the process for Continued Eligibility.

The purpose of this guide is to provide general information and procedures for accessing and using the online ETPL application. This guide is not intended to provide all policies and procedures related to the certification of training programs.

Browser Requirements

Supported browsers include Internet Explorer 7 or greater, Mozilla Firefox, or Google Chrome. We strongly recommend that you use Google Chrome to fully utilize the site. For more information, see **Frequently Asked Questions** in the Attachments.

If you are using Internet Explorer 9, 10 or 11 and are having problems, try turning on Compatibility View.

To turn on Compatibility View

1. See if the **Compatibility View** button appears in the Address bar. (If you don't see the button, there's no need to turn on Compatibility View.)
2. Tap or click the **Compatibility View** button to display the site in Compatibility View.

Once you turn on Compatibility View, Internet Explorer will automatically show that site in Compatibility View each time you visit. You can turn it off by tapping or clicking the button again or you can clear the entire list of sites using Compatibility View by deleting your browsing history.

Before You Begin

You will need to have or know the following:

- **Federal Employer Identification Number (FEIN) or Social Security Number (SSN)**
- **DUNS (Data Universal Numbering System) Number**
  - *The **DUNS number** is a unique nine-character* number *that identifies your organization. Your company may already have a number, and you can search their site or request a number here: http://fedgov.dnb.com/webform. DUNS numbers are **free** and obtained from Dun and Bradstreet (D&B). **You are not obligated to purchase any of D&B's products.***
- **School License (if applicable) – Scanned and Uploaded to your Computer**

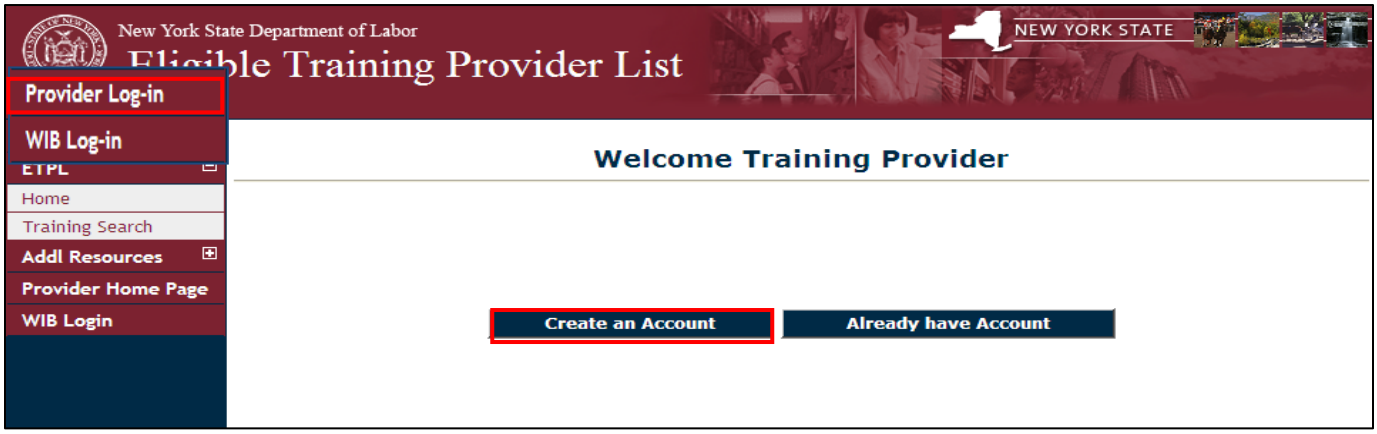
In Part 3 of the application, several forms, either required by the New York State Department of Labor (NYSDOL) and/or your LWDB, need to be printed, completed, scanned, and uploaded into the application.

The forms required by NYSDOL are:

- LWDA Eligible Training Provider Certification Assurances
- Authorized Signature

Creating Your Username and Password

- From the **ETPL** website (http://applications.labor.ny.gov/ETPL/) **Welcome Page** select **Provider Log-In** from the navigation bar on the left hand side. This will bring you to the **Welcome Training Provider** page. If you are an existing training provider, click on **Already have Account** to enter your **Username** and **Password**.



- If you are a new training provider, click on **Create an Account.** This will bring you to the **New York State Directory Service (NYSDS) Self Registration** page. Enter the required information including a '*temporary*' password. All fields with an asterisk **(*)** must be completed. Your User ID is what you will use to log on to the ETPL and must be between 4-10 characters. After completing, click on **Create Account.** If your username is not unique, you will be prompted to create a different one.

- You will be brought to the following screen. Enter your **Username** and temporary **Password** and click on **Sign In.**

- You will be prompted to enter your **Old or Temporary Password** field, create a new password, and click on **Change Password**. **Please note, passwords are case sensitive and should be typed in; not "cut and pasted."**

If the fields blank out, your new password was not accepted; and you will need to create another password.

- After successfully changing your password, you will be brought to the following screen.
- Click on **Continue.**

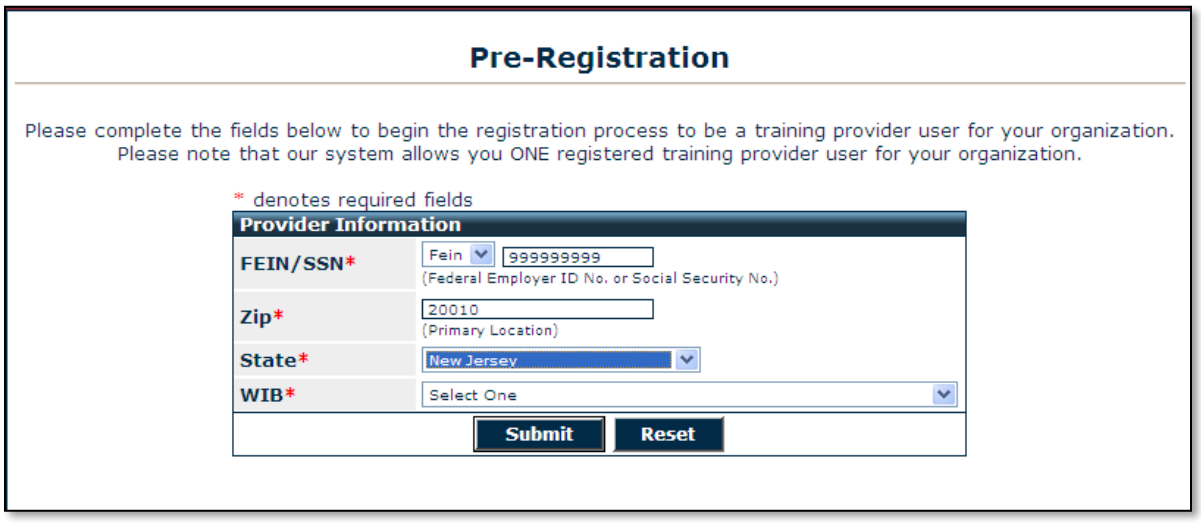
- The following screen will appear. You will see one or more questions. Select a question(s) from the dropdown list(s), type in your answer(s) and confirm. Click on **Submit**.

- You will have **successfully modified your directory entry!** Click on **Continue**. This will bring you to the **Pre-Registration** page.

- Select **FEIN** (Federal Employer Identification Number) or **SSN** (Social Security Number) from the drop-down box, fill in the number along with your **Zip Code** and **State.** Your Primary LWDB will be automatically assigned based on your zip code. **Enter your information carefully!**

- If you are located outside of New York State, an additional field will appear prompting you to select a Workforce Development Board—see below.

- Press **Submit**

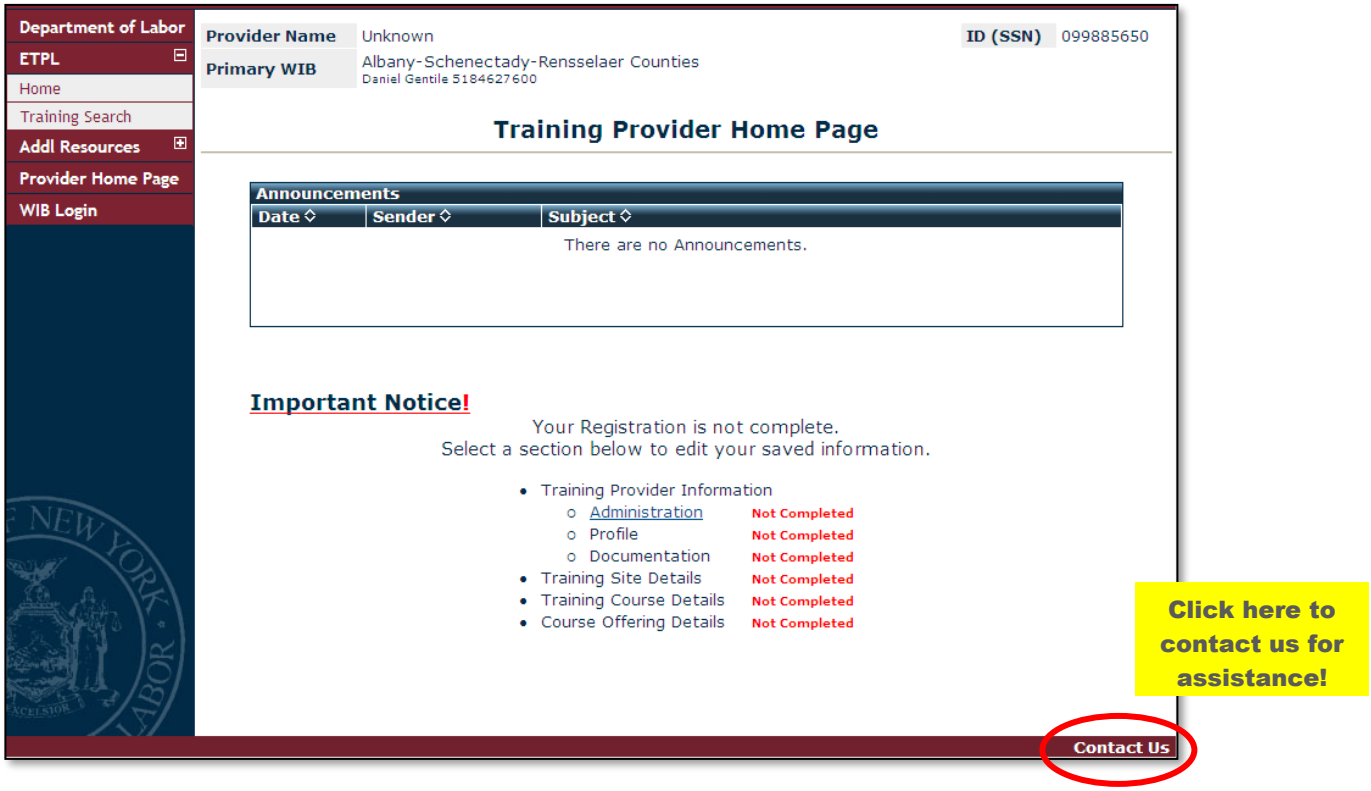


If you have already successfully pre-registered and after logging on, are brought to the Pre-Registration screen again, do not re-enter the requested information. You may have typed your username incorrectly; **usernames are case sensitive**. Close out of the browser, reopen the page, and re-enter your username and password. **Contact Us** for assistance if necessary.

Training Provider Home Page

- If you are an existing provider, you will be brought to the **Training Provider Home Page.** Note that your **Primary Workforce Development Board (LWDB)** (based on your zip code) is displayed on the top of the page. **Provider Name** is **Unknown** until the **Administration Tab** is completed.

- There is also a section for **Announcements** sent to you by your LWDB or NYSDOL.



PART 1 OF 6 – ADMINISTRATION

- Click on the Administration tab. The **Provider Details** page will appear. Enter the required information.

Administration | Profile | Documentation | Training Sites | Courses

Training Provider Registration
Provider Details (Part 1 of 6)

* denotes required fields [redacted]

Provider Information

ID Number (SSN)	099885650
Business Name*	Bert's Chimney Sweep Training School
Training School Name (DBA)*	Bert's Chimney Sweep Training School (Copy from Business Name)
Address Line 1*	10 Brick Lane
Address Line 2	
City*	Albany
State*	New York — County* Albany
Zip*	12186 — Borough Select One
Company Headquarters	☑ Yes, the above address is Company Headquarters.
Website URL	http://
DUNS Number* (Obtain a DUNS Number)	999999999

Administrative Contact Information

First Name*	Mary
Last Name*	Poppins
Title*	President
Phone #*	518 5555555 ext.
Fax #	
Email*	vlycreekdesigns@yahoo.com
Confirm Email*	vlycreekdesigns@yahoo.com

Once you enter your Business Name, you cannot edit it. Check for typos before saving! The information entered in the Training School Name (DBA) field is what will appear on the Eligible Training Provider List.

Fields marked with a red asterisk (*) are required fields.

This email address is used for application generated email notifications.

- The **DUNS number** is a unique nine-character **number** that identifies your organization. This is a mandatory field and can be obtained here: http://fedgov.dnb.com/webform/CCRSearch.do?val=1. DUNS numbers are **free** and obtained from Dun and Bradstreet (D&B). Your company may already have a number, and you can search their site to confirm this. **You are not obligated to purchase any of D&B's products.**

- Fill out **Administrative Contact Information, Admissions Contact Information,** and **Payment Contact Information**. If the information for Admissions and Payment Contact Information is the same as the Administrative Contact, check the box above these sections to fill in automatically.

☑ Admissions Contact Information is the same as Administrative Contact Information.

Admissions Contact Information

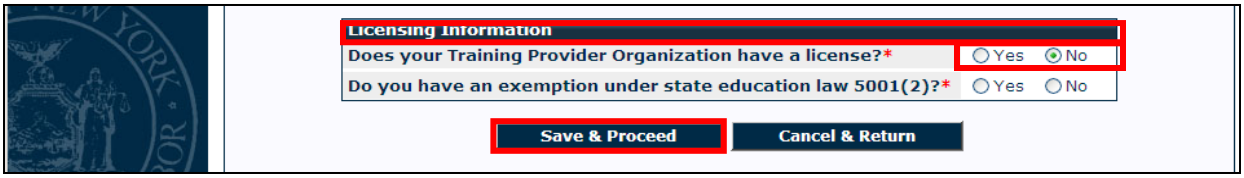
First Name*	Mary
Last Name*	Poppins
Title*	President
Phone #*	518 5555555 ext.
Fax #	
Email*	vlycreekdesigns@yahoo.com

☑ Payment Contact Information is the same as Administrative Contact Information.

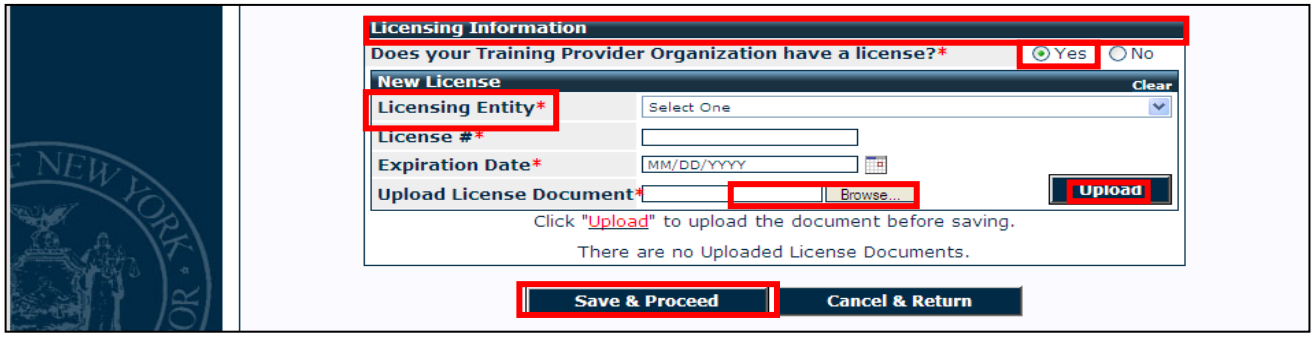
Payment Contact Information

First Name*	Mary
Last Name*	Poppins

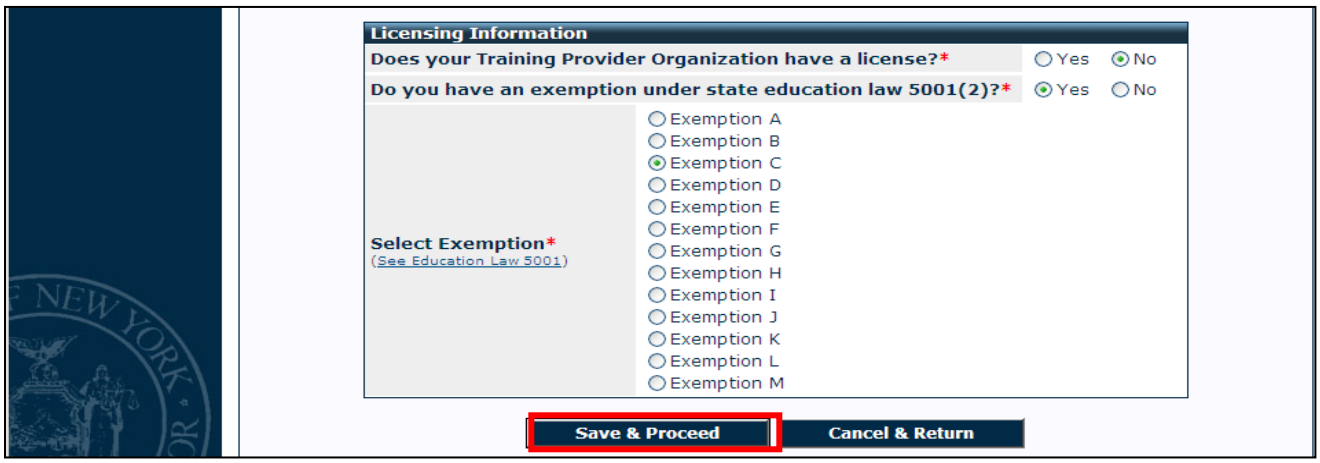
- Under **Licensing Information,** choose whether your organization has a license or an exemption from the NYS Education Department and enter the required information as appropriate. You must choose one or the other. You cannot answer "No" to both.



- **If your Training Provider Organization has a license,** click on **"Yes"** and fill out the **New License** information. Select the **Licensing Entity** from the dropdown list, enter **License #** and **Expiration Date.***
- To **Upload License Document**, click on **Browse**, locate a copy of your license on your computer, **Open** and **"Upload"** the document. Files can be **up to 2MB** and can be PDF, DOC, or JPG.
- If you do not have a scanned copy readily available, you can upload a blank document in order to proceed with the registration process and upload your license later. After uploading, press **Save & Proceed**.



- **If your Training Provider Organization has an exemption under State Education Law §5001(2)**, select "yes" and your particular Exemption. Definitions of the Exemptions can be found by clicking on the link (See Education Law 5001) or in Attachment A.

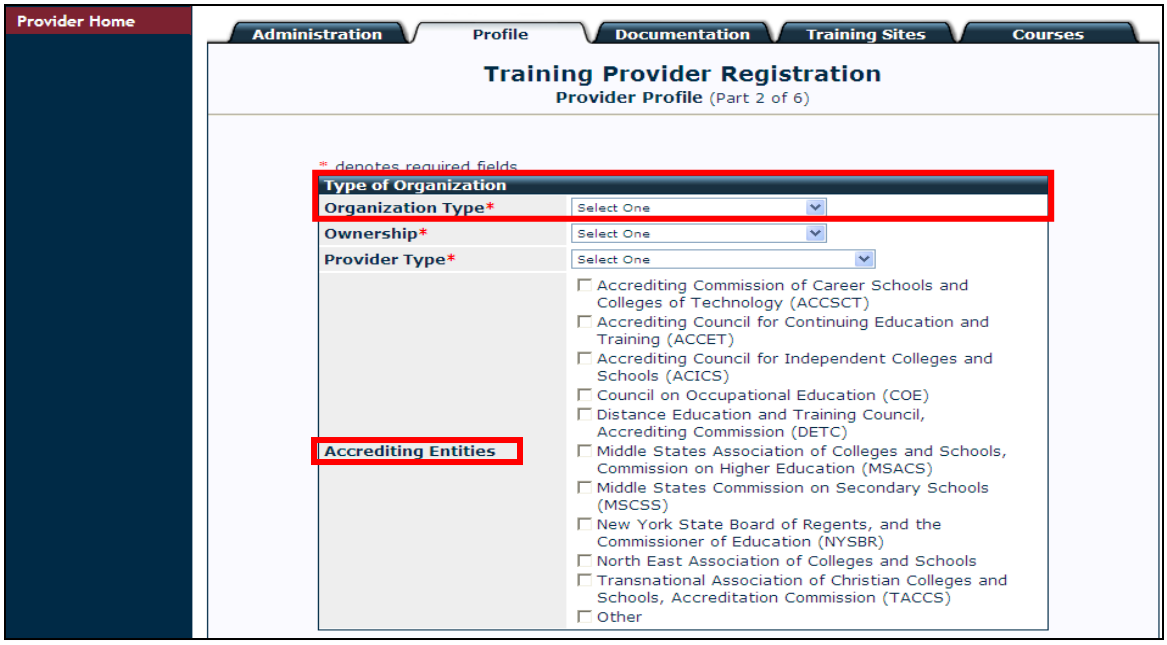


- Press **Save & Proceed.**

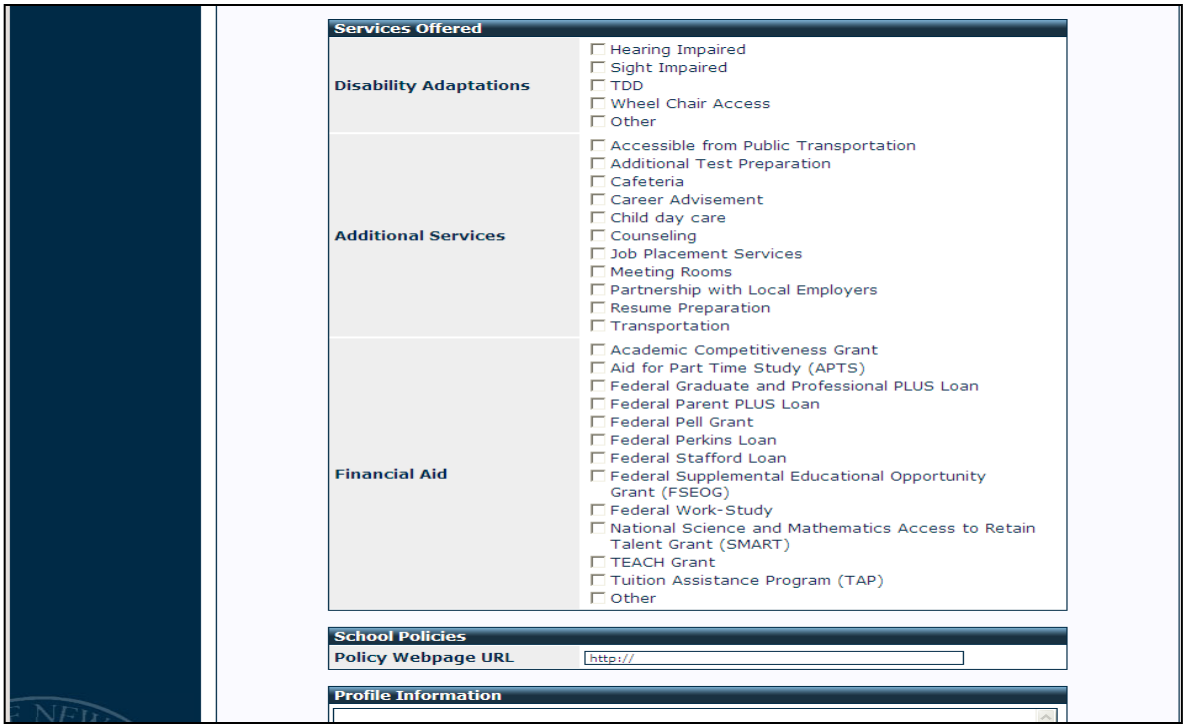
***Email reminders are sent 30 days before expiration. If a new license is not uploaded before the expiration date passes, automatic account deactivation will occur!**

Type of Organization/Services Offered

- Select the **Organization Type**, **Ownership**, and **Provider Type** from the drop-down box menus.
- Select the checkbox for any **Accrediting Entities**.



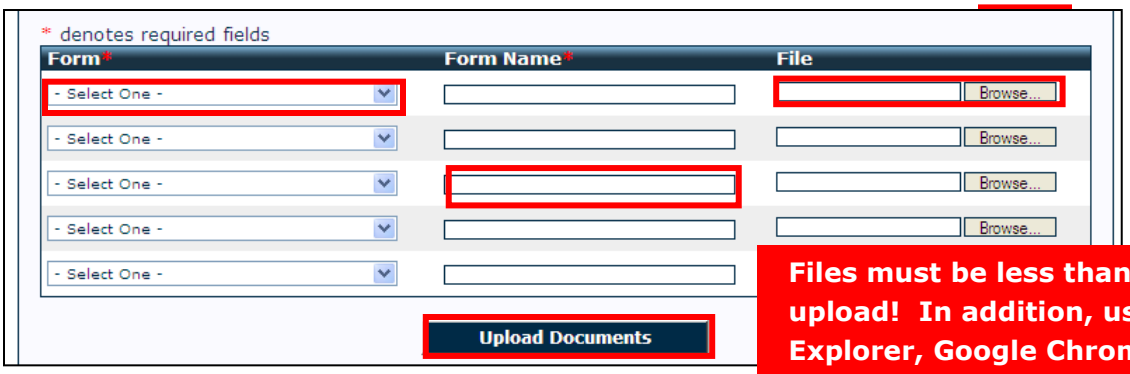
- Select checkboxes for any **Disability Adaptations**, **Additional Services**, or **Financial Aid**.
- Enter a **School Policy Webpage** URL, if available and a brief description in the **Profile Information** section.
- Press **Save & Proceed**.



PART 3 OF 6 – PROVIDER DOCUMENTATION

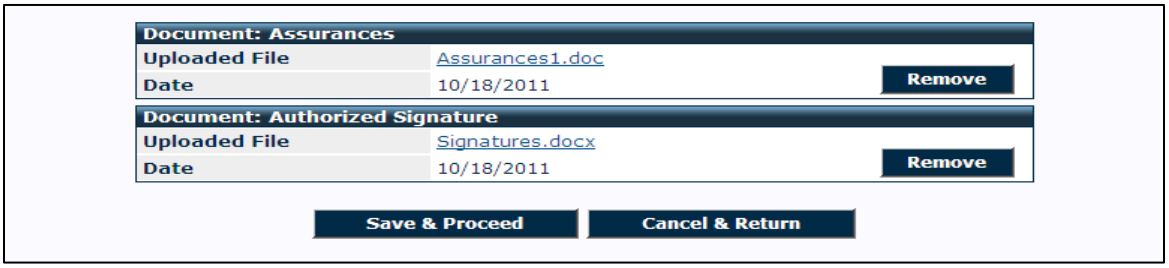
- The **Documentation Tab** has **Downloadable Forms** required or requested by the New York State Department of Labor and/or the LWDB. All documents marked with a red asterisk (*) must be completed. Other documents, such as those shown below for New York City, may be required by your particular LWDB. See Attachments for the Assurances and Authorized Signature forms.

- Click on the document link shown above, open the document, and print the form.
- Fill out the form completely, scan, and save to your computer. Upload by browsing for the file on your computer. Click on **Open** and then **Upload Documents**.



Files must be less than 2 MG to upload! In addition, using Internet Explorer, Google Chrome, or Mozilla Firefox as your browser works best for uploading documents.

- Uploaded files will then appear in the section below.
- Press **Save & Proceed**.

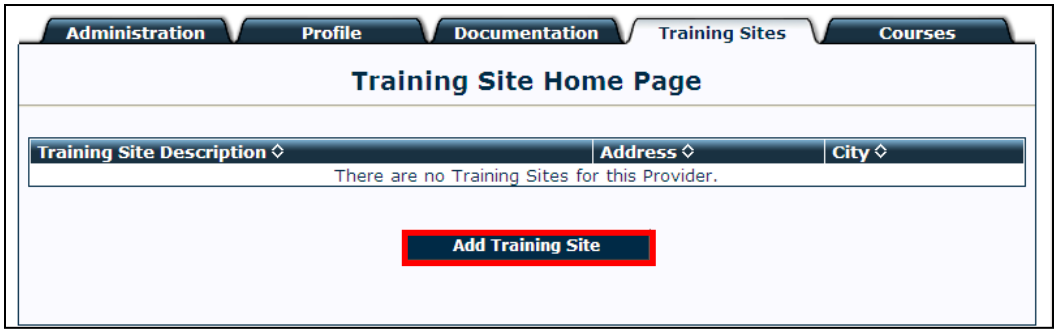


PART 4 OF 6 – TRAINING SITES

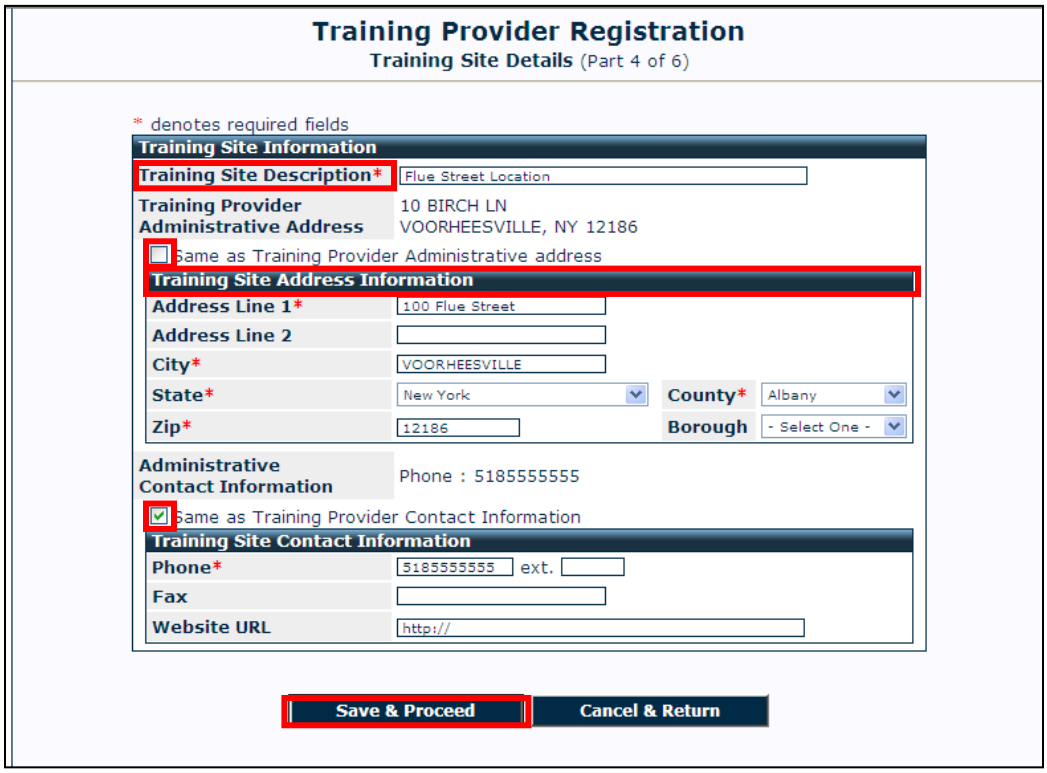
Training Site Details

To add training site information:

- Click on **Add Training Site.**

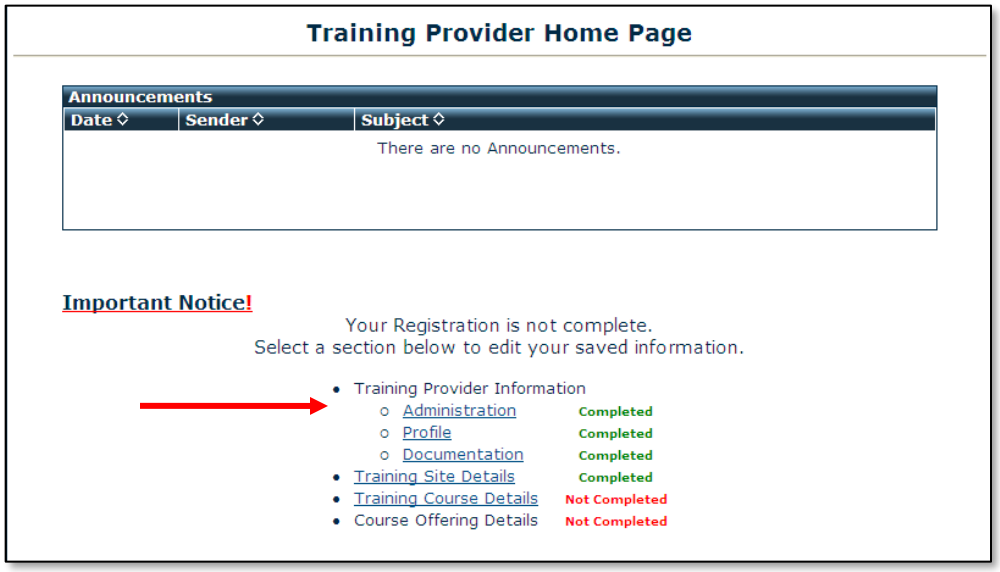


- Fill in a **Training Site Description**. If you only have one location, enter your school's name here. **This description should be relatively short; it will be viewed on the ETPL.**
- Fill out **Training Site Address Information** and **Training Site Contact Information**, or check the box to copy from Training Site Description.
- Press **Save & Proceed**.

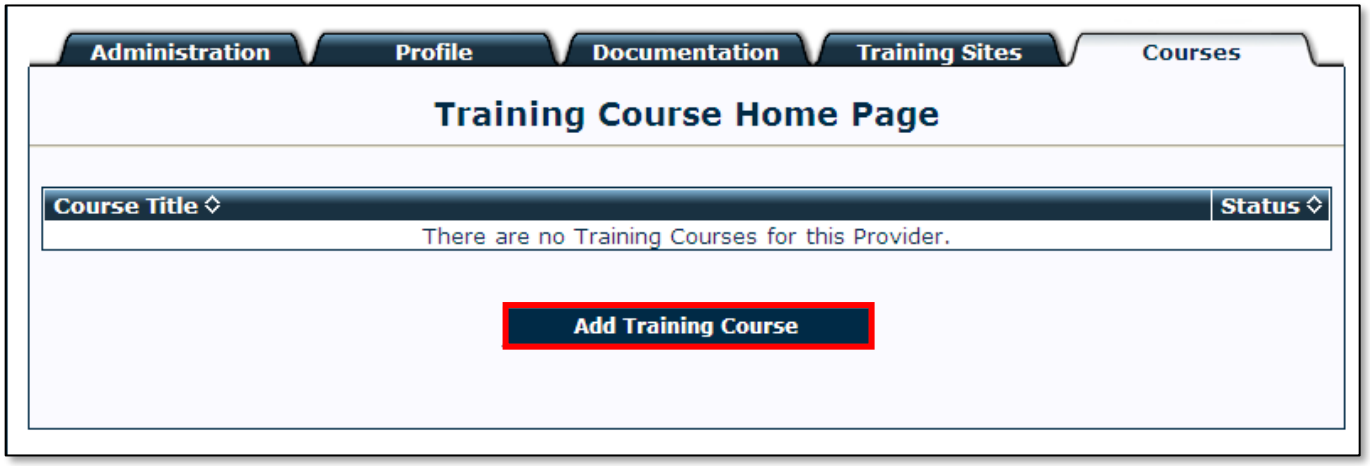


PART 5 OF 6 – TRAINING COURSE DETAILS

- From the **Provider Home Page**, click **Training Course Details** link. You can also navigate through the application by clicking on the tabs shown in the second box below.



- Click on **Add Training Course**.

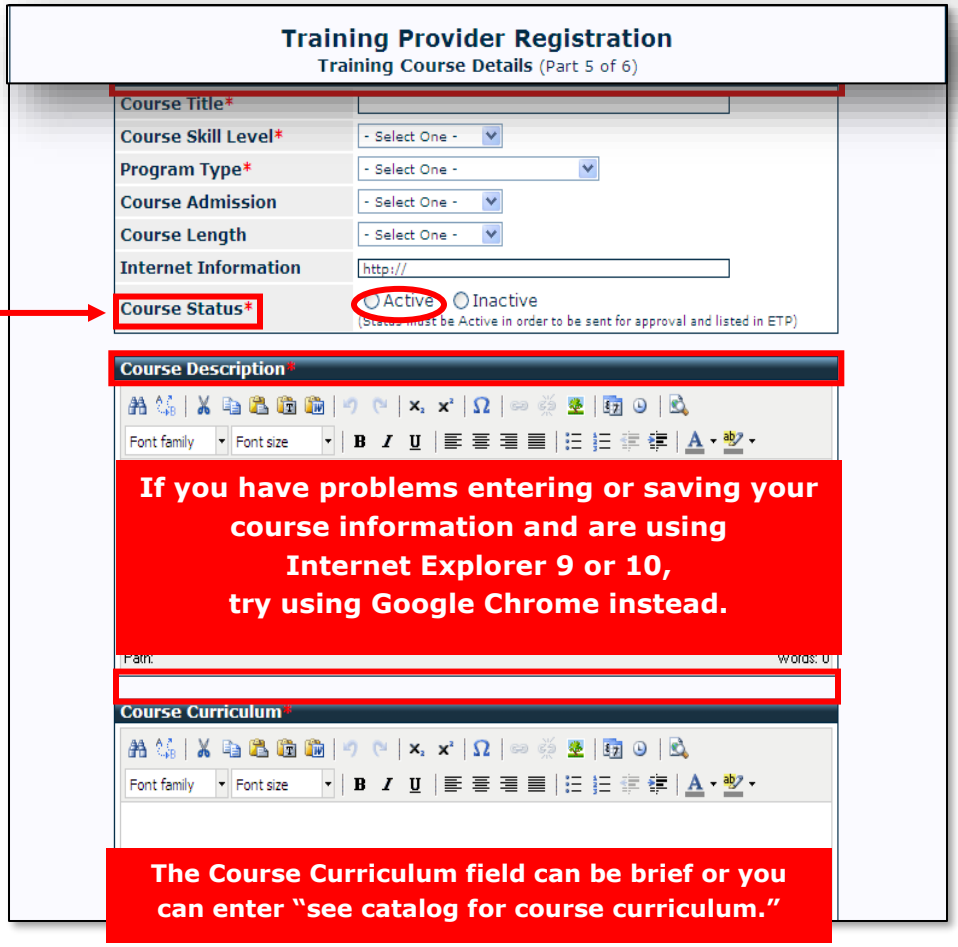


For your initial application, you can only enter one course with one corresponding offering. After your primary LWDB approves, you will be able to add additional courses and offerings.

- Fill in **Course Information**, including the **Course Title, Course Skill Level, Program Type,** **Course Admission, Course Length, Internet Information,** and **Course Status.**

You must change the Course Status to 'Active' to send to the WDB for approval.

- Complete the **Course Description** and **Course Curriculum**. **Please proofread your information.**
- Fill in **Course Prerequisites** if applicable *(not shown)*.



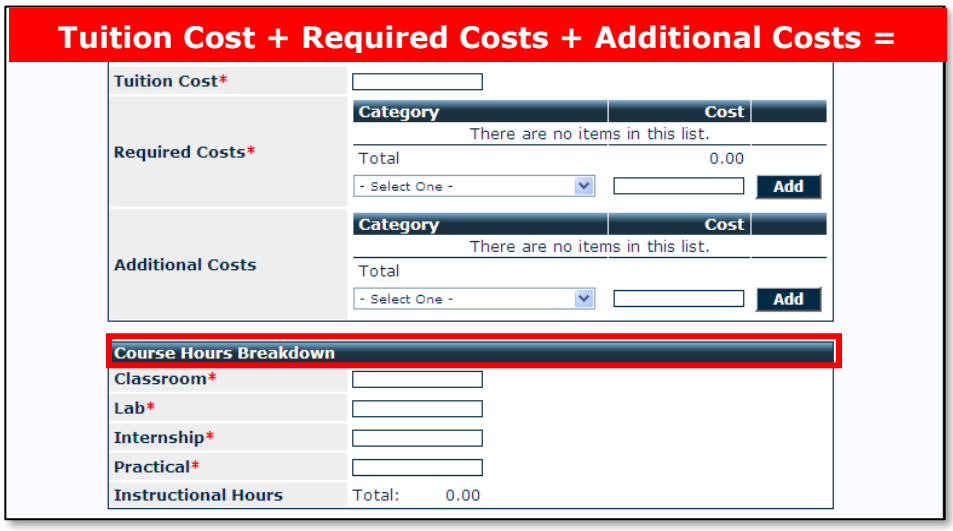
Costs Section

- **Costs –** Enter **Tuition Cost,** which is tuition cost only.
- To add **Required Costs** and **Additional Costs**, select a category from the dropdown menu, fill in an amount, and then click **Add**.

Required Costs include items that are required to complete the course such as books, lab fees, materials, etc.

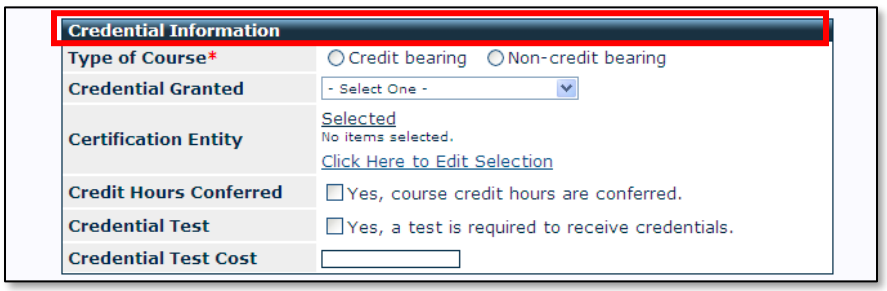
If there are no Required Costs, select 'None' from the dropdown list, enter '0' and click on Add.

Additional Costs are costs not required to take the course, but customer may have to pay, i.e., uniform, tools, etc.

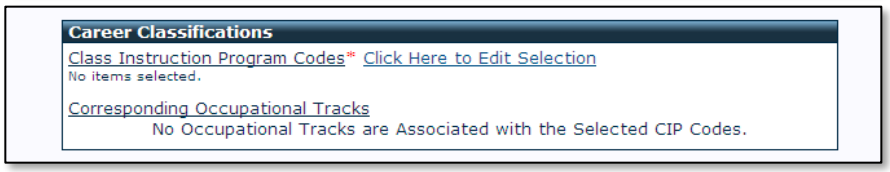


- **Course Hours Breakdown** – **Classroom** field must be more than 0 hours. If there are no **Lab**, **Internship**, or **Practical** costs, enter a **0**.

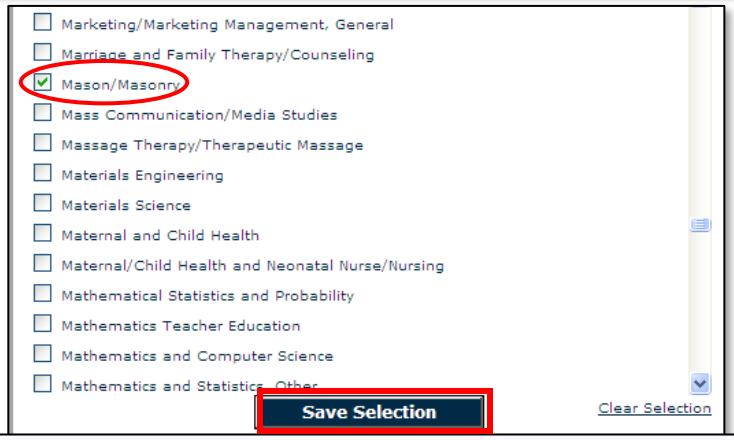
- Add **Credential Information. Contact us if the appropriate Certification Entity is not listed.**



- Enter **Career Classifications** by selecting Click Here to Edit Selection



- A list of instructional programs will appear. Select one or more course descriptions and click on **Save Selection**.

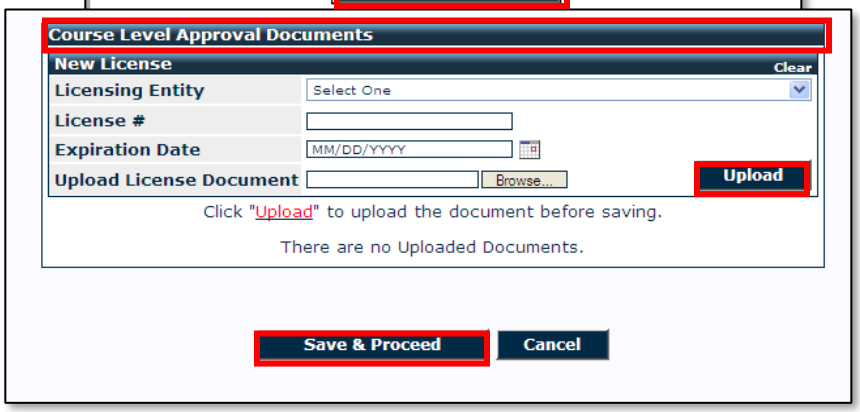


- The **Corresponding Occupational Tracks** will enter automatically after saving.

Course Level Approval Documents

- Fill in **License Information**, if applicable.
- To upload a copy of the license, click **Browse,** select document from your computer, and press **Open.**

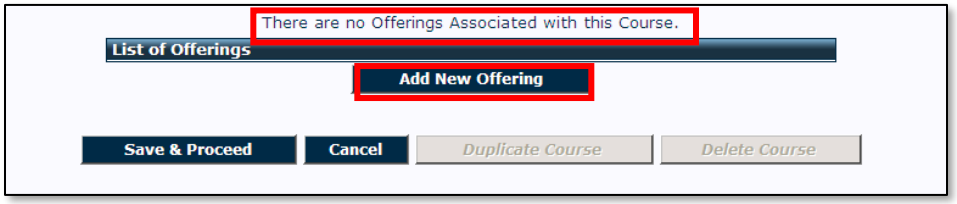
  Click **Upload.**



Please note your LWDB may require you to upload course documents here that are not a license. Enter 9999 in the License # Field and Enter 12/31/2015 for the Expiration Date.

- Click on **Save & Proceed**. You will get the following message:

Every course must have an active offering. You must add or edit a course offering.

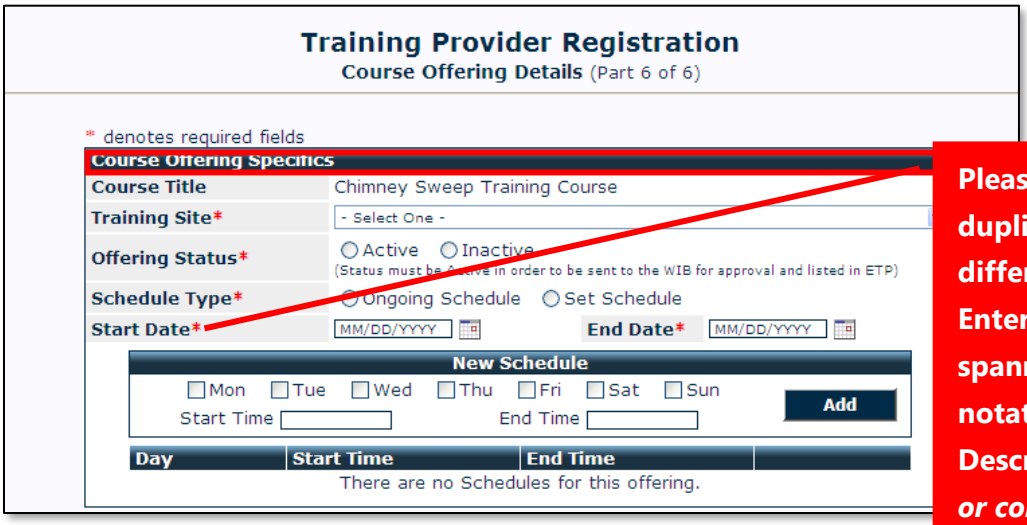


- Click on **Add New Offering** (or if you have offerings listed, click on the **underlined number** to update).

PART 6 OF 6 – COURSE OFFERING DETAILS

NOTE: Clicking on Save & Proceed will send the application to your primary LWDB for approval. Make sure that your application is complete before saving this page.

Course Offering Specifics



Please do not submit duplicate offerings with different start and end dates. Enter a range of dates spanning several years with a notation in Course Description field, "*See website or contact school for current schedule.*"

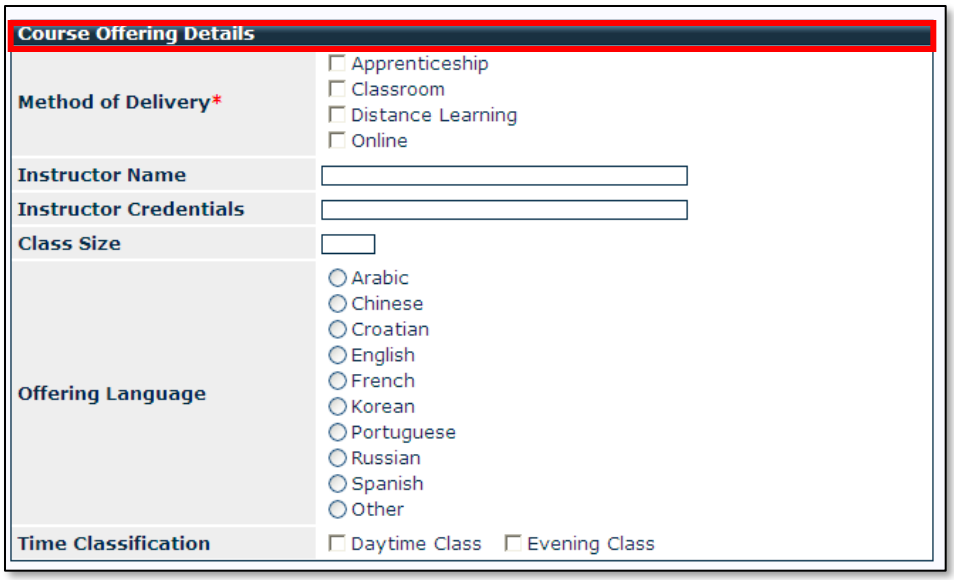
- Select the appropriate **Training Site** from the dropdown menu.
- **Offering Status** – Select **Active.**

You must change the Offering Status to Active to send to the LWDB for approval.

- Fill in **Schedule Type**, the **Start Date** and **End Date.** **Start and end dates do not have to be exact; a range of dates can be entered.**
- Add **New Schedule** if available, and click **Add**.

Course Offering Details

- Select **Method of Delivery**.
- Enter:
  - Instructor Name
  - Instructor Credentials
  - Class Size
  - Offering Language
  - Time Classification



- Press **Save & Submit**.

This completes the registration process! You will be brought back to the **Training Provider Home Page** and should see the following announcement:

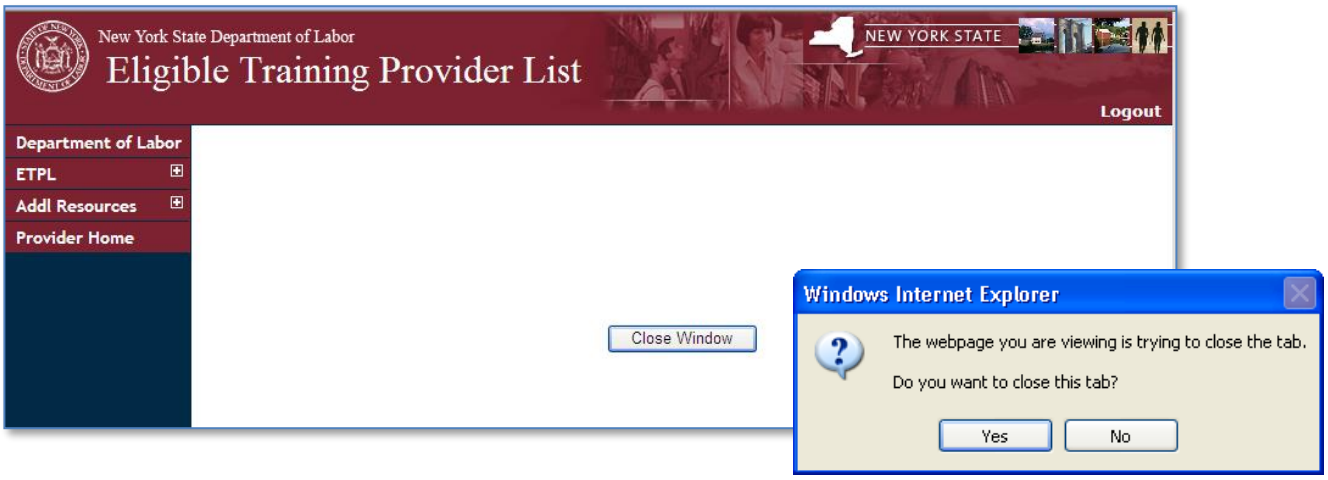
"Your Registration has been completed, awaiting Approval by the appropriate LWDB. You may select a section below to edit your saved information."*

***At this time, please do not edit your saved information.**
If the LWDB requires additional information, they will let you know.
You will be unable to submit additional courses until your initial application is approved.

You will be notified by email if your registration has been approved or if your LWDB requires additional information.

Logging Out of the ETPL

IMPORTANT! Follow the steps below to correctly log off the ETPL application if using Internet Explorer:



After clicking Logout in the top right of the screen, you will see a Close window button in the middle of your screen.

Click Close Window.

Now you will see a message asking you to confirm that you wish to close out the tab.

Click Yes to close the tab and log off the ETPL application.

Continued Eligibility

WIOA requires that programs approved for Initial Eligibility undergo an evaluation for Continued Eligibility after one year. Future Continued Eligibility reviews must be completed biennially. However, at this time NYS does not have a process in place for Continued Eligibility. The guide will be updated in the future to include the process for Continued Eligibility.

Apprenticeship

All Registered Apprenticeship programs are automatically eligible to be included on the ETPL New York State does not currently have a process in place for automatically adding Registered Apprenticeship programs. Registered Apprenticeship providers that want to be added before the process is finalized should contact the Department of Labor. The Department of Labor will facilitate the approval of Registered Apprenticeship programs.

Attachments

The following attachments are included for your use.

- Acronyms
- Section 5001 of the Education Law
- LWDA Eligible Training Provider Certification Assurances Form
- Authorized Signature Form
- Frequently Asked Questions

ACRONYMS

Below is a list of commonly used acronyms regarding the ETPL:

Abbreviation	Meaning
BPSS	Bureau of Proprietary School Supervision
CIP	Classification of Instructional Programs
DUNS	Data Universal Numbering System
ETPL	Eligible Training Provider List
FEIN	Federal Employer Identification Number
ITA	Individual Training Account
ITG	Individual Training Grant
LWDA	Local Workforce Development Area
LWDB	Local Workforce Development Board
NYSDOL	New York State Department of Labor
NYSDS	New York State Directory Service
NYSED	New York State Education Department
SOC	Standard Occupational Classification
WIOA	Workforce Innovation and Opportunity Act
WDB	Workforce Development Board

SECTION 5001 OF THE EDUCATION LAW

§ 5001. Licensed private career schools.

1. Schools required to be licensed. No private school which charges tuition or fees related to instruction and which is not exempted hereunder shall be operated by any person or persons, firm, corporation, or private organization for the purpose of teaching or giving instruction in any subject or subjects, unless it is licensed by the department. Please refer to Section 5001 for further details.

Username and Password Requirements/Browser Issues

What are the User Id and password requirements?

User IDs must be at least 4 characters, can be up to 10, and must be unique. If your selection is not available, you will be prompted to select a different one.

Your password must meet these requirements:

1. minimum of 8 characters;
2. must contain 1 letter; and
3. must contain 1 number.

User ids and passwords are case sensitive. An example of a valid username is abctrain. An example of a valid password is 123abc456.

How do I clear a saved password in my browser?

Saving a password in your browser might save you time but also may lead to potential issues logging in, as well as being less secure. If you are having trouble logging in, this may be a cause of your problem. You can turn off the Auto-Complete function with the following steps:

Windows:

Internet Explorer:

To disable the AutoComplete feature:

1. Click **Tools** menu
   - Press **Alt-T** if you don't see a menu
2. Click **Internet Options**
3. Click **Advanced** tab
4. Uncheck **Use inline AutoComplete** checkbox under *Browsing*
5. Click **OK**

To clear the password field:

1. Click **Tools** menu
   Press **Alt-T** if you don't see a menu
2. Click **Internet Options**
3. Click **General** tab
4. Click **Delete** button under *Browsing History*
5. Click **Delete Passwords** button under Passwords, in the *Delete Browsing History* window
6. Click **Yes**, in the Delete Passwords alert box,
7. Click **Close** in Delete Browsing History window, and **OK** on the Internet Options window.

To disable the save password feature:

1. Click **Tools** menu
   - Press **Alt-T** if you don't see a menu
2. Click **Internet Options**
3. Click **Content** tab
4. Click **Settings** button under the *AutoComplete*
5. Uncheck both the **User names and passwords on forms** and **Prompt me to save passwords** checkboxes on the AutoComplete Settings window
6. Click **OK**
7. Click **OK**

Firefox:

1. Click **Tools**
2. Click **Options**

3. Click **Security** tab
4. Uncheck **Remember password for sites** under *Passwords*
5. Click *Privacy* tab
6. Click **Clear Now...** under *Private Data*
7. Check **Saved Form and Search History**
    - Check **Saved Passwords** (if applicable)
8. Click **Clear Private Data Now**
9. Click **OK**

Mac:

Firefox:

1. Click **Firefox**
2. Click **Preferences**
3. Click **Security** tab
4. Uncheck **Remember password for sites** under *Passwords*
5. Click *Privacy* tab
6. Click **Clear Now...** under *Private Data*
7. Check **Saved Form and Search History**
    - Check **Saved Passwords** (if applicable)
8. Click **Clear Private Data Now**

I entered information but now cannot see it after logging on. Why did this happen?

This is a key indicator that the browser is pulling a cached page.

Each time you access a web page your web browser caches (stores) it, and related files such as images and scripts, to your computer's hard drive. This cache enables the web browsers to display frequently visited web pages faster, as the browser does not have to request the page from a remote web site. Over time, the web browser should check to see if there are any updates to the web page you are visiting, rather than pulling the old version from cache.

If this doesn't happen, you should periodically clear the cache to allow your browser to function more efficiently and retrieve updated current information from the remote web site.

Instructions for Clearing a Web Browser's cache:

Mac OS X

Firefox:

1. Click **Firefox** menu.
2. Click **Preferences**.
3. Click **Advanced** icon.
4. Click **Network** tab.
5. Under *Offline Storage*, Click **Clear Now**.

Windows

Firefox:

1. Click **Tools** menu.
2. Click **Clear Private Data**.
3. Check **Cache** checkbox.
4. Click **Clear Private Data Now.**

Firefox:

1. Click **Tools** menu.
2. Select **Options**.

3. Select the **Advanced** panel.
4. Under *Offline Storage*, Click **Clear Now**.
5. Click **OK**.

Internet Explorer:

1. Click **Tools** menu.
2. Click **Internet Options**
3. Click **Delete** under *Browsing History*
4. Uncheck **Preserve Favorites website data**
5. Check **Temporary Internet Files**
6. Click **Delete**
7. Click **OK**