

ETPL Quick Guide

ETPL Home: <http://www.workforce.org/etpl>

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Source: SDWP Operations Manual - Chapter 4. Part 1: Adult and Dislocated Worker Program Activities
Attachment - ETPL, ITA, & ATA Policies and Procedures

	New Provider	New Program Request	Request for Program Update	Continued Eligibility
Frequency	Once, for Initial Eligibility	As needed	March 1 st -April 15 th	March 1 st - April 30 th
Purpose	To become listed as an Authorized Training Provider for the San Diego ETPL	Authorized Training Providers can submit New Program Requests for inclusion on the SDWP ETPL at any time throughout the year	To update programs already listed on the SDWP ETPL. <i>Note: This timeframe only includes cost, SOC Codes, and CIP Code updates</i>	SDWP will conduct continued (subsequent) eligibility on an annual basis during the ETPL review period.
Documents to Review Prior to Submitting	<ul style="list-style-type: none"> ETPL, ITA, & ATA Policies and Procedures (Pages 1-8) List of In-Demand/Higher In-Demand Jobs Nondiscrimination and Equal Opportunity Policy and Complaint Procedures SDWP ETPL FAQ's 	<ul style="list-style-type: none"> ETPL, ITA, & ATA Policies and Procedures (Pages 8-13) <p>Ensuring the SOC/CIP codes are correct will expedite processing:</p> <ul style="list-style-type: none"> List of In-Demand/Higher In-Demand Jobs ONet (SOC) descriptions for the program CIP codes for the program 	<ul style="list-style-type: none"> ETPL, ITA, & ATA Policies and Procedures (Pages 13-14) List of In-Demand/Higher In-Demand Jobs ONet (SOC) descriptions for the program, if updating CIP codes for the program, if updating 	<ul style="list-style-type: none"> ETPL, ITA, & ATA Policies and Procedures (Pages 15-16) List of In-Demand/Higher In-Demand Jobs (Updated annually) Performance Scorecard Published reviews and surveys
CalJOBS Prior to Submitting	None	Enter the New Program information into CalJOBS (SDW will review this information with your submitted form) <ul style="list-style-type: none"> CalJOBS Data Entry Policies and Procedures 	Update the information in CalJOBS (Only between March 1 st and April 15 th) <ul style="list-style-type: none"> CalJOBS Data Entry Policies and Procedures 	Update the information in CalJOBS (Only between March 1 st and April 15 th) <ul style="list-style-type: none"> CalJOBS Data Entry Policies and Procedures
Required Documents to Submit	<ol style="list-style-type: none"> Copy of current Accreditation Status from the DOE (Exceptions: ATA's approved by DAS) Copy of BPPE approval (Exceptions: Public schools and apprenticeships) ETPL Application & Acknowledgement Form Current W-9 Copy of refund policy, if applicable ETPL Signature Authorization for Training Agreements EO Section 188 Monitoring Checklist and Supporting Documentation 	<ol style="list-style-type: none"> New Program Request (Form) Course syllabus and published fees (or linked online) 	<ol style="list-style-type: none"> Request for Program Update (Form) <ul style="list-style-type: none"> Ensure the Program Update Form is submitted within 48 hours of changing the information in CalJOBS Course syllabus and published fees (or linked online) 	Submit the following documentation annually: <ol style="list-style-type: none"> Current W-9 Copy of EO Section 188 Monitoring Checklist Copy of current Accreditation Status from DOE, if applicable Copy of BPPE approval, if applicable Updated refund policy, if applicable Updated Signature Authorization, if applicable
CalJOBS after approval	Add training provider information into CalJOBS <ul style="list-style-type: none"> CalJOBS Data Entry Policies and Procedures 	Ensure program information matches San Diego ETPL during the entire term of eligibility (May 1-April 30)	Ensure program information matches San Diego ETPL during the entire term of eligibility (May 1-April 30)	Ensure program information matches SDWP ETPL
Other	None	None	None	Scheduled monitoring site visits