

ETPL Continued Eligibility Application

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

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Key Terms & Elements of an Application

Review the common field types and key application elements below (each followed by an example):

- **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.

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?

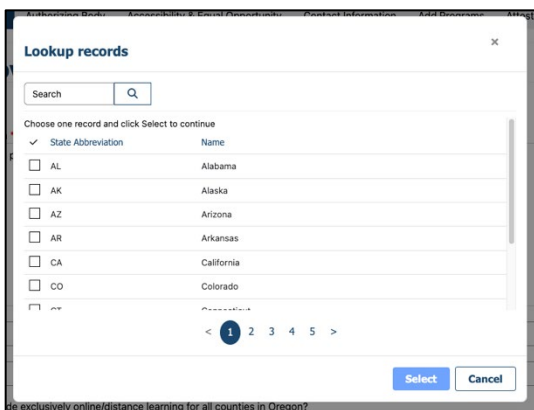
Select

- **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 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

- **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).

General Provider Information ✓
Authorizing Body ✓
Accessibility & Equal Opportunity
Contact Information
Add Programs
Attestation

Background

At least one month before your program's expiration date, HECC's LEARN portal will automatically create a Continued Eligibility Application for you to complete and send you an email notification (example email pictured below). The application will contain all of your training programs expiring in that calendar month and will contain all the information currently on file. You will be asked to verify all existing information and make any applicable updates, including any requests to remove a program from the list. **IMPORTANT:** Failure to submit this application will result in any programs it contains expiring and being removed from the ETPL.

Hello Brit,

You have programs on Oregon's Eligible Training Provider List (ETPL) that are expiring in the next 45 days. Based on your current provider and program information, a Continued Eligibility application has been created for you. All you need to do is review the applications, make any necessary changes, and submit it to ensure the expiring programs continue to be included on the Oregon ETPL. The application includes the following programs that will expire on 02-03-2025 if action is not taken:

- Effective Hybrid Learning - Roseburg, OR - Online, E-learning, or Distance Learning - Industry-Recognized Certificate or Certification
- Effective in-Person Learning - Roseburg, OR - Online, E-learning, or Distance Learning - Industry-Recognized Certificate or Certification
- Effective Online Learning - Roseburg, OR - Online, E-learning, or Distance Learning - Industry-Recognized Certificate or Certification
- What's in Your Trainer Toolkit? - Roseburg, OR - Online, E-learning, or Distance Learning - Industry-Recognized Certificate or Certification

Your application is available on the HECC's LEARN portal in a Draft status and, if you are authorized to submit applications on behalf of the provider organization, you can click on the **View Application** button below to access the application from this email. You will be prompted to login to the LEARN Portal before you can view the application. The application will also appear on your LEARN portal Dashboard page as a reminder.

View Application

Please submit your Continued Eligibility Application by 01-31-2025 to ensure sufficient time to review the application in advance of the program expiration date. Please provide any updated information about your organization or your programs. If there are any programs expiring that you do not want to continue to be included on the ETPL, you can indicate that as well.

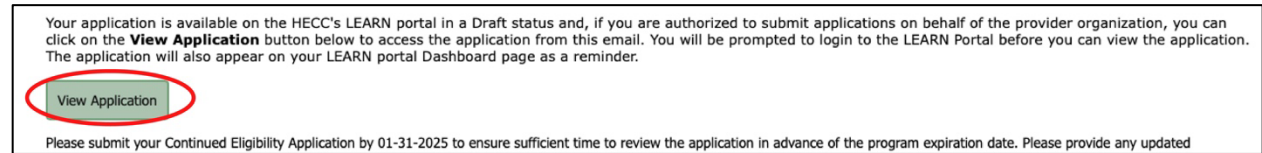
All Continued Eligibility applications received are reviewed and approved or denied per the [Eligible Training Provider List Policy](#). If any additional information is needed or if we have any questions about your application, we will reach out. You will be notified of any decision once the review has been completed.

Local Workforce Board contacts are included in this email for informational purposes only.

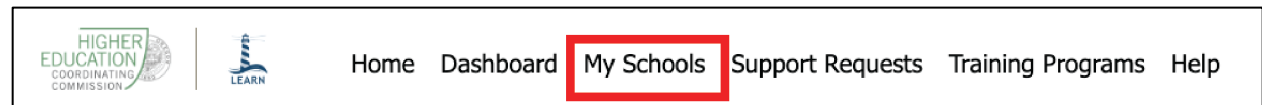
Thank you.

Navigating to the Application

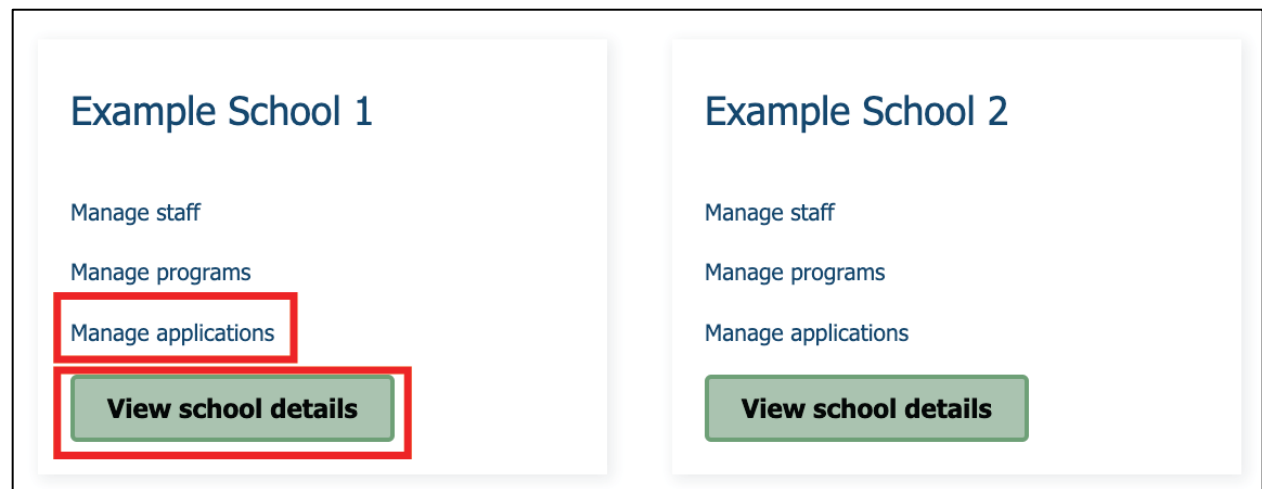
The quickest way to access the application is by clicking the **View Application** link in the email notification you received (highlighted below).



However, you may also manually navigate to the application. To do this, log into your LEARN Portal account and click on **My Schools** in the upper navigation menu.



From this screen, you can navigate to your applications in two different ways. The quickest way is to click **Manage Applications**. You can also click on **View School Details** to see all the information related to your school and navigate to the applications page from there.



If you selected **View School Details**, click the **View Applications** button on the Applications card.

Home / My Schools / School Details

Example School 1

School Details

Primary Contact
Jane Doe

School Address
555 Main St
Portland Oregon 97805

Staff
[View staff](#)

Programs
[View programs](#)

Applications
[View applications](#)

Once you have reached your school's Applications page, you will see groups of application lists. Key elements have been numbered in the screenshot below with corresponding descriptions.

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

Applications - Example School 1

Eligibility Applications

☰ All ETPL Applications **1**

Name	Partner Organization	Application Type ↑	ETPL Primary Account Contact	Application Status	Created By (Portal)	Created On	
State's Coast Reg - ETPL Continued Eligibility Application20250320	Example School 1	Continued 2	State's Coast Reg Rusty (placeholder)	Draft		3/20/2025 10:21 AM	⌵
State's Coast Reg - ETPL Continued Eligibility Application20250320	Example School 1	Continued	State's Coast Reg Rusty (placeholder)	Draft		3/20/2025 4:00 PM	⌵ 3
State's Coast Reg	Example School 1	Initial	State's Coast Reg Rusty (placeholder)	Review Completed	Jane Doe	2/11/2025 2:53 PM	⌵

3 View details
Edit

1. By default, you will be viewing All ETPL Applications. Use the filter menu to change your view to restrict the table to show Draft Applications, Submitted Applications, etc. Your Continued Eligibility Application will be in draft status when created.
2. You can confirm you are selecting the Continued Eligibility Application by checking the Application Type.
3. To access the application, click the dropdown arrow and select **Edit**.

Completing Your Application

You will see an introductory screen explaining what the application is for with a link to the **Training Provider Guidelines** (pictured below).

IMPORTANT: Click the link and review the Training Provider Guidelines before starting the application.

ETPL Continued Eligibility Application

This application is to determine the continuing eligibility of previously approved training program(s) under the Workforce Innovation and Opportunity Act.

For eligibility information, read the [Training Provider Guidelines](#).

The system will walk you through the application process allowing you to complete a section at a time. You can exit the application once you have completed the first section. All the information you entered will be saved and you can come back to the application in "draft" status at a later date and submit it when you are ready. The draft version of the application can be found on your school's Applications page. If you have any questions or issues while completing the application, please open a Support Request.

Start

As is indicated in the introductory page pictured above, the system will walk you through the application process, allowing you to complete one section at a time. Upon completing the first section, you may exit the application (if needed), and the information entered will be saved. You can return to the drafted application at any time, complete it, and submit.

NOTE: Information that was already in the system will automatically be populated within the application.

Click **Start** to begin your application. The next sections of this document will outline the various sections within the ETPL Eligibility Application.

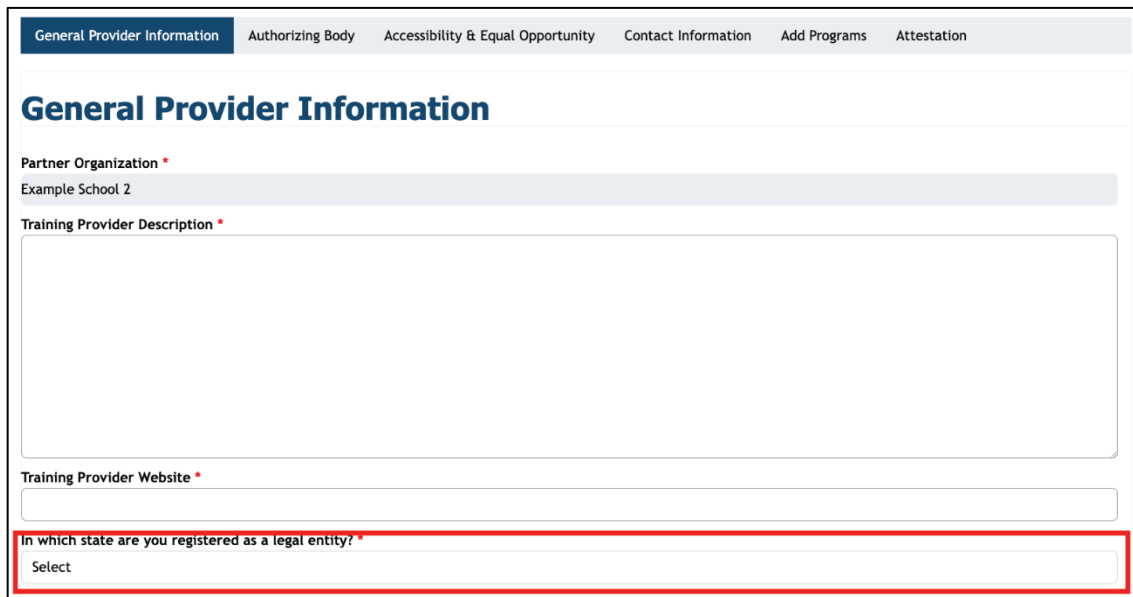
Sections of the Application

Review the existing information in each section, updating when necessary.

General Provider Information

In the General Provider Information section, you may find some information prepopulated that you are unable to change. If the information is incorrect, you must open a Support Request to solve the issue. For more information, you can review the “Creating a Support Request as an Authenticated User” training document.

Additional fields and questions may appear, based on your selection for **Legal Entity State**. Click **Next** to continue to the next section, which will also automatically save your progress.



The screenshot shows the 'General Provider Information' section of the application. The top navigation bar includes tabs for 'General Provider Information', 'Authorizing Body', 'Accessibility & Equal Opportunity', 'Contact Information', 'Add Programs', and 'Attestation'. The 'General Provider Information' tab is active. Below the title, there are three main fields: 'Partner Organization' (prepopulated with 'Example School 2'), 'Training Provider Description' (a large text area), and 'Training Provider Website' (a text field). At the bottom, there is a red-bordered section titled 'In which state are you registered as a legal entity?' with a dropdown menu currently showing 'Select'.

Authorizing Body

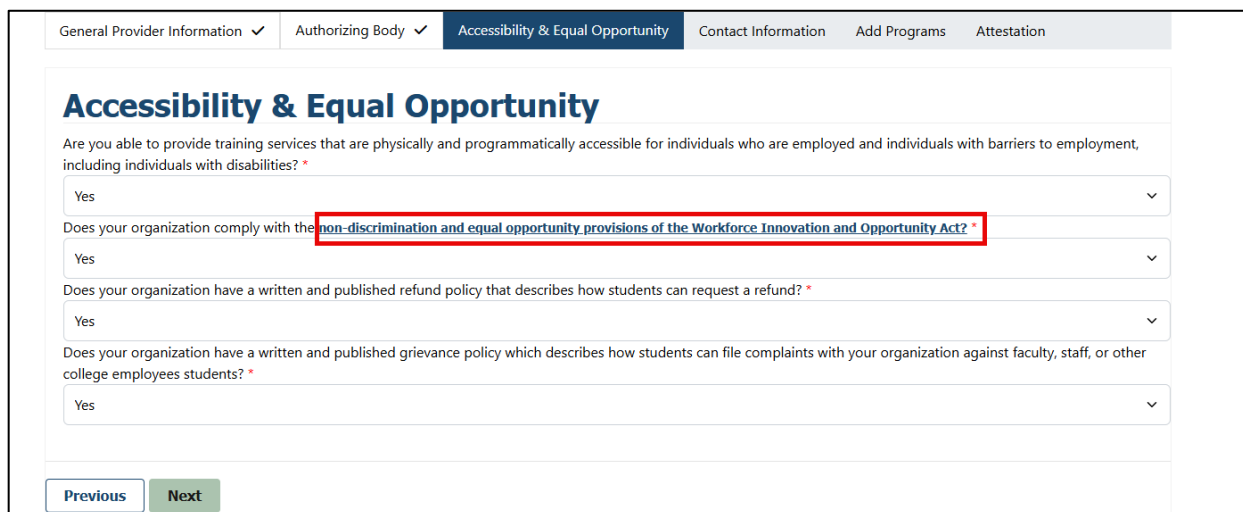
In this section, there is another lookup field for selecting from our database of Authorizing Bodies (pictured below). If the organization that authorizes your institution is not listed, select “Other”. A new field will appear for you to enter the name of the Authorizing Body.



The screenshot shows the 'Authorizing Body' section of the application. The top navigation bar is the same as the previous section, but the 'Authorizing Body' tab is now active. Below the title, there are two main fields: 'Authorizing Body' (a lookup field with 'Thomas Test Authority' entered and search/clear buttons) and 'Current State or Federal Debarment' (a dropdown menu currently showing 'No'). At the bottom, there are two buttons: 'Previous' and 'Next'.

Accessibility & Equal Opportunity

Some fields in this section include labels with embedded links (highlighted in the screenshot below) that will open other resources to help give you context, in case you don't understand what the question is asking. Select **Next** to continue to the next section.



General Provider Information ✓ Authorizing Body ✓ Accessibility & Equal Opportunity Contact Information Add Programs Attestation

Accessibility & Equal Opportunity

Are you able to provide training services that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities? *

Yes

Does your organization comply with the non-discrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act? *

Yes

Does your organization have a written and published refund policy that describes how students can request a refund? *

Yes

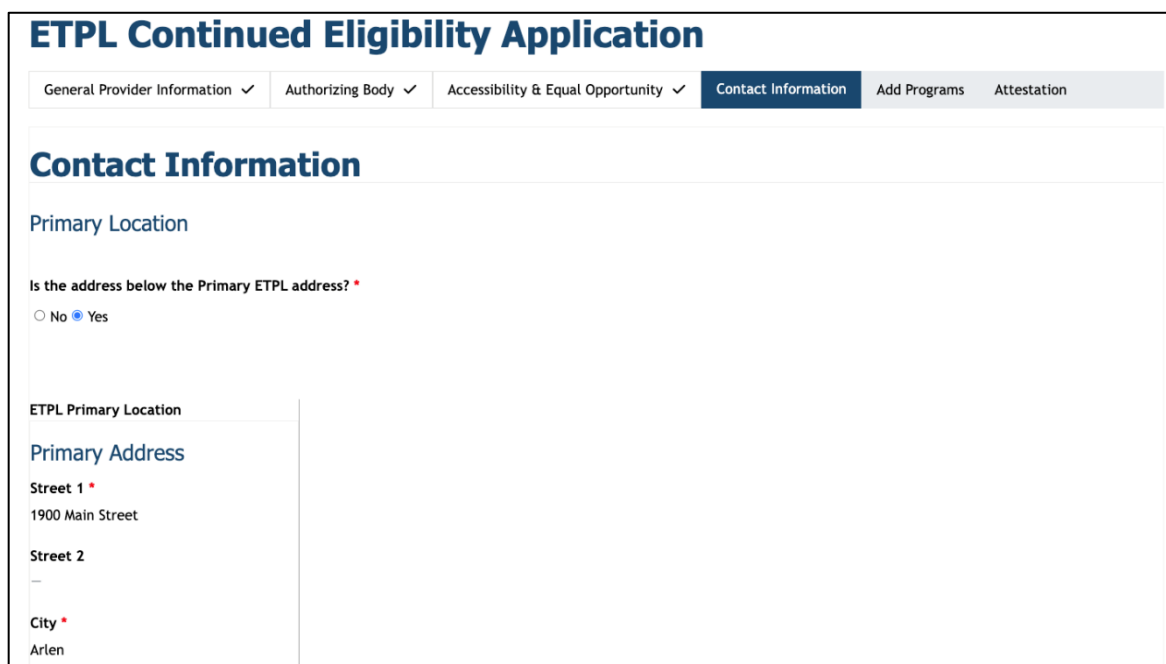
Does your organization have a written and published grievance policy which describes how students can file complaints with your organization against faculty, staff, or other college employees students? *

Yes

Previous Next

Contact Information

Your existing contact information will be prepopulated into this section.



ETPL Continued Eligibility Application

General Provider Information ✓ Authorizing Body ✓ Accessibility & Equal Opportunity ✓ Contact Information Add Programs Attestation

Contact Information

Primary Location

Is the address below the Primary ETPL address? *

☐ No ☒ Yes

ETPL Primary Location

Primary Address

Street 1 *

1900 Main Street

Street 2

City *

Arlen


Previous Next

If the Primary Address listed is the correct address for your ETPL location, then continue to the next question. If your ETPL Primary Location is different than your institution's Primary Location, you will be asked to select the right location or create a new location.

Is the address below the Primary ETPL address? *

☒ No ☐ Yes


ETPL Primary Location *



Clicking the magnifying glass in the “ETPL Primary Location” field will open a popup window (pictured below).

Any address that has been associated with your institution will be shown in a list. If you see the address you’d like to use, select by clicking the checkbox next to the name. Then hit the **Select** button, which only becomes active once you’ve checked a location.

Lookup records ×

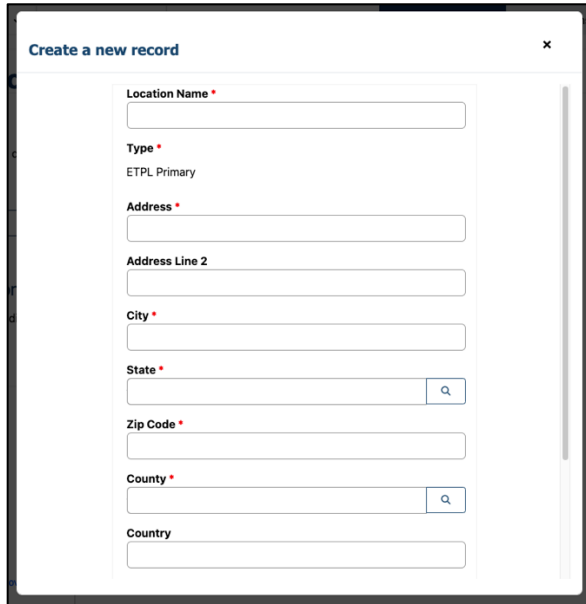
Search 

Choose one record and click Select to continue

<input checked="" type="checkbox"/> Location Name	Address Line 1	City	Created On ↓
<input checked="" type="checkbox"/> Healing Primary	555 Main St	Portland	3/20/2025 12:51 PM

New **Select** **Cancel**

If the ETPL Primary Location is not on that list, you can click **New** to open a form and create a new location record with the correct address (form pictured below).



Create a new record [X]

Location Name *

Type *

ETPL Primary

Address *

Address Line 2

City *

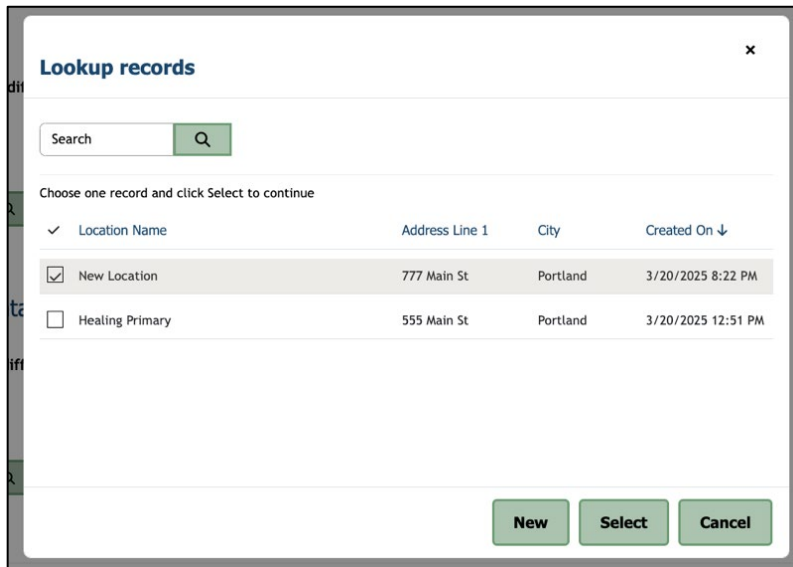
State *

Zip Code *

County *

Country

Once you have created a new address, it will automatically be checked on the list. Hit **select** to continue.



Lookup records [X]

Search [Q]

Choose one record and click Select to continue

✓	Location Name	Address Line 1	City	Created On ↓
<input checked="" type="checkbox"/>	New Location	777 Main St	Portland	3/20/2025 8:22 PM
<input type="checkbox"/>	Healing Primary	555 Main St	Portland	3/20/2025 12:51 PM

[New] [Select] [Cancel]

Similar to the Primary Location, the ETPL Primary Provider Contact section will automatically be populated with existing information. If this is the correct contact, you are done with this section. If your ETPL Primary Provider Contact is different than your institution's Primary Contact, you will be asked to select the right contact or to create a new contact.

Is the person below the Primary ETPL contact? *

☒ No ☐ Yes

ETPL Primary Contact *

Q

Clicking the magnifying glass in the “ETPL Primary Location” field will open a popup window (pictured below).

Lookup records x

Q

Choose one record and click Select to continue

✓	Name	Relationship to Organization	Account	Contact	Created On
<input type="checkbox"/>	John Anderson (Holding Role: Student)	Primary ETPL Provider Contact; Primary; Partner Access Manager	Example School 2	John Anderson	3/20/2025 12:52 PM
<input checked="" type="checkbox"/>	John Anderson (Holding Role: Student)	Primary ETPL Provider Contact; Partner Access Manager	Example School 2	John Anderson	3/20/2025 1:58 PM

New

Select

Cancel

You may either

1. Use the lookup field to select an existing contact record for someone already in our system and associated with your institution, or
2. Enter contact information for a new record.

When you have completed both parts, click **Next** to continue to the next section.

Review Programs

In this section, you will add information related to the programs you have on the ETPL that are expiring soon. If there are programs listed that you do not wish to have included on the ETPL after their expiration date, use the dropdown (pictured below) and select Remove Program. This action will not remove the program from the published list until its expiration date.

ETPL Continued Eligibility Application

General Provider Information ✓
Authorizing Body ✓
Accessibility & Equal Opportunity ✓
Contact Information ✓
Add Programs
Attestation

Training Programs

The programs listed below are currently included on the Eligible Training Provider List (ETPL) and their eligibility for inclusion on that list will soon expire. The purpose of this Continued Eligibility Application is to extend the expiration date of these programs by another two years so they will remain on the list.

- If there are programs listed below that you do not wish to have included on the ETPL after their expiration date, use the dropdown and select Remove Program. This action will not remove the program from the published list until its expiration date.
- If you wish to modify any information about a Program while requesting continued eligibility, you can edit the Program details by clicking on the drop-down arrow at the end of the row and selecting Edit from the menu.
- Please review each program to ensure the information is accurate before submitting application.

Remove Program	Program Name ↑	Program Type	Program Description	Program Location	Authorization Expiration Date (Authorized Program)	
No	Example Program 1	Training Program	Description example here	Western Piedmont Regional High School	4/4/2025	<div>▼</div> <div> Edit Remove Program </div>

IMPORTANT: Please review each program to ensure the information is accurate before submitting the application.

Editing Program Information

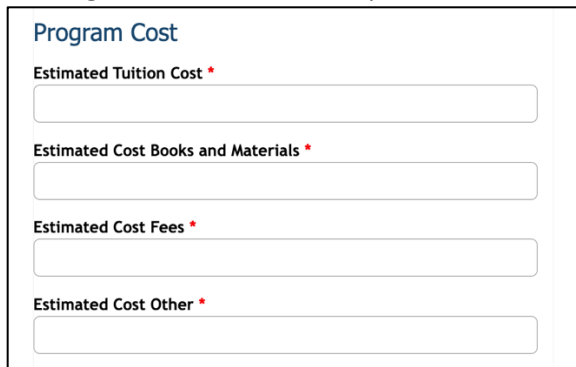
To modify the information for an existing program you would like to keep on the ETPL, click the drop-down arrow located on the right side of the Program and select **Edit** from the menu.

Depending on your answers during the *General Provider Information* section, the Program Instructional Method field may already be populated for you. If the populated information is incorrect, you will need to navigate back to the *General Provider Information* section and adjust your answers.

Program Instructional Method *

Online, E-learning, or Distance Learning x

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



Program Cost

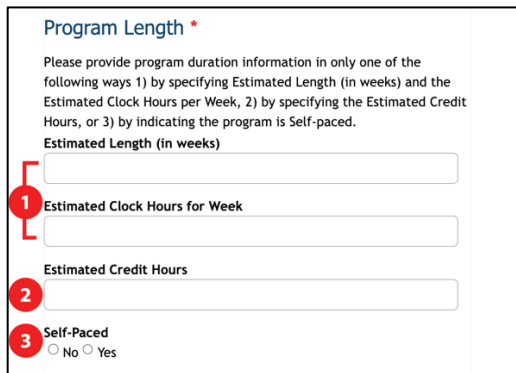
Estimated Tuition Cost *

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:

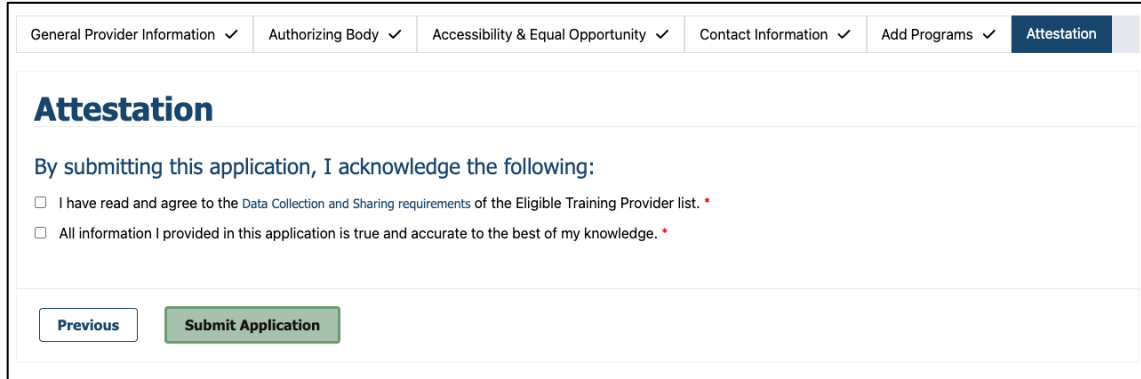
1. Enter estimated length in weeks AND estimated clock hours per week, or
2. Enter estimated credit hours, or
3. Indicate the program is self-paced.

When you have finished updating the , click **Submit** to save your changes.

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 navigation bar with tabs: General Provider Information, Authorizing Body, Accessibility & Equal Opportunity, Contact Information, Add Programs, and Attestation (selected). Below the tabs, the heading "Attestation" is displayed. The text reads: "By submitting this application, I acknowledge the following:". Below this, there are two checkboxes, both of which are unchecked:

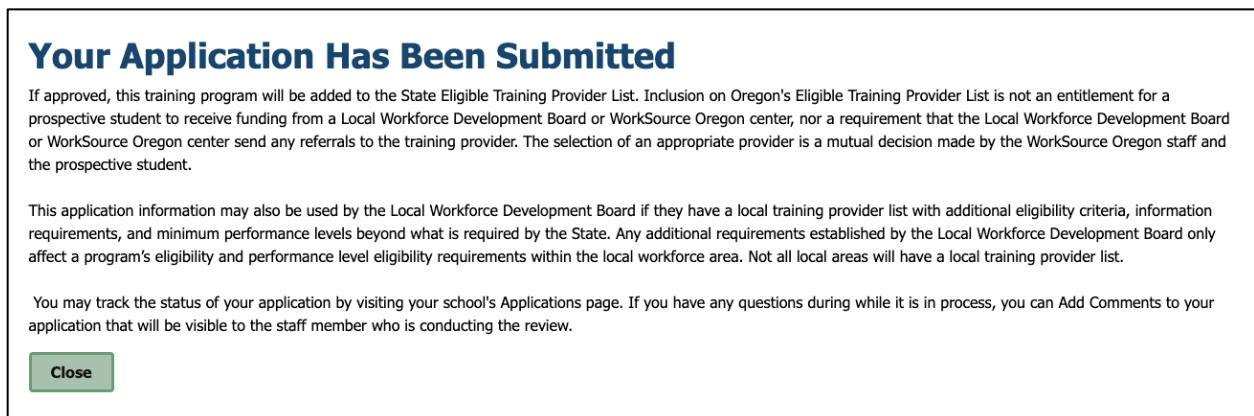
- ☐ I have read and agree to the [Data Collection and Sharing requirements](#) of the Eligible Training Provider list. *
- ☐ All information I provided in this application is true and accurate to the best of my knowledge. *

At the bottom of the form, there 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". The text reads:

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.

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.

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 of the screen, there 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.

You may view the status of your application by going to the Applications page of the appropriate school and filtering the list to display "Submitted ETPL Applications" or "All Active ETPL Applications" (example below). The status of your application will move through the following states: Draft, Submitted, Provider Review, Program Review, Complete.

Collaborating with HECC Staff

On the Applications page viewing a list of submitted applications, use the dropdown on the right of the application to select “View Details,” which will take you to the Application Detail page.

In Progress ETPL Applications ▾

Name	Partner Organization	Application Type	ETPL Primary Account Contact	Application Status	Created By (Portal)	Created On	Submission Date ↑	
Example School 1	Example School 1	Initial	Example School 1	Submitted	Example School 1	3/14/2025 11:06 AM	3/20/2025 12:58 PM	<div> <div>View details</div> </div>

On this application details page (screenshot below with numbered sections), you can review the answers you submitted on the right side of the page (1); submitted answers are set to Read-Only and cannot be changed. The left side of the page includes a section for Tasks (2), which will appear empty unless a HECC staff member assigns you a Task related to the application. Below that, you will see a Files section (3) where you can upload documents and files, followed by a Comments section (4) where you and HECC staff can send messages back and forth, as needed.

2

Tasks

Subject	Due Date ↓	Assignee	Status Reason	
Upload screenshot	5/30/2025 1:00 AM	Example School 1	New	<div> <div>View details</div> </div>

3

Files

Name ↑	Modified
Example School 1	3/3/2025 3:19 PM

4

Comments

Note Text

17 days ago

Modified on 3/3/2025 3:19 PM

Example School 1 → # Portals-HECC SharedTesting-LEARNPortal

What does this mean?

1

General Provider Information

Partner Organization *

Example School 1

Training Provider Description *

Something, something

Training Provider Website *

Example School 1

Authorizing Body

In which state are you registered as a legal entity? *



Oregon

Other Regulatory Authorizing Body

Is your organization currently debarred by any state or the federal government? *

No

TIP: Consider removing spaces within the name of any files you upload. If you upload a file with a name that includes spaces, if that file is later downloaded all spaces will contain “%20” (example below, with original name on top and downloaded name on the bottom).

< > Downloads	
Name	
	Screenshot 2025-03-03 at 10.56.31 AM.png
	Screenshot%202025-03-03%20at%2010.56.31%E2%80%AFAM.png