

## ETPL Initial 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 Initial Eligibility Application to get 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 selecting from the drop-down list.

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

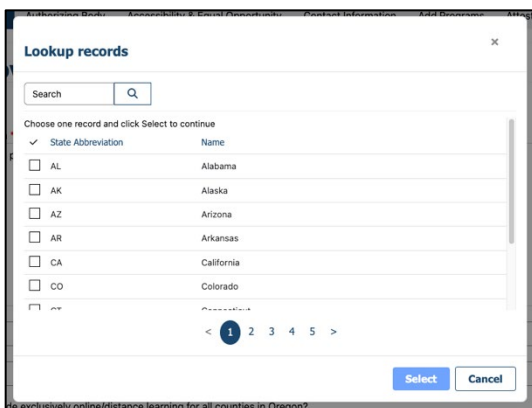
Select

- **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. To remove a selection, click the “x” in the right-hand corner of the selection.

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
<input type="checkbox"/> CT	Connecticut

< 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).

General Provider Information ✓

Authorizing Body ✓

Accessibility & Equal Opportunity


Contact Information


Add Programs

Attestation

## Navigating to the Application

Log into the LEARN portal. After logging into the LEARN portal, your navigation menu will change to show new items relevant to you and your role. Click on **My Schools**.

HIGHER  
EDUCATION  
COORDINATING  
COMMISSION

LEARN

Home Dashboard **My Schools** Support Requests Training Programs Help

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 access your applications.

### Example School 1

Manage staff

Manage programs

Manage applications

View school details

### Example School 2

Manage staff

Manage programs

Manage applications

View school details

If you selected **View School Details**, click the **Start a new application** to go to a new application directly, or select the **View Applications** button on the Applications card to view all applications.

Home / My Schools / School Details

## Example School 2

### School Details

**Primary Contact**  
Emily (Shackelford)

**School Address**  
555 Main St  
Portland Oregon 97805

**Staff**  
[View staff](#)

**Programs**  
[View programs](#)

**Applications**  
[Start a new application](#)  
[View applications](#)

If you have opted to view your school's Applications page, you will see groups of application lists.

## Applications - Example School 2

### Eligibility Applications

[Start a new application](#) ≡ All ETPL Applications ▾

Name	Partner Organization	Application Type	ETPL Primary Account Contact	Application Status	Created By (Portal)	Created On ↓
There are no records to display.						

If you don't have a draft application, select **Start a new application** to begin a new ETPL Initial Eligibility Application.

Eligibility Applications						
All ETPL Applications <span>1</span>						
Name	Partner Organization	Application Type	ETPL Primary Account Contact	Application Status	Created By (Portal)	Created On
Example School 2-ETPL Initial Eligibility Application21032025	Example School 2	Initial	John Doe (Example School 2)	Draft		3/20/2025 7:47 PM <span>2</span>
					View details Edit	

If you have a draft application already, it will show in the Applications table.

1. By default, you will be viewing All ETPL Applications. Use the filter menu to change your view to only see Draft Applications, Submitted Applications, etc.
2. To continue an application you started but have not submitted, click the dropdown arrow to view more options and select **Edit**.

## Starting a New Application

After selecting "Start a new 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 Initial Eligibility Application

This application is to determine the initial eligibility of new training programs 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 is already in the system will automatically be populated within the application.

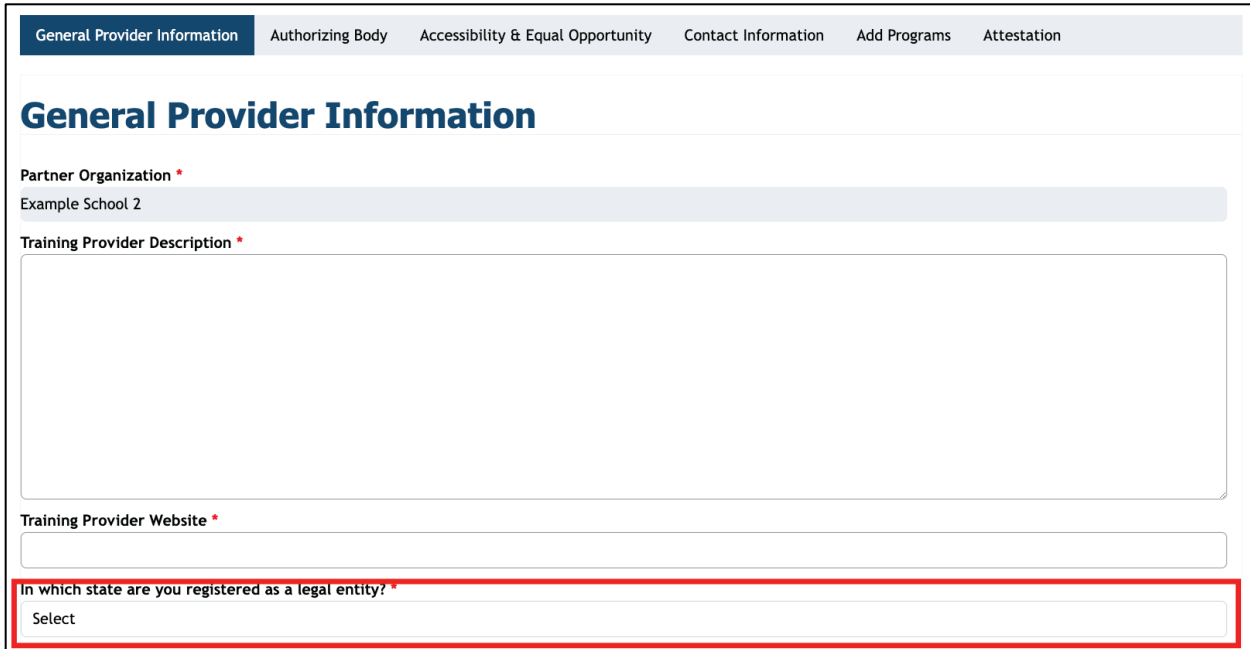
Click **Start** to begin your application. Your application will automatically be named and will appear in the list of draft applications on the previous screen.

The next portion of this document (below) will outline the various sections within the ETPL Initial Eligibility Application.

## Sections of the Application

### General Provider Information

Under the General Provider Information section, you may find some information prepopulated. Users cannot change prepopulated information. If the information is incorrect, you must open a support request to solve the issue.



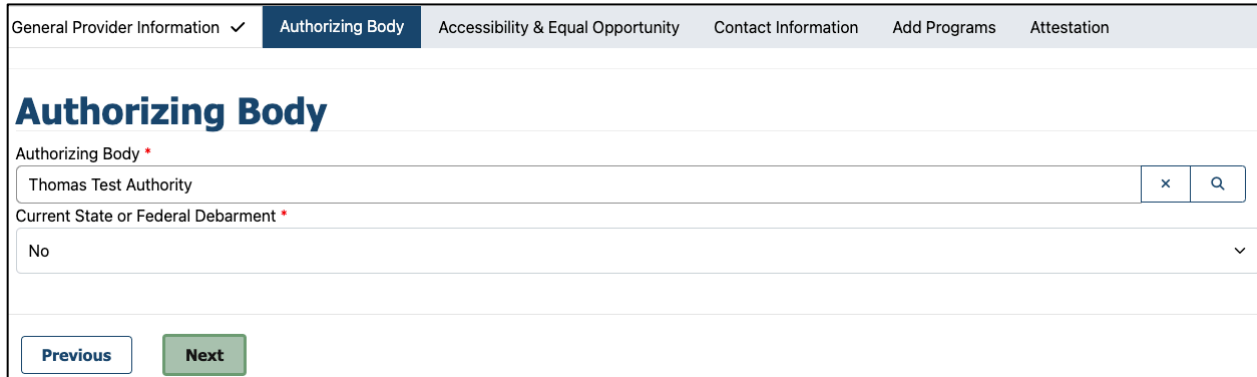
The screenshot shows the 'General Provider Information' section of a web application. At the top, there is a navigation bar with tabs: 'General Provider Information' (selected), 'Authorizing Body', 'Accessibility & Equal Opportunity', 'Contact Information', 'Add Programs', and 'Attestation'. Below the navigation bar, the section title 'General Provider Information' is displayed in a large, bold font. The form contains several fields: 'Partner Organization \*' with a prepopulated value 'Example School 2'; 'Training Provider Description \*' with a large text area; 'Training Provider Website \*' with a text input field; and 'In which state are you registered as a legal entity? \*' with a dropdown menu showing 'Select'. The last field is highlighted with a red border.

**NOTE:** Additional fields and questions may appear, based on your selection from some drop-down menus. For example, selecting certain options for **Legal Entity State** (the last question on this section of the form, highlighted in the screenshot above) will prompt a new question to appear asking “Does your organization provide exclusively online/distance learning for all counties in Oregon?” Selecting “No” for that question will then prompt you to add Counties.

Click **Next** to continue to the next section, which will also automatically save your progress. Alternatively, you can click **Save and continue later** which appears under the next button.

## 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



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

### Authorizing Body

Authorizing Body \*

Thomas Test Authority

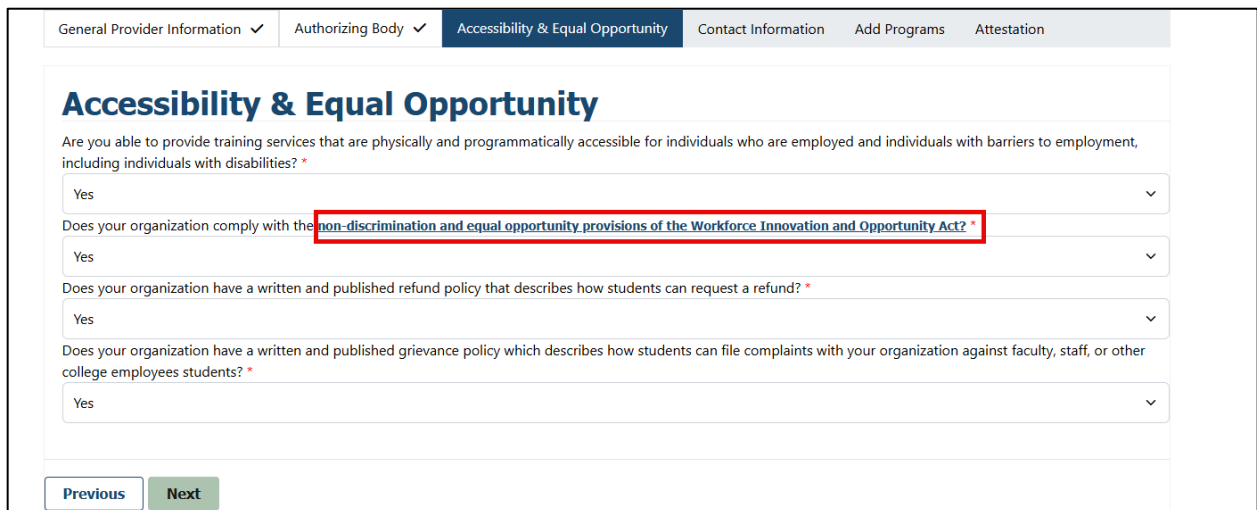
Current State or Federal Debarment \*

No

Previous 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.



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

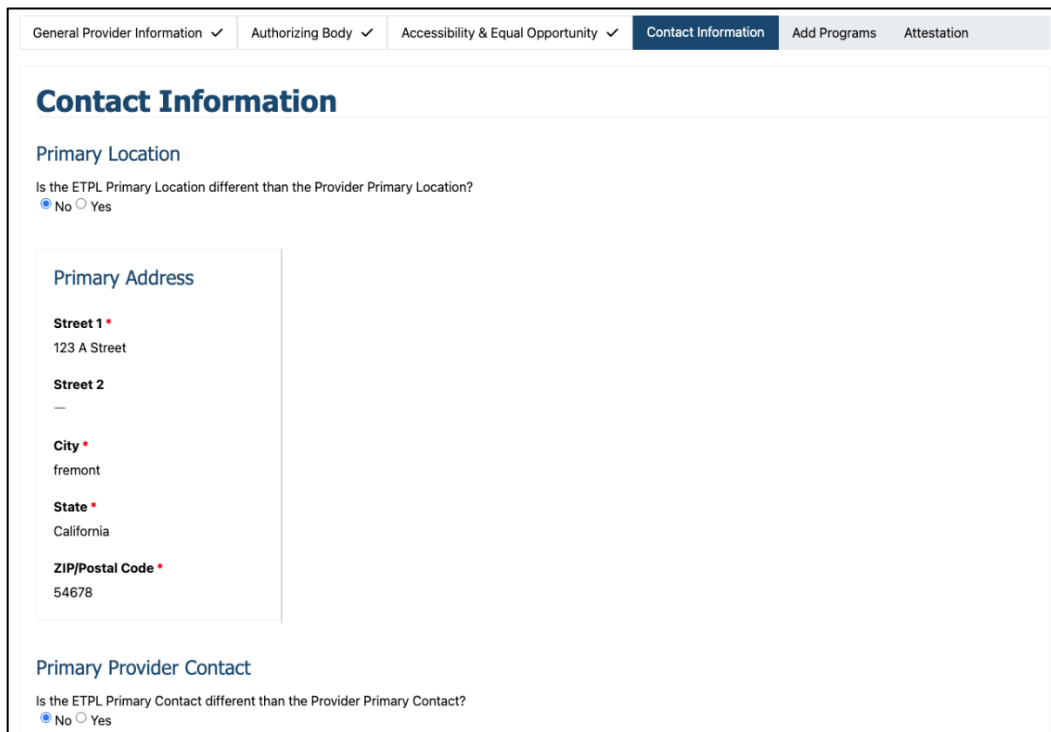
Does your organization have a written and published grievance policy which describes how students can file complaints with your organization against faculty, staff, or other college employees students? \*

Yes

Previous Next

## Contact Information

Any existing contact information will be prepopulated into this section.



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

### Contact Information

#### Primary Location

Is the ETPL Primary Location different than the Provider Primary Location?  
☒ No ☐ Yes

##### Primary Address

**Street 1 \***  
123 A Street

**Street 2**  
—

**City \***  
fremont

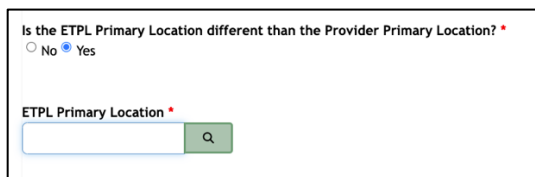
**State \***  
California

**ZIP/Postal Code \***  
54678

#### Primary Provider Contact

Is the ETPL Primary Contact different than the Provider Primary Contact?  
☒ No ☐ Yes


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 ETPL Primary Location different than the Provider Primary Location? \*

☐ No ☒ Yes

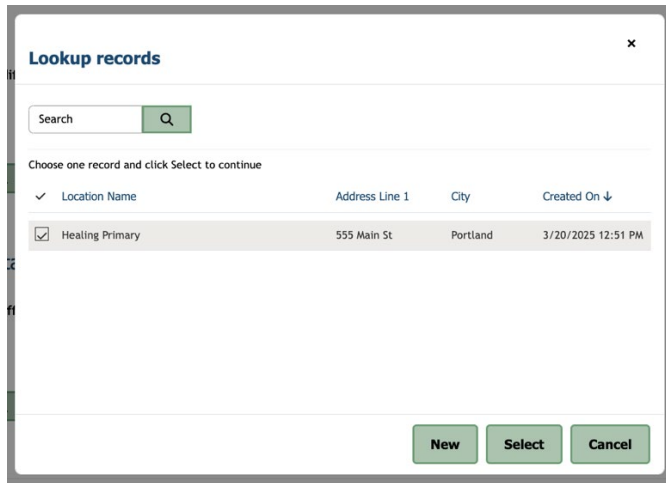
ETPL Primary Location \*

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**

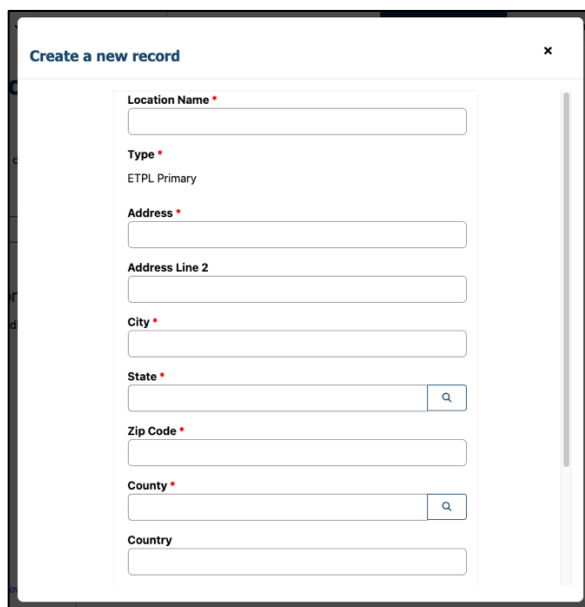
Search

Choose one record and click Select to continue

✓ 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**

Location Name \*

Type \*

ETPL Primary

Address \*

Address Line 2

City \*

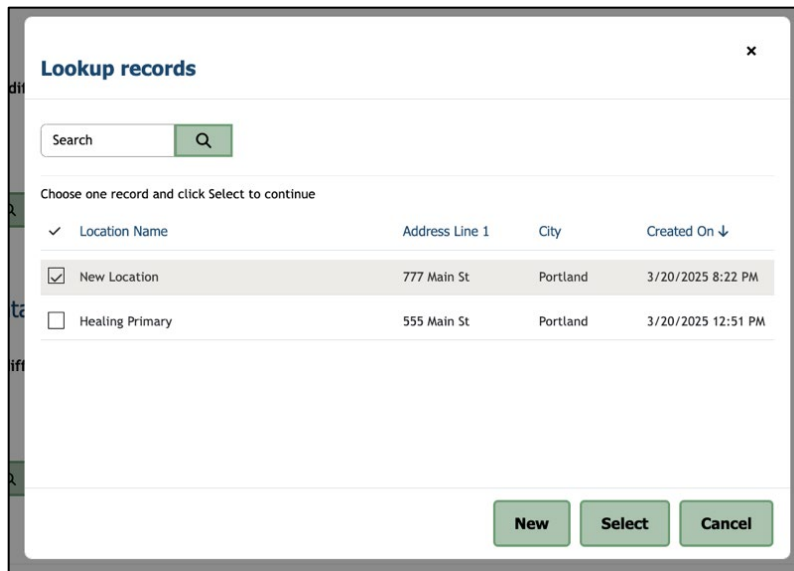
State \*

Zip Code \*

County \*

Country

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



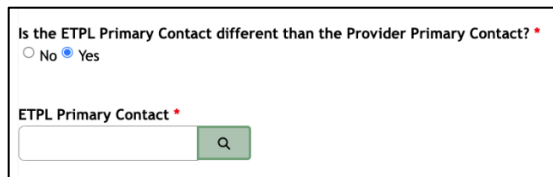
**Lookup records**

Search

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

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.

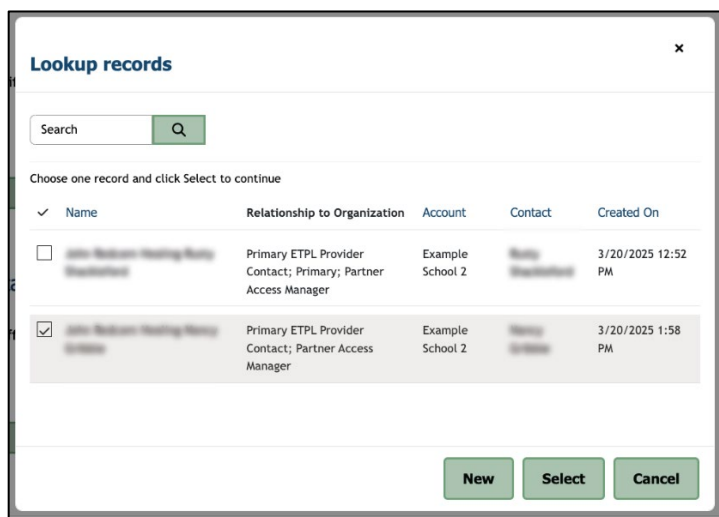


Is the ETPL Primary Contact different than the Provider Primary Contact? \*

☐ No ☒ Yes

ETPL Primary Contact \*

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



**Lookup records**

Search

Choose one record and click Select to continue

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

You may either

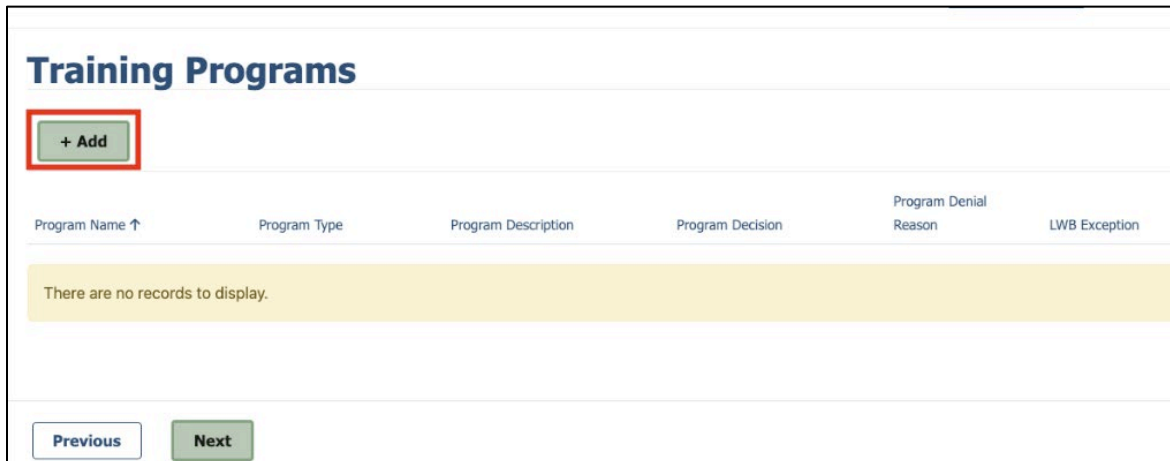
1. Use the lookup field to select an existing contact record for someone already in our system and associated with your institution, or
2. Enter contact information for a new record.

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

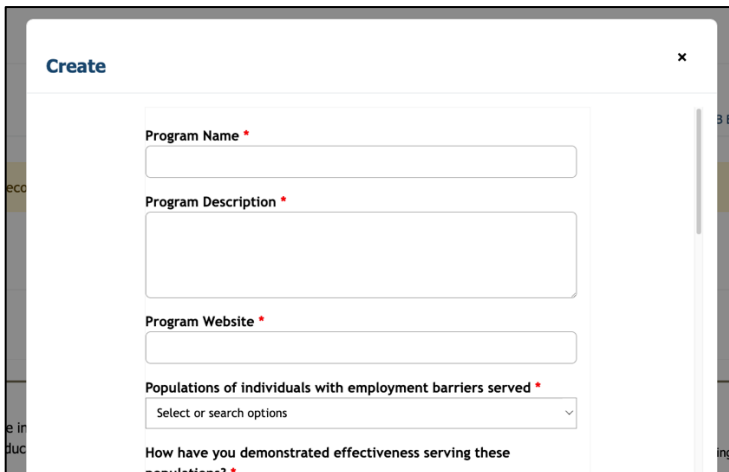
## Add Programs

In this section, you will add information related to the programs that you want included on the ETPL. To add a program to your application, click **+ Add**.

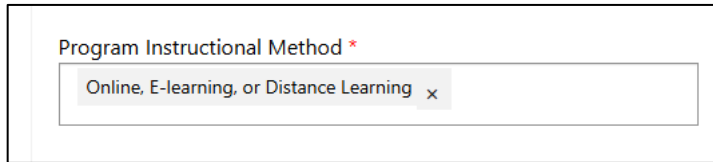
**NOTE:** You must add at least one program to your application.



A form will open in a popup window for you to enter the information related to your program (partial form pictured below).



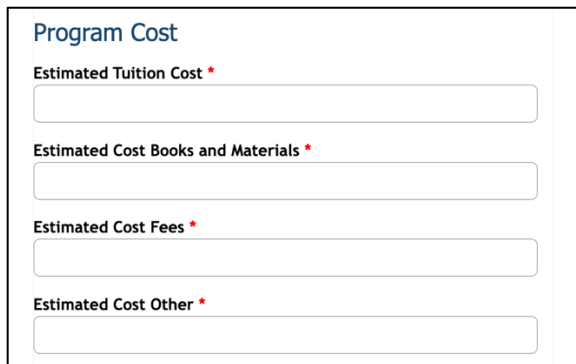
**NOTE:** Depending on your answers during the *General Provider Information* section (pictured below), the Program Instructional Method field may already be populated for you. If this is incorrect, you will need to navigate back to that section and adjust your answers.



Program Instructional Method \*

Online, E-learning, or Distance Learning x

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



**Program Cost**

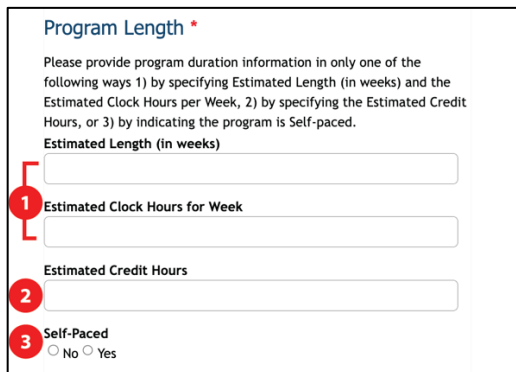
Estimated Tuition Cost \*

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 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> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View details</a> </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.

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

### Attestation

By submitting this application, I acknowledge the following:

- ☐ 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. \*

[Previous](#) [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).

### Your Application Has Been Submitted

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.

[Close](#)

## 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 changing the list to display "In Progress ETPL Applications." The status of your application will move through the following states: Draft, Submitted, Provider Review, Program Review, Complete.

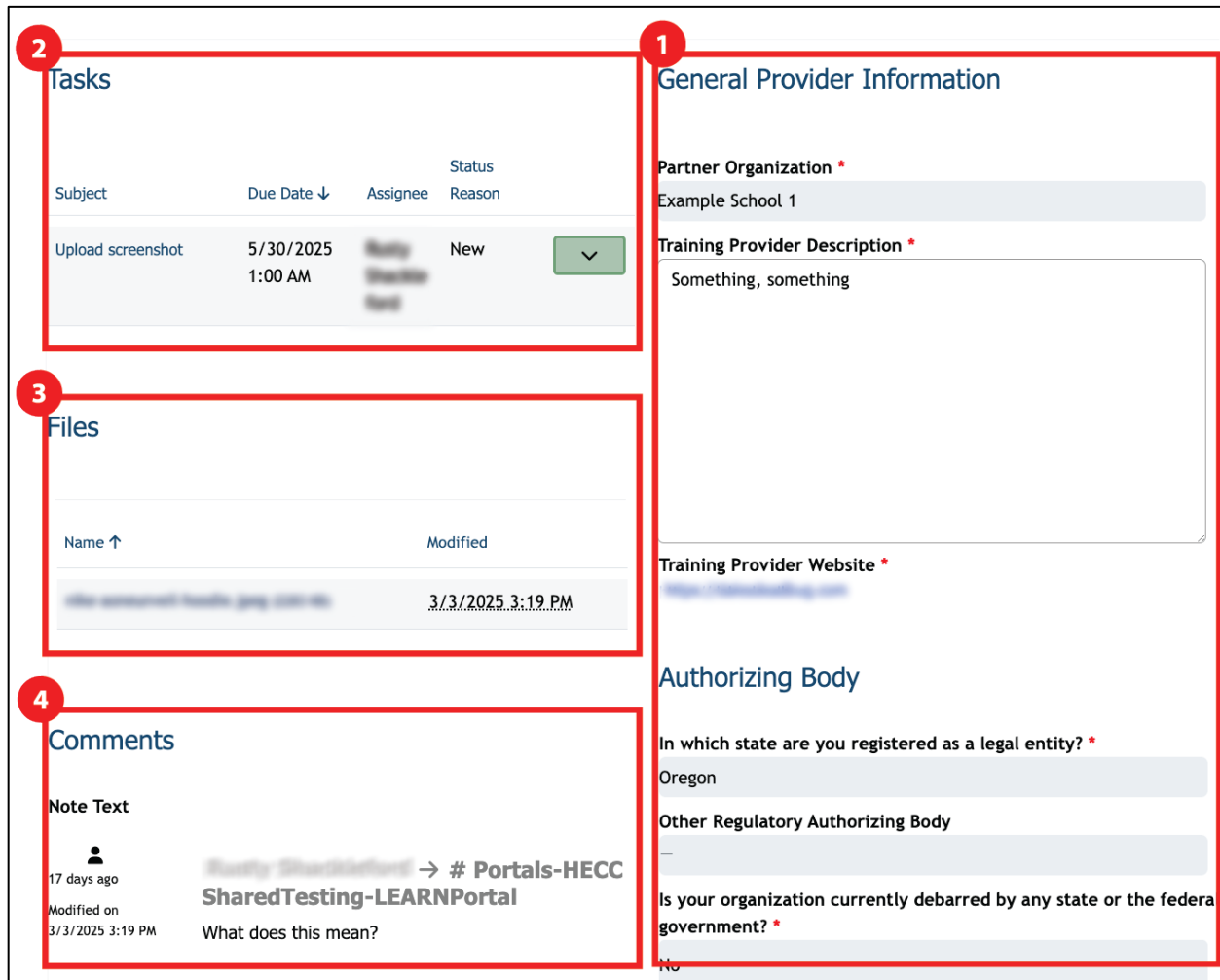
In Progress ETPL Applications							
Name	Partner Organization	Application Type	ETPL Primary Account Contact	Application Status	Created By (Portal)	Created On	Submission Date ↑
Initial	Initial	Initial	Initial	Submitted	Submitted	3/14/2025 11:06 AM	3/20/2025 12:58 PM
View details							

## Collaborating with HECC Staff

On the Applications page, use the dropdown on the right-most column of an application row within the table 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 ↑
Initial	Initial	Initial	Initial	Submitted	Submitted	3/14/2025 11:06 AM	3/20/2025 12:58 PM
View details							

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	[Redacted]	New

**1** **General Provider Information**

**Partner Organization \***  
Example School 1

**Training Provider Description \***  
Something, something

**Training Provider Website \***  
[Redacted]

**3** **Files**

Name ↑	Modified
[Redacted]	3/3/2025 3:19 PM

**4** **Comments**

**Note Text**

17 days ago  
Modified on 3/3/2025 3:19 PM

[Redacted] → # Portals-HECC  
**SharedTesting-LEARNPortal**  
What does this mean?

**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	