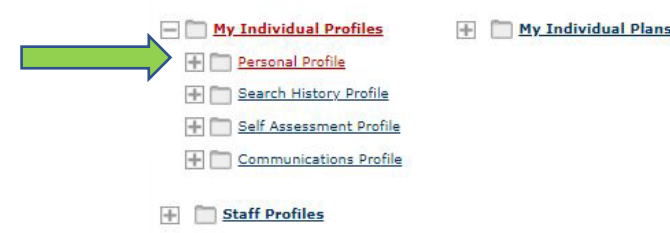


### Limited English Proficiency Quick Guide

Beginning on **January 3, 2019**, WIOA Section 188 **requires** that recipients of WIOA funds record language preference and Limited English Proficiency (LEP) status for each applicant, registrant, participant, and trainee.


How to navigate to a participant's Personal Profile to edit their language preference and LEP status:

[ [Assist an individual](#) | [Staff Services](#) | [Individual Portfolio](#) ]



- [-] My Individual Profiles
  - [+] Personal Profile
  - [+] Search History Profile
  - [+] Self Assessment Profile
  - [+] Communications Profile
- [+] Staff Profiles

[+] My Individual Plans



General Information | Background | Activities | Memo

**Ethnic Origin**

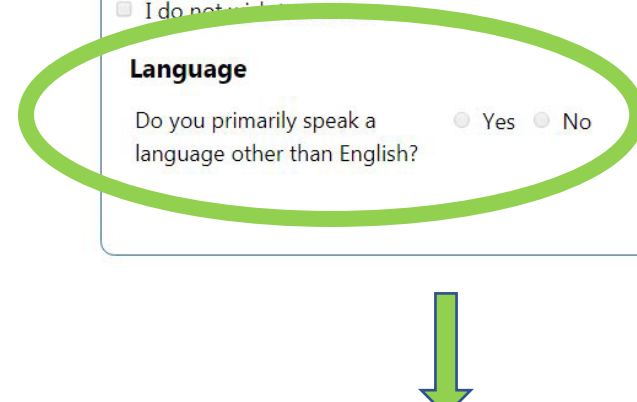
\* Are you of Hispanic or Latino heritage?  
 Yes  No  I do not wish to answer.

\* Race - Please check all that apply:

- African American/Black
- American Indian/Alaskan Native
- Asian
- Hawaiian/Other Pacific Islander
- White
- I do not wish to answer

**Language**

Do you primarily speak a language other than English?  Yes  No



If a participant answers Yes, then an additional 4 questions will populate below. To save any changes, each additional question requires an answer (indicated with the red asterisk \*).

**Language**

Do you primarily speak a language other than English?  Yes  No

What is that language?

\* How well do you speak that language?

\* Do you require English language assistance?  Yes  No

\* How well do you speak English?

If, for any reason, a participant needs to edit their own Personal Profile, they can navigate to their CalJOBS dashboard and click on the “View your Personal Profile and Contact Information” link:

The screenshot shows the CalJOBS dashboard interface. At the top, there is a red header with the text "This Is the TRAINING site" and a blue navigation bar with links for "My Dashboard", "Sign Out", "Guest Access", and "Quick Search". Below the navigation bar is a "Change" section with a banner image and text: "We can show you occupations that are in demand that might be of interest to you based on your profile." Below this are two main service columns: "Career Services" and "Financial Services". The "Career Services" column includes links for "Career Explorer" and "Career Informer". The "Financial Services" column includes links for "Overall Budget Planning" and "Training Budget Planning". Below these columns is a "My Personal Profile" section, which is highlighted with a green oval. This section contains links for "My Background", "Employment Histories", "Education Histories", "Certificates", and "View your Personal Profile and Contact Information". To the right of the "My Personal Profile" section is a "Current Month's Events" section with a list of events: "Workshop/Training", "Job Fair", "Meetings", and "Rapid Response". A green arrow points from the left towards the "View your Personal Profile and Contact Information" link.