

Searching & Filtering the Public ETPL

This guide is designed to help you find what you are looking for in the Eligible Training Provider List (ETPL) on LEARN, an online information portal for the State of Oregon, Higher Education Coordinating Commission. This is a public list; no login or account is needed to view and search. Oregon's ETPL is a tool for Oregon jobseekers and the WorkSource Oregon partners who support them. The ETPL is for Oregonians who are seeking training from providers that are supported through the state administration of the Workforce Innovation and Opportunity Act (WIOA).

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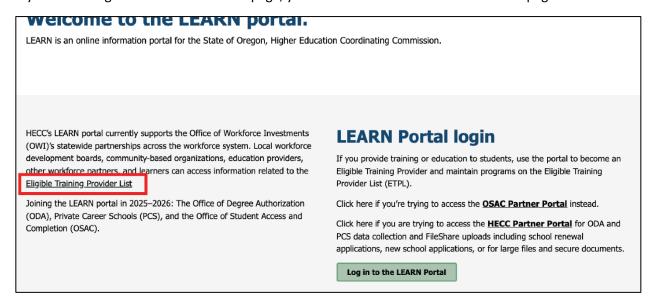
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Navigating to the ETPL

Click this link (update with public link once available) to navigate directly to the Eligible Training Provider List (ETPL) page.

If you're coming from the LEARN home page, you can click the link for it on the Home page.



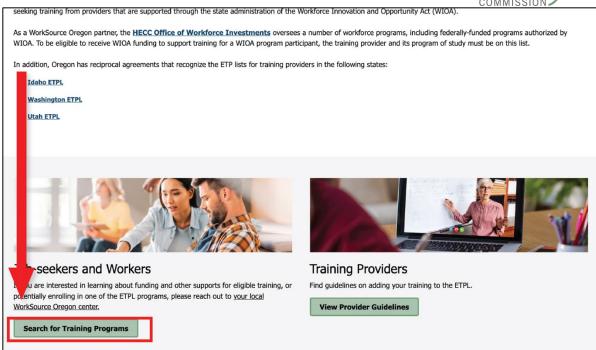
Alternatively, if you're looking for more information first, you can first go to the Training Programs page by using the navigation menu at the top.



Then scroll down to the **Job-seekers and Workers** section and click **Search for Training Programs** (highlighted in the screenshot below). This will take you to the ETPL.





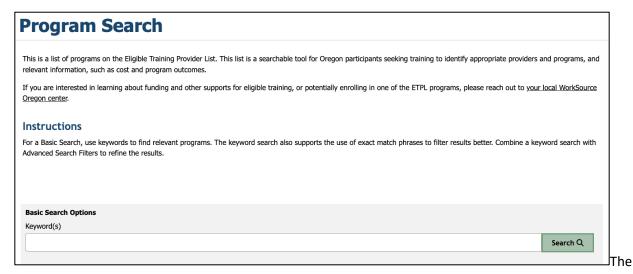


Instructions for Searching & Filtering

A list of available programs will automatically appear. You can scroll through the full list or use the Basic Search and/or Advanced Search Filters to change the programs you see.

Basic Search

To do a Basic Search, use keywords to find relevant programs. Enter your keyword(s) and click **Search**. The search-bar is located directly above the list (pictured below). Basic Search will show any Programs that contain the keyword in any of the fields.

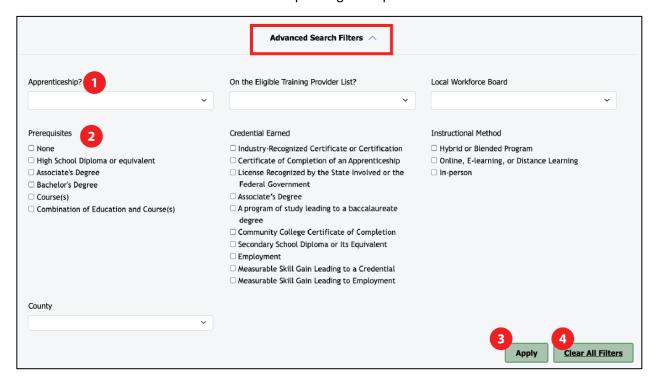


keyword search also supports the use of exact match phrases to filter results better. Combine a keyword search with Advanced Search Filters to refine the results.



Advanced Search Filters

Under the Keyword search-bar, you will see an option for **Advanced Search Filters**. Click the caret icon to open this menu of options (highlighted in the screenshot) and select your filters. Key elements are numbered in the screenshot below with corresponding descriptions.



- 1. A small caret icon indicates that there is a drop-down menu to select from. Click into the field to view the menu options and make a selection.
- 2. Some categories a multi-select, which means you can check as many boxes as you would like to apply to your search.
- 3. Click **Apply** to view the filtered Program List.
- 4. Click Clear All Filters to return to the default view of all Programs.

NOTE: You can use the keyword search-bar and filters at the same time. The filters will be applied to the results you keyword search for.

Viewing More Details for a Program

To see additional information about a specific program on the list, click the caret icon in the top right corner of that program listing and click **View details**.

