Workforce Development Board of Contra Costa County

Eligible Training Provider List

CalJOBS for Training Providers v3.0

Program Year 2022

Background

Under the Workforce Innovation and Opportunity Act (WIOA) of 2014, the Eligible Training Provider List (ETPL) exists to provide customer-focused employment training resources for WIOA enrolled participants. The ETPL is California's statewide list of qualified training providers and offers a wide range of educational programs, including classroom, correspondence, online and apprenticeship programs. This guide is meant as a quick entry for new CalJOBS users to create and manage their institution's accounts/records. For more information about policies and procedures for training providers to be or continue on the ETPL, please see the most recent Workforce Development Board of Contra Costa ETPL Policies and Procedures.

Providers and Provider Users

CalJOBS, an online platform, records the institutions and their programs that are on the ETPL. You can access this online platform at: https://www.caljobs.ca.gov or by googling "CalJOBS". You will arrive to the following screen:

(Note: while the system will remain largely the same, it may look somewhat different as new updates are implemented).
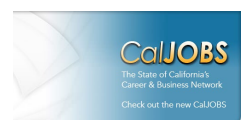
CalJOBS accounts for ETPL providers consist of TWO record types: **PROVIDERS** and **USERS**. Providers are the institution's informational record and consist of information such as the institutio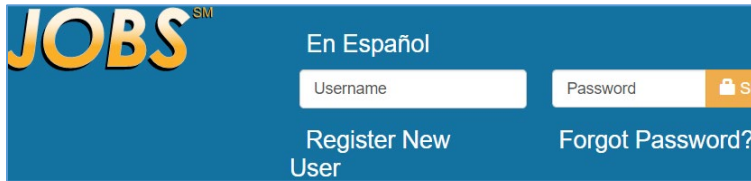n's name, address, accreditation, etc. Provider Users are those accounts authorized to manage these Provider records in CalJOBS. Many Provider records will already exist in CalJOBS prior to a new User creating an account. They will simply link their new User account to the Provider record. In other cases, new Users will need to create the new Provider record when they create their new User account. In both cases, new accounts will be "pending" until reviewed and approved by the local ETPL Coordinator. More info ahead.
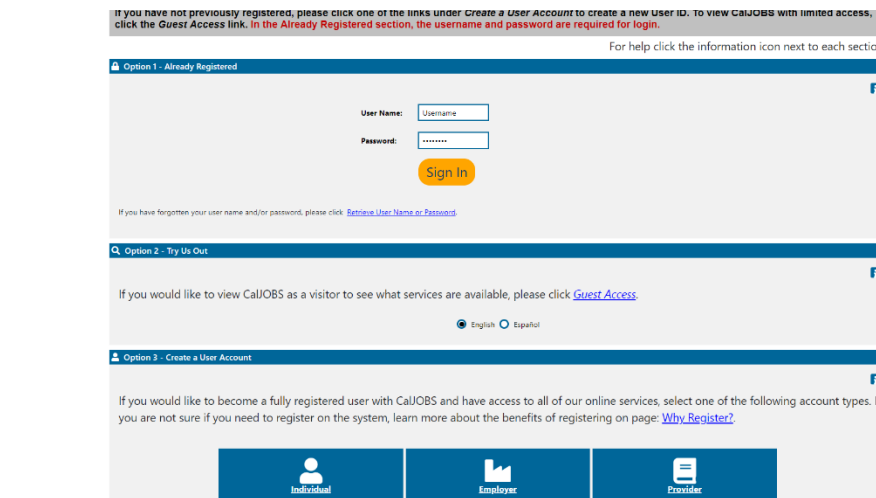

NOTE:

Provider records can have unlimited authorized User accounts. Each account will have a different Username and Password. If you have cause to remove a User account, please contact the local ETPL Coordinator at **etplcoordinator@eshd.cccounty.us** with the name(s) of the account(s) to be removed.

Creating a new Provider or User Account

To create a new Provider or User account, click "Register New User" on top right of the main landing page:

Towards the bottom right of the next screen, click "Provider":

You will be asked whether your Provider record already exists or not:

Institution Identification Type

◉ I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account.

○ I own, represent, or work for an educational institution (school, university, etc) and need to create a new account for my institution.

If you are not sure, begin by selecting the first option (where you wish to be added to the existing Provider record). If your institution is new and has never

been part of the ETPL, you will likely choose the second option (where you need to create the Provider record as well).

You will then be prompted to provide information about yourself, your institution (**including FEID/EIN**). You must complete all fields marked with a red asterisk.

Login Information

* User Name:		*Enter Unique User Name (3 - 256 Characters, letters or numbers)*
* Password:		*Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ $ % ^ . ! * _ +). Allowable characters are ! @ # $ % ^ * ._*
* Confirm Password:		
* Security Question	None Selected	
* Security Question Response:		*Hint to help if you have forgotten your password.*

Federal Employer ID

* Federal Employer ID No:		*Do not enter dashes. Example 999001111*

Institution Identification

* Institution Name:	
Institution Code/BPA# (if you are a current provider):	
Institution Type:	None Selected

Once you have completed the form, click Save.

From here, your User account (and Provider record) will be pending until reviewed and approved by the local ETPL Coordinator. **For prompt service, PLEASE NOTIFY THE ETPL Coordinator of your pending account at etplcoordinator@eshd.cccounty.us.**

Note: New Provider accounts will need to provide documentation of their accreditation. Please attach your BPPE, WASC, or other accrediting proof when emailing.

Your Provider User account

Once your account(s) are approved, when you log in, you will begin from your "dashboard". You will primarily manage two functions, information about your institution and information about your Programs.

- PROVIDER records: To update your Provider record (information about your institution), click on the "Manage Provider Profile" menu item on the left.
- PROGRAM records: To add, update, or remove Programs (training programs or courses you may offer), click "Manage Institution Programs".
- User records: To update your User account or settings, click "Manage Provider User Profile".
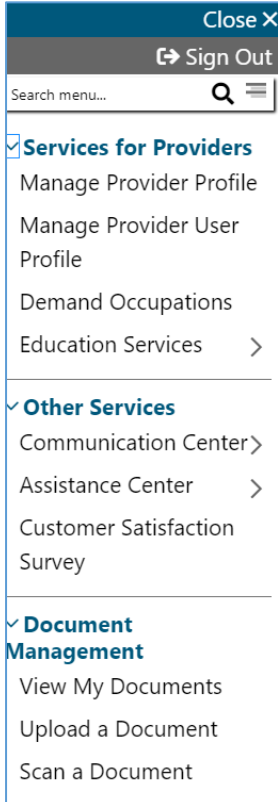
Navigating CalJOBS

Basic Layout

By default, CalJOBS will open to your "dashboard" when you log in. There will be quick links showing:

- Your unread messages and message center
- Information about your institution, programs, and demand occupations
- The list of ETPL programs and Providers
- A Help center with instructions and resources

An additional "Navigation Menu" can be opened by clicking the [Menu] icon in the top left. This will open a pop-out menu from the left side.

Close ✕ ↪ Sign Out Search menu... 🔍 ☰ ☑ **Services for Providers** Manage Provider Profile Manage Provider User Profile Demand Occupations Education Services ＞ ˇ **Other Services** Communication Center ＞ Assistance Center ＞ Customer Satisfaction Survey ˇ **Document Management** View My Documents Upload a Document Scan a Document	The Navigation Menu is not only another way to access your Provider, Program, and User details but also contains the document upload function. **Document Management: Uploads and Viewing** On initial application to the ETPL, Providers must upload current documentation of accreditation as well as the signed Assurances form described in the WDBCCC's ETPL Policies and Procedures. To do this, click "Upload a Document". The User will indicate what document is in the "Document Description" dropdown. They will be required to add a brief keyword in the "document tags" (this can be any one word or sentence giving more info). Finally, they will click "Select File", upload the document, and click "Save" at the bottom.

Managing Programs

When you click "Manage Institution Programs", you will be shown a list of your institution's existing education and training Programs. **Each program can be updated by clicking the "Edit" button**.

The column headers on the list include the **Program Name**, **Program Description**, **Changes Submitted** (blank if there are no pending changes submitted for approval), **Active** (status on ETPL), **Review Status**, and **Action**.

- WIOA approved Programs will have a little purple "WIOA" label tacked on to the end of their Program Name.

  Note that you can filter the list to find Programs quickly. This can be helpful in your periodic reviews for Programs that have had recent changes or where Review Status may be of concern.

  To add a new program, scroll down to the bottom of the list and click "Add Education or Training Program".

Add Education or Training Program
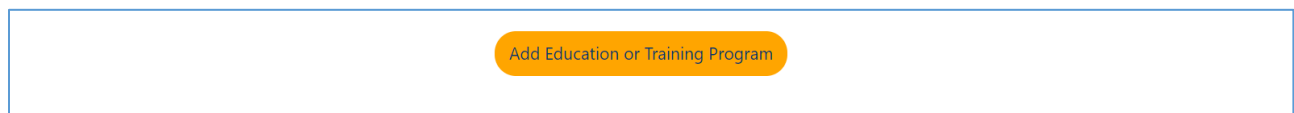
Editing or Creating a New Program

When you edit or create a Program, you will be brought to a "Wizard" (a guided, step-by-step form). If you are creating a new program and require detailed assistance, please consult the CalJOBS Provider Manual. For simple updates to cost/tuition, duration, location, etc., the following are instructions.

The Wizard is laid out like hanging file folders in a filing cabinet. Program records are divided into sections called "tabs". You will begin on the "General Information" tab.

For changes, the following tabs correspond:

- **Cost Details** - For changes to tuition, fees, etc.
- **Scheduling** or **Duration** – For changes to the schedule
- **Location** – for changes in where the class is located
- **Performance** – this is where you record employment placement outcomes for students
- **Review** – this is where you can see the current status of the program or any changes you made

Changing Tuition/Fees

People participating in WIOA programs may be provided subsidies for training or education programs as a WIOA service. The amount subsidy (a payment made directly from the WDBCCC to the Provider) will be based on the current *published* (approved) cost listed on the ETPL. Provider Users may update the cost details (or any other details) of their programs. However, WIOA will only pay the current *published* (approved) amount. Any changes made by the Provider User will be "pending" until reviewed and approved by the ETPL Coordinator. **For prompt service, PLEASE NOTIFY THE ETPL Coordinator of your pending changes at etplcoordinator@eshd.cccounty.us.**

Clicking on Cost Details will allow you to update the prices of your program:

Note: The Total Cost shown is a calculated field that is the sum of all the costs below it: Tuition/Fee, Books, Tools, and Other Costs. If you are unsure whether Books or Tools can or should be considered part of the total cost of training, please consult with your institution.

From the Cost Details screen, you can edit the costs by clicking Edit.

Cost Details

Total CRS Training Costs	$ 1,334.30	
Tuition/Fee	$ 838.00	
Books	$ 496.30	
Tools	$ 0.00	
Other Costs	$ 0.00	
Comments		

As noted before, the Total Cost shown is a calculated field that is the sum of all the costs below it: Tuition/Fee, Books, Tools, and Other Costs. You will update each of those. The Total Cost will automatically update to reflect your changes. Once you have made all changes, click Save.

To verify that any changes you have made have been recorded, you can click the Review tab. The Review tab will display a historical record in list form of all changes, approvals, etc. that have occurred and the status of each. The most recent activity will be displayed at the top of the list.

Review

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
Change	Approved	7/1/2030	12/11/2019	12/11/2019 3:40 PM	Contra Costa County Workforce Development Board Shoji, Jeffery	View
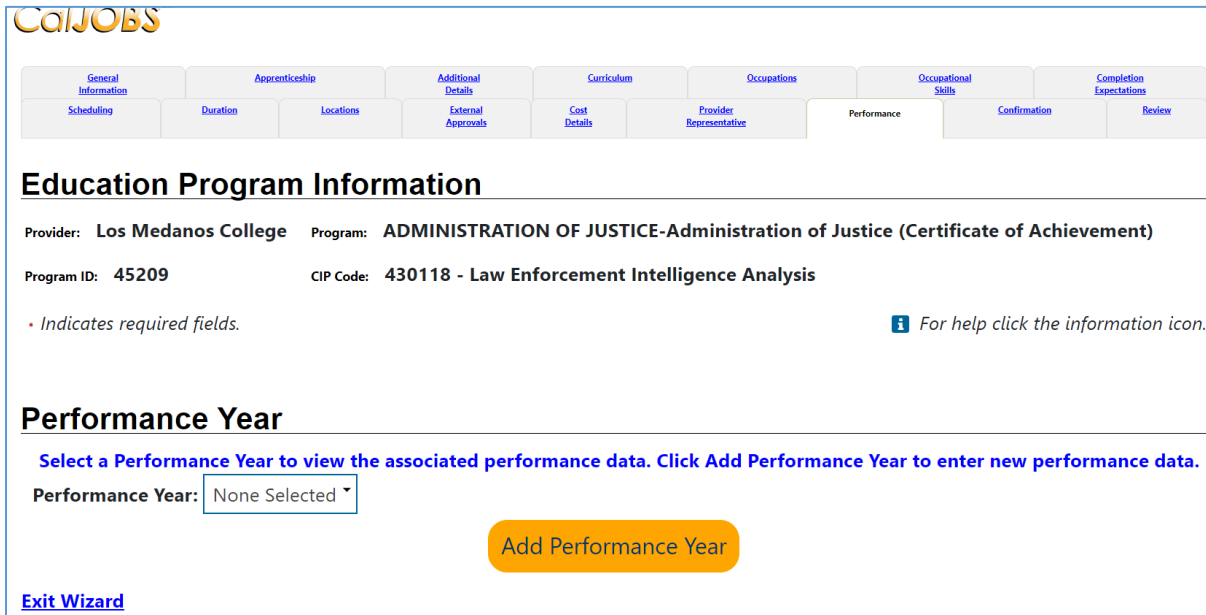
In the column headers, the "Review Type" should say "Change" indicating you made a change to the record. The "Status" should say "Pending" until the ETPL coordinator has approved the change. **For prompt service, PLEASE NOTIFY THE ETPL Coordinator of your pending changes at etplcoordinator@eshd.cccounty.us.**

Once approved, the ETPL Coordinator will confirm by email. You will also see that the status has changed to "Approved".
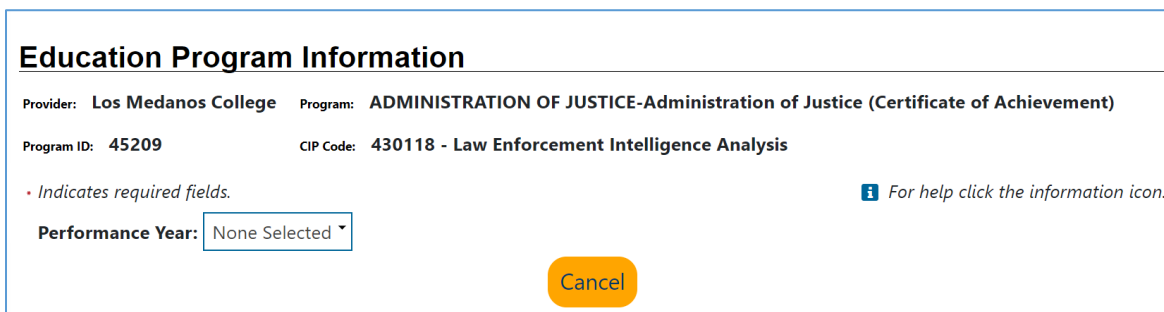
Program Performance in CalJOBS

Programs must meet certain performance standards each year to remain eligible for the ETPL as described in the WDBCCC ETPL Policies and Procedures. Providers must record employment placement information about its students for each program in the Performance tab of the Wizard. In the Edit mode, you can navigate directly to the Performance tab by clicking on it.

If you have already entered performance data in CalJOBS for prior years, the "Performance Year" drop-down item will allow you to view those years.

To add new performance data, click "Add Performance Year" to see the following:

This page will refresh to a very similar looking page. However, now, you will be able to click the "Performance Year" drop down and select the most recent year.

When you select a Performance Year in the drop down, the page will refresh and the performance data fields will now be available to enter data as below.

NOTE: You DO NOT need to complete all of the fields. Please see below for the fields you must complete.

Education Program Information

Provider: **Los Medanos College**   Program: **ADMINISTRATION OF JUSTICE-Administration of Justice (Certificate of Achievement)**

Program ID: **45209**   CIP Code: **430118 - Law Enforcement Intelligence Analysis**

• *Indicates required fields.*   🛈 *For help click the information icon.*

Performance Year: 2018 ▾

Overall Performance Measures

Participants: ☐

Exiters: ☐

Completers: ☐

Available for Employment: ☐

Completers in a Related Occupation: ☐

Average Earnings at Q2: ☐

Average Earnings at Q4: ☐

Exiters with Unsubsidized Employment at Q2: ☐

Exiters with Unsubsidized Employment at Q4: ☐

You will record the following information using data <u>that matches your Annual Report from the BPPE or other accrediting agency</u>. You ONLY need to record the fields listed below (using Calendar Years):

<u>In the OVERALL PERFORMANCE MEASURES section</u>

1. **Participants** – The total number of individuals registered in the program during that "Program Year". This is measured by those registered at the last date for withdrawal without an incomplete/drop out with full refund.
2. **Exiters** – The total number of Participants completing, not-completing, or dropping out AFTER the final date for withdrawal without an incomplete/drop out with full refund.
3. **Completers** – The total number of Participants completing the program.

4. **Available for Employment** – The total number of Completers who are available for employment after the class ended. This might not include, for example, completers who continue to be enrolled in further classes in the future and are not seeking employment during that time.

5. **Completers in a Related Occupation** – Of those completers who are employed after the program, the total number of Completers employed in an occupation or industry related to this program.

6. **Exiters with Unsubsidized Employment Q2** – The total number of Completers in unsubsidized employment in the 2nd quarter after the quarter in which they completed the program.

7. **Exiters with Unsubsidized Employment Q4** - The total number of Completers in unsubsidized employment in the 4th quarter after the quarter in which they completed the program.

8. **Obtained Credential** – The total number of Participants who obtained the credential by completing the program.

No responses are required in the WIOA PERFORMANCE MEASURES section as they are automatically populated by CalJOBS.

Finally, you will complete Provider Representative Name, Title, and Date Signed in the Common Fields section and Click Save.

For Assistance

If you have any questions, require assistance, or would like to schedule a phone or in-person appointment, please email at etplcoordinator@eshd.cccounty.us. Generally, appointment hours are M-F from 10-4PM and require 5-10 working days advance booking.

Instructional Materials

- WDBCCC - CalJOBS for Training Providers v2.0
- WDBCCC - ETPL Policies and Procedures - 2019
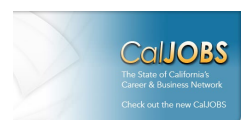
Further Reference Materials

- [ETPL Policies and Procedures](#) (WSD15-07 att1)
- [Nondiscrimination and Equal Opportunity Procedures](#) (WSD17-01)
- Complete CalJOBS Provider User Guide