

Adding a New Program to the ETPL

This training is designed to show existing training providers how to navigate to and complete the Add Program Application to get their additional training programs included on the ETPL. This shows the process on LEARN, an online information portal for the Higher Education Coordinating Commission (HECC) Office of Workforce Investments (OWI). Oregon's Eligible Training Provider List (ETPL) is a tool for Oregon jobseekers and the WorkSource Oregon partners who support them.

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Key Terms & Elements of an Application

Review the field types and application elements you may encounter below (each followed by an example). **NOTE:** Some examples are from the broader ETPL Initial Eligibility Application and may not apply to the condensed Add Program Application form.

- **Required Field:** Required fields are fields you must enter information into before moving on to the next page. They will be marked with a red asterisk and be indicated as required for any assistive technologies like screenreaders.

Authorizing Body *

- **Dropdown field:** Dropdown fields allow users to select from an existing list of options by clicking on the field and making a selection from the drop-down list.

Does your organization provide exclusively online/distance learning for all counties in Oregon?

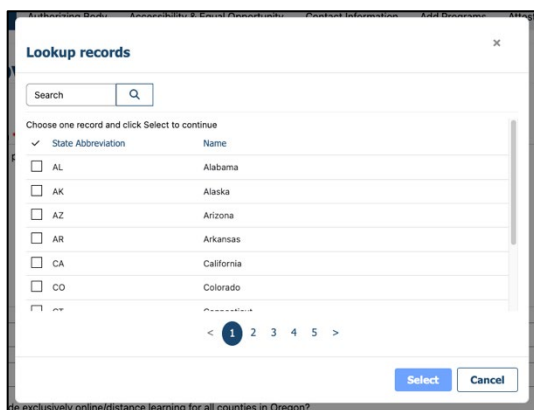
Select

- **Multi-Select Field:** Multi-select fields are another type of dropdown field, except you can select one *or more* options in a list. Users can also type into the field to search for one of the options they would like.

Populations of individuals with employment barriers served *

Select or search options

- **Popup window:** A popup window is a box that opens on top of the application and asks the user for specific information. For example, a popup appears for State selection (pictured below). Choose and click **Select**.



Lookup records

Search

Choose one record and click Select to continue

State Abbreviation	Name
<input checked="" type="checkbox"/> AL	Alabama
<input type="checkbox"/> AK	Alaska
<input type="checkbox"/> AZ	Arizona
<input type="checkbox"/> AR	Arkansas
<input type="checkbox"/> CA	California
<input type="checkbox"/> CO	Colorado

< 1 2 3 4 5 >

Select Cancel

- **Lookup Field:** A lookup field links to a data source and allows a user to selection an option by searching that database. Click the magnifying glass to open a popup window and search for the right option.

Legal Entity State

Alaska

x

Q

- **Warning:** Important information in the form of a warning will appear at the top of the screen if a user enters information incorrectly or if a disqualifying answer is given (example below).

i The form could not be submitted for the following reasons:

Current State or Federal Debarment: Training providers that have been debarred by any state or the federal government are not eligible to be included on the ETPL during the debarment period. You will need to submit a new application when the debarment period ends.



- **Progress Bar:** The progress bar at the top of a form indicates which sections have been completed, which section a user is currently on, and how many sections are remaining (example below).

Add Programs

Attestation

Navigating to the Add Program Application

While logged into your Portal Account, select **My Schools** from the navigation menu (screenshot below).



[Home](#) [Dashboard](#) [My Schools](#) [Support Requests](#) [Training Programs](#) [Help](#)

Locate the school you wish to add a program to and click **View School Details**.

Example School 1

[Manage staff](#)

[Manage programs](#)

[Manage applications](#)

View school details

Example School 2

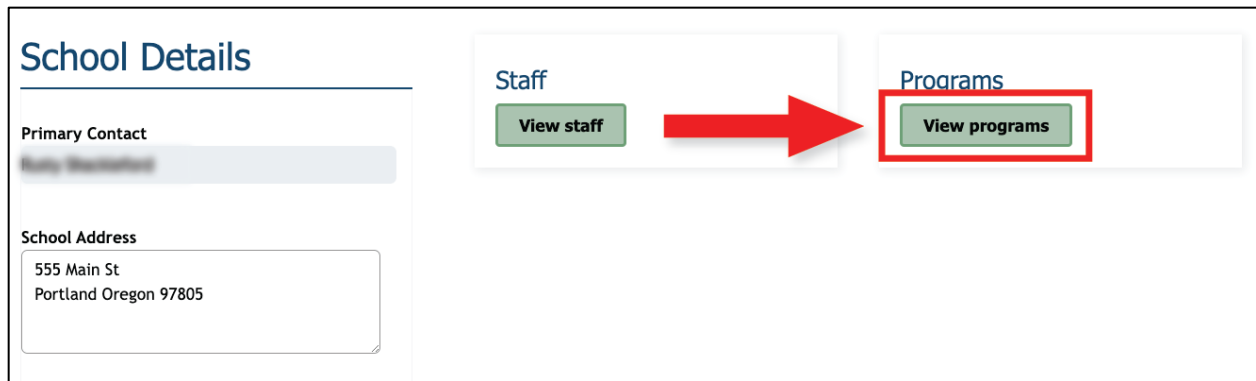
[Manage staff](#)

[Manage programs](#)

[Manage applications](#)

View school details

On the School Details page, click **View programs**, located in the Programs section (pictured below).



School Details

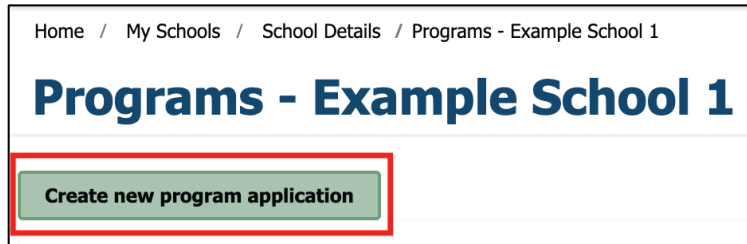
Primary Contact
[Redacted]

School Address
555 Main St
Portland Oregon 97805

Staff
View staff

Programs
View programs

The Program section will contain a list of all existing Programs. Click **Create a new program application** at the top of the page. **NOTE:** This button will not be available if you are not yet an eligible training provider. To become an eligible training provider, you must submit an Initial Eligibility Application and be approved.



Home / My Schools / School Details / Programs - Example School 1

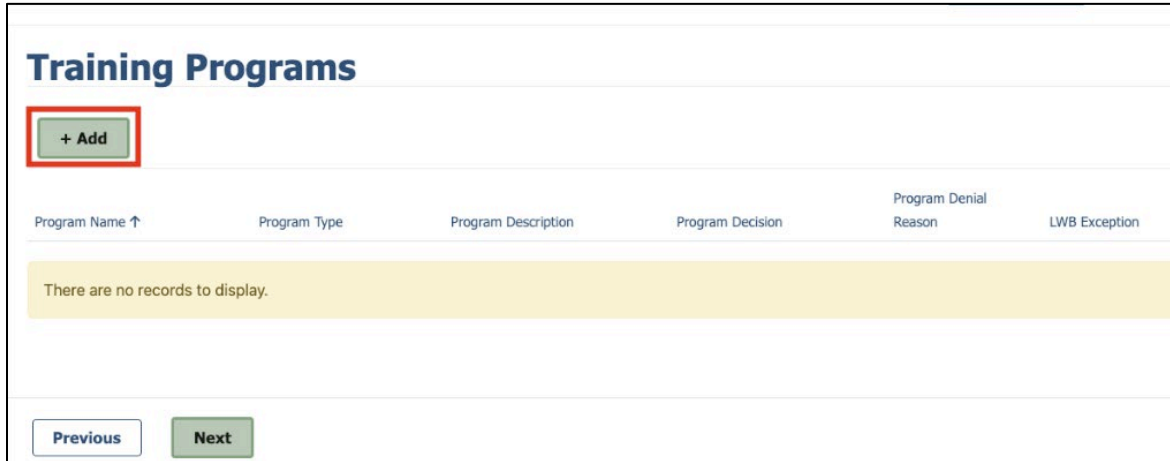
Programs - Example School 1

Create new program application

Click **Start** to begin the application.

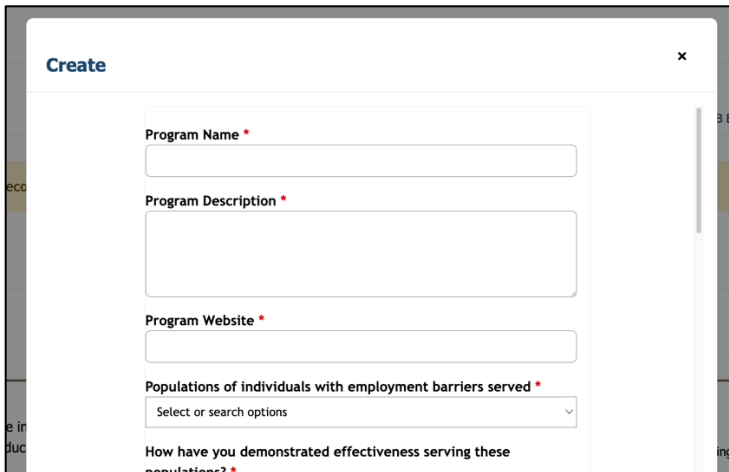
Completing the Add Program Application

To add a program to your application, click **+ Add** (pictured below).



The screenshot shows a table titled "Training Programs". A red box highlights the "+ Add" button in the top left corner. The table has columns: Program Name ↑, Program Type, Program Description, Program Decision, Program Denial Reason, and LWB Exception. A yellow message bar states "There are no records to display." At the bottom are "Previous" and "Next" buttons.

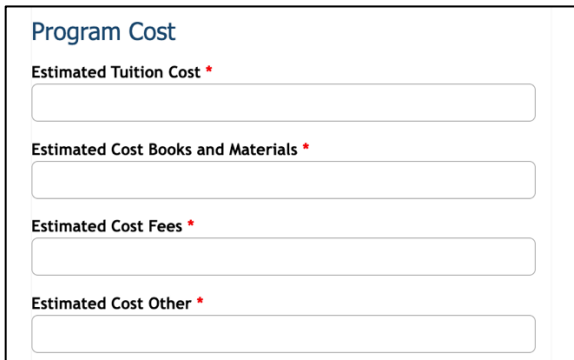
A form will open in a popup window for you to enter the information related to your program (part of the form is pictured and noteworthy sections are detailed below).



The screenshot shows a "Create" form with the following fields:

- Program Name *
- Program Description *
- Program Website *
- Populations of individuals with employment barriers served *
Select or search options
- How have you demonstrated effectiveness serving these populations? *

All **Program Cost** Fields are required, even if the cost is \$0.



The screenshot shows a "Program Cost" form with the following fields:

- Estimated Tuition Cost *
- Estimated Cost Books and Materials *
- Estimated Cost Fees *
- Estimated Cost Other *

Program Length information is also required. Key elements of this section are numbered in the screenshot below with corresponding information.

Program Length *

Please provide program duration information in only one of the following ways 1) by specifying Estimated Length (in weeks) and the Estimated Clock Hours per Week, 2) by specifying the Estimated Credit Hours, or 3) by indicating the program is Self-paced.

Estimated Length (in weeks)

1

Estimated Clock Hours for Week

2

Estimated Credit Hours

3 Self-Paced
☐ No ☐ Yes

You must either:

1. Enter estimated length in weeks AND estimated clock hours per week, or
2. Enter estimated credit hours, or
3. Indicate the program is self-paced.

When you have completed the form, click **Submit** to add your program to the application.

If you need to edit an added Program or remove a Program from the application, click the caret icon (highlighted below) to open the drop-down menu and select Edit or Delete. When complete, click **Next**.

Training Programs

[+ Add](#)

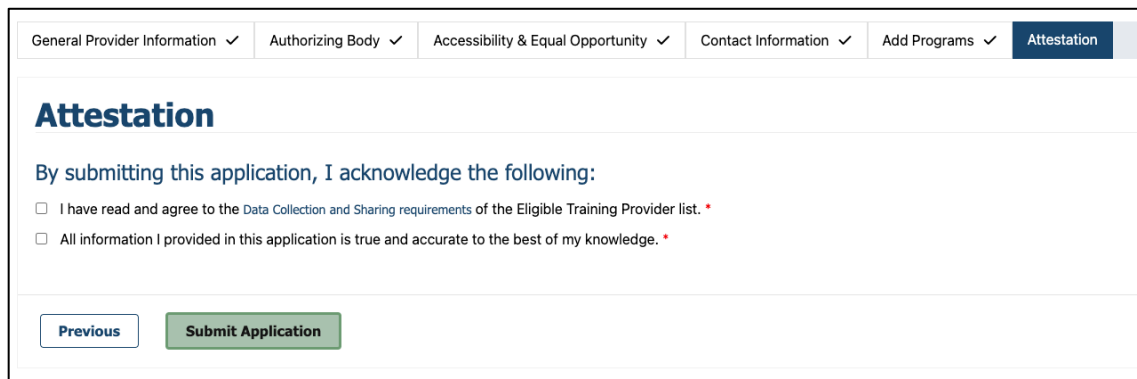
Program Name ↑	Program Type	Program Description	Program Decision	Program Denial Reason	Remove Program	LWB Exception
Example Program 1	Training Program	jlkjkl			No	<div> <div>▼</div> <div> Edit Delete View details </div> </div>

[Next](#)

Attestation

In the Attestation section, there is a link to the Data Collection and Sharing Requirements of the ETPL.

IMPORTANT: You must read and agree to each of these to continue. You must also attest that what you've provided within the application is true, to the best of your knowledge.

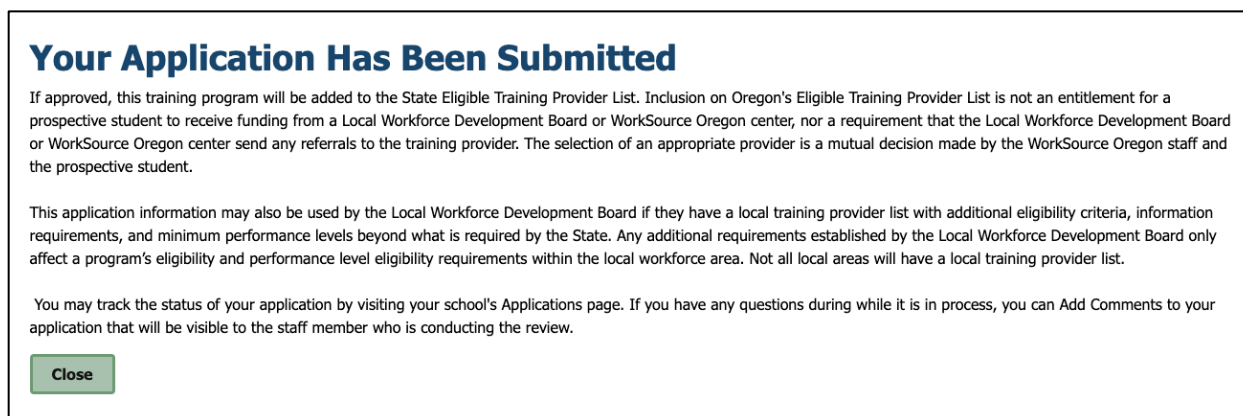


The screenshot shows a web form with a navigation bar at the top containing tabs: General Provider Information, Authorizing Body, Accessibility & Equal Opportunity, Contact Information, Add Programs, and Attestation (which is highlighted). Below the tabs, the heading "Attestation" is displayed. The text reads: "By submitting this application, I acknowledge the following:". Below this are two checkboxes, both of which are unchecked. The first checkbox is labeled "I have read and agree to the Data Collection and Sharing requirements of the Eligible Training Provider list." and the second is labeled "All information I provided in this application is true and accurate to the best of my knowledge." At the bottom of the form are two buttons: "Previous" and "Submit Application".

When finished, click **Submit Application**.

Confirmation

After your application has been successfully submitted, you will be taken to a confirmation screen (pictured below).



The screenshot shows a confirmation screen with the heading "Your Application Has Been Submitted". Below the heading is a paragraph of text: "If approved, this training program will be added to the State Eligible Training Provider List. Inclusion on Oregon's Eligible Training Provider List is not an entitlement for a prospective student to receive funding from a Local Workforce Development Board or WorkSource Oregon center, nor a requirement that the Local Workforce Development Board or WorkSource Oregon center send any referrals to the training provider. The selection of an appropriate provider is a mutual decision made by the WorkSource Oregon staff and the prospective student." Below this is another paragraph: "This application information may also be used by the Local Workforce Development Board if they have a local training provider list with additional eligibility criteria, information requirements, and minimum performance levels beyond what is required by the State. Any additional requirements established by the Local Workforce Development Board only affect a program's eligibility and performance level eligibility requirements within the local workforce area. Not all local areas will have a local training provider list." Below this is a third paragraph: "You may track the status of your application by visiting your school's Applications page. If you have any questions during while it is in process, you can Add Comments to your application that will be visible to the staff member who is conducting the review." At the bottom left of the screen is a "Close" button.

Next Steps

You should receive an automated email confirmation that your application has been successfully submitted. You will be notified once a decision is made on your application. If necessary, an employee from HECC's Office of Workforce Investments (OWI) will reach out to you with questions or assign you tasks related to your application.