



## CALJOBS Provider User Guide

## 2: Provider User Self-Registration

The CalJOBS Provider Services system allows provider representatives, or provider users, the opportunity to self-register. When they first register, the system will allow them limited access while a staff verification process takes place. However, once a staff member has reviewed their information and approved them, provider representatives will have the opportunity to conduct numerous tasks without staff input. New provider representatives can register in CalJOBS by following the same pathway that employers and individuals use. On the site's main screen, there is a Not Registered link. Providers must first click that link to proceed with registration. The link should appear similar to the following examples.

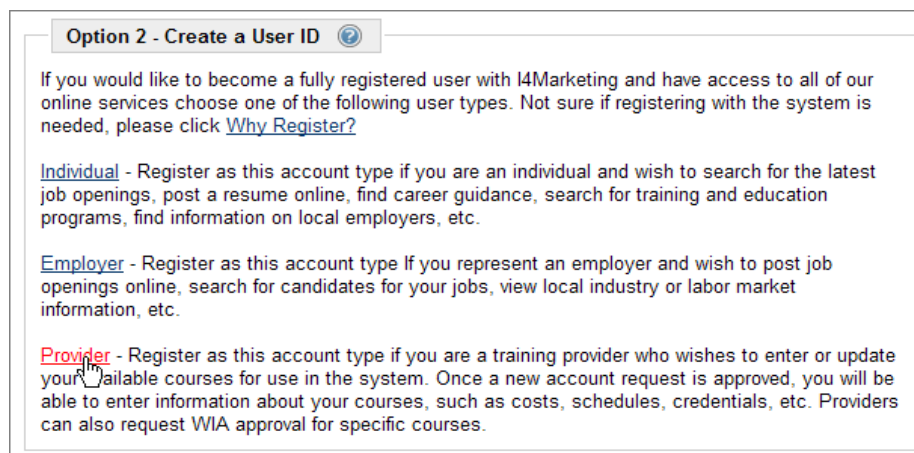
A screenshot of the CalJOBS login interface. It features two input fields: 'Username' with the text 'JOHNDOEREP' and 'Password' with masked characters. Below the username field is a link 'Forgot Username and/or Password?'. Below the password field is a link 'Not Registered Yet?'. A mouse cursor is pointing at the 'Not Registered Yet?' link. To the right of the password field is a blue 'SIGN IN' button.

*Not Registered? Links on a typical CalJOBS Main Screen*

**Note:** A Training Video for the “Registration Process is also available.” See the topic, *Learning Center (Provider Courses)* on page 3-53.

Once a provider clicks on that link, they will see a screen with three options. **Option 1 – Try Us Out** may be useful for first-time employers and individuals, but it will not offer provider representatives much of an advantage. **Option 1** allows users to review key components of the system as a guest.

The system will then require users to identify themselves in order to gain access to the system. Systems that allow provider self-registration will offer a link, called Provider. Providers will want to click **Option 2 – Create a User ID** to register. **Option 2** allows new users to fully register in the system and to take advantage of all the features that CalJOBS has to offer. The screen will appear similar to the following example.

A screenshot of the 'Option 2 - Create a User ID' registration screen. The title bar says 'Option 2 - Create a User ID' with a help icon. The main text reads: 'If you would like to become a fully registered user with I4Marketing and have access to all of our online services choose one of the following user types. Not sure if registering with the system is needed, please click [Why Register?](#)'. There are three options listed: 'Individual' (for individuals searching for jobs), 'Employer' (for those posting jobs), and 'Provider' (for training providers). The 'Provider' option is highlighted with a red underline and a mouse cursor is pointing at it. The 'Provider' description states: 'Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIA approval for specific courses.'

*Register Link Required for Provider Registration*

**Option 3** is strictly for users who have registered and have forgotten their user name or password.



*For more information about registering as a provider representative, you can also access training videos in the Learning Center, or click this link to start with [Registration Process](#).*

# Provider Registration Screen

## *Provider User Registration*

After the Provider link is selected, *Page One* of the Provider Registration Screen appears, similar to the following example. This screen contains required information that must be entered (as indicated by a red asterisk \* in front of the field). Potential Provider Users are asked the following questions:

1. Create a unique *User Name* that falls within specific guidelines as noted in the blue text next to the field.
2. Create a *Password* that falls within specific guidelines as noted in the blue text next to the field.
3. *Confirm* the *Password* by typing it again in the textbox.
4. Choose a *Security Question* from a list provided in the drop-down box.
5. Write a *Security Question Response* in the textbox provided. This will be important to remember in case the User Name, Password, or both are forgotten.
6. Write a *Federal Employer ID* or *Social Security Number* in the textbox provided.
7. Indicate by radio button response whether the provider is with an existing institution or is a new provider. If the provider is affiliated with an existing institution, the Federal ID number may be duplicative; if not, the Federal ID number must be unique (not already in the system).
8. If the provider who is registering is associated with an existing institution, enter the *Institution Name*, *Code/BPA #* (if known), and select the *Institution Type* from the drop-down list.
9. Enter the Primary Location's address in the *Institution Primary Location* fields.
10. Enter the provider's primary contact person's title, name, and contact information in the *Contact Information* section.
11. Click the **Save** button to save the registration form

Login Information	
* User Name:	<input type="text" value="GSI2020"/> <small>Enter Unique User Name (3 - 256 Characters, letters or numbers)</small>
* Password:	<input type="password" value="••••••••"/> <small>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 (!), (@), (#), (\$), (%), (^), (*), (.), (,), ( _ )</small>
* Confirm Password:	<input type="password" value="••••••••"/>
* Security Question	<input type="text" value="What is your mother's maiden name?"/>
* Security Question Response:	<input type="text" value="Smith"/> <small>Hint to help if you have forgotten your password.</small>

Federal Employer ID	
Federal Employer ID No:	<input type="text" value="512862345"/> <small>Do not enter dashes. Example 999001111</small>

Institution Identification	
<input checked="" type="radio"/> Existing <input type="radio"/> New	
* Institution Name:	<input type="text" value="Millard Filmore College"/>
Institution Code/BPA# (if you are a current provider):	<input type="text"/>
Institution Type:	<input type="text" value="None Selected"/>

Institution Primary Location	
* Address 1:	<input type="text" value="1642 Zachary Taylor Avenue"/>
Address 2:	<input type="text"/>
* City:	<input type="text" value="Palm Harbor"/>
* State:	<input type="text" value="Florida"/>
* Zip:	<input type="text" value="34683"/> <a href="#">[Find Zip Code]</a>

Contact Information	
* Title:	<input type="text" value="Dean of Admissions"/>
* First name:	<input type="text" value="Sam"/>
* Last Name - (include suffix e.g. Jr, Sr, PhD, etc):	<input type="text" value="Spade"/>
* Contact Phone Number:	<input type="text" value="222"/> - <input type="text" value="555"/> - <input type="text" value="2222"/> Ext. <input type="text"/>
Cell Phone	<input type="text"/> - <input type="text"/> - <input type="text"/>
Contact Fax Phone Number	<input type="text"/> - <input type="text"/> - <input type="text"/>
Email Address:	<input type="text"/>
Preferred Notification Method	<input type="text" value="None Selected"/>
Institution URL:	<input type="text"/>
<small>Enter URL e.g. (http://www.companywebsite.com)</small>	
<a href="#">Create Email Account</a> <a href="#">Read Our Email Security Policy</a>	

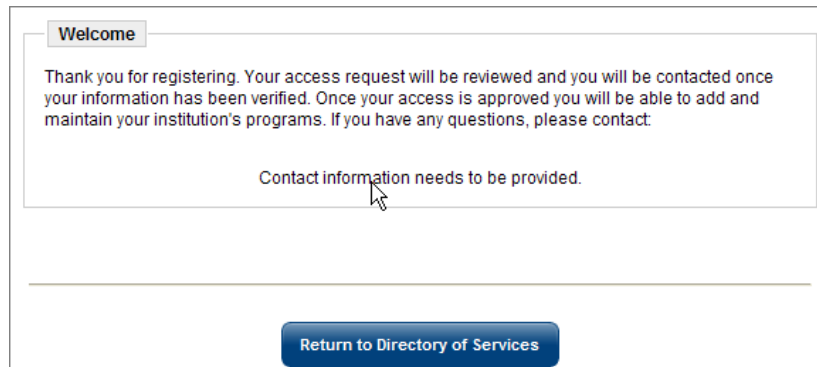
  

### Provider Registration

When the screen refreshes, users have gone as far as they can. They will see a system notification that thanks them for registering and informs them that their access request will be reviewed. There is usually



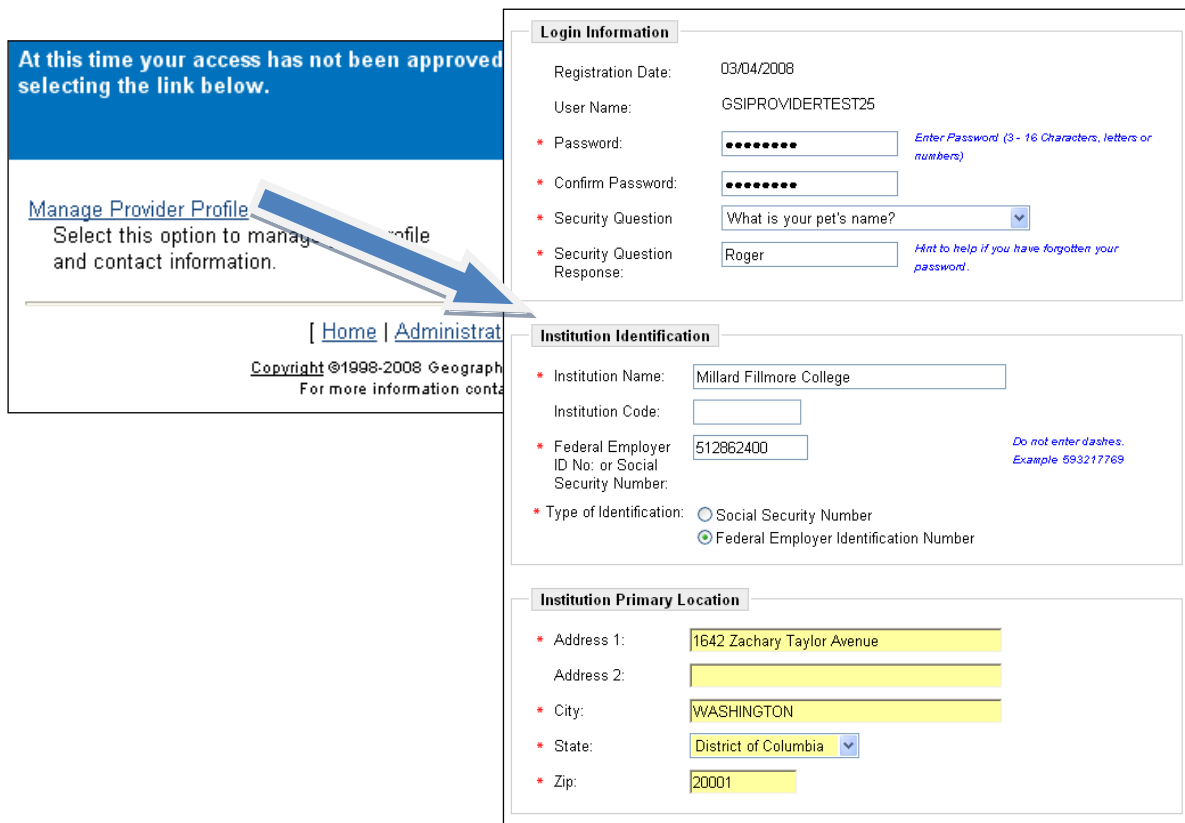
a contact phone number and/or email address in case they have any questions. The system notification looks similar to the following example.



A screenshot of a system notification window. At the top, there is a tab labeled "Welcome". Below the tab, the text reads: "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:" followed by a line of text "Contact information needs to be provided." with a mouse cursor pointing at it. At the bottom of the window, there is a blue button labeled "Return to Directory of Services".

*Sample System Notification after Provider Registration (Washington D.C. example)*

Until representative information is verified by a staff member, there are only a limited number of tasks that a provider representative can perform. They can access two sections of the system, the [Manage Provider Profile](#) link and the [Education Services](#) link. The [Provider Profile](#) link contains basic information entered during the registration process. The provider will have the opportunity to review this information, and edit as necessary. Representatives can also access the [Education Services](#) link, which provides access to educational institutions and courses. It is, however, a directory available to anyone. It can't be edited. A sample of the [Manage Provider Profile](#) link and the profile page is similar to the following example.



A screenshot of the "Manage Provider Profile" screen. On the left, a blue box contains the text: "At this time your access has not been approved selecting the link below." Below this, a link "Manage Provider Profile" is shown with a blue arrow pointing to the main form. The main form is divided into three sections: "Login Information", "Institution Identification", and "Institution Primary Location".

**Login Information**

- Registration Date: 03/04/2008
- User Name: GSIPROVIDERTEST25
- \* Password: [masked] Enter Password (3 - 16 Characters, letters or numbers)
- \* Confirm Password: [masked]
- \* Security Question: What is your pet's name? [dropdown]
- \* Security Question Response: Roger Hint to help if you have forgotten your password.

**Institution Identification**

- \* Institution Name: Millard Fillmore College
- Institution Code: [empty]
- \* Federal Employer ID No. or Social Security Number: 512862400 Do not enter dashes. Example 593217769
- \* Type of Identification: ☐ Social Security Number ☒ Federal Employer Identification Number

**Institution Primary Location**

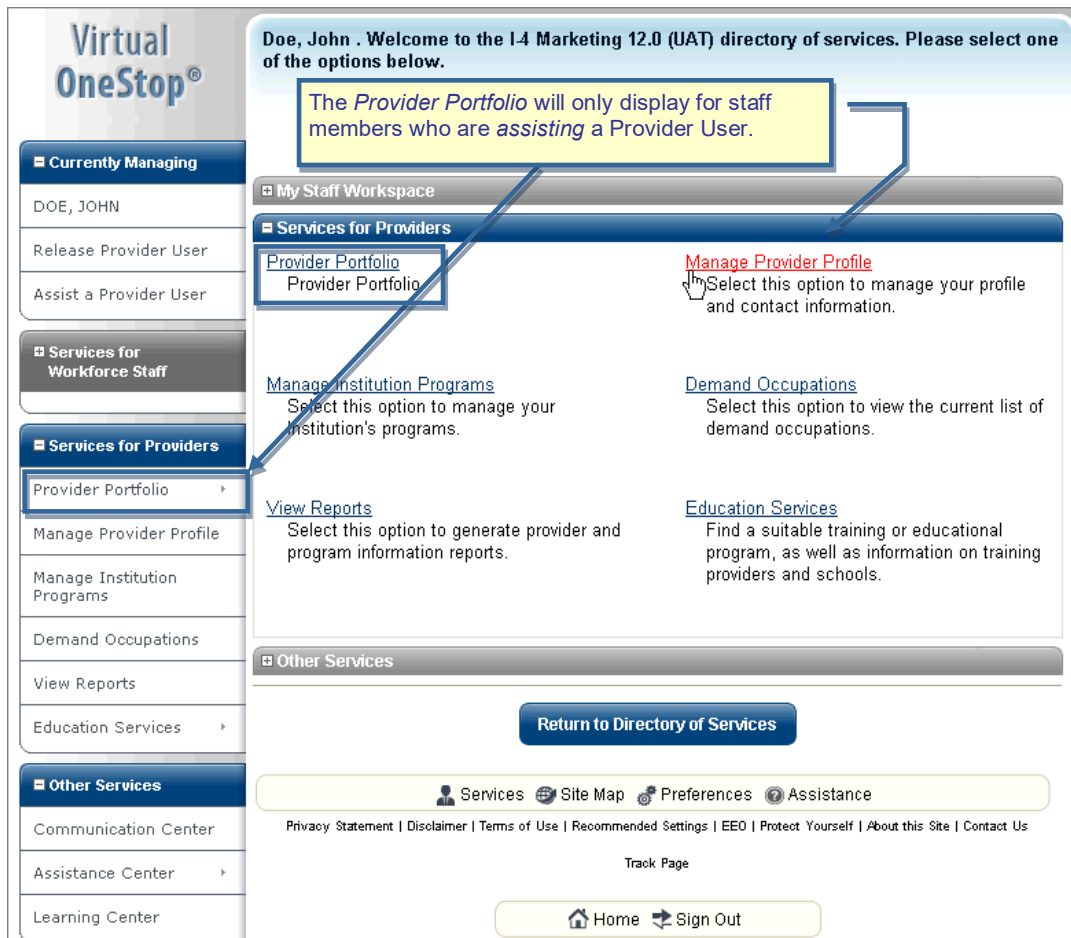
- \* Address 1: 1642 Zachary Taylor Avenue
- Address 2: [empty]
- \* City: WASHINGTON
- \* State: District of Columbia [dropdown]
- \* Zip: 20001

*Manage Provider Profile Screen*

### 3: Provider User (Self-Service Tools)

The Provider Services System functionality allows provider users (also referred to as provider representatives or provider accounts) to enter most of their own information once provider access rights for them have been set to *Active*. Much of the work no longer has to be a staff member's responsibility. As staff members review and change the status of new representatives who have registered, a system notification will go out alerting the provider that they can now access the system.

The first step in entering new information is for provider users to log into the system using the provider *User Name* and *Password* (established on page one of the registration screen) and click the *Sign In* button. A menu screen will appear, similar to the following example.



*Services for Provider (User/Representatives) Menu*

**Note:** Prior to staff updating the Provider User's access rights, they will have only two access links available to them: Manage Provider Profile and Education Services. Once access is granted they will see additional links.

- **Provider Portfolio (staff only)** – displays access to the provider user data, for staff assisting provider users, along with the other provider (institution) information, in a Portfolio-Profile-Folder structure that is similar to other Profiles in CalJOBS. This Provider Profile lets staff manage all aspects of the provider institution (including multiple case notes, contacts, locations, etc.) as an additional option for Managing Provider Users or Managing Providers (Institutions).
- **Manage Provider Profile** – lets provider users create and modify basic information on their provider institution (and their data as representative for the institutions, including their login and contact info, and the institution's primary location and identification data).

- **Manage Institution Programs** – lets provider users create and modify information on their institution's programs and courses.
- **Demand Occupations** – lets provider representatives view lists of high demand occupations, which can be useful in creating course and program information. This can either be a state or a regional reference tool for reviewing O\*NET occupations. High Demand, or Bright Outlook, occupations are those occupations where an extraordinary need for workers has been determined in the workforce.
- **View Reports** – lets provider users (representatives) access a variety of reports that contain useful information.
- **Education Services** – displays information about training providers and programs, and links to online learning resources.
- **Communications Center** – lets provider users view any messages received from workforce staff members.
- **Assistance Center** – lets provider users find assistance information about the system, such as settings and contact information.
- **Learning Center** – lets provider users view specifically designed videos for Provider User courses (e.g., Apply for WIOA Program Certification, Manage All Programs).

## Manage Provider Profile

The *Manage Provider Profile* link lets a representative review or change general provider information created at the time of initial registration.

This information is presented in a screen with several sections. Provider users can highlight specific fields, delete the information, and replace with updated information as desired. A sample screenshot appears in the following illustration.

Provider users click **Save** to retain the changes.

The screenshot displays a web form for managing a provider profile, organized into several sections:

- Login Information:** Includes fields for Registration Date (02/05/2010), User Name (GSIMELROSE), Password (with a link to change password), Security Question (What is your pet's name?), and Security Question Response (Elmo).
- Institution Identification:** Includes fields for Institution Name (Florida Satellite Services), Institution Code/BPA# (FL764031), Federal Employer ID No. or Social Security Number (446819999), and Type of Identification (Federal Employer Identification Number).
- Institution Primary Location:** Includes fields for Address 1 (212 New Hampshire Rd) and Address 2.
- Provider Contact Information:** Includes fields for Salutation (Mr.), Title (Owner), First name (Miguel), Middle Initial, Last Name (Melrose), Contact Phone Number (343-323-2333), Contact Fax Phone Number (432-323-2322), Email Address (iamjimmelrose@email.com), and Institution URL.

At the bottom of the form, there are two buttons: **Save** and **Cancel**.

*Sample Provider User Profile*

For more information, please refer to *Chapter Two: Provider Self-Registration*, in this guide.

# Manage Institution Programs

The Manage Institution Programs link lets provider users create or modify specific courses and programs that the provider offers. This is where the provider representatives will spend most of their time. These courses can be approved as part of a federal program (i.e., WIOA-approved provider programs), or merely be created for informational purposes for the *Education Services* section of CalJOBS/VLMI. The provider functionality allows representatives to create their own programs and to offer them for approval as a WIOA eligible program at the same time.

Once the provider user clicks on the Manage Institution Programs link, a table will appear that shows any courses or programs which are already established. The table includes the *Service Name*, *Service Description*, and the current *Status* (i.e., Active or Inactive). A drop-down filter above the table is used to list only those courses that are *Active*, *Inactive*, or *All*. A provider that has existing courses might look similar to the following example.

Use this folder to manage the Provider's program and service information.

Provider: Florida Satellite Services

Show  services

**Self Service Education Program Details**

To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
<a href="#">Heat and Air Conditioning Course</a>	Heating, Air Conditioning and Refrigeration Technology/Technician (ACH/ACR/ACHR/HRAC/HVAC/AC Technology). A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using air conditioning, refrigeration, and heating systems. Includes instruction in principles of heating and cooling technology, design and operational testing, inspection and maintenance procedures, installation and operation procedures, and report preparation.	Active	
<a href="#">Solar Installation Certification</a> <small>GREEN JOB Training</small>	Solar Energy Technology/Technician. A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing solar-powered energy systems. Includes instruction in solar energy principles, energy storage and transfer technologies, testing and inspection procedures, system maintenance procedures, and report preparation.	Active <small>WIA</small>	Eligible

[Add Self Service Education Program](#)

Sample Self Service Education Program Details Screen

## Edit a Program

The Service Name is a link to view details about the course. Click the link, and the screen expands to show several sections of information. Information within each section can be edited should situations change, including the status. The following screenshot gives a glimpse of sample information on a course once the Service Name link is selected.

Provider: Florida Satellite Services

**Self Service Education Program Details**

**Program / Service Details**

Status: Active

Service Name: Solar Installation Certificate

Service Description: Solar Energy Technician that prepares individuals to understand principles and technical concepts of solar energy systems, install, maintain, and repair solar energy systems, and develop solar-power instruction in solar energy storage and transfer inspection procedures, and report.

Service Type: PS - CRS

Green Job Training: Yes

Cipcode: 150505 - Solar Energy Technicians

Date First Implemented: 09/15/2009

WIA Program: This is a WIA Program

Pell Grant Eligible: Yes

Completion Level: Certificates < 2yrs.

Attain Credential: Occupational Skills

Other Credential Type:

Certification/License Title: N/A

Certification/License Type: State Certification or License

Class Frequency: Daily

Duration: 18 Months

Class Time: 1500 Hours

Lab Time: 1500 Hours

Other Time: 0 Hours

Class Size: Minimum: 15  
Maximum: 25

Number of Instructors: 1

Description of LEEDS Certified solar energy program

**Program / Service Occupations**

BRIGHT OUTLOOK Indicates a high demand occupation.

Code	Occupation Title	Provider Title
49902100	Heating, Air Conditioning, and Refrigeration Mechanics and Installers BRIGHT OUTLOOK	

You do not have the privilege to Edit Occupations

**Program / Service Cost Details**

Cost Title	Cost Value
Total CRS Training Costs	\$1,650.00
Tuition/Fee	\$1,500.00
Books	
Tools	
Other Costs	
Total Amount	

**Program / Service Skills**

**Selected Skills**

- adjust or set mechanical controls or components
- adjust production equipment/machinery setup
- calculate dimensions or specifications of fabric or leather pattern
- calibrate business, vending, or related equipment
- calibrate or adjust electronic equipment or instruments to specification

[ Edit Program Skills ]

**Program / Service Location**

**Address**

Florida Satellite Services  
212 New Hampshire Rd  
Palm Harbor, FL - 34683

**Program / Service Performance**

PY	Program	Completion Rate	Employment Rate	Employment Rate Related Occupation	Average Wage
2009	Overall	100.00%	80.00%	0.00%	\$0.00
2009	WIA	0.00%	0.00%	0.00%	\$0.00

[ Edit Program Performance ]

**Program / Service Skills**

**Program / Service Reapplication Confirmation**

Agreed to the confirmation statement: Yes

Submit program for WIA Approval: Yes

[ Edit Confirmation ]

**Service Review Status**

Effective Date: 02/04/2011

Application Status: WIA Approved

Review Status: Eligible

Reapplication Date:

[ Return to Service List ]

Each section has its own link for opening and editing the details for the program.

Sample Service Details Screen

Click the **Save** button within each section to save any changes, or **Cancel** to return to the Service Details screen. Click the **Return to Service List** button to go back to the Course Details screen.

## Add a Program

The procedure to add a new Provider Services System, Course, or Service begins with clicking the **Add Self Service Education Program** button at the bottom of the Self Service Program Details screen. .

**Add Self Service Education Program**

When the screen refreshes, after pressing this button, providers will be able to add information on the new service section by section through a general information screen for the program.

### Service Type & General Information Section

The screenshot displays a web form for adding a new service. It is divided into two main sections: 'Service Type Information' and 'General Information'.

**Service Type Information**

Please select a service type from the options below. After you have selected a service type, you will see the associated service codes.

- \* Service Type:
  - ☒ PS - CRS
- \* Alternate Program Type
  - ☐ PS - Approved Provider Training - ITA
  - ☐ PS - Training Non-ITA
  - ☐ PS - Non-ITA Occupational Skills
  - ☒ Not Applicable

**General Information**

- \* Status: ☒ Active ☐ Inactive
- \* CIP Code: None Selected [ [Search for CIP code](#) ]
- \* Program / Service Name:
- Program / Service Description:   
(2000 characters max.)
- State Use 1:
- State Use 2:
- State Use 3:
- State Use 4:
- State Use 5:
- \* Green Job Training: ☐ Yes ☐ No [What is a green job?](#)
- \* WIA Program:
  - ☐ Yes, this is a WIA program.
  - ☒ No, this is a Non-WIA program.
- \* Completion Level: None Selected
- \* Attain Credential: None Selected

**Service Information**

- \* Duration:
- \* Duration Type: None Selected ▼

**Course Information**

- \* Class Time:  Hours
- Lab Time:  Hours
- Other Time:  Hours
- Weekly Schedule:
- \* Minimum Class Size:
- \* Maximum Class Size:
- \* Number of Instructors:
- \* Class Frequency: None Selected ▼

**Qualifications, Prerequisites and Equipment**

- \* Describe the qualifications of all instructors in 200 words or less:
- \* Describe the minimum entry level requirements or prerequisites in 200 words or less:
- \* Describe any equipment used in this program and its adequacy and availability in 200 words or less:
- \* Please provide a reasonable explanation regarding why this is a new program:

Save Cancel

Sample Service Details Screen – General Section

The *Service Type Information* section can be used to indicate if the program service type includes an Alternate Program Type, as well as a CRS Program Type.

1. Indicate an Alternate Program Type, if applicable.

The *General Information* section contains several free text and drop-down fields that describe the course. Fields with a red asterisk (\*) are required. Providers will be asked to complete the following information:

2. Indicate the Status of the course by clicking the *Active* or *Inactive* radio button.
3. Choose the CIP Code related to the course. CIP stands for Classification of Instructional Programs. It provides a method of grouping programs that will support the accurate tracking, assessment, and reporting of fields of study and program completions. Click the [Search for CIP code](#) link. A CIP Code Search Screen appears. Providers can locate the appropriate CIP code for the course six different ways: by typing a keyword, by program area, by an alphabetical program list, by O\*NET occupation, by career clusters, or by CIP program codes. The following is an example of the CIP Search Screen.

*CIP Search Options Screen*

Select the code that best describes the course you're creating. The Search Screen will then disappear and the CIP code title and description will populate in the appropriate fields.

**Note:** *The CIP code selected will be used as a cross-walk controlling specific O\*NET occupations that can be related to this course in later definitions of the program. Once the CIP Code is selected, the Program/Service Description will pre-fill with related CIP information. Staff may retain the defaulted information or highlight and change it.*

4. Enter/adjust and review the *Program/Service Name* and the *Program/Service Description*.  
The description that pre-populates this field will be drawn from the CIP Code that is selected. Edit the description to fit the course.
5. Indicate whether the course offers Green Job Training. A link, [What is a Green Job?](#) can assist providers in understanding whether the course prepares completers for a Green Job or not.



6. Indicate whether this is a WIOA-program or a Non-WIOA program by clicking the correct radio button.  
The *WIOA Program* radio button is an important one. If staff select that this is a WIOA-related program, it will set the course up in the *Program Services* tab. The Program Services tab contains all courses for which WIOA participants can enroll. Selecting *No* means that the course will not be considered for WIOA. The course will merely be listed with the provider's list of available courses when looking up the provider under *Education Services*. The information is very useful either way, but the *Yes* radio button must be selected for the course to appear as an option for WIOA-related training.
7. Select the correct *Completion Level* from the list of choices in the drop-down.  
Indicate what the participant receives upon completion of the course by selecting the best answer from the drop-down list of choices. There are a wide range of options. Select carefully.
8. If participants receive a credential, indicate what type of credential from the drop-down options. If the option is not among the choices in #8, you can select *Other* from the drop-down and then free-form type the credential under *Other, Specify*.
9. Provide the *Title* of the Certification/ License.
10. Select the *Certification/ License Type* from the radio button list.
11. Indicate the *Date* the course was first implemented using the correct date format. (mm/dd/yyyy)
12. Indicate whether the course is *Pell Grant Eligible* by selecting the correct radio button response.

## Service Information & Course Section

The **Service Information** section can be used to provide specific details about the course, such as length, class time, maximum student size, etc. Providers will be asked to complete the following:

1. Indicate the duration (how long the course is expected to last) by entering a numerical length in the *Duration* field.
2. Choose the *Duration Type* (i.e., Hours, Months, Weeks, Semester, etc.) from the drop-down.
3. Choose if the course is available in *Day*, *Night*, or *Day or Night* classes from the drop-down.
4. Choose if the course is available in a *Classroom*, *Online*, or *Classroom and Online* from the drop-down.
5. Indicate the total *Class Time* by breaking down the number of hours the course will last. Providers can break this down into *Lab Time*, and *Other Time*, although these two fields are optional.
6. Provide a *Weekly Schedule* (i.e., 9-5 Mon-Fri) in the free-form textbox provided.
7. Indicate the *Minimum* and *Maximum Class Size*.
8. Indicate the *Number of Instructors* that will be offering the course.
9. Select the *Class Frequency* (i.e., Daily) from the drop-down list of choices.

## Qualifications, Prerequisites, and Equipment Section

The *Qualifications, Prerequisites, and Equipment* area in the Service Information section can contain four textboxes, depending on your system's configuration. All are required fields that must be completed before the provider can proceed. Providers can be asked to complete the following:

1. Describe the *Qualifications of all the Instructors* of the course.



2. Describe the *Minimum Entry Level Requirements* of the participants. Example: if this is an advanced accounting course, and participants must complete Accounting 101 first, providers should indicate that.
3. Describe the *Equipment* used and its availability.
4. Provide a reasonable explanation as to why this is a new course.

Once all required fields have been answered, and the answers provide a satisfactory summary of the course, click the **Save** button.

When the screen refreshes, the first **Program / Service Details** section is completed, along with additional blank sections and related Details links for each of those sections. These provide additional information about the course. The following pages describe each section from top to bottom.

### Program/ Service Occupation Section

To access this and subsequent sections, click the *Edit* links which are located below each section. Click the link under *Program/ Service Occupations*, as shown in the following example.

Occupation Code	Occupation Title
No data available	

[ [Edit Occupation Details](#) ]

*Program/ Service Occupations Screen*

A table showing all related O\*NET occupations to the course CIP Code will appear. Check the boxes for the O\*NET occupation codes that closely relate to the course you are creating. If any of the occupations meet the national criteria for worker demand, **Bright Outlook** will appear in red text next to the occupation title. If a system has also configured local in demand occupations, the **Bright Outlook** will appear in orange text. Bright Outlook occupations are tracked closely in the system because of their perceived need in the workforce. For a list of Bright Outlook occupations, click the Demand Occupations link in the provider menu screen. The following is an example of this screen.

Provider: Florida Satellite Services  
Program: Solar Installation Certification  
Cipcode: 150505

**BRIGHT OUTLOOK** Indicates a high demand occupation.

Code	Occupation Title	Provider Title
<input type="checkbox"/> 49902100	Heating, Air Conditioning, and Refrigeration Mechanics and Installers <b>BRIGHT OUTLOOK</b>	
<input type="checkbox"/> 17302900	Engineering Technicians, Except Drafters, All Other	
<input type="checkbox"/> 17302901	Non-Destructive Testing Specialists	
<input type="checkbox"/> 17302902	Electrical Engineering Technologists	
<input checked="" type="checkbox"/> 17302903	Electromechanical Engineering Technologists	
<input type="checkbox"/> 17302911	Nanotechnology Engineering Technicians	
<input type="checkbox"/> 17302912	Nanotechnology Engineering Technicians	
<input type="checkbox"/> 49902101	Heating and Air Conditioning Mechanics and Installers <b>BRIGHT OUTLOOK</b>	
<input type="checkbox"/> 49902102	Refrigeration Mechanics and Installers	

If any selected occupation is not noted as in high demand above, provide evidence that it is in demand.

Bright Outlook Occupations are defined in the Provider table by Provider services administrators.

Save Cancel

*Sample Related Occupation Codes and Bright Outlook Occupations*

Check the appropriate boxes for all related occupation titles. In the textbox in the column marked Provider Title, providers can indicate the title of the course that is related to the occupation code. A textbox at the bottom of the form will ask provider representatives to indicate why certain occupation titles are in demand, even though they aren't identified as such. If *Heating, Air Conditioning, and Refrigeration Mechanics and Installers*, as shown above, was selected as one of the occupations, and it is not a high demand occupation, an explanation of the course's relevance will be necessary in the textbox at the bottom.

Click **Save** to save all changes, or **Cancel** to return to the previous screen. After clicking **Save**, when the screen refreshes, it will appear similar to the following example.

**Program / Service Occupations**

**BRIGHT OUTLOOK** Indicates a high demand occupation.

Code	Occupation Title	Provider Title
49902100	Heating, Air Conditioning, and Refrigeration Mechanics and Installers <b>BRIGHT OUTLOOK</b>	

[ [Edit Occupation Details](#) ]

*Sample Completed Occupation Table*

## Service Cost Details Section

*Service Cost Details* is the next section. If the course created has costs involved, they can be outlined here. Click the [Edit Cost Details](#) link to begin.

Program / Service Cost Details	
Cost Title	Cost Value
Total CRS Training Costs	\$1,650.00
Tuition/Fee	\$1,500.00
Books	\$150.00
Tools	\$0.00
Other Costs	\$0.00
Total Amount	\$1,650.00

[\[ Edit Cost Details \]](#)

#### *Program/Service Cost Details Section*

Once the screen refreshes, a Cost Details page appears. Click the [Add Cost Items](#) link to continue with the process of adding a cost structure. It will appear similar to the following.

Code	Item
149	<a href="#">Total CRS Training Costs</a>

[Close Window](#)

#### *Training Cost Template Selections*

A screen appears which may show a variety of cost template items. Select the template that best defines the cost structure of the course by clicking on the link.

A cost structure showing line item details will appear. In the following example, there is a line item for *Tuition/Fees*, *Books*, *Tools*, and *Other Costs*. Costs are summarized in the *Total CRS Training Costs* and *Total Amount* fields, located on the left side of the table. Once the cost structure is created, click the **Save** button. A typical *Cost Details* screen may resemble the following example.

Provider: Florida Satellite Services  
Program/Service: Solar Installation Certification

**Service Cost Information**

\* Total CRS Training Costs:

\* Tuition/Fee:

\* Books:

\* Tools:

\* Other Costs:

\* Add Line Items: [\[ Click Here To Add Line Items \]](#)

\* Total Amount:

Save

Delete

Cancel

### Sample Cost Details

Once providers click the **Save** button, the screen refreshes to show the cost structure, as the following example shows.

Program / Service Cost Details	
Cost Title	Cost Value
Total CRS Training Costs	\$1,650.00
Tuition/Fee	\$1,500.00
Books	\$150.00
Tools	\$0.00
Other Costs	\$0.00
Total Amount	\$1,650.00

[\[ Edit Cost Details \]](#)

### Completed Cost Details Table

## Program/Service Locations Section

The provider location sponsoring the program is the next section. It will display current provider locations from the provider profile. Click the [Edit Location Details](#) link to select from other locations that are already created for the provider.

**Program / Service Locations**

Address	Bill Address
Satellite Svc. Location - Vocational 1018 Michigan Ave. Palm Harbor, FL - 34683	1018 Michigan Ave. Palm Harbor, FL - 34683
White Location 1202 Nebraska Palm Harbor, FL - 34683	1202 Nebraska Palm Harbor, FL - 34683

[ [Edit Location Details](#) ]

*Program/Service Locations Table*

Once that link is clicked, all program locations will appear. Select the appropriate location(s) by clicking the check-boxes that apply. Click **Save** to save your changes.

**Program / Service Locations**

Provider: Satellite Services  
Program / Service: Culinary Arts 102

Selected	Location Name	Location Address	Billing Address
<input checked="" type="checkbox"/>	Satellite Svc. Location - Vocational	1018 Michigan Ave. Palm Harbor, FL 34683	1018 Michigan Ave. Palm Harbor, FL 34683
<input type="checkbox"/>	Main Svc. Location - Professional	600 Kearny Palm Harbor, FL 34683	600 Kearny Palm Harbor, FL 34683
<input checked="" type="checkbox"/>	White Location	1202 Nebraska Palm Harbor, FL 34683	1202 Nebraska Palm Harbor, FL 34683

*Program/Service Locations Screen*

## Program/Service Skills Section

The next section pertains to O\*NET occupation skills related to the course. The provider has the opportunity to attach a list of occupational skills that will benefit the participant. These skills are derived from O\*NET and they work in much the same way as the O\*NET skill sets work for employers seeking candidates or individuals wanting to find jobs that are related to their background. Providers must first click the Edit Program Skills link in that section.

**Program / Service Skills**

[ [Edit Program Skills](#) ]

*Program/Service Skills Section*

Providers must first select an item from the *Skill Category* drop-down. The system will reload to display the skills associated with that item. The provider can then select the skills that are appropriate for this program/service from the skills listed, or they can click the [Check All](#) link to select all of the listed skills.

The provider repeats this process with the other skill categories until they have created a list of skills that are applicable to the program.

**Note:** *The list of skills that providers can select is much more abbreviated when compared to skill set selections in the CalJOBS interface for individuals and job orders. CalJOBS provides individuals and employers a lengthy list of skill sets derived from fourteen different categories. On the Provider Services side, providers can choose from a short list derived from different categories.*

Provider: Satellite Services  
Program: Culinary Arts 102  
Cipcode: 120500

Skill Category

Select a category for additional skills:

General Skills
None Selected
General Skills
Computers & Mathematics
Construction
Education & Social Services
Entertainment & Media
Financial Services
Agriculture & Wildlife
Healthcare
Legal & Protective Services
Management & Office Services
Science & Engineering
Service & Sales
Skilled Trades
Transportation

Program Skills

[\[Check All\]](#)

Skill
<input checked="" type="checkbox"/> calculate monetary exchange
<input checked="" type="checkbox"/> call on customers to solicit new business
<input checked="" type="checkbox"/> climb ladders, scaffolding, or utility or tel
<input checked="" type="checkbox"/> collect payment
<input checked="" type="checkbox"/> conduct or attend staff meetings
<input checked="" type="checkbox"/> consult with customers concerning needs
<input checked="" type="checkbox"/> develop budgets
<input checked="" type="checkbox"/> take messages
<input checked="" type="checkbox"/> understand second language
<input checked="" type="checkbox"/> use public speaking techniques

### Sample Skill Set List

Click the **Save** button to save the new list of related skills. Once the **Save** button is clicked by the provider, the screen refreshes to give users a final review of their saved skill set. Providers can continue to modify this list by selecting the same links again and starting over.

Program / Service Skills

Selected Skills
calculate monetary exchange
call on customers to solicit new business
climb ladders, scaffolding, or utility or telephone poles
collect payment
conduct or attend staff meetings
consult with customers concerning needs
develop budgets
take messages
understand second language
use public speaking techniques

[ [Edit Program Skills](#) ]

*Program/Service Skills List*

## Program/Service Performance Section

The next section, *Program/Service Performance*, allows providers to maintain statistics on the success rate of the course. The table in this section organizes data by *Program Year* (PY), the *Program*, the *Completion Rate* of the course, and the *Employment Rate* (which is especially important when discussing WIOA-related provider programs). The table, which is initially empty, will appear similar to the following example. Click the [Edit Program Performance](#) link to commence entering data.

Program / Service Performance					
PY	Program	Completion Rate	Employment Rate	Employment Rate Related Occupation	Average Wage
[ <a href="#">Edit Program Performance</a> ]					

*Program/Service Performance Table*

When the screen refreshes, providers must choose a program year from the drop-down box at the top of the screen. Providers can go back several years in case there is historical data available. A table in the center of the screen displays percentages for *Completion Rate*, *Employment Rate*, and *Employment Rate Related Occupation*. Data can't be entered directly into these fields; they will begin tabulating percentages based on information entered in other tables.

Below this table are two other tables. One is related to service performance information of individuals enrolled in the WIOA program. The other table is general service performance information that is not related to federal program participants.

Program / Service Performance

Program Year:

2010

Program	Completion Rate	Employment Rate	Employment Rate Related Occupation
Overall	0.00 %	0.00 %	0.00 %
WIA	0.00 %	0.00 %	0.00 %

Program / Service Performance Summary

Total number of program participants who exited the program during the program year.

0

Total number of program participants who completed (earned certificate, diploma, etc.) the program in the program year.

0

Total number of program exiters (earned certificate, diploma, etc.) who obtained unsubsidized employment after completion of the program.

0

Total number of program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment in a related area after completion of the program.

0

Average monthly wage of all completers employed in the calendar quarter following their completion quarter.

\$ 0.00

WIA Program / Service Performance Summary

Total number of WIA program participants who exited in the program during the program year.

0

Total number of WIA program participants who completed (earned certificate, diploma, etc.) the program in the program year.

0

Total number of WIA program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment after completion of the program.

0

Total number of WIA program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment in a related area after completion of the program.

0

Average weekly wage of all WIA completers employed in the calendar quarter following their completion quarter.

\$ 0.00

Method used to determine performance.

[ Add / View Performance Data ]

Save

Cancel

Sample Program/Service Performance Screen

There are five questions in the *Program/Service Performance Summary* sections. They are:

- Total number of program participants who exited the program during the program year.
- Total number of program participants who completed the program in the program year.
- Total number of program exiters who obtained unsubsidized employment after completion of the program.
- Total number of program completers who obtained unsubsidized employment in a related area after completion of the program.
- Average wage of all completers employed in the calendar quarter following their completion quarter.

Information for these fields is entered through a link at the bottom of the screen, called Add/View Performance Data.

**Note:** Systems that don't have case management systems, such as WIOA, may not have the table for gathering WIOA performance data. Some systems may also allow data to be entered directly into the Service Performance Summary sections. The examples shown here are the most common ones found in CalJOBS systems.



For more details on Program/Service Performance, you can access the training video in the Learning Center, or click this link to start the [Apply for WIOA Program Certification](#) video. Program Performance is covered at the end of this video.



The following figure is an example of the *Add/View Performance Data* screen.

Provider: Florida Satellite Services  
 Program: Solar Installation Certification  
 Cipcode: 150505  
 Program Year: 2009

Add New Performance Records

SSN	Completed	Employed	Employed Related	WIA
313131333	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
323131231	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
325432432	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
342424223	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
355232525	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Add Performance Records Screen*

The *Add/View Performance Data* screen requires the Social Security number of each student. Columns with check-boxes allow staff or provider representatives to indicate whether these students completed the course, gained unsubsidized employment, whether the employment was directly related to the program, and whether they were enrolled in WIOA. Data entered in these check-boxes will then pre-fill the table on the previous screen. Simple mathematical calculations will keep track of percentages overall in each of these categories for WIOA and non-WIOA students.

You may enter information on ten participants at a time. Click the **Add** button as you complete ten. You can then continue working on participant data, ten students at a time, until all information is entered. Click the **Add** button each time to save the data. Click **Cancel** to exit the screen.

After you have added data, the system will display this page with two separate tables. The top table shows data on individuals already entered, including columns for *Completed*, *Employed*, *Employed Related*, and *WIOA*. A [Delete](#) link in the *Action* column allows those participants to be deleted, if data was Delete incorrectly entered.

If you change any of the checkboxes for existing performance records, the system will highlight the changed option and display an **Update** button, as shown in the following example:

Existing Performance Records

SSN	Completed	Employed	Employed Related	WIA	Action
564-45-3342	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
786-67-5564	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Delete</a>

Update

*Editing Existing Performance Records*

A bottom table may show additional participants whose information has not yet been saved. The tables look similar to the following example. Make certain to click the **Add** button at the bottom of the screen for the participant data that has not yet been saved.

Provider: GSI CRS University  
Program: Receptionist  
Cipcode: 520406  
Program Year: 2011

Existing Performance Records

SSN	Completed	Employed	Employed Related	WIA	Action
564-45-3342	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
786-67-5564	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Delete</a>

Add New Performance Records

SSN	Completed	Employed	Employed Related	WIA
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add

*Performance Records Table, Showing Saved Results*

Once the **Add** button is selected, or **Cancel** if nothing needs to be saved, the screen refreshes to show the Performance Summary screens. Your data that was saved should be tabulated in the various boxes. Data percentages should also be available showing Completion Rates, Employment Rates, and Employment Rate Related Occupations. This is both Overall data and WIOA data. This appears similar to the following example.

This is the summary of the program performance for the Program Year indicated. To add performance information select the Program Year and click the Add Performance Data link. To view existing performance data details select the program year and click the View Performance Data link.

\* indicates required fields. [For help click the question mark icon](#)

Provider: Satellite Services  
Program: Culinary Arts 101  
Cipcode: 120599

**Program / Service Performance**

\* Program Year: 2011

Program	Completion Rate	Employment Rate	Employment Rate Related Occupation
Overall	75.00 %	66.67 %	66.67 %
WIA	100.00 %	50.00 %	50.00 %

**Program / Service Performance Summary**

Total number of program participants who exited the program during the program year. 4

Total number of program participants who completed (earned certificate, diploma, etc.) the program in the program year. 3

Total number of program exiters (earned certificate, diploma, etc.) who obtained unsubsidized employment after completion of the program. 2

Total number of program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment in a related area after completion of the program. 2

Average weekly wage of all completers employed in the calendar quarter following their completion quarter. \$ 453.50

**WIA Program / Service Performance Summary**

Total number of WIA program participants who exited in the program during the program year. 2

Total number of WIA program participants who completed (earned certificate, diploma, etc.) the program in the program year. 2

Total number of WIA program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment after completion of the program. 1

Total number of WIA program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment in a related area after completion of the program. 1

Average weekly wage of all WIA completers employed in the calendar quarter following their completion quarter. \$ 532.00

Method used to determine performance.

[\[ Add / View Performance Data \]](#)

*Program/Service Performance Data Screen with Participant Results*

A textbox at the bottom of the screen asks the *Method used to determine performance*. Briefly describe how the information was gleaned.

Note: *This information is not required, and many provider representatives may not have access to the information. If it is available, it can be useful in evaluating the course, or in determining whether the course should be approved for WIOA for additional time. If your system contract provides for an interface with the state education system, data may be imported periodically.*

Method used to determine performance.

[\[ Add / View Performance Data \]](#)

*Program/ Service Performance Determination Textbox*

Click the **Save** button to save the data.

When the screen refreshes, performance percentage information will appear for all program years that the information was entered, similar to the following example.

Program / Service Performance					
PY	Program	Completion Rate	Employment Rate	Employment Rate Related Occupation	Average Wage
2009	Overall	100.00%	80.00%	0.00%	\$0.00
2009	WIA	0.00%	0.00%	0.00%	\$0.00
2010	Overall	100.00%	80.00%	0.00%	\$0.00
2010	WIA	100.00%	100.00%	100.00%	\$0.00

[ [Edit Program Performance](#) ]

*Program/ Service Performance Section*

## Program/Service Application Confirmation

The *Program/Service Application Confirmation* section contains a statement that must be read by all provider representatives. Directly below the statement, a Yes check-box appears asking if the provider agrees with the statement. It must be clicked or the form will not save.

An additional question asks the provider if they wish to have the course submitted for WIOA review and approval. If they check the Yes radio button, the course will be submitted to staff for approval as a WIOA-related program. This will allow participants to enroll in the WIOA program through the *Programs* tab in the CalJOBS Case Management Profile. If the provider indicates *No*, the course will be saved and included in the *Education Services* directory only. An example of this screen appears in the following example.

If users indicate they want the course submitted for WIOA review, a system notification will be sent to workforce staff. The course will be reviewed and either approved, or not. When the screen refreshes, this section will show, by a yes or no response, whether the provider agreed to the confirmation statement, and whether it was submitted for WIOA approval.

Program / Service Reapplication Confirmation	
Agreed to the confirmation statement:	Yes
Submit program for WIA Approval:	Yes
[ <a href="#">Edit Confirmation</a> ]	

Provider: Florida Satellite Services  
 Program: Solar Installation Certification  
 Cipcode: 150505

**Program / Service Application Confirmation**

\* 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 web site 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.

\* Indicate if you want to submit this program for WIA Review and Approval at this time:

☒ Yes, submit this program for WIA Approval.  
☐ No, do not submit this program for WIA Approval.

[Save](#) [Cancel](#)

*Program/ Service Application Confirmation Screen*

## Program/Service Reapplication Confirmation

Upon save, a section called *Program /Service Application Confirmation* displays to display the current application status.

**Program / Service Application Confirmation**

Agreed to the confirmation statement: Yes  
 Submit program for WIA Approval: Yes

[\[ Edit Confirmation \]](#)

*Program / Service Application Confirmation Screen*

## Program/Service Review Status Section

The final section of the provider profile is the *Program/ Service Review Status*. **Provider Representatives cannot review and approve their own programs for WIOA.** Staff must review the course and provide a status. However, providers can return to this section to discover the current status of their course, who reviewed it, and when. The section appears similar to the following example.

**Program / Service Review Status**

Program/Service Skills have not been entered.

Review Date: 09/30/2010  
 Application Status: Applied For  
 Review Status: Recommended  
 Reapplication Date:

*Program/ Service Review Status and Approved provider Training – ITA Status*

At the end of creating/editing all appropriate sections for the program/service, the provider user can click the **Return to Service List** button to go back to the original links available to provider users.

When the screen refreshes, a table appears, showing the *Service Name*, *Service Description*, *Status*, and *Review Status*.

The Status will indicate whether the course is currently Active, and whether it has been approved for WIOA eligibility. The table looks similar to the following example.

Self Service Education Program Details			
To sort on any column, click a column title.			
Service Name	Service Description	Status	Review Status
<a href="#">Accounting</a> GREEN JOB Training	Accounting stuff.	Active	
<a href="#">Culinary Arts 101</a> GREEN JOB Training	Culinary Arts and Related Services, Other. Any instructional program in culinary arts and related services not listed above.	Active REAPP WIA	Eligible
<a href="#">Culinary Arts 101</a> GREEN JOB Training	Culinary Arts/Chef Training. A program that prepares individuals to provide professional chef and related cooking services in restaurants and other commercial food establishments. Includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, aesthetics of food presentation, and familiarity or mastery of a wide variety of cuisines and culinary techniques.	Active	
Add Self Service Education Program			

*Provider Service Details Screen*

## Demand Occupations

Another self-service link for provider representatives is Demand Occupations. Clicking on this link shows a list of all in demand (i.e., Bright Outlook occupations) in the provider's state, defined for the Provider Service system. The table will show the specific O\*NET occupational code for the demand occupation, and the O\*NET occupational title. This information can be valuable to providers when they attempt to research and create courses and programs that have inherent benefits in the workplace. This list can be modified in the *Administrative* side of the system, which appears in another chapter of this guide.

**Florida**

To sort on any column, click a column title.

Occupation Code	Occupation Title
11102100	General and Operations Managers
11302100	Computer and Information Systems Managers
13201100	Accountants and Auditors
13201101	Accountants
15109911	Information Technology Project Managers
49902100	Heating, Air Conditioning, and Refrigeration Mechanics and I
49902101	Heating and Air Conditioning Mechanics and Installers

Records per page: 25

*Sample List of Demand Occupations*

## View Reports

*View Reports* for provider representatives contains three different report categories: [Institution Detail](#), [Program Summary](#), and [Program Detail](#).

Click the [View Reports](#) link to begin selecting and generating reports.

**View Provider Reports:**

- [Institution Detail](#)
- [Program Summary](#)
- [Program Detail](#)



*For more information about use of the provider reports, you can access the training video in the Learning Center, or click this link to start the [Provider Reports](#) video.*

## *Institution Detail Reports*

Institution Detail reports contain a summary of information on the provider, such as addresses, contact name, telephone, email, and web address. This information is derived from the provider's initial profile and registration information. The report can be saved in two formats: Excel and Comma Separated Value (CSV), or it can be printed. The following is an example of this report.

02/05/2011 9:19:23 PM

**Department of Employment Services**

---

<b>Provider:</b>	Florida Satellite Services		
<b>Address1:</b>	212 New Hampshire Rd		
<b>Address2:</b>			
<b>City,State Zip:</b>	Palm Harbor, FL 34683		
<b>Contact Name:</b>		<b>Title:</b>	
<b>Telephone:</b>	Ext:	<b>Fax:</b>	
<b>Email:</b>			
<b>Web Address:</b>			

---

 [Excel](#)
 [CSV](#)
 [Print](#)

Return to View Provider Reports

*Institution Detail Reports*

## Program Summary Reports

The Program Summary reports accurately describe the information that providers can access. Representatives will retrieve a table of all courses, showing information such as CIP Codes; date entered; program title; and review date, description and status. The following is an example of this report.

02/05/2011 10:46:38 PM

**5 Star Training Center -  
Program Summary**

---

<b>5 Star Training Center -</b>	
<b>Program Title:</b> Critical Care Nursing	
<b>Code:</b> 511617	
<b>Date Entered:</b>	<b>Last Edit:</b> 10/19/2010
<b>Review Date:</b> 02/16/2009	
<b>Review Description:</b>	
<b>Review Status:</b> Eligible	

---

<b>5 Star Training Center -</b>	
<b>Program Title:</b> Home Health Aide/Home Attendant	
<b>Code:</b> 512602	
<b>Date Entered:</b>	<b>Last Edit:</b>
<b>Review Date:</b>	
<b>Review Description:</b>	
<b>Review Status:</b> Not Reviewed	

---

<b>5 Star Training Center -</b>	
<b>Program Title:</b> Medical Assistant	
<b>Code:</b> 810955	
	<b>Last Edit:</b>

*Program Summary Reports*

## Program Detail Reports

Program Detail reports contain additional information about each course the provider offers. The information can include the Program Title, CIP Code, CIP Title, WIOA approval status, Completion Level, Program Description, Date of implementation, Costs, Class Length, Class Minimum and Maximum Sizes, Number of Instructors, Class Frequency, Training Instructors Qualification Description, Minimum Entry



Level Requirements, and Necessary Equipment. Much of this information is derived from the course description section that a provider completes. The following is an example of this report.

02/05/2011 10:48:30 PM  

5 Star Training Center -  
Program Detail  
5 Star Training Center -  
Program Title: Patient Care Technician  
Code: 805845  
CIP Title: Patient Care Technician  
Approved Programs: No  
Completion Level: 22 - Postsec. Awards/Cert./Diplomas; <4 yrs.  
Program Description:  
Date Implemented:  
Other Time:  
Additional Costs: \$0  
Class Size Minimum:  
Number of Instructors:  
Training Instructors Qualification Description:  
Minimum Entry Level Requirements Description:  
Equipment Used Description:

5 Star Training Center -  
Program Title: Home Health Aide/Home Attendant  
Code: 512602  
CIP Title: Home Health Aide/Home Attendant  
Approved Programs: No  
Completion Level: 22 - Postsec. Awards/Cert./Diplomas; <4 yrs.  
Program Description:  
Date Implemented: 01/02/2005  
Class Length: 75 NULL  
Other Time:  
Tuition Cost: \$335  
Additional Costs: \$0  
Class Size Minimum: 12  
Class Size Maximum: 22  
Number of Instructors: 3  
Class Frequency: Quarterly  
Training Instructors Qualification Description:  
test  
Minimum Entry Level Requirements Description:  
test  
Equipment Used Description:  
test  
Performance Year: 2008  

	Participating	Completing	Employed	Related OCC	Average Wage
Students:	3	3	3	2	\$2500
Percentage:		100%	100%	66.666666666667%	
Criteria:		%	%	%	

Methodology:

*Program Detail Report*

## Education Services

*Education Services* helps providers review the different training and educational programs that are offered. You can research the different schools for these courses and look at information about job placement of graduates. This section is not related to WIOA approved courses; it is merely a directory of schools/ providers and course information.

The following figure displays a sample Education Services Options screen:

Welcome to Education Services. Here you can find a suitable training or educational program, as well as information on training providers and schools. Please select a Service from one of the options below.



[Training Providers and Schools](#) - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.



[Training and Education Programs](#) - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.



[Education Program Completers](#) - Select this option to review the number of students that complete training and education programs for an occupation.



[Financial Assistance Links](#) - Select this option to explore potential sources of financial assistance for training programs that you may be interested in.



[Training Budget Planning](#) - Financial Assistance Links



[Online Learning Resources](#) - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.

#### *Education Services Options Screen*

Links on the screen let you access the following options:

- **Training Providers and Schools** – lets you search for information about specific training providers.
- **Training and Education Programs** – lets you search for training or educational programs that meet your requirements.
- **Education Program Completers** – lets you view the number of participants who successfully completed training for the selected occupation.
- **Financial Assistance Links** – lets you explore sources of financial assistance.
- **Training Budget Planning** – is used to access the system's planning tools for your training budget, if the financial option is included in your system.
- **Online Learning Resources** – is used to access links to many websites that offer a variety of free online learning and training courses.

For details of each sub-option, refer to the topics that follow.

## ***Training Providers and Schools***

Use the Provider Search or the Provider Listing tabs to locate a provider, and click the **Search** button.

- **Provider Search** – Use this tab when you know the provider name or a keyword in the provider name (e.g., Purdue, Institute). It's also helpful to know course title and the education or training type (nurse's aide certification, computer training, etc), since you may find a large number of courses for a specific provider.

- **Provider Listing** – Use this tab, or the link at the bottom of the screen, to view an alphabetical list of available training and educational providers. This link is useful if there are questions pertaining to the spelling, or if you have only a partial provider title.

**Provider Search** **Provider Listing**

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the *Search* button.

**Search Criteria**

Area (click to change): [Tampa-St. Petersburg-Clearwater MSA](#)

Keyword (e.g. State University):  [\[ Keyword Search Options \]](#)

Provider Type:

Provider Ownership:

WIA Type:

[\[ Reset Criteria \]](#)

**Search**

#### *Search Screen for Training and Education Providers*

Once you've searched for a training provider using the *Provider Search* tab, a screen will appear (as shown in the following figure) that displays search results for your area and the criteria that you entered.

**Provider Search** **Provider Listing**

**Search Results**

Here is a list of providers that matched your keyword search. To select a provider, click on its title.

Provider	City	State	Zip Code
<a href="#">Florida Academy of Cosmetology</a>	Tampa	FL	33612
<a href="#">Florida Academy of Hair Design</a>	Zephyrhills	FL	33542
<a href="#">Florida Medical Training Institute</a>	Tampa	FL	33614
<a href="#">FLORIDA METROPOLITAN UNIV (Clearwater)</a>	CLEARWATER	FL	34619
<a href="#">Florida Metropolitan University - Brandon</a>	Tampa	FL	33619
<a href="#">Florida Metropolitan University - Pinellas</a>	Clearwater	FL	33759
<a href="#">Florida Metropolitan University - Tampa</a>	Tampa	FL	33614
<a href="#">Florida School of Dog Grooming, Inc.</a>	Tampa	FL	33609
<a href="#">Florida School of Holistic Bodywork, Inc.</a>	Spring Hill	FL	34606

[\[ Change search criteria \]](#)

#### *Training Providers Screen*

To find out more about a specific provider, click that provider's name.

The following figure is an example of a provider information screen. Typically, the provider's address,

telephone number, Web address, and other information are listed. If a list of programs is available, it is also shown.

**Provider Information**

**Provider Name:** GSI University

**Address:** 1001 Omaha Circle  
PALM HARBOR, FL 34684  
[ [Map Address](#) ]

**Type:** Four-year Colleges and Universities

**Ownership:** Public Institution

**Website:** <http://www.gsiuniversity.edu>

**Program Information**

To sort on any column, click a column title.

Program Name	Tuition	Eligible for financial assistance under the Workforce Investment Act (WIA)	Program Length
<a href="#">Adult Nursing - Bachelor's Degree</a>	Not Available		8 Semesters/Terms
<a href="#">Culinary Arts Certification - Associate's Degree</a>	Not Available		20 Weeks

*Educational Services Detail Screen*

- If the educational institution has a website, click the URL link to go to that website. The school's website can provide details on school activities, programs, and other information.
- Click the [Map Address](#) link to show where the provider is located. A screen will display a map and directions, if they are available.
- To view information about a specific program listed for that school, click the program name. Available information will be presented. (The **WIOA Eligible** column indicates the school has been approved to use WIOA funds for this program. Your system may not include the WIOA eligible column depending on your state's provider information). The following figure displays a sample of the screen that lists educational program information.

**Accounting/Business Administration**  
**Largo University**

**Program Summary**  
  
Description: Accounting and Business/Management. (NEW) An integrated or combined program in accounting and business administration/management that prepares individuals to function as accountants and business managers.  
  
Credential Attained: Bachelor's Degree

This program is Eligible for financial assistance under the Workforce Investment Act (WIA)

**Program / Service Locations**  
  
**Address(1):** Largo University  
7811 Ulmerton Road  
LARGO, FL - 33771  
  
**Address(2):** Largo University - Palm Harbor Branch  
1201 Florida Ave  
PALM HARBOR, FL - 34683

**Program Length**  
  
Duration: 8 Semesters/Terms  
Class Frequency: Semester  
Class Time: 2400 Hours  
Other Time, including lab: 0 Hours  
Total Time: 2400 Hours

**Program Cost**  
  
Tuition: \$25,000.00

**Program Cost**  
  
Tuition: \$25,000.00  
Other Cost, including tools, books, etc.: \$2,750.00  
Total Program Cost: \$27,750.00

**Class/Faculty Size**  
  
Minimum Class Size: 12  
Maximum Class Size: 40  
Number of Instructors: 5

**Additional**  
  
Qualifications of Instructors: Instructors meet requirements for accreditation.  
Program Prerequisites: High School Diploma/GED  
Equipment Used in Program: Laptop computer provided to student  
Target Occupations: Accountants **BRIGHT OUTLOOK**  
Accountants and Auditors **BRIGHT OUTLOOK**  
Auditors **BRIGHT OUTLOOK**  
Financial Managers, Branch or Department

[View Comparisons](#)

*Educational Program Information Screen (via Programs for a Provider)*

This screen may appear different dependent on whether your system has the *View Comparisons* functionality. The previous sample of an Educational Program Information screen is derived from a system which has *View Comparisons*.

From the Program Information screen you can:

- Click **Change Program** to see information about another program.
- Click **View Comparisons** to compare the current program with others. A screen appears (as shown in the following topic), which displays options for seeing comparative information about the current program in relation to others.

*Note:* The *View Comparisons* option is available from the bottom of the Program Information screen regardless of whether the path to get there was through searching a provider/school to see a program listing or searching directly for a desired program. The options are described in the following topic.

## Viewing Program Comparison

From the Program Information screen, you can click a **View Comparisons** button to compare the displayed program with other programs in the following ways:

- Compare similar programs from this institution to the currently selected program.

- Compare programs different from the currently selected programs that are located at the same institution.
- Compare similar programs from other institutions to the currently selected program.
- Compare the currently selected program to the state averages.

**Note:** *The View Comparison function may not be available in your system.*

**Largo University**

For help click the question mark next to each section.

**Option 1 - Compare like programs from the same institution**

Compare programs at Largo University that are like the Accounting/Business Administration program at Largo University.

**Option 2 - Compare different programs from the same institution**

Compare different programs at Largo University to the Accounting/Business Administration program at Largo University.

**Option 3 - Compare this program with like programs from other institutions**

Compare the Accounting/Business Administration program offered at Largo University to Accounting/Business Administration programs offered by other training providers in the selected area.

**Option 4 - Compare this program to the state averages**

Compare the Accounting/Business Administration program offered by Largo University to the State average for Accounting/Business Administration programs offered by all providers.

**Return to Program Information**

*Program Comparison Options Screen*

From this screen, you can select the four comparison options which are briefly described in the topics that follow:

### **Option 1: Comparing a Program to Similar Programs at the Same Institution**

When you click the **Compare** button for similar programs, a screen appears that lists similar programs offered by that institution. Compare the current program with another program by clicking the name of the program you want to compare.

### **Option 2: Comparing a Program to Different Programs at the Same Institution**

When you click the **Compare** button for the second option, a screen appears—similar to the following figure—that lists the other programs offered by that institution.

**DeVry University-Virginia**

To sort on any column, click a column title.

Program Name
Accounting
<a href="#">Business Administration and Management, General</a>
<a href="#">Human Resources Management</a>
<a href="#">Management Information Systems and Business Data Processing</a>
<a href="#">Purchasing, Procurement and Contracts Management</a>

**Choose Another Comparison Option**

### *Program List Screen*

From this screen, you can compare the current program with another program by clicking the name of the program that you wish to compare. A screen appears—similar to the following figure—that compares information about the current program with the program you selected.

**Comparing Accounting at DeVry University-Virginia  
to Business Administration and Management, General at DeVry University-Virginia**

? For help click the question mark next to each section

**Program Length Information**

Measure	Accounting	Business Administration and Management, General
Program Length	N/A	N/A
Other Time, including lab	0 Hours	0 Hours
Program Frequency	Not Available	Not Available

**Program Cost Information**

Measure	Accounting	Business Administration and Management, General
Tuition	N/A	N/A
Other Cost, including tools, books, etc.	\$0.00	\$0.00
Total Program Cost	N/A	N/A

**Class Information**

Measure	Accounting	Business Administration and Management, General
Minimum Class Size	0	0
Maximum Class Size	0	0
Number of Instructors	0	0

**Additional Information**

Measure	Accounting	Business Administration and Management, General
Credential Attained	Master's Degree	Master's Degree
Qualifications of Instructors		
Program Prerequisites		
Equipment Used in Program		
Target Occupations	Not Available	Not Available

**Choose Another Comparison Option**

### *Program Comparison Screen*

## Option 3: Comparing a Program to a Similar Program at Other Institutions

When you click the **Compare** button for the third option, a screen appears—similar to the following figure—that lists the institutions that offer similar programs.

**Compare Accounting/Business Administration at Largo University with ...**

To sort on any column, click a column title. [Next](#)

Provider Name	Program Name	City	St
CLEARWATER CHRISTIAN COLLEGE	<a href="#">Accounting</a>	CLEARWATER	FL
Devry University, Tampa	<a href="#">Accounting and Financial Management</a>	Tampa	FL
ECKERD COLLEGE	<a href="#">Accounting and Business/Management (NEW)</a>	TAMPA	FL
Florida Metropolitan University - Brandon	<a href="#">Accounting</a>	Tampa	FL
Florida Metropolitan University - Pinellas	<a href="#">Accounting</a>	Clearwater	FL
Florida Metropolitan University - Tampa	<a href="#">Accounting</a>	Tampa	FL
GSI #1 Training Provider	<a href="#">Accounting</a>	PALM HARBOR	FL
GSI Test University	<a href="#">Accounting</a>	PALM HARBOR	FL
ITT Technical Institute - Tampa	<a href="#">Business Accounting &amp; Technology</a>	Tampa	FL
SAINT LEO UNIVERSITY	<a href="#">Accounting</a>	SAINT LEO	FL

[Next](#) Enter page number:  [Go](#) Viewing page 1 of 2

[Choose Another Comparison Option](#)

### Provider List Screen

To select a provider to compare against, click the program name for that provider. A screen appears—similar to the following figure—that compares the program from the current provider with the program of the selected provider.

**Comparing Accounting/Business Administration at Largo University to The State Average**

[For help click the question mark.](#)

Program Cost Information		
Measure	Largo University Accounting/Business Administration	The State Average of Accounting/Business Administration
Tuition	\$25,000.00	\$11,398.24
Other Cost, including tools, books, etc.	\$2,750.00	\$58.85
Total Program Cost	\$27,750.00	\$11,564.41

Class Information		
Measure	Largo University Accounting/Business Administration	The State Average of Accounting/Business Administration
Minimum Class Size	12	9
Maximum Class Size	40	38
Number of Instructors	5	3

[Choose Another Comparison Option](#)

[Select another Education Service](#)


### Program Comparison Screen



## Option 4: Comparing a Program with the State Average

When you click the **Compare** button for the fourth option, a screen appears—similar to the following figure—that lists the state average for this program. The following figure contains sample “test” data. Your screen will include complete data, if available, for the state averages.

Comparing Accounting/Business Administration at Largo University  
to The State Average

 For help click the question mark.

Program Cost Information

Measure	Largo University Accounting/Business Administration	The State Average of Accounting/Business Administration
Tuition	\$25,000.00	\$11,398.24
Other Cost, including tools, books, etc.	\$2,750.00	\$58.85
Total Program Cost	\$27,750.00	\$11,564.41

Class Information

Measure	Largo University Accounting/Business Administration	The State Average of Accounting/Business Administration
Minimum Class Size	12	8
Maximum Class Size	40	37
Number of Instructors	5	3

Choose Another Comparison Option

*Comparison with State Average Screen*

## Training and Education Programs

The system also lets provider users search for training programs by first finding specific training providers and schools (as indicated in the previous topics), and then displaying the programs they offer.

Based on provider users' needs, they can also locate a specific training or educational program that is related to an occupation or field of interest, and then select the specific provider, and view the details for the program offered through that provider.

The following sub-topics discuss the search criteria and options for searching by program, and then viewing specific provider and program details, including viewing comparisons of programs.

### Search for Programs – Search Criteria

Click the Training and Education Programs link to locate a training or educational program that is related to your occupation or field of interest.

The following screen shows options for searching for a program.

**Program Search**

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the [Search](#) button.

**Search Criteria**

Area (click to change): [Pinellas County, FL](#)

Keyword (e.g. Accounting):   
[\[ Keyword Search Options \]](#)

Program Classification:   
[\[ Select specific program \]](#)

Qualification:

Maximum Total Cost:

Program is eligible for financial assistance under the Workforce Investment Act (WIA)?

Program provides training for Green Jobs?

Day or Night Classes:

Program Type:

[Search](#)

Click [Program Listing](#) to see an alphabetical list of all available training programs.

**Program Search**

**Search Results**

Here is a list of education programs that matched your keyword search. To select a program, click on its title.

Results View: [Summary](#) | [Detailed](#)

Program Name	Credential	Provider Name	City	State	Key Match
<a href="#">Accounting</a>	Associate of Arts Degree(AA)	HOBE SOUND BIBLE COLLEGE	HOBE SOUND	FL	1
<a href="#">Accounting</a>	Associate of Arts Degree(AA)	NORTHWOOD UNIVERSITY - FLORIDA EDUC	WEST PALM BEACH	FL	1
<a href="#">Accounting</a>	Associate of Science ~ Non-Public(ASnp)	Central Florida College	Winter Park	FL	1
<a href="#">Accounting</a>	Associate of Science ~ Non-Public(ASnp)	Central Florida College	Winter Park	FL	1
<a href="#">Accounting</a>	Associate of Science ~ Non-Public(ASnp)	Florida Metropolitan	Tampa	FL	1

*Program Search Screen and Search Results (for a keyword search)*

## Programs – Area Search Criteria

The Area options on this page are displayed below.

**Search Criteria**

Area (click to change): [Florida](#)

Select New Area:

State

None Selected

City

County/Parish

Custom

Metropolitan Area

**State**

Workforce Region

Zip Code

Keyword (e.g. Accounting):

Program Classification:

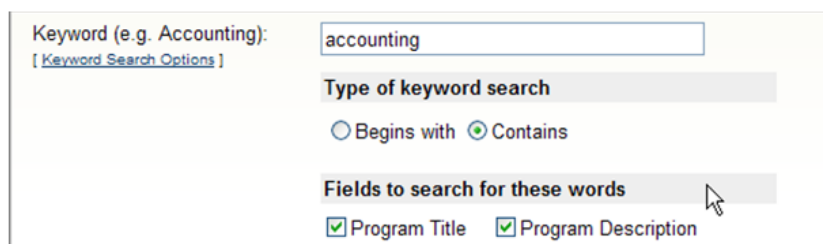
Qualification:

*Select Program by Geographic Area*

Click the [Area](#) link to select a new area, and then select the area from the Select New Area dropdown. Finally, select the specific area (e.g. county, city, etc.) from the dropdown or radio buttons displayed.

## Programs – Keyword Search Criteria

You can either just enter a keyword or phrase in the text box, or you can specify the type of keyword search by clicking on the [Keyword Search Options](#) link.



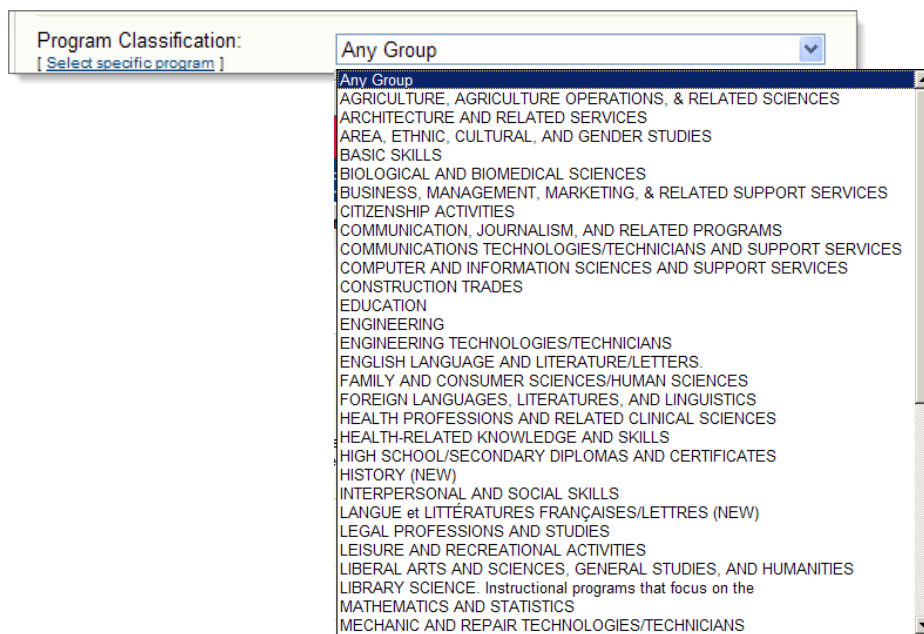
The screenshot shows a web form for keyword search. It has a text input field with the word "accounting" entered. Below the input field is a link labeled "[ Keyword Search Options ]". Underneath is a section titled "Type of keyword search" with two radio buttons: "Begins with" and "Contains", where "Contains" is selected. Below that is a section titled "Fields to search for these words" with two checkboxes: "Program Title" and "Program Description", both of which are checked.

*Select Program by Keyword*

## Programs –Classification (CIP Codes by Dropdown or by Tabs)

You can search for programs by classification (the CIP code). This can be done by selecting from the drop-down list (as shown below), or by finding the CIP code using a separate search window.

**CIP Code selection by Dropdown:**



The screenshot shows a dropdown menu for "Program Classification:". The dropdown is open, displaying a list of CIP categories. The first item is "Any Group", which is currently selected. The list includes various fields of study such as "AGRICULTURE, AGRICULTURE OPERATIONS, & RELATED SCIENCES", "ARCHITECTURE AND RELATED SERVICES", "AREA, ETHNIC, CULTURAL, AND GENDER STUDIES", "BASIC SKILLS", "BIOLOGICAL AND BIOMEDICAL SCIENCES", "BUSINESS, MANAGEMENT, MARKETING, & RELATED SUPPORT SERVICES", "CITIZENSHIP ACTIVITIES", "COMMUNICATION, JOURNALISM, AND RELATED PROGRAMS", "COMMUNICATIONS TECHNOLOGIES/TECHNICIANS AND SUPPORT SERVICES", "COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES", "CONSTRUCTION TRADES", "EDUCATION", "ENGINEERING", "ENGINEERING TECHNOLOGIES/TECHNICIANS", "ENGLISH LANGUAGE AND LITERATURE/LETTERS", "FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES", "FOREIGN LANGUAGES, LITERATURES, AND LINGUISTICS", "HEALTH PROFESSIONS AND RELATED CLINICAL SCIENCES", "HEALTH-RELATED KNOWLEDGE AND SKILLS", "HIGH SCHOOL/SECONDARY DIPLOMAS AND CERTIFICATES", "HISTORY (NEW)", "INTERPERSONAL AND SOCIAL SKILLS", "LANGUE et LITTÉRATURES FRANÇAISES/LETTRES (NEW)", "LEGAL PROFESSIONS AND STUDIES", "LEISURE AND RECREATIONAL ACTIVITIES", "LIBERAL ARTS AND SCIENCES, GENERAL STUDIES, AND HUMANITIES", "LIBRARY SCIENCE. Instructional programs that focus on the", "MATHEMATICS AND STATISTICS", and "MECHANIC AND REPAIR TECHNOLOGIES/TECHNICIANS".

*Select Program by Classification Dropdown*

**CIP Code selection by search window:**

You can click the [Select program classification](#) link, and then the displayed [Choose a program](#) link, to see a separate window displaying multiple tabs for locating the desired program codes (each of which is covered in the next heading).

Choosing a CIP Program Search tab (such as Keyword), and then choosing a program selection corresponding to the CIP code, will populate the main Program Search screen with that CIP code selection, which can then be used to search for programs that are specifically associated with that CIP code. The figures below are an example of a CIP code search by keyword:

Program Classification: Any Group  
[\[ Select specific program \]](#)

Program: None Selected  
[\[ Select program classification \]](#) [Choose a program](#) [Clear selected program](#)

**Programs by Keyword** | [Programs by Program Area](#) | [Program Listing](#) | [Programs by Occupation](#) | [Programs by Career Cluster](#) | [Programs by Program Code](#)

**Search for a program by keyword(s)**  
 Type your keywords in the box and click the Search button.  
 [\[ Keyword Search Options \]](#)

that matched your keyword search. The table below also indicates whether the keyword was found in the title or description of each program. To select a program, click on its title.

Program	Program Title	Program Description	CIP Title	CIP Description
<a href="#">Accounting</a>			✓	✓
<a href="#">Accounting and Business/Management (NEW)</a>			✓	✓
<a href="#">Accounting</a>			✓	✓

*Select Program Classification (by Keyword)*

## Programs Classifications – by Keyword Tab

Type the keyword and click Search (as shown above) to see a list of related CIP code program designations. Click on the Program title to select the CIP code for you main program search.

## Programs Classifications – by Program Area Tab

Click the [Select program classification](#) link to select a program by the type of program area. The screen itself is a cascading tree. Click the “+” boxes and the screen will expand to show specific program titles defined by that program area. Click the “-” boxes and the screen will contract to show only program areas, similar to the following example. Click on the lowest Program title to select the CIP code for your main program search.

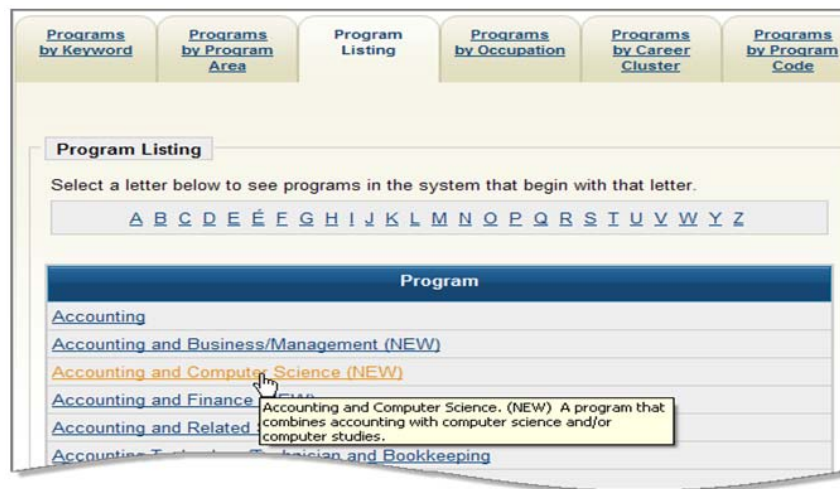


*Select a Program by Program Area*

Click the appropriate program area and program classification to populate the main Program Search screen and continue.

### Programs Classifications – by Program Listing Tab

Click the *Programs by Program Listing* tab to choose from a list of programs in alphabetical order, similar to the following example.

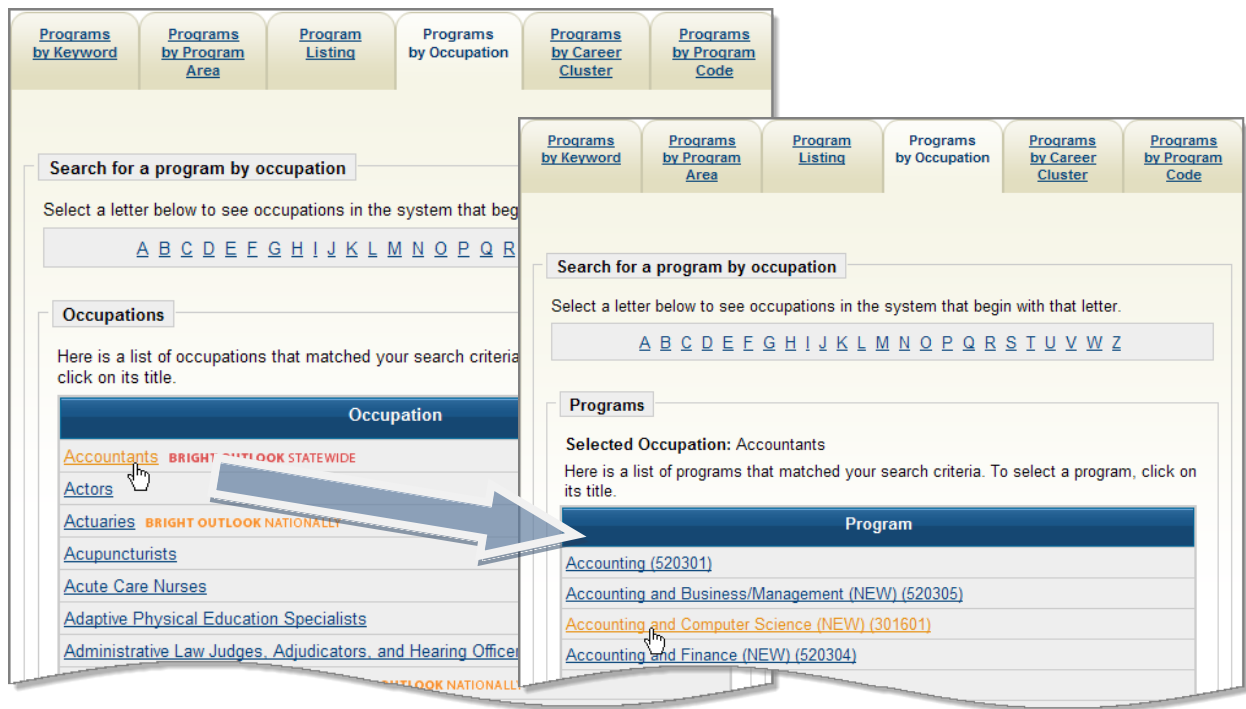


*Programs by Program Listing*

Click the appropriate program classification to populate the main Program Search screen and continue.

### Programs Classifications – by Occupation Tab

Click the *Programs by Occupation* tab to select from the Occupation Code listing, drilling down to a specific occupation code.



*Programs by Occupation Code*

Click the appropriate program title to populate the main Program Search screen and continue.

### Programs Classifications – by Career Cluster Tab

Click the *Programs by Career Cluster* tab to select a program by its career cluster title. The screen itself is a cascading tree. Click the “+” boxes and the screen will expand to show specific program titles defined by career cluster. Click the “-” boxes and the screen will contract to show only career cluster titles, similar to the following example.



*Select a Program by Career Cluster*

Click the appropriate career cluster to populate the main Program Search screen and continue.

### Programs Classifications – by Program Code Tab

Click the *Programs by Program Code* tab to enter a complete or partial CIP code. Once the code is entered, click the **Search** button, as shown in the following example.

*Programs by CIP Code Screen*

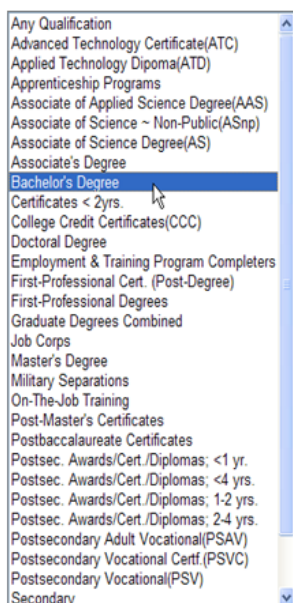
Based on the full or partial code that is entered, a screen will indicate the various options. In the following example, CIP code 1102 was entered. The search results indicated there were computer programming matches. If any of these are what you are searching, click that link to display educational programs that fit.

*CIP Program Search Screen*



### Program Search by Qualification

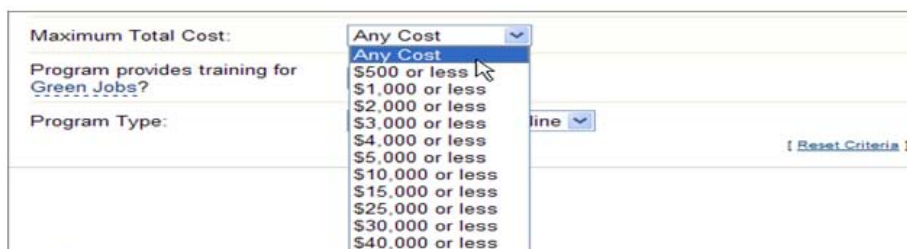
Individuals can search by program qualification by using a drop-down list.



Program Qualification Drop-Down

### Program Search by Maximum Total Cost

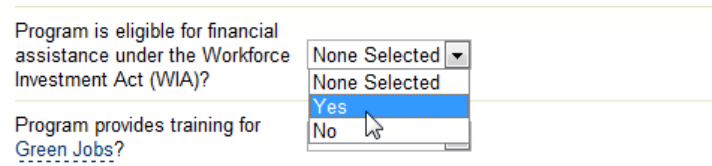
Individuals can search by the maximum total cost by clicking a drop-down list.



Maximum Total Cost Drop-Down

### Program Search by WIOA Financial Assistance Eligibility

Individuals can search for programs that are eligible for financial assistance through the Workforce Innovation & Opportunity Act (WIOA) by clicking a drop-down list.



WIOA Financial Assistance Eligibility Drop-Down

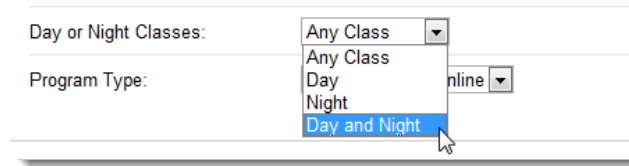
### Search for Programs that Prepare for Green Jobs

Individuals can search for programs that provide training/certification for Green Jobs by selecting Yes or No from the drop-down list. Click the link to view the definition of [Green Jobs](#).



### ***Program Search by Day or Night Classes***

Individuals can search for programs based on the time of day classes are offered by clicking a drop-down list.

A screenshot of a web form. The first row is labeled 'Day or Night Classes:' and has a drop-down menu currently showing 'Any Class'. The second row is labeled 'Program Type:' and has a drop-down menu currently showing 'Online'. The 'Day or Night Classes' menu is open, showing a list of options: 'Any Class', 'Day', 'Night', and 'Day and Night'. The 'Day and Night' option is highlighted in blue, and a mouse cursor is pointing at it.

*Day or Night Classes Drop-Down*

### ***Program Search by Program Type***

Individuals can search for programs that are Classroom and Online, Classroom only, or Online only by making a selection from the drop-down.

A screenshot of a web form. The first row is labeled 'Program provides training for Green Jobs?' and has a drop-down menu currently showing 'None Selected'. The second row is labeled 'Program Type:' and has a drop-down menu currently showing 'Classroom and Online'. The 'Program Type' menu is open, showing a list of options: 'Classroom and Online', 'Classroom', and 'Online'. The 'Classroom and Online' option is highlighted in blue, and a mouse cursor is pointing at it.

*Green Job and Program Type Search Options*

### ***Program Listing***

The system also offers individuals the option to search for education and training programs from a full list by selecting the area (described above), program type (described above), and the first letter of the program name as shown in the following figure.

[Program Search](#)
Program Listing

Program Listing

Area (click to change): [Florida](#)

Program Type: Classroom and Online ▼

Select a letter below to see programs in the system that begin with that letter.

"
#
0
1
2
3
5
6
A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R  
S
T
U
V
W
X
Y
Z

Results View: [Summary](#) | [Detailed](#)

Program Name	Credential	Provider Name	City	State
<a href="#">A Spontaneous Actor for the World</a>	Postsec. Awards/Cert./Diplomas; <4 yrs.	CIFALC, School for the Performing Arts	Miami	FL
<a href="#">A Spontaneous Actor for the World</a>	Postsec. Awards/Cert./Diplomas; <4 yrs.	CIFALC, School for the Performing Arts	Miami	FL
<a href="#">A+</a>	Postsec. Awards/Cert./Diplomas; <4 yrs.	Advanced Systems Training Inc.	Sunrise	FL
<a href="#">A+</a>	Postsec. Awards/Cert./Diplomas; <4 yrs.	Advanced Systems Training Inc.	Sunrise	FL
<a href="#">A+</a>	Postsec. Awards/Cert./Diplomas; <4 yrs.	TCM Computer Training & Support, Inc.	Miami	FL
<a href="#">A+</a>	Postsec. Awards/Cert./Diplomas; <4 yrs.	TCM Computer Training & Support, Inc.	Miami	FL
<a href="#">A+ and Network+ Certification (A+ &amp; Net+)</a>	Postsec. Awards/Cert./Diplomas; <4 yrs.	The Training Camp	Orlando	FL
<a href="#">A+ and Network+ Certification (A+ &amp; Net+)</a>	Postsec. Awards/Cert./Diplomas; <4 yrs.	The Training Camp	Orlando	FL

*Program Listing – Partial Display*

## Viewing Education Program Completers

To view education and training program completers:

- Select **Education Services** ► **Education Program Completers** from the Navigation menu.

— OR —

Click **Education Program Completers** from the Education Services menu screen.

Select an occupational search screen. There are six different occupational search tabs that can be used: Occupations by Keyword, Occupations by Group, Occupation Listing, Occupations by Education Program, Occupations by Military Specialty, and Occupations by Occupation Code. See Appendix A - Common System Tools, for more information on searching for an occupation.

- Based on what you enter, possible titles may display, as shown below:

[Occupations by Keyword](#)
[Occupations by Group](#)
[Occupation Listing](#)
[Occupations by Education Program](#)
[Occupations by Military Specialty](#)
[Occupations by Occupation Code](#)

Area (click to change): [Pinellas County, FL](#)

☐ Display only Occupations with a Bright Outlook
 ☐ Display Green Occupations only

**Search for an occupation by keyword(s)**

Type a job title or occupational keywords in the box and click the *Search* button.

Medical Assistants

**Search**

Click [Occupation Listing](#) to see an alphabetical list of all available occupation titles.

Click [Occupations by Military Specialty](#) to enter a military occupational specialty

**Select another Education Service**

Based on your search, a list of related O\*NET occupational titles will appear. Those that are related to high growth industries with a greater probability of employment will have a *Bright Outlook* indicator next to their title. Click the occupation title that best fits your requirements.

[Occupations by Keyword](#)
[Occupations by Group](#)
[Occupation Listing](#)
[Occupations by Education Program](#)
[Occupations by Military Specialty](#)
[Occupations by Occupation Code](#)

Area (click to change): [Hillsborough County, FL](#)

☐ Display only Occupations with a Bright Outlook
 ☐ Display Green Occupations only

**Search for an occupation by keyword(s)**

Here is a list of occupations that matched your keyword search. Occupations are ranked based on how well they matched the keyword. The table below also indicates whether the keyword was found in the title, related job titles, or description of each occupation.

You may click on the matched indicator in the Related Job Titles and Occupation Description columns to view the corresponding matches. To select an occupation, click on its title.

Score	Occupation	Occupation Title	Related Job Titles	Occupation Description
100%	<a href="#">Medical Assistants</a> ♦	✓	✓	
18%	<a href="#">Medical Secretaries</a> ♦		✓	
18%	<a href="#">Nursing Aides, Orderlies, and Attendants</a> ♦		✓	
18%	<a href="#">Receptionists and Information Clerks</a> ♦		✓	
18%	<a href="#">Vocational Education Teachers, Postsecondary</a>		✓	

♦ BRIGHT OUTLOOK NATIONALLY | ♦ BRIGHT OUTLOOK STATEWIDE | ■ GREEN OCCUPATIONS

[\[ Change search criteria \]](#)

### Occupation Search Screen

Once the occupation title is selected, the screen will display a list of completers (similar to the following figure):

Displayed below are completers for ACCOUNTING APPLICATIONS in Pinellas County for the year 2007

Completer Type	Completers
ACCOUNTING APPLICATIONS - Sum of all types	44
ACCOUNTING TECHNOLOGY - Sum of all types	95
ACCOUNTING TECHNOLOGY OPERATIO - Sum of all types	16

Records per page: 25

[ [Choose another Occupation](#) ]

*Education Program Completers Screen*

## Viewing Financial Assistance for Training

Individuals can select an option to explore potential sources of financial assistance for training programs that they may be interested in. This will display links to sites identified by the state.

To view a page listing links to options for financial assistance:

- Select **Education Services** ► **Financial Aid for Training** from the Navigation menu.

— OR —

Click **Financial Aid for Training** from the Education Services menu screen.  
A screen displays a list of *national* financial aid options.

[ED.gov](#)  
The Department of Education administers several major student aid programs, including Pell Grants and Stafford Loans, to help millions of students pay for the costs of college. If you're exploring options for paying for college, visit [Find Aid](#). You'll learn about the various kinds of financial aid (loans, grants, and work-study), how to apply, common myths, and more. You can also search for [educational resources in your state](#).

[U.S. Department of Education - Student Financial Assistance Home Page](#)  
The Student Financial Assistance Programs are the largest source of student aid in America, providing over \$150 billion a year in grants, loans, and work-study assistance to nearly 14 million postsecondary students and their families. Here you'll find help for every stage of the financial aid process, whether you're in school or out of school. The site also contains a [Financial Aid Resource Publication](#).

[FAFSA - Free Application for Federal Student Aid](#)  
For students planning to attend college, the FAFSA is their starting point to apply for many student financial aid programs. Many schools also use the FAFSA as part of their application process for non-federal aid.

[Direct Loan Program](#)  
Find out about applying for Direct Loans, learn about your options for repayment, use the interactive calculators, download Direct Loan deferment and forbearance forms, get information about Direct Consolidation Loans, and use the Free Application for Federal Student Aid (FAFSA) online.

[Benefits.gov](#)  
Benefits.gov provides easy, online access to government benefit and assistance programs. The site's core function is the eligibility prescreening questionnaire or "Benefit Finder." Answers to the questionnaire are used to evaluate a visitor's situation and compare it with the eligibility criteria for more than 1,000 Federally-funded benefit and assistance programs. Each program description provides information on the next steps to apply for any benefit program of interest.

[Sallie Mae - Education Finance Planning Calculators](#)  
Sallie Mae's college planning calculators can help you with your specific questions about education finance. Types of calculators include long-term planning, college cost, future savings, and monthly savings.

[Mapping Your Future](#)  
Mapping Your Future provides information on financial aid, and money management information.

*Financial Aid Options Screen*

- To view information about a financial aid option, click the link associated with that option.
- Use the  in the upper right corner of your Internet browser to return to the system.

## Accessing Training Budget Planning

Depending upon your system's configuration, you may have access to a transition budget planning section. This area will help you plan for the expenses associated with enrolling in a training or education program beyond just tuition and fees. The Transition Budget lets you plan for additional expenses, such as child care, rent/mortgage, food, etc.

**To access the training budget planning functionality:**

- Select **Education Services** ► **Training Budget Planning** from the Navigation menu.

Once you have explored the training programs available in your community, you will need to plan expenses. The options below allow you to create a new plan to estimate the cost of your training for a selected time period.

For help click the question mark.

**Step 1 - Explore Training Programs**

[Education Services](#) - Select this option to find a suitable training or educational program, as well as explore information on specific training providers and schools.

**Step 2 - Training Expense Planning**

Once you have selected a suitable training program, choose this option to create a plan to estimate the cost of your training for a selected time period. To create a new training plan click [Create New Plan](#). You can edit an existing plan by clicking the plan period. To delete an existing plan click [Delete](#) next to the plan period you want to remove.

Plan Period	Created On	Last Edited	Delete Plan
No Existing Plans			

[\[ Create New Plan \]](#)

**Step 3 - Explore Financial Aid for Training**

[Financial Aid for Training](#) - Once you have selected a training program and calculated the cost, choose this option to explore potential sources of financial assistance for training programs that you may be interested in.

From this screen you can:

- Click the [Education Services](#) link to access information about training and education providers and programs
- Click the [Create New Plan](#) link to begin the process of creating a new training budget plan
- Click a link in the Plan Period column to edit an existing budget, if applicable
- Click the [Financial Aid for Training](#) link to access a page of links to websites that contain information on financial aid

## Creating a Training Budget

Creating a training budget requires these steps:

1. Selecting the time period for the program/course you plan to take
2. Entering information about the courses/programs that will be undertaken during the planning period.
3. Entering information about your current monthly expenses
4. Entering information about your current monthly income
5. Reviewing your completed training budget plan

## Entering Program/Course Information

To begin creating your training budget on the Training Budget Planning page:

- Enter the Planning Period for the courses/programs you plan to take.
- Click the [Add Programs/Courses](#) link, as illustrated below.

In order to create a new training plan and its associated budget, you must first select the time period for your plan and then add the programs or courses that will be in your plan.

For help click the question mark next to each section.

**Training Expenses Plan - Select Period**

Select the beginning date and end date for your training plan before you add items to your plan.

**Existing Items in this plan**

Planning Period: Starting: 01 2012 Ending: 06 2012

Class or Semester / Quarter Name	Tuition or Fees	Books and Supplies	Misc. Costs	Other Fees	Total	Action
No existing information						

[\[ Add Programs/Courses \]](#)

Select another Financial Service

### Create New Plan Screen

Begin by selecting a Planning Period, choosing the month and year that the training budget plan will start and end. Then, click the [Add Programs/Courses](#) link to add an education or training program to your plan:

\* indicates required fields. For help click the question mark next to each section.

**Training Expenses Plan - Planning Period: 01/2012 - 06/2012**

Enter the name you want to use to identify a new class or semester and the costs in the appropriate fields.

1. \* Name of semester / quarter or class

2. \* Tuition or fees for this semester / quarter or class

3. Cost of books and supplies

4. Other miscellaneous school expenses

5. Certification or license fees

Total Cost

Save << Back

### Add a Program/Course Screen

This screen allows you to enter amounts for your education/training expenses, such as tuition, books, and other costs. When you have finished entering information, click the **Save** button.

The system now displays your saved training budget plan:

**Training Expenses Plan - Planning Period: 01/2012 - 06/2012**

Class or Semester / Quarter Name	Tuition or Fees	Books and Supplies	Misc. Costs	Other Fees	Total	Action
<a href="#">medical assistant Spring Sem</a>	4,000.00	200.00	100.00	0.00	4,300.00	<a href="#">Delete</a>
Total of all Expenses	4,000.00	200.00	100.00	0.00	4,300.00	

[\[ Add Programs/Courses \]](#) **Next >>**

### *Saved Training Budget Plan*

Now, you can either add more programs/courses to your plan, or click the **Next** button to continue entering information.

### *Entering Current Monthly Expenses Information*

After you have finished entering program/course information, the system displays a page where you can enter your current monthly expenses:

**Your Current Monthly Expenses**

Enter your monthly expenses in the Expenses Each Month column. Your expenses over the Training Period will be calculated for you.

Item	Expenses Each Month	Expenses over Training Period 01/2012 - 06/2012
1. What is your current rent or mortgage payment each month?	\$ 600.00	\$ 3,600.00
2. What do you pay for utilities each month? -- This includes water bill, gas bill, electric bill and fuel oil bill.	\$ 200.00	\$ 1,200.00
3. What is your average phone bill each month? -- This includes pagers, cell phones and internet expenses.	\$ 75.00	\$ 450.00
4. What is your monthly cable bill?	\$ 65.00	\$ 390.00
5. What do you spend, on the average, for food/groceries each month?	\$ 200.00	\$ 1,200.00
6. What do you pay each month for childcare or babysitting?	\$ 0.00	\$ 0.00
7. What are your monthly costs for transportation? -- This includes gasoline, public transit (bus, taxi or train), tolls, etc.	\$ 100.00	\$ 600.00
8. What do you spend, on the average, for family clothing each month?	\$ 0.00	\$ 0.00
9. What are your medical costs each month for the family? -- This includes prescriptions, co-pays for doctor visits, etc.	\$ 0.00	\$ 0.00
10. What does your family spend each month for entertainment? -- This includes eating out, movies, CDs, dancing, etc.	\$ 0.00	\$ 0.00
11. What are your family's personal costs each month? -- This includes nails, hair, etc.	\$ 0.00	\$ 0.00
12. What do you spend each month for family laundry? - This includes laundry or dry cleaning expenses.	\$ 0.00	\$ 0.00
13. What are your monthly loan / credit payments? -- This includes student loans, student	\$ 0.00	\$ 0.00

### *Current Monthly Expenses Screen*

Enter cost information for the items provided in the Expenses Each Month column. The system will automatically perform two calculations – it will multiply the monthly expenses by the number of months in the planning period and display the total in that item's Expenses Over Training Period column. The system will also total the costs of all your items and display them in the **Planned household expenses** field:

<b>Planned household expenses:</b>	\$ 1,240.00	\$ 7,440.00
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#### *Totaled Current Monthly Expenses*

When you have finished adding information about your monthly expenses, click the **Next** button.

### *Entering Current Monthly Income Information*

After you have finished entering your monthly expenses, the system will prompt you to enter information about your current monthly income:

Your Current Monthly Income			
Enter your monthly income into the Income Each Month column. The amount over the Training Plan Period will be calculated for you.			
Item		Income Each Month	Income over Training Period 01/2012 - 06/2012
1.	What is your take-home pay each month?	\$ 3,500.00	\$ 21,000.00
2.	What is your family's take-home pay (all household members combined not including yourself) each month?	\$ 0.00	\$ 0.00
3.	What is your family's benefit income (all household members combined)? This includes Unemployment Compensation, Welfare or General Assistance Payments, Social Security benefits, etc.	\$ 0.00	\$ 0.00
4.	What is your monthly family food stamp allowance?	\$ 0.00	\$ 0.00
5.	What is your monthly housing assistance? This includes Section 8 Certificate value, and other subsidies.	\$ 0.00	\$ 0.00
6.	What are your monthly childcare, dependent care assistance and foster child payments?	\$ 0.00	\$ 0.00
7.	What is your monthly transportation assistance?	\$ 0.00	\$ 0.00
8.	What is your income from other sources such as child support, alimony, family, etc.?	\$ 0.00	\$ 0.00
<b>Planned household income:</b>		\$ 3,500.00	\$ 21,000.00

[<< Back](#)
[Next >>](#)

#### *Current Monthly Income Screen*

Enter cost information for the items provided in the Income Each Month column. The system will automatically perform two calculations – it will multiply the monthly income by the number of months in the planning period and display the total in that item's Income Over Training Period column. The system will also total the income from all your items and display the figure in the **Planned household income** field. When you have finished adding information about your monthly income, click the **Next** button.



## Reviewing Your Completed Training Budget Plan

After you have entered information about your education/training program, your current monthly expenses, and your current monthly income, the system will use the information to calculate your training budget:

**Step 1 - Calculate your Training Budget**

Expenses and Income	Amount Each Month	Amount for Training Period 01/2012 - 06/2012	Action
Planned household expenses:	-\$2,510.00	-\$15,060.00	<a href="#">Change</a>
Planned Training costs:	-\$716.67	-\$4,300.00	<a href="#">Change</a>
Planned household income:	\$3,500.00	\$21,000.00	<a href="#">Change</a>
Balance:	<b>\$273.33</b>	<b>\$1,640.00</b>	

**Step 2 - Review your Training Budget Summary**

Based on the information you have provided, you have sufficient income to take the training and meet your family's monthly living expenses with a surplus of **\$273.33**.

**Step 3 - Analyze Potential Sources of Additional Income**

[Financial Assistance](#) - Select this option to look for potential sources of financial assistance to increase your surplus.

[Financial Aid for Training](#) - Select this option to explore potential sources of financial assistance for training programs.

Expenses and Income	Amount Each Month	Amount for Training Period 01/2012 - 06/2012	Action
Balance from Step 1:	<b>\$273.33</b>	<b>\$1,640.00</b>	
Potential income from other sources:	\$0.00	\$0.00	<a href="#">Change</a>
Potential financial assistance:		\$0.00	<a href="#">Change</a>
Total income and assistance:		\$21,000.00	
Total expenses - includes training:		-\$19,360.00	
Potential Balance:	<b>\$273.33</b>	<b>\$1,640.00</b>	

Display Training Plan Options

### Completed Training Budget Plan

From this screen, you can:

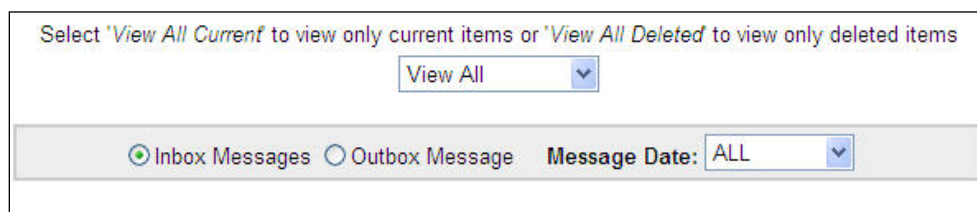
- Modify any of the information previously provided – tuition costs, monthly expenses, or monthly income – by clicking one of the [Change](#) links. The system will recalculate your training budget after you have made your changes.
- Click the [Financial Assistance](#) link to access information about benefit programs that you might be eligible for to contribute to your education/training costs.
- Click the [Financial Aid for Training](#) link to access a page of links to websites that contain information on financial aid.
- Click the Display Training Plan Options button to return to the Training Budget Planning screen, where you can create another training budget plan.

## Other Services

### Communications Center

The Communications Center lets provider users read/respond to system messages from workforce staff. Click the [Communications Center](#) link. There is one category, called [Messages](#).

Click the [Messages](#) link. A table appears that shows an *Inbox* and an *Outbox*. If there are any messages waiting, they will appear in the *Inbox*. Responses to messages will appear in the *Outbox*, similar to *Microsoft Outlook*. This is a useful link for provider representatives to keep in touch with issues and concerns from their local workforce staff members. The table will appear similar to the following example.



Select 'View All Current' to view only current items or 'View All Deleted' to view only deleted items

View All

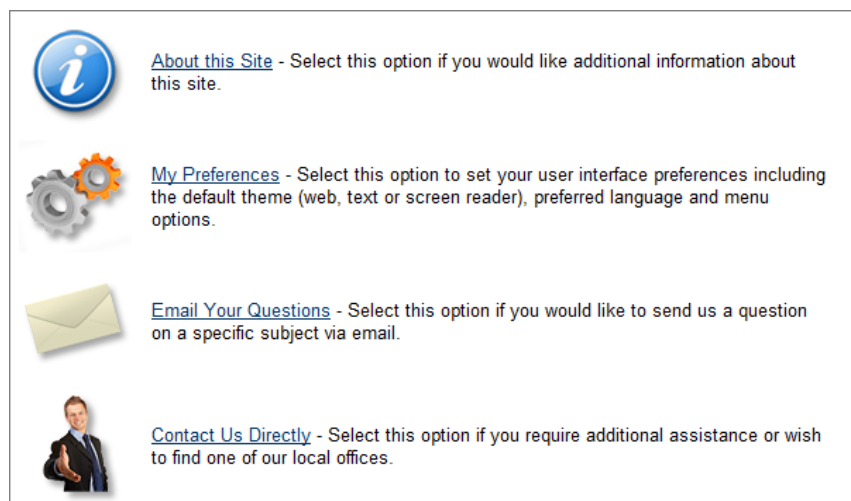
☒ Inbox Messages ☐ Outbox Message Message Date: ALL

*Communications Center Table*

### Assistance Center

The Assistance Center gives provider users access to a variety of general information about the system, including settings and preferences, and ways to contact system staff for assistance or to ask questions.

The Assistance Center can include four options, depending on your system's configuration, as shown in the following figure:



*Assistance Center Options Screen*

- **About this Site** – Select this option to view additional information about this site, and its services.
- **My Preferences** – Select this option to view and select the settings you use when visiting this site. Settings may include graphics displayed, preferred language, and other menu options.
- **Email Your Questions** – Select this option if you have a question about using the system. This area allows you to send an online message to system staff.

Select a type of geography (ZIP Code, County, or Region) from the *Search By* drop-down list, then enter or select your specific area and click the **Search** button.

## Learning Center (Provider Courses)

The Learning Center gives provider users access to training videos that provide both general assistance in using the system, as well as covering specific provider-related functions. These self-paced tutorials present detailed demonstrations to help provider users take advantage of the various system resources available.

Welcome to the Learning Center. Please select a training video from the titles listed below. Audio is used in these videos, so speakers are recommended.

[General Courses](#) | [Provider Courses](#)

**General Courses**

- [How to use these videos](#) - (1:00) Learn how to use the video player to help you manage these sessions. There are various control options available to help you manage these sessions.
- [How to Conduct an Occupation Search](#) - (3:52) Learn how to search for occupations. The system uses the O\*NET program, the nation's primary occupational information.
- [How to Conduct an Industry Search](#) - (2:30) Learn how to search for industry using the North American Industry Classification System (NAICS). Agencies employ this standard to classify business establishments.

**Provider Courses**

- [How Provider Representatives Work](#) - (31:54) This video is an overview of the Provider Representative role. How and where do provider representatives register? What are the steps a representative must follow before their account is activated? What are the steps a representative must follow to create a course for WIA eligibility? These questions will be answered in this easy-to-use video.
- [Registration Process](#) - (7:19) Provider Representatives must register in the system before they can enter information on courses or submit courses for WIA eligibility. This video will explain the registration process from start to finish.
- [Apply for WIA Program Certification](#) - (13:21) Provider Representatives can submit some courses to workforce staff for WIA eligibility. This video will explain the process from the provider's perspective.
- [Apply for Region Program Certification](#) - (3:53) Provider Representatives can submit a decision whether their programs will be regional or statewide. This decision pertains to WIA eligibility. This short video will discuss the difference between regional and statewide.
- [Manage All Programs](#) - (5:30) Some information on provider courses can be changed by provider representatives. This video will discuss how course information can be changed by provider representatives and how to appear to allow staff to review those changes.
- [Reapplication Process \(each calendar year\)](#) - (5:01) Courses approved for WIA eligibility must be reviewed each calendar year. This video will explain the reapplication process.
- [Comparing Programs or Institutions](#) - (8:34) The Education Services directory allows provider representatives to compare institutions and their programs. This video will explain how to use this feature in creating courses.

[Return to Directory of Services](#)

### Learning Center – Provider Courses

The first video in a Provider Services/CRS series, created for the California, version 12.1 deployment, was covered in a recent Virtual Community posting. Videos such as this are regularly added to the Learning Center, and are also mentioned in the user guides, where practical, as indicated below.



*A video in the recent CRS series discusses a unique User Group called Provider Representatives, key personnel associated with a given college or educational entity. Provider Representatives are assigned the task of creating general provider profile information, course information (as well as tuition cost details), and other details. This video helps explain this initial process:*

**[Video 1: Provider Representative Registration.](#)**

Users should also take advantage of the CalJOBS Virtual Community Forum, where some of the most recent videos or webinars are identified, as a source of information, when they are first known and being made available. For example the portion of a recent Virtual Community Forum posting is shown below, along with links to the six specific Provider CRS videos created, and identified in the posting.



*Recent Virtual Community Forum Posting (with links to Provider Training Videos)*

## Welcome to the New Provider CRS Video Series

As part of the ongoing efforts by the CalJOBS Training Department to assist clients with various aspects of the CalJOBS system, a new set of 6 Provider Services videos is available focusing on the Consumer Reporting System. A description of each of these videos, as well as a link to view them, appears below. This information is from a posting on the Virtual Community Forum. Staff and provider representative, should also check the Virtual Community Forum regularly for the most recent additional information on any training/learning resources, such as webinars, training tips, or questions and answers from the user community.

### **Video 1: Provider Representative Registration**

The first video in the California Provider Services/CRS series discusses a unique User Group called Provider Representatives, key personnel associated with a given college or educational entity. Provider Representatives are assigned the task of creating general provider profile information, course information (as well as tuition cost details), and other details. These provider representatives can register in the system much like individuals and employers, and perform many of the functions that were once assigned to staff. This video will explain this initial process.

### **Video 1: Provider Representative Registration**

### **Video 2: Enabling a Provider Representative**

The second video reviews the responsibilities that State and LWIA staff members have once a provider representative registers in the system. The video will explain how to change a provider's status and what additional information is necessary to update the institution's profile.

### **Video 2: Enabling a Provider Representative**

### **Video 3: Creating Provider Institution Programs**

The third video discusses the lengthy process of creating courses and programs associated with the new institution. Once a provider representative has been enabled by an LWIA staff member, they can enter the system and create courses and programs related to their assigned institution. This video will examine the information-gathering fields that make up this step. What if the provider representative wants to submit a course for WIOA eligibility? What additional steps are involved in this process? This video will explain the WIOA eligibility process in detail.

### **Video 3: Creating Provider Institution Programs**

### **Video 4: Approving a Course for WIOA Eligibility**

The fourth video examines only those courses that are submitted for WIOA eligibility. If a provider representative submits a course for WIOA eligibility, what does a staff member do? What steps comprise the eligibility process? What settings will allow eligibility to happen, and which settings will deny eligibility? Once a course is approved, are there additional steps that are necessary before an individual can enroll in that course?

### **Video 4: Approving a Course for WIOA Eligibility**

### **Video 5: WIOA Reapplication Process**

The fifth video takes the eligibility process, and then looks forward. All WIOA eligible courses must be reviewed again at timely intervals. What is involved in the reapplication process, and how does the system notify staff members when a course is due for a new eligibility review? This video will examine that process.

### **Video 5: WIOA Reapplication Process**

### **Video 6: Education Services**

The sixth video reviews another part of the California system called Education Services. Not all courses created by provider representatives are WIOA eligible. Course details can be created in the system for purely informational purposes. All course information created will become part of Education Services, a directory of educational institutions and the programs they offer. Individuals and employers who register in the system have access to this feature and can use it to make smart decisions on returning to school, or training priorities. This video will review this useful feature.

### **Video 6: Education Services**

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