

# Eligible Training Providers

## ProviderLink

### User Training Guide



---

DEPARTMENT OF ECONOMIC SECURITY

---

*Your Partner For A Stronger Arizona*

January 2012



<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
<b>LOGIN</b>	<b>5</b>
<b>LOGIN PROCEDURES</b>	<b>7</b>
<b>AJC PRESENTATION (LOGIN) PAGE</b>	<b>8</b>
<b>PROVIDERLINK AND PROVIDERLINK ACCOUNTS</b>	<b>11</b>
<b>TRAINING PROVIDER REGISTRATION PROCESS</b>	<b>15</b>
<b>TRAINING PROVIDER REGISTRATION PROCESS</b>	<b>17</b>
<b>TRAINING PROVIDER DETAILS – ADD NEW PROVIDER</b>	<b>21</b>
<b>ETP APPLICATION EQUAL OPPORTUNITY (EO) ASSURANCE</b>	<b>23</b>
<b>ELIGIBILITY</b>	<b>24</b>
<b>DEBARMENT</b>	<b>27</b>
<b>INSTITUTION INFO.</b>	<b>28</b>
<b>CIP LOOK-UP</b>	<b>33</b>
<b>ONET LOOK-UP</b>	<b>34</b>
<b>PROGRAM PERFORMANCE</b>	<b>37</b>
<b>PROGRAM PROVIDER</b>	<b>39</b>
<b>ETP – NEW USER MESSAGE</b>	<b>39</b>
<b>ATTACHING TO AN EXISTING TRAINING PROVIDER ACCOUNT</b>	<b>41</b>
<b>ATTACHING TO AN EXISTING TRAINING PROVIDER ACCOUNT</b>	<b>43</b>
<b>GENERAL TRAINING PROVIDER INFORMATION</b>	<b>47</b>
<b>ETP – NEW USER MESSAGE</b>	<b>48</b>
<b>TRAINING PROVIDER MENU</b>	<b>49</b>
<b>PROVIDER MENU</b>	<b>51</b>
<b>PROVIDER PROGRAMS</b>	<b>52</b>
<b>MANAGE PROGRAMS</b>	<b>53</b>
<b>TRAINING PROVIDER DETAILS</b>	<b>56</b>
<b>PROVIDER PRESENTATION/HOME PAGE</b>	<b>58</b>
<b>SCHOOL AND TRAINING PROVIDER SEARCH</b>	<b>59</b>
<b>TRAINING PROGRAMS</b>	<b>62</b>
<b>WIA YOUTH SERVICE</b>	<b>63</b>

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
<b>ELIGIBLE TRAINING PROVIDER – MY ACCOUNT</b>	<b>65</b>
<b>ELIGIBLE TRAINING PROVIDER – MY ACCOUNT</b>	<b>67</b>
<b>PROVIDER MENU</b>	<b>68</b>
<b>PROGRAM MENU</b>	<b>69</b>
<b>PROVIDER UPDATE</b>	<b>70</b>
<b>STATE ADMINISTRATOR PROGRAM APPROVAL PROCESS</b>	
<b>VIEW ONLY DEMONSTRATION</b>	<b>77</b>
<b>PRACTICE SESSION</b>	<b>91</b>
<b>TRAINING PROVIDER FIELD TABLES</b>	<b>95</b>
<b>TRAINING PROVIDER DETAIL</b>	<b>97</b>
<b>PROVIDER ELIGIBILITY</b>	<b>99</b>
<b>DEBARMENT</b>	<b>100</b>
<b>INSTITUTION INFO</b>	<b>101</b>
<b>PROVIDER MENU</b>	<b>102</b>
<b>PROVIDER PROGRAM</b>	<b>103</b>

# LOGIN





## LOGIN PROCEDURE

Open up the Internet Explore and add the following link to the URL.

The following link/URL will take you to the **AZ Job Connection Presentation Page (AJC)** – where you will be logged into the AJC Training Region:

<https://training.azjobconnection.gov/ders/ea/wcmrs/>

Login information:

**Username** \_\_\_\_\_

**Password:** \_\_\_\_\_

Please log in.

### **Department of Economic Security**

#### **Eligible Training Provider Representative contact information:**

Sandra Bufford, Special Projects Manger  
Department of Economic Security/Employment Administration  
Site Code 910-A  
1789 W. Jefferson, Phoenix, AZ 85007  
Office – (602) 542-6325  
[sbufford@azdes.gov](mailto:sbufford@azdes.gov)

## AJC PRESENTATION (LOGIN) PAGE:

**AZ Job Connection (AJC) Presentation/Home** page is displayed. This is the **Presentation/Home** and login page for everyone; providers, staff, clients, customers, approvers, employers, Budget, Trade Adjustment Assistance, Administrator, etc. The **Control Panel** links on the right provide information about different Department of Economic Security (DES) and non-DES programs. You do not need to login to view or access most of the information.

The screenshot shows the AZ Job Connection website in Internet Explorer. The address bar displays the URL: <https://training.azjobconnection.gov/ders/ea/wcmrs/>. The page header includes logos for Arizona Workforce Connection, State of Arizona AZJobConnection.gov, and AZ.GOV. The main content area is divided into three columns. The left column contains a navigation menu with links such as Home, Find a Job, Find Employees, Resources, Contact, FAQ/Help, Job Fairs, Quick Links, and Statistics. The middle column features three main sections: Job Seeker, Employer, and FAQs/Help, each with a brief description and a small image. The right column contains a login form with fields for Username and Password, a Log in button, and links for Forgot your password?, Learn more, Job Seekers, and Employers. At the bottom of the page, there are links for LANGUAGES, SECTION 508 COMPLIANT, EEO, PRIVACY STATEMENT, PROTECT YOURSELF, and BROWSER HELP. The browser's status bar at the bottom shows 'Internet' and a zoom level of 100%.

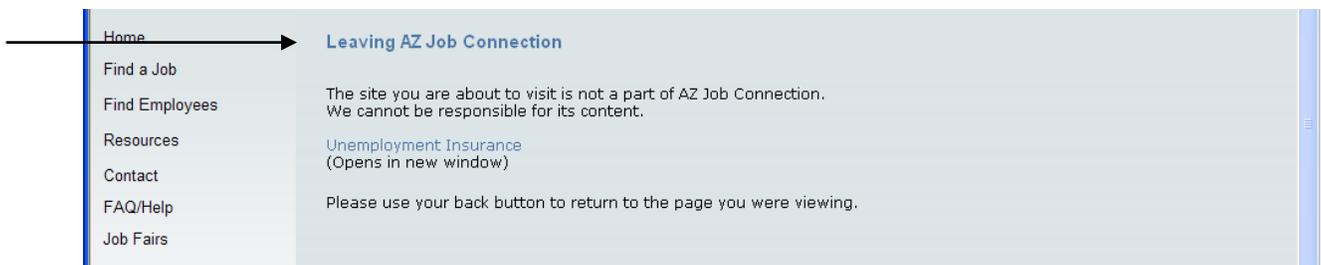
Annotations in the image:

- URL**: Points to the address bar.
- Control Panel**: Points to the left navigation menu.
- Login here**: Points to the login form.

At the bottom of the **Presentation/Home** page are the following links and supporting information:

- [Language](#) –this link has the capability to translate AJC information into more than 20 different languages.
- [Section 508 Compliant](#) - links to section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).
- [EEO](#) – links to an equal opportunity statement.
- [Privacy Statement](#) – links to the DES Privacy Statement Privacy Policy Statement. Pursuant to A.R.S. § 41-3901 et seq., all agencies of the State of Arizona shall contain a Privacy Policy Statement. This disclosure addresses collection, use and security of, and access to information that may be obtained through the use of the DES web site. Your rights to privacy are of utmost importance to the State of Arizona in building trust and confidence when conducting business through the Internet.
- [Protect Yourself](#) – links to Please read our [Privacy Policy](#) to see how AZ Job Connection protects your privacy. While the following information alerts you to some of the most common schemes, others may exist, so we have included links to additional resources at the end of this section.
- [Browser Help](#) – link informs user which Browsers best support the AJC application and recommended Browsers and settings.

Information links located under **Quick Links** are DES and some Federal programs that are outside of the AZ Job Connection application. Below is a view of the page you will see if you select one of these links; a page displays indicating that you are now leaving the AZ Job Connection website.



Once logged in, the following page will display providing your previous login history.



**Before you begin: NOTE - You cannot use the back arrow (button) on every screen.** If you are on a screen that requires you to enter any type of data, using the back arrow may remove any data you have entered or changed. On some pages there are Save/Continue, Save/Return, and Clear buttons located at the bottom of the page. These buttons should always be used in place of the back arrow when available.



## **PROVIDERLINK AND PROVIDERLINK ACCOUNTS**

### **WHAT IS PROVIDERLINK?**

The AJC Eligible Training Provider (ETP) system provides functionality for training providers to enter and edit information about their training institution and the programs they offer. The system also functions as the Workforce Investment Act (WIA) Eligible Training Provider List. The purpose of this training guide is to assist training providers who will use AJC. For additional information on WIA ETP eligibility and the application process, contact your Local Area ETP Administrator.

ProviderLink provides functionality for training providers to apply for inclusion on the statewide WIA ETP List. By creating an account, training providers can enter and edit information about their training institution and the programs offered. Providers can apply and Local Area ETP Approver and the State ETP Administrator can review and approve ETP applications and programs on-line.

When the provider applies for inclusion on the WIA Eligible Training Provider List, the provider and one program is reviewed first by the State Administrator and then by the Local Area ETP Approver. Following review and approval by the state administrator and the Local Area ETP Approver, if approved, the provider and program display as WIA-Approved. Provider information is then displayed to the public at AJC website [www.azjobconnection.gov](http://www.azjobconnection.gov).

### ProviderLink Accounts

ProviderLink has three types of accounts: state administrator, Local Area ETP Approver, and self-service training provider.

- State administrator and Local Area ETP Approver accounts are created by the state the administrator: one for state admin, and one for each local area.

- Self-service training provider accounts are created by training provider representatives and approved by the state administrator and Local Area ETP Approver.
- Self-service accounts are created at the time a new provider record is added.

Accounts can be created and associated with an existing provider. One provider record can have multiple user accounts.

For example, a university or community college may have one provider account, with a user account for the business school and another user account for health professions, with each user maintaining their respective programs.

#### Eligible Training Providers - My Account

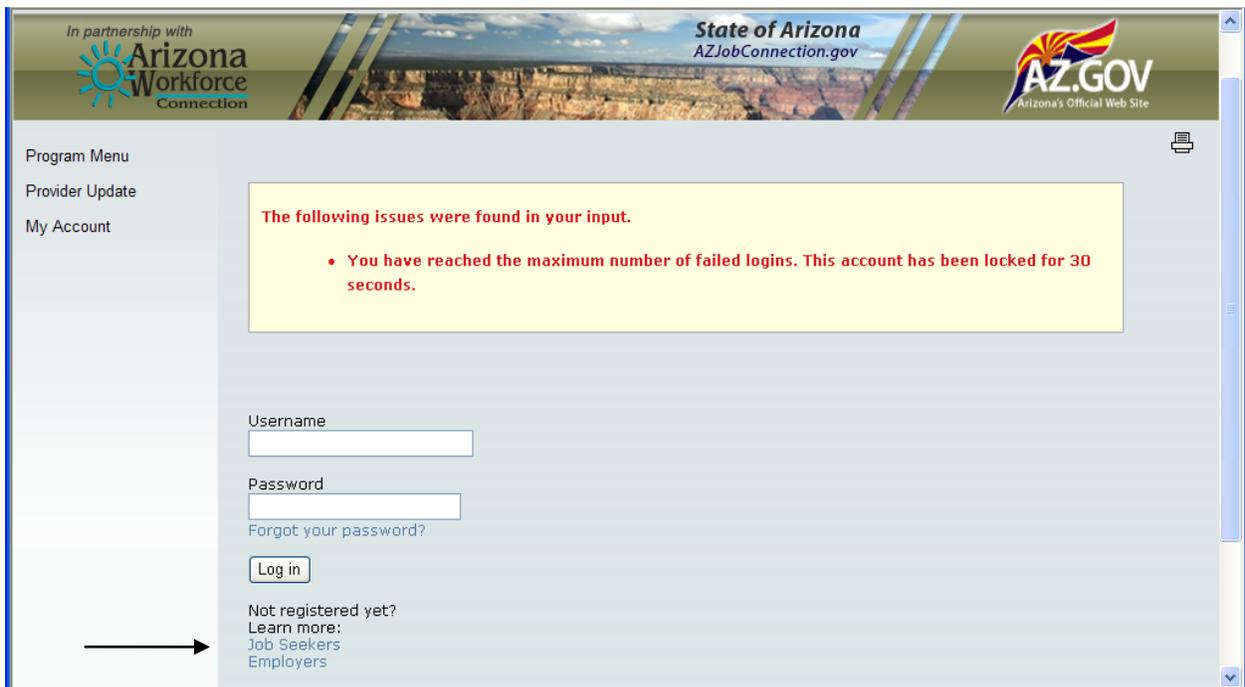
ProviderLink has a My Account page where **providers** can update their account information, although the account information.

#### Menus

ProviderLink uses links on a **Control Panel** to access the application menus:

- Provider Menu is in a ‘desktop’ format: a page with various links, including a brief description of each option. The Provider Menu is the default page at login.
- Provider Menu is for navigation and access to provider functions and information such as programs, program eligibility, institution information, debarment, adding a program, managing a program, adding a provider, and updating account information.

**FYI** - When logging in, if you exceed the number of allowed failed attempts (3) to login, an error message will display indicating you must wait for 30 seconds before attempting to login again:



The Job Seeker and Employer links on this page display the same information located on the Presentation/Home page.



# **TRAINING PROVIDER REGISTRATION PROCESS**



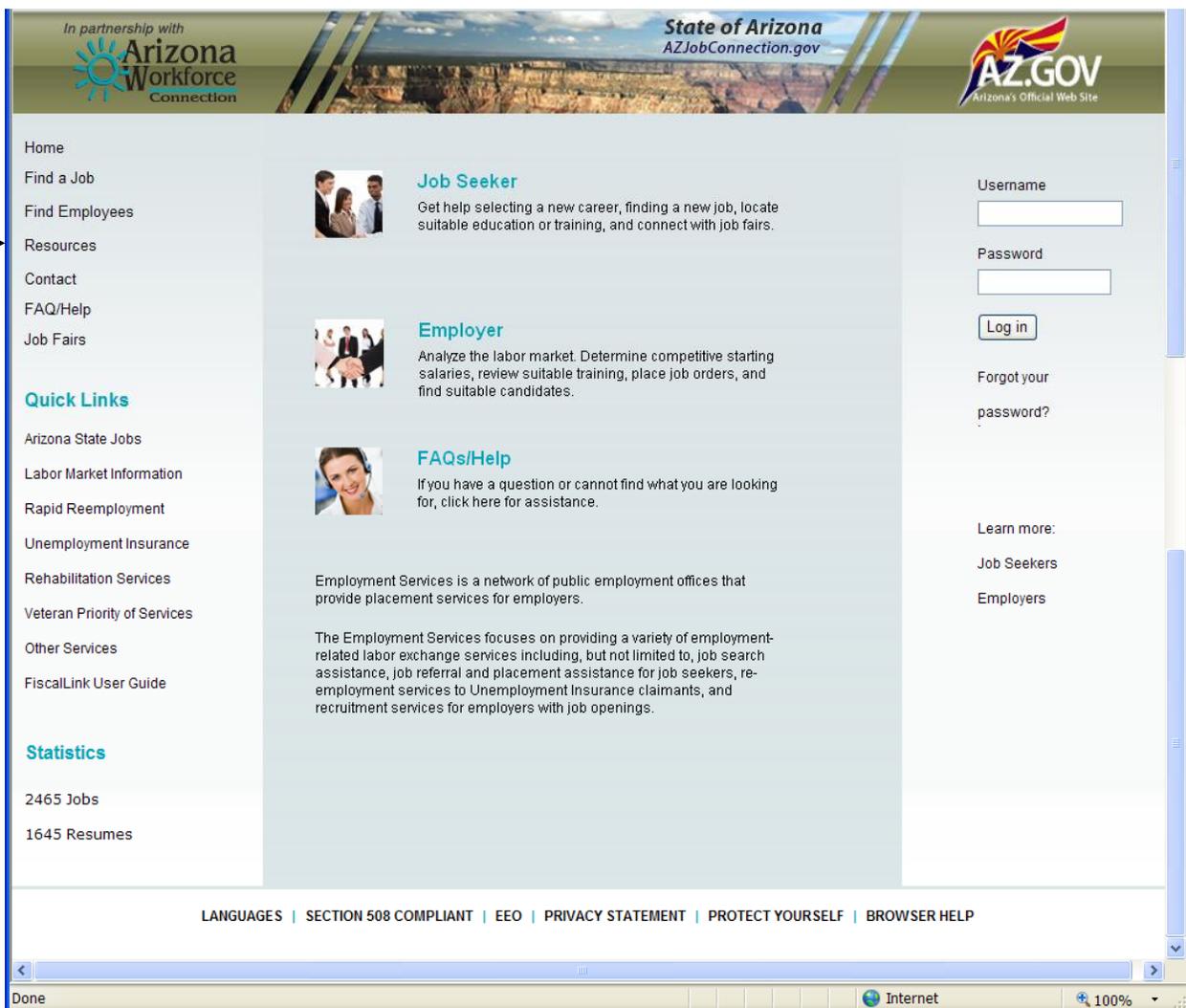


## TRAINING PROVIDER REGISTRATION PROCESS

Training providers (providers) access AZ Job Connection through the [www.azjobconnection.gov](http://www.azjobconnection.gov) URL and self-register their institution and one initial program.

Once training providers log in, they will see the following **Presentation/Home** page.

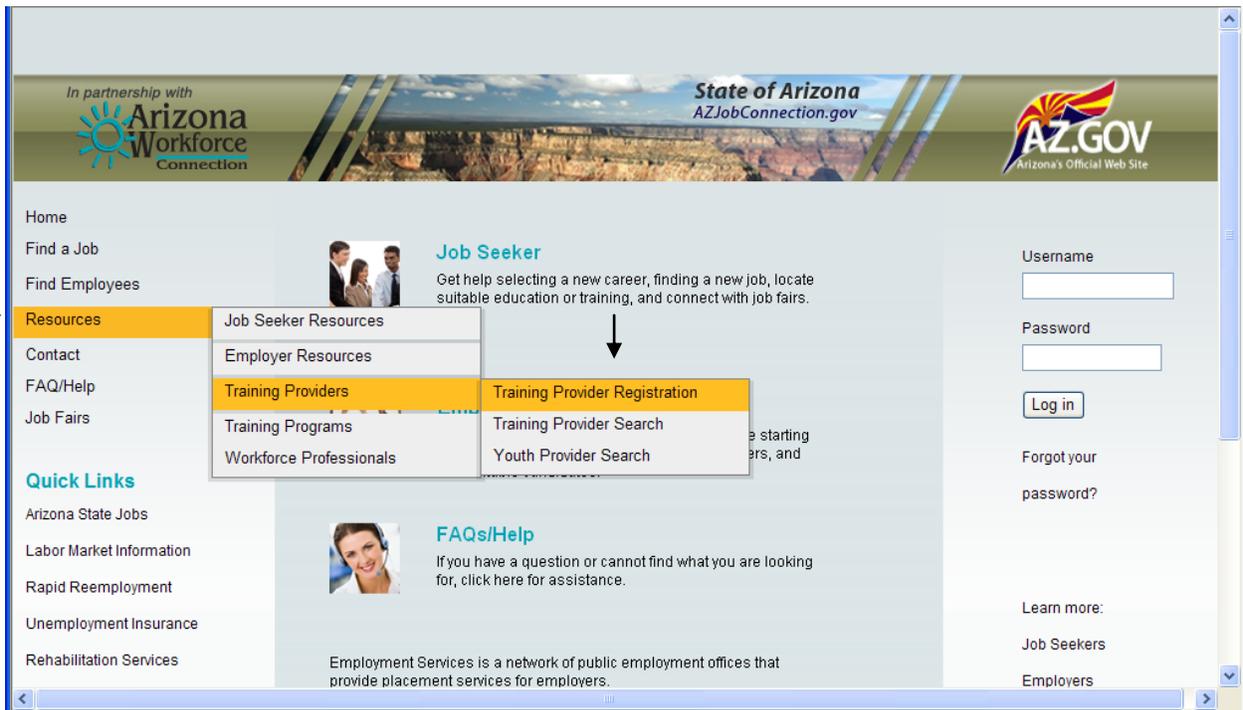
Move your pointer over the word **Resources** on the **Control Panel** and flyouts will display the registration and program links.



The screenshot displays the AZ Job Connection website interface. At the top, there are logos for 'Arizona Workforce Connection', 'State of Arizona AZJobConnection.gov', and 'AZ.GOV Arizona's Official Web Site'. The left sidebar contains a navigation menu with the following items: Home, Find a Job, Find Employees, Resources (highlighted with a black arrow), Contact, FAQ/Help, and Job Fairs. Below the navigation menu are sections for 'Quick Links' (listing Arizona State Jobs, Labor Market Information, Rapid Reemployment, Unemployment Insurance, Rehabilitation Services, Veteran Priority of Services, Other Services, and FiscalLink User Guide) and 'Statistics' (showing 2465 Jobs and 1645 Resumes). The main content area is divided into three columns. The first column has three sections: 'Job Seeker' (with a photo of two people and text about selecting a career), 'Employer' (with a photo of a group of people and text about labor market analysis), and 'FAQs/Help' (with a photo of a woman and text about assistance). The second column contains text about 'Employment Services' and 'The Employment Services' focus. The third column features a login form with fields for 'Username' and 'Password', a 'Log in' button, and links for 'Forgot your password?', 'Learn more: Job Seekers', and 'Employers'. At the bottom, there is a footer with links for 'LANGUAGES', 'SECTION 508 COMPLIANT', 'EEO', 'PRIVACY STATEMENT', 'PROTECT YOURSELF', and 'BROWSER HELP'. The browser's address bar shows 'Done' and the status bar shows 'Internet' and '100%' zoom.

## Highlight

- **Resources,**
  - **Training Provider and**
    - **Training Provider Registration** – click on this link to display the **New User Registration** page.



**New User Registration** page is displayed for providers to complete. On the **New User Registration** page, providers must create a username, password, provide contact information, and indicate if they are a new provider or associated with an existing provider. *Your account should be approved within 24 hours, but please wait for 72 hours before making inquiries. An e-mail will be sent to notify the provider that their account has been approved.*

There are two ways to create a record/account:

- Create a new record – a new provider is one who has never registered in ArizonaHeat or AJC. *When the system goes live, if you have an existing account in ArizonaHeat, it will transfer to AJC.*
- Attach to an existing account – add an institution or program to an existing provider in AJC.

The steps to create a new record, add a new provider, and add a program are designed as one flow or process. First we will create a new record. Create your Username, Password, select New, and enter your contact information.

In partnership with  
**Arizona Workforce Connection**

State of Arizona  
AZJobConnection.gov

AZ.GOV  
Arizona's Official Web Site

Home Feedback Printable Version

Home >> Resources >> Training Providers >> Training Provider Registration

### New User Registration

\* indicates a required field

For security reasons, your account must be approved before you are allowed to update provider information. This validation is usually accomplished within 24 hours; however, please wait for 72 hours before making inquiries. If you provided an e-mail address, you will receive an e-mail notification that your account has been approved.

Please enter a Username and Password  
Job Link requires users to create strong passwords by using a combination of letters, number and the following special characters !@#\$%^\*()+={};:;?/\,~-

\* Username (6 to 10 characters)

\* Password (8 to 20 characters)

\* Repeat Password

You must be associated with a training provider. Will you be adding a new provider or do you want to search for an existing provider?

\* Add new provider or search for existing provider?

New

Existing

Contact Information:

\* First Name

Middle Initial

\* Last Name

Phone Number:  Ext.

Email Address:

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

After you create your record, AJC will immediately lead you to the page to add your provider information. After you add the provider information, AJC will then lead you to the page to add a program.

After your account is approved, providers can add to an existing account, add additional programs, and make edits as needed to the provider or program record.

Click on **Submit** after you enter your information to display the **Training Provider Details – Add New Provider** page.

**Training Provider Details – Add New Provider** page displays. This page asks for general training institution information, name, location, contact information, web site and e-mail addresses. Providers must enter their 9-digit FEIN. Identifier Number (Provider ID) is a consecutive number generated by ProviderLink. Providers are also asked to enter a **Training Agent ID number** and a **Vendor ID**. If a Training Agent ID number or Vendor ID number is not entered, ProviderLink will generate the same number for all three ID's by assigning a number when the page is saved. Refer to the **Fields for Training Provider Details** table for input information. Tables are located in the back section of this training guide.

The screenshot shows a web application interface for adding a new training provider. At the top, there is a header banner with logos for 'Arizona Workforce Connection', 'State of Arizona AZJobConnection.gov', and 'AZ.GOV'. Below the banner are navigation links: Home, Feedback, and Printable Version. On the left side, there is a vertical menu with 'Program Menu', 'Provider Update', and 'My Account'. The main content area is titled 'Training Provider Details - Add New Provider' and contains the instruction 'Enter basic information for the training provider.' Below this, there is a list of required fields, each marked with an asterisk (\*):

- \* Training/Education Institution Name:
- \* Training/Education Institution Address:
- \* Training/Education Institution City:
- \* Training State/Education Institution State:

Training/Education Institution Zip Code	<input type="text" value="85234"/> - <input type="text" value="6325"/>
* Training/Education Institution County	<input type="text" value="Maricopa"/>
* Training/Education Institution Telephone Number	<input type="text" value="602-555-8752"/> Ext. <input type="text" value="*"/>
Training/Education Institution Fax Number	<input type="text"/>
General Email Address	<input type="text" value="lofCars@yahoo.com"/>
Web Site Address	<input type="text" value="www.lofCars.edu"/>
<b>Web Site Link</b>	
* FEIN	<input type="text" value="789456123"/>
Training Agent ID	<input type="text" value="126"/>
Vendor ID	<input type="text" value="12"/>
* Contact Person	<input type="text" value="Sally Wine"/>
* Contact Address	<input type="text" value="1234 W. Dover Street"/>
* Contact City	<input type="text" value="Gilbert"/>
* Contact State	<input type="text" value="AZ"/>
* Contact Zip Code	<input type="text" value="85234"/> - <input type="text" value="0000"/>
* Contact Telephone Number	<input type="text" value="602-555-7852"/> Ext. <input type="text" value="*"/>
Contact Fax Number	<input type="text"/>
Contact Email Address	<input type="text" value="lofCars@yahoo.com"/>
* Institution/Organization Type	<input type="text" value="College/University (Four Year)"/>
<b>Approved WIA Youth Services Provider</b>	<input type="text" value="No"/>
If you do not have an e-mail account, click the following link for a list of <a href="#">free Internet e-mail providers</a>	
	<input type="button" value="Save/Continue"/> <input type="button" value="Clear Changes"/>

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

Providers must complete the initial registration process for a Provider Number to be assigned to the provide account. Otherwise, providers will have to start the login process all over with a new Username and Password.

Click on Save/Continue to display the **ETP Application EO Assurance** page.

**ETP Application Equal Opportunity (EO) Assurance** page displays. Carefully review the EO information. If your training institution assures compliance, select Yes and click the Submit button. If your training institution cannot assure compliance, click No to terminate the application process and return to the AJC Home page.

**No** is the default button and compliance is required.

Approval Menu  
Provider Menu  
Provider Search  
My Account  
Local Admin Entity

### ETP Application EO Assurance

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I- financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I- financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I- financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

This assurance applies to the approval of a training provider to display information about their training/educational institution and programs to those individuals seeking such information on JobLink. The undersigned understands that JobLink has the right to remove the training provider's information from JobLink for non-compliance.

For training providers who submit training program applications for approval as a WIA Eligible Training Provider (ETP), this assurance applies to the ETP operation of the WIA Title I- financially assisted program or activity, and to all agreements the ETP makes to carry out the WIA Title I financially-assisted program or activity. The undersigned understands that the United States has the right to seek judicial enforcement of this assurance.

For training programs approved for the WIA ETP list, the training provider further agrees to collect and provide the program performance and cost information required by WIA and the Governor's Council on Workforce Policy (GCWP), and to accept the Individual Training Account (ITA) payment method.

You must answer yes to continue, if you answer no you will be returned to the Login Page.

Yes  
 No

Submit

Click Submit to display the **Eligibility** page

**Eligibility** page displays. This page ask for information about postsecondary eligibility, licensing, apprenticeship programs, community based organizations, joint vocational schools proprietary school, degrees, certification, or licenses offered.

To complete this information, refer to the **Fields for [Provider]** table.

LOG OUT  
Logged in as State Etpadmin. Not State?

In partnership with  
**Arizona Workforce Connection**

State of Arizona  
AZJobConnection.gov

**AZ.GOV**  
Arizona's Official Web Site

Home Feedback Logout Printable Version

Approval Menu  
Provider Menu  
Provider Search  
My Account  
Local Admin Entity

### Eligibility - Arizona School of Integrative Studies

#### Type of Training Institutions

Complete the information regarding training provider eligibility by checking all applicable boxes below.

Postsecondary eligible to receive Title IV funds from Higher Education Act (HEA) and provides an associate degree, baccalaureate degree or certificate

- Public
- Private
- Non-Profit
- Sectarian

Postsecondary not providing an associate degree, baccalaureate degree or certificate

- Public
- Private
- Non-Profit
- Sectarian

Registered Apprenticeship program under National Apprenticeship Act

- Public
- Private
- Non-Profit
- Sectarian

Community Based Organization

- Public
- Private
- Non-Profit
- Sectarian

Joint Vocational School

- Public
- Private
- Non-Profit
- Sectarian

Proprietary School

- Public
- Private
- Non-Profit
- Sectarian

Other (identify below)

- Public
- Private
- Non-Profit
- Sectarian

**Other Type(s) of Institution**

If you checked 'Other' as the Institution type, describe the Institution below.

Other (Please specify if selected above)

**Additional Info**

Please answer the following question.

Is your training/education institution authorized with your state to provide a program of education beyond secondary education?

- Yes
- No

**Degrees Offered**

Please answer the following questions concerning types of degrees offered by the institution.

Associate Degree

- Yes
- No

Baccalaureate Degree

- Yes
- No

Certificate

- Yes
- No

License

- Yes
- No

Competency of Skill Recognized by employer

- Yes
- No

Additional Skills or Competencies Generally Recognized by Employers

- Yes
- No

Other (please see below)

- Yes
- No

**Other Type(s) of Degrees**

Please describe other types of degrees that the institution offers.

Other (Please specify if selected above)

Click on Save/Continue and you will display the **Debarment** page.

To complete the **Debarment** page, refer to the **Fields for Debarment** table. The **Debarment** questions are for any legal issues the institution may have currently or in the past.

LOG OUT  
Logged in as State Etpadmin. [Not State?](#)

In partnership with **Arizona Workforce Connection** **State of Arizona AZJobConnection.gov** **AZ.GOV** Arizona's Official Web Site

Home Feedback Logout Printable Version

Approval Menu  
Provider Menu  
Provider Search  
My Account  
Local Admin Entity

### Debarment - Arizona Institute of Tehcnology

#### Debarment Status

Please answer the following question.

Is your training/education institution listed on any state or federal debarment lists?

Yes  
 No

If yes, please indicate the name(s) and date(s) of your institution's debarment(s).

Name of First Debarment List	<input type="text"/>
Date of First Inclusion	<input type="text" value="mm/dd/yyyy"/>
Name of Second Debarment List	<input type="text"/>
Date of Second Inclusion	<input type="text" value="mm/dd/yyyy"/>
Name of Third Debarment List	<input type="text"/>
Date of Third Inclusion	<input type="text" value="mm/dd/yyyy"/>

Save/Continue Save/Return Clear Changes

If there are no Debarment issues click on **Save/Continue** and you will display the **Institution Info** page.

**Institution Info** page displays. Providers enter information about their institution, licenses, accreditations (if applicable), tuition and financial aid programs, scholarships, grants, etc.

LOG OUT  
Logged in as Sandy Harrell. [Not Sandy?](#)

In partnership with  
**Arizona Workforce Connection**

State of Arizona  
AZJobConnection.gov

**AZ.GOV**  
Arizona's Official Web Site

Home Feedback Printable Version

Program Menu  
Provider Update  
My Account

### Institution Info - Phoenix PMI Institute

Complete the fields with your institution's approval, tuition and financial aid information and click the 'Save' button.

#### Approving Organization/Agency Approval

Accredited:

Yes  
 No

Accredited by:

Approved:

Yes  
 No

Approved by:

Registered:

Yes  
 No

Registered with:

Licensed:

Yes  
 No

Licensed by:

### Tuition and Financial Aid

Does your institution have a tuition refund policy?

- Yes
- No

Does your institution have access to or offer the following financial aid?:

- Yes
- No

Federal Grants:

- Yes
- No

List:

State Grants:

- Yes
- No

List:

Local Grants:

- Yes
- No

List:

Scholarships:

- Yes
- No

List:

Fellowships:

Yes

No

List:

Training/Education Institution Grants:

Yes

No

List:

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

When completed, click on Save/Continue to display the **Program Description** page.

LOG OUT  
Logged in as Sandy Harrell. [Not Sandy?](#)

In partnership with  **Arizona Workforce Connection**

**State of Arizona**  
AZJobConnection.gov

 **AZ.GOV**  
Arizona's Official Web Site

 Home  Feedback  Printable Version

Program Menu  
Provider Update  
My Account

### Program Description - Phoenix PMI Institute

\* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIA Approved:  New program not yet approved

Do you wish to apply for WIA Approval?

Yes

No

NA

\* This individual program of training services is: (check all that apply)

- Single Course/Class
- Training Program of Multi-Courses
- Non-traditional for Women

\* Program Name or Single Course/Class Title:

\* Program Synopsis:  
(5000 character max.)

[ABC Check spelling](#)

Curriculum Competency Based:

Prerequisites:

\* Total Credit/Curriculum Hours:

Total Number of Training Weeks:

\* Training Location:

\* County:

\* Zip Code:  -

Program Length:

\* Type of Attainment:

\* Type of Financial Aid Offered:

Refund Policy:

#### Program Cost Items

Add to the Program description by completing the Program Costs listed below. When finished, click Save.

Program Cost Item	Cost/Description
-------------------	------------------

In-State/District Tuition:

Out-of-State/District Tuition:

Registration Fee:

Books (Estimated):

Supplies/Materials/Hand Tools (not included in tuition):

Testing/Exam Fees:

Graduation Fees:

Other:

**Curriculum**

If Certified is checked 'yes', then Authorizing Entity must be entered.

Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program? If yes, enter the name of the agency or authorizing entity.

Certified:

Yes

No

Authorizing Entity:

**Occupations**

Please provide the specific name of one or two occupations that this training program will prepare an individual to do. Include the minimum entry level wage for the occupation and indicate the certification, licensing and credentials by boards or other approval required prior to employment.

Program Type Title

\* Program Type

\* Occupation Title (O\*Net-SOC)

Hourly Wage 1

Required Certification 1

Occupation Title (O\*Net-SOC)

Hourly Wage 2

Required Certification 2

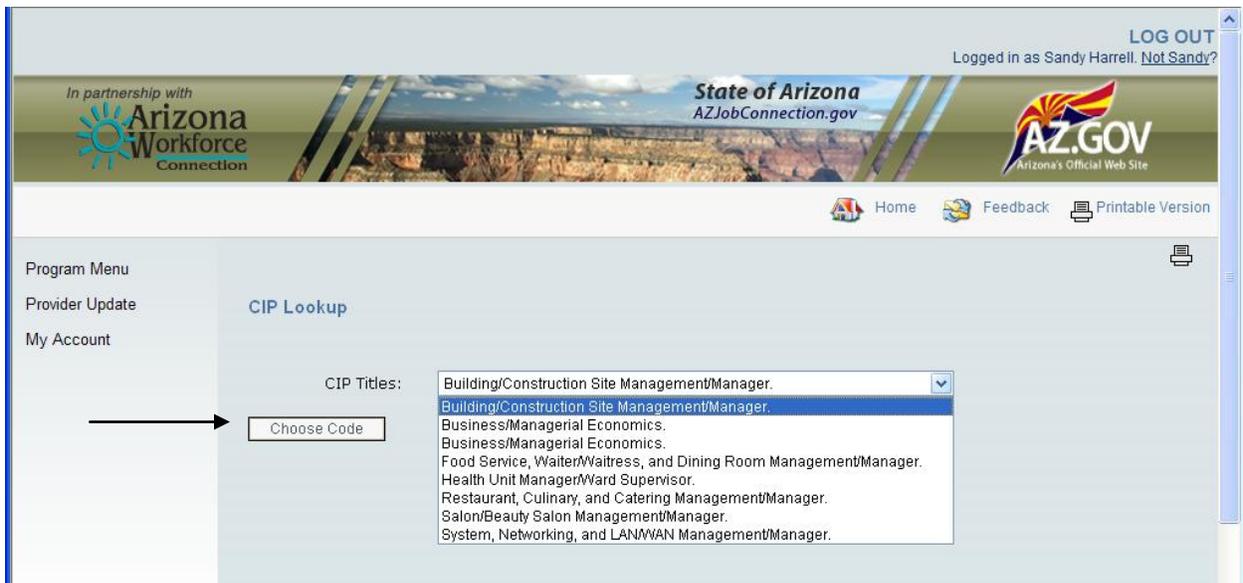
Use the CIP and ONET Lookups for Occupations Titles

To utilize the **Classification of Instructional Program (CIP) Lookup** for your Program Type, click on the **CIP Lookup** panel and the page below will display.

Enter keyword(s) and click on Search.

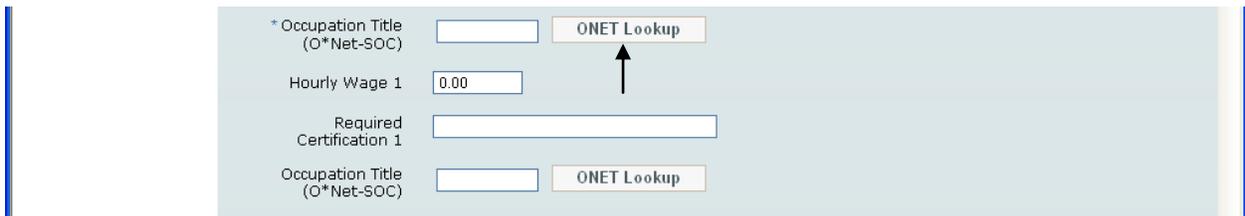


A list of programs will display for you to select from. Make a selection and click on **Choose Code**.



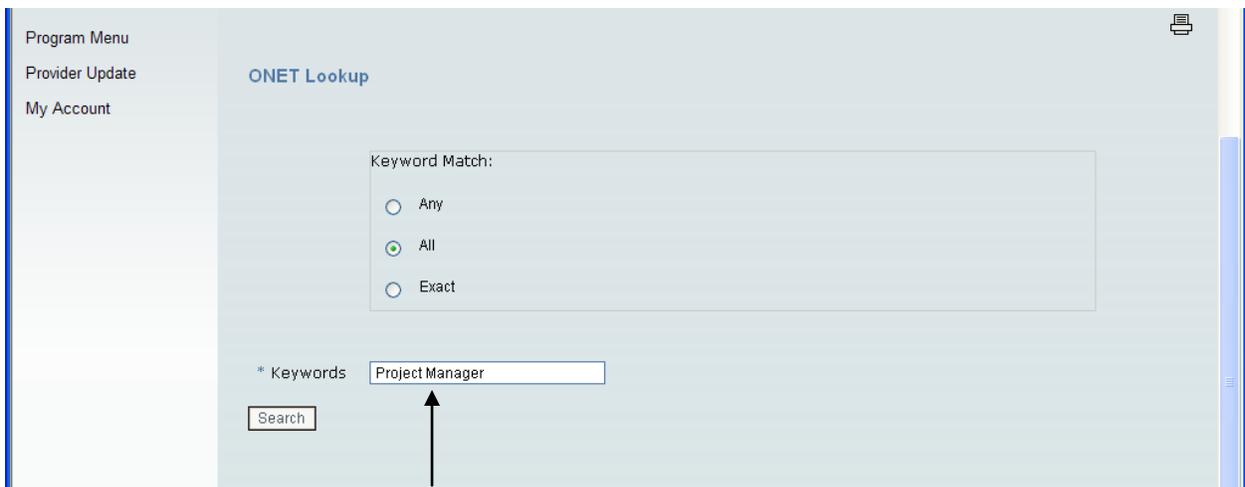
Your selection will populate the **Program Description CIP Lookup** field.

Next, click on the **ONET Lookup** panel to display the **ONET Lookup** title page.



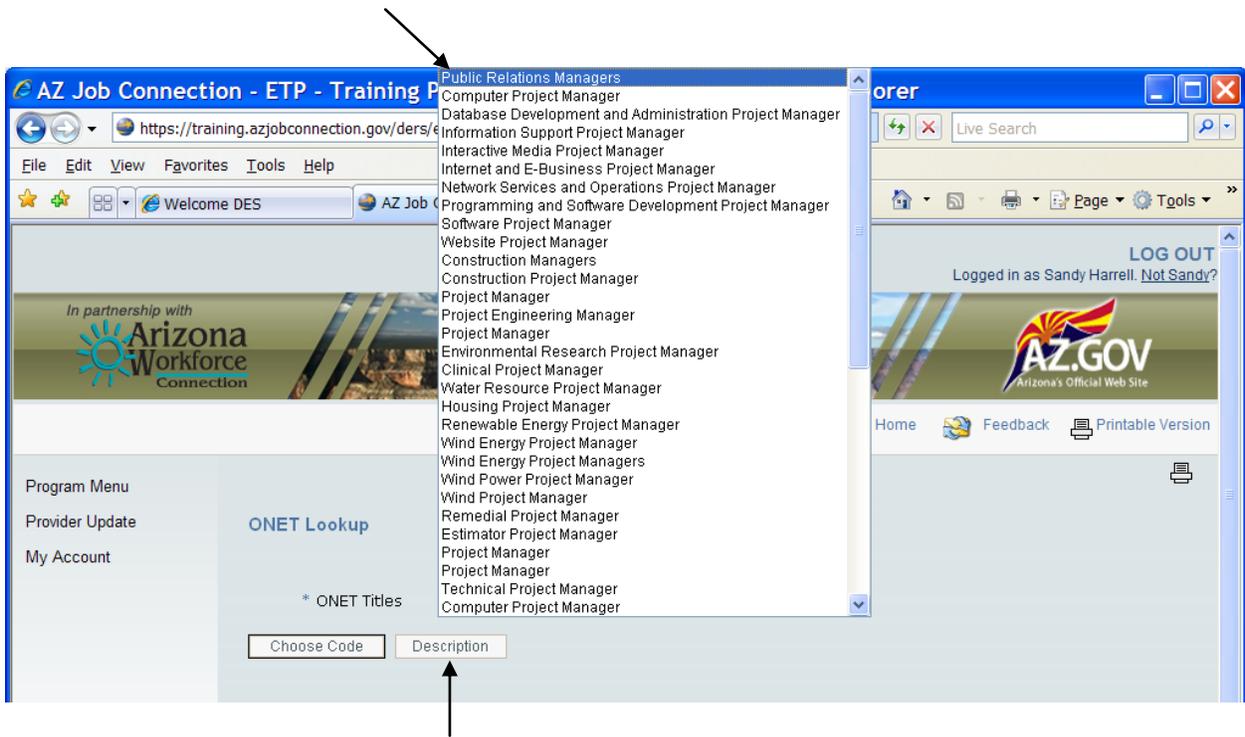
A screenshot of a web form for ONET Lookup. It features three input fields: '\* Occupation Title (O\*Net-SOC)', 'Hourly Wage 1' (with '0.00' entered), and 'Required Certification 1'. There are two 'ONET Lookup' buttons, one above and one below the 'Required Certification 1' field. An arrow points from the top 'ONET Lookup' button to the 'Required Certification 1' field.

Enter your keyword(s) to start your search and select the type of occupational match you want then click on Search.

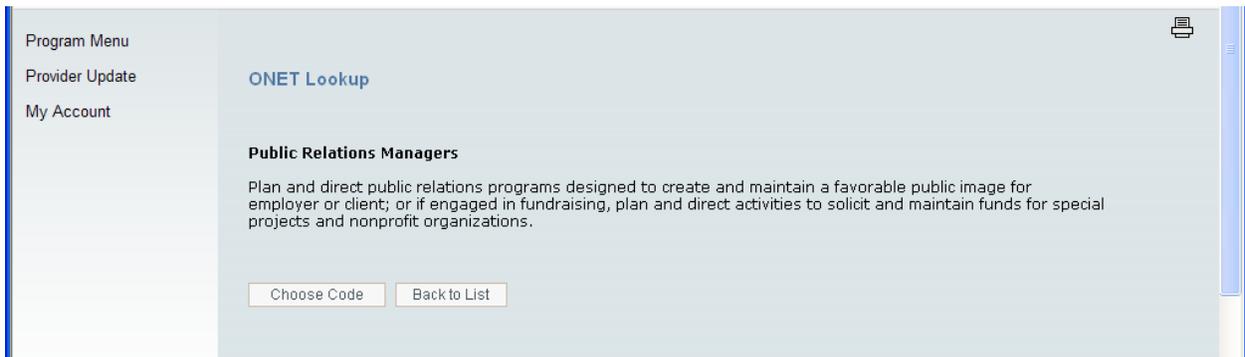


A screenshot of the ONET Lookup search page. On the left is a sidebar with 'Program Menu', 'Provider Update', and 'My Account'. The main area is titled 'ONET Lookup'. It contains a 'Keyword Match:' section with three radio buttons: 'Any', 'All' (which is selected), and 'Exact'. Below this is a '\* Keywords' field containing 'Project Manager' and a 'Search' button. An arrow points from the 'Search' button to the 'Project Manager' text.

A list of ONET Lookup title will display for you to select from. Make a selection and click on **Choose Code**.

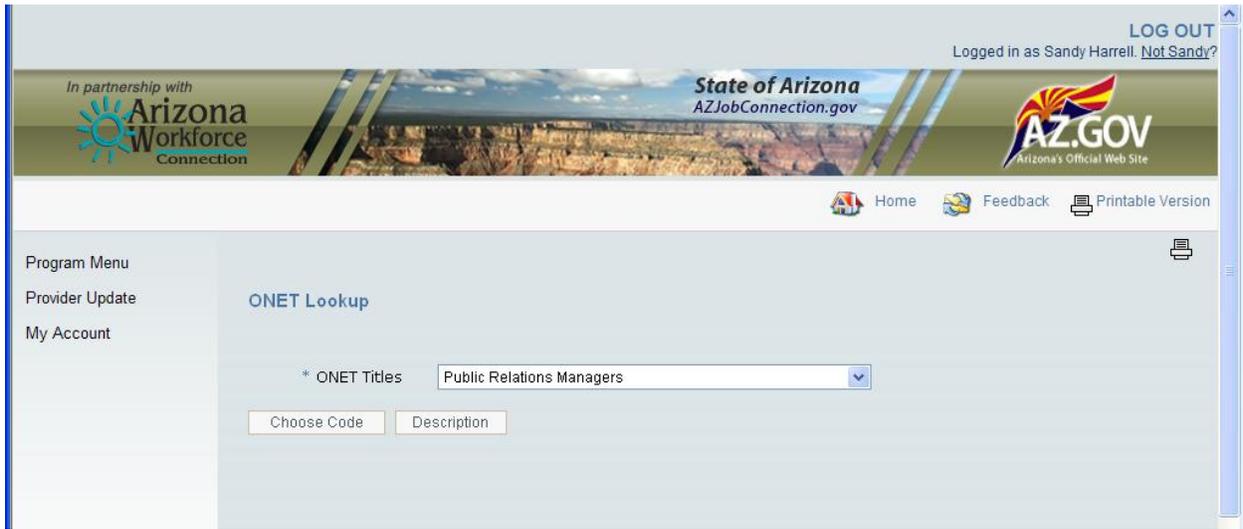


If you want to view a description of your selection before making a final selection, click on the Description button, then make your ONET selection.

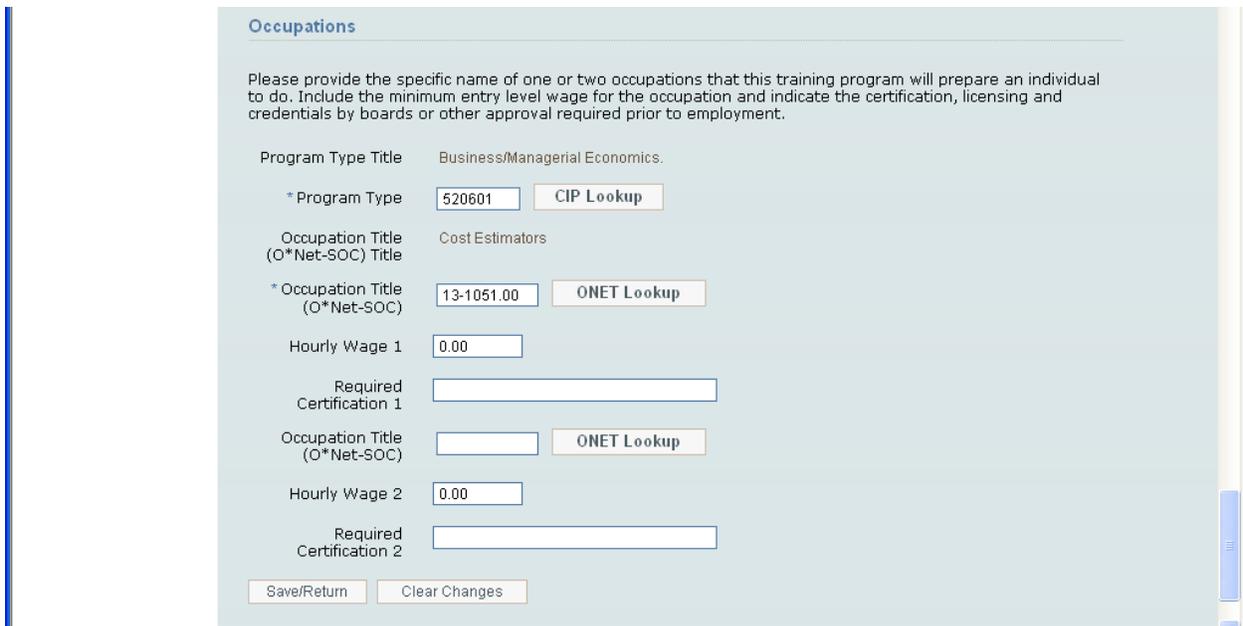


Make your selection and click on **Choose Code** to populate the **ONET** field on the **Program Description** page in the occupation area or select the **Back to List** to return to the **ONET Title** page.

Public Relations Manager is populated in the **ONET Title** area.



This is what a completed page looks like.



Click on Save/Return to display the **Program Performance** page.

The Program Performance page is where providers document the overall student performance. DES is not tracking this information at this time. This is for informational purposes only.

The screenshot shows the Arizona Workforce Connection website interface. At the top, there is a navigation bar with the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. A user is logged in as Sandy Harrell. The main content area is titled "Program Performance - Phoenix PMI Institute". It contains several paragraphs of text providing instructions on how to enter performance data. Below the text are several input fields for "PMI Certification Course" performance data, including "Begin Date", "End Date", "Number Participated", "Number Completed", "Completed Percent", "Number Employed After Leaving The Program", "Employed Percent", "Avg Hourly Wage At Placement", "Completed Percent", and "Employed Percent".

LOG OUT  
Logged in as Sandy Harrell. [Not Sandy?](#)

In partnership with  
**Arizona Workforce Connection**

State of Arizona  
AZJobConnection.gov

AZ.GOV  
Arizona's Official Web Site

Home Feedback Printable Version

Program Menu  
Provider Update  
My Account

### Program Performance - Phoenix PMI Institute

Any program that is covered by the Higher Education Act (HEA) or is a registered apprenticeship program is not required to submit the following performance data information for initial eligibility. However, it is encouraged.

All programs must complete the following performance data to be considered for renewal (subsequent eligibility).

Any providers requiring assistance acquiring statistical performance information on program participants for the Employed and Average Wage measures may request assistance for UI wage matching. If interested in this assistance, please contact the Local Area contact for instructions.

Enter either raw numbers or percentages, not both.

#### PMI Certification Course

##### Program Performance For All Students

Begin Date

End Date

Number Participated

Number Completed

Completed 0%  
Percent

Number Employed After Leaving The Program

Employed 0%  
Percent

Avg Hourly Wage At Placement:

Do not enter the percentages if Completed and Employed values are entered.

Completed Percent

Employed Percent

**WIA Participant Performance**

To be filled in by Local Area Staff

**Begin Date**

**End Date**

**Completed**

**Employed**

Employed 0%  
Percent

**Employed > 6 Mo.**

Employed 0%  
> 6 Mo.  
Percent

**Avg Hourly Wage > 6 Mo.:** 0.00

**Attained More Skills:**

Attained 0%  
More Skills  
Percent:

Do not enter the percentages if Employed, Employed > 6 mo., and Attained More Skills values are entered.

**Employed Percent**

**Employed > 6 Mo. Percent**

**Attained More Skills Percent:**

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

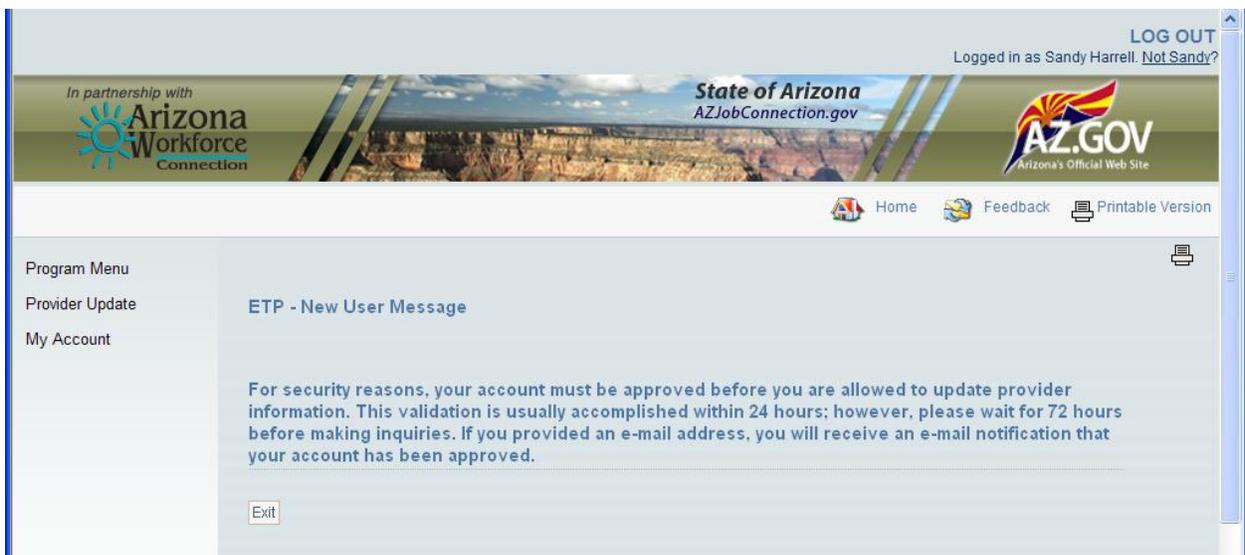
Internet 100%

Click on Save/Return and the **Provider Program** page will display.

**Program Provider** page. Providers can edit or delete their program information on this page. The Performance link takes you to the **Performance** page for that program, which DES does not support at this time.



Click on the Continue button and an **ETP New User Message** will display notifying the new provider that their account (and program) must be approved before they are allowed to update their provider information. An e-mail is sent to the e-mail address entered on the registration page once the account is approved.



Click on the **Exit** button and the **Provider Menu (Desktop)** page will display. At that point, providers cannot make any further additions to their account until it is approved.

The initial approval of a provider account is NOT approval for the WIA ETP List: it is approval for access to the system.

# **Attaching to an Existing Training Provider Account**



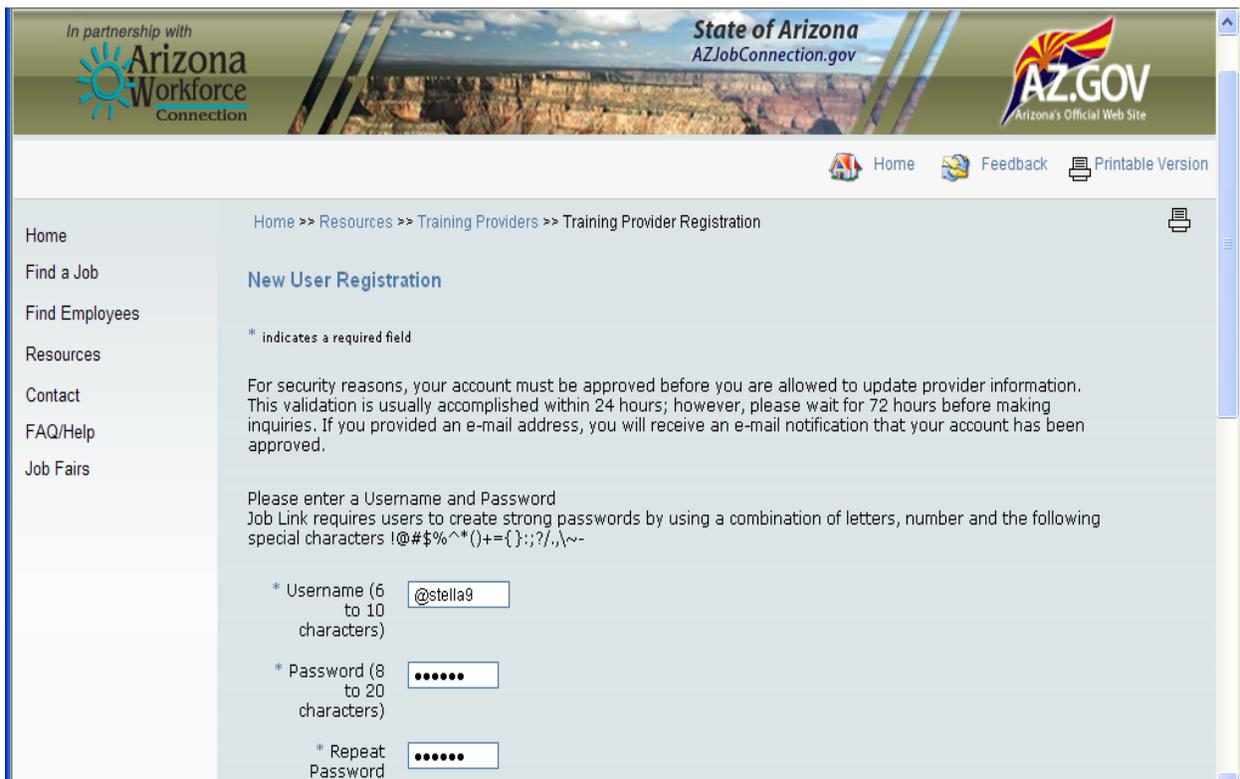


## ATTACHING TO AN EXISTING TRAINING PROVIDER ACCOUNT

A provider account can be associated with an existing provider. If a provider has an existing record in AJC, and you would like to access the record as a user to add or update information when the **New User Registration** page displays, follow the instructions and complete the fields.

Before beginning providers also need to have available their training institution's 9-digit **Federal Employer Identification Number (FEIN)** to enter on the **Training Provider Detail-Add New Provider** page to identify the account you want to be associated with.

Create and enter a Username and Password. To associate your user account with an existing AJC training provider, click **Existing** in the **Add new provider or search for existing provider?** field. Complete the contact information and click Submit.



The screenshot shows the 'New User Registration' page on the AZ Job Connection website. The page header includes the Arizona Workforce Connection logo, the State of Arizona logo with 'AZJobConnection.gov', and the AZ.GOV logo. A navigation menu at the top right contains links for Home, Feedback, and Printable Version. The main content area has a breadcrumb trail: Home >> Resources >> Training Providers >> Training Provider Registration. The page title is 'New User Registration'. A note states: '\* indicates a required field'. A security warning reads: 'For security reasons, your account must be approved before you are allowed to update provider information. This validation is usually accomplished within 24 hours; however, please wait for 72 hours before making inquiries. If you provided an e-mail address, you will receive an e-mail notification that your account has been approved.' Below this, instructions state: 'Please enter a Username and Password. Job Link requires users to create strong passwords by using a combination of letters, number and the following special characters: !@#%\*^\*()+={};:;?/,.\~-'.

The registration form includes three required fields:

- \* Username (6 to 10 characters):
- \* Password (8 to 20 characters):
- \* Repeat Password:

You must be associated with a training provider. Will you be adding a new provider or do you want to search for an existing provider?

\* Add new provider or search for existing provider?

New

Existing

Contact Information:

\* First Name

Middle Initial

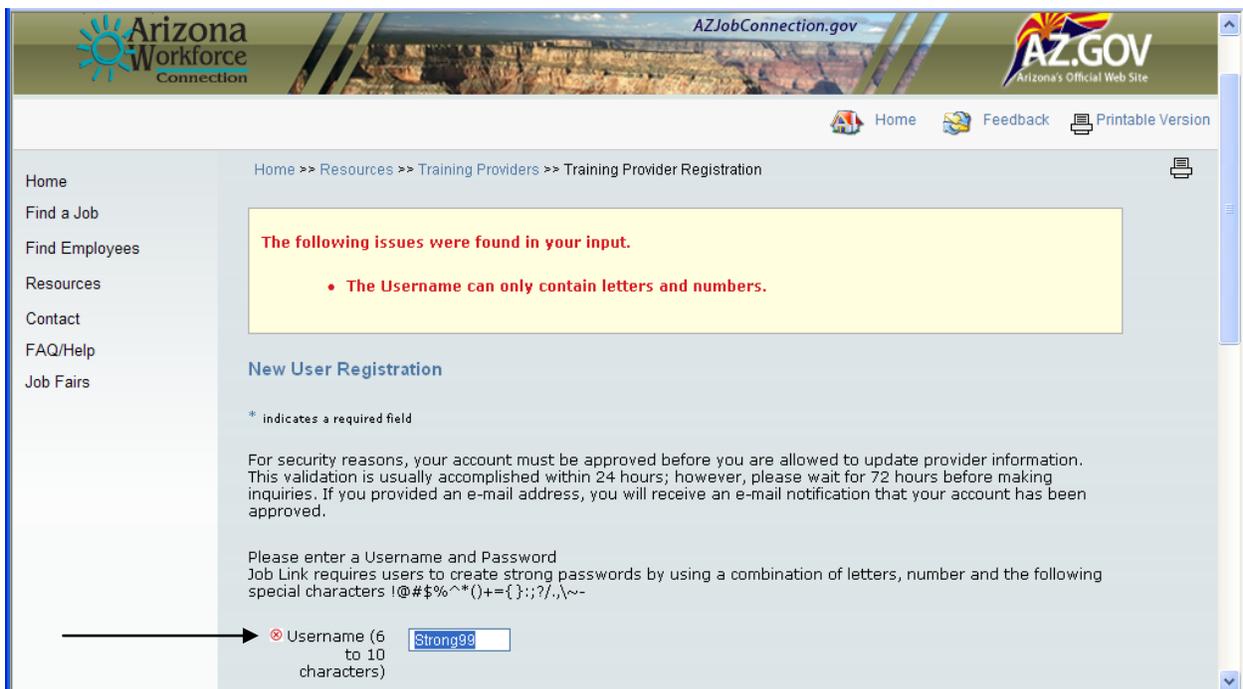
\* Last Name

Phone Number:  Ext.

Email Address:

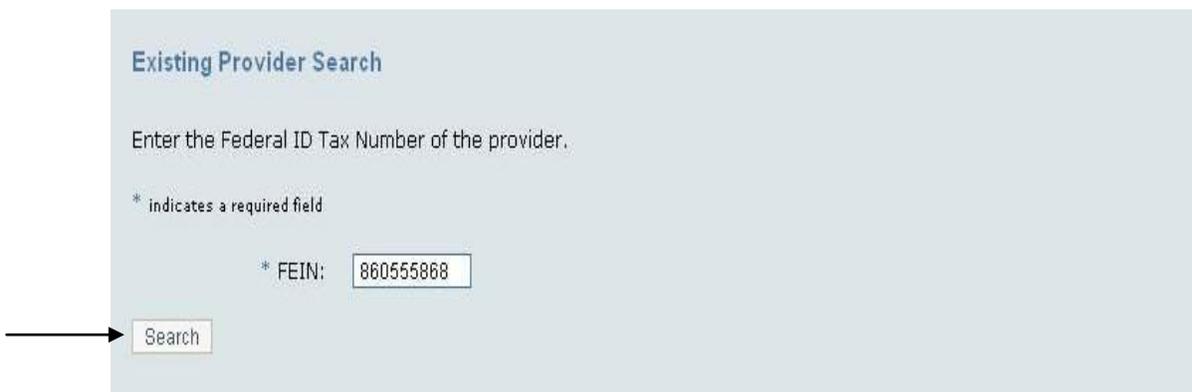
LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

Required fields are marked with an asterisk. If you do not complete all required fields and you click on the submit button, you will receive a red text submission error message that will display at the top of the page. All fields in error will be marked with a red **x** inside a circle. If you receive a submission error, you will not be able to proceed until all required fields have been completed. To enter the correct information, tab to the field in error and correct the entry and click on **Submit** at the bottom of the page.



Once all data has been entered, because you selected you wanted to add to an Existing provider, the **Existing Provider Search** page will display requesting the FEIN of the existing provider.

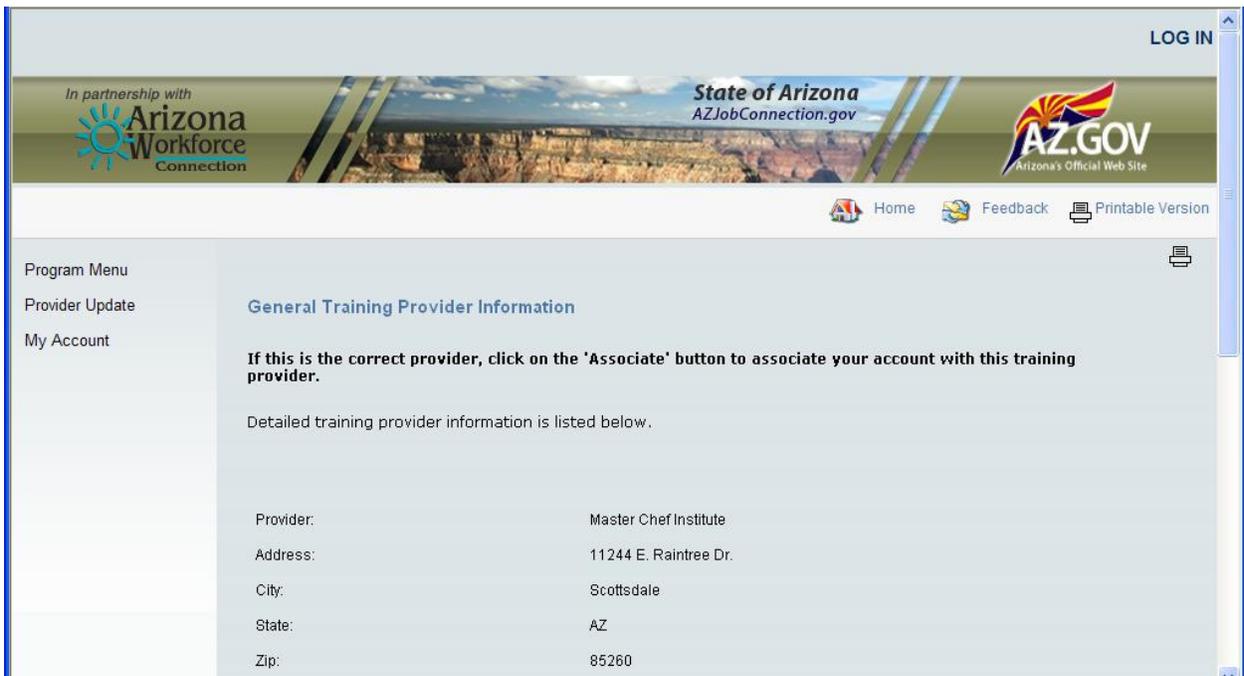
Enter the FEIN and click the Search button to search for the existing training provider. The **Existing Provider Search** results page displays. Click on the Search button.



The **Existing Provider Search** page displays. Move your pointer over the provider name to display the link. Click on the link of the selected provider.



Review the information on the **General Training Provider Information** page to confirm that this is the provider record with which you want to associate your account. Click the **Associate** button. The **General Training Provider Information** page re-displays.



Phone:	(480) 778-6241 - Ext.			
Fax:	(480) 778-6289			
Provider Type:	Private Career School/College			
Web Site Address:	<a href="http://www.masterchefiam.com">www.masterchefiam.com</a>			
Admissions Contact:	Gordon Ramsey			
Admissions E-Mail:	ChefGCR@gmail.com			
<b>Institution Type</b>				
Type:	Public	Private	Non-Profit	Sectarian
Postsecondary - no degree/certificate	No	Yes	No	No
Registered Apprenticeship	No	Yes	No	No
Proprietary School	No	Yes	No	No

The **General Training Provider Information** page re-displays with a message indicating that your account has been associated with the provider record and information about the account approval process.

**General Training Provider Information**

Your account has been associated with Master Chef Institute in Scottsdale, AZ.

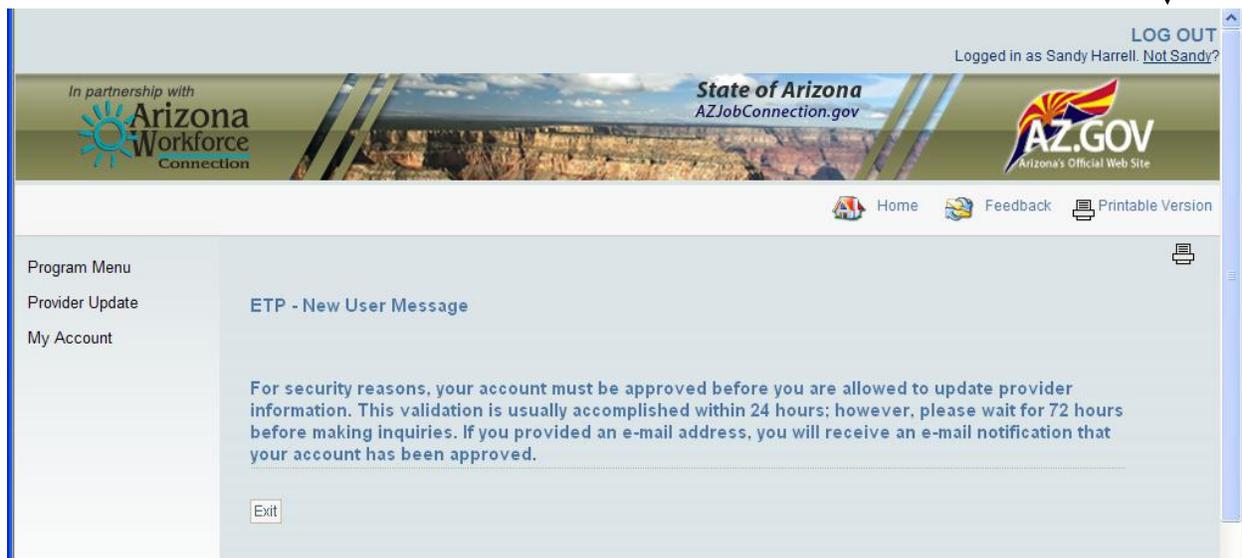
If this is not the correct provider, contact your Local Area administrator or the Arizona JobLink Help Desk at EAHelpDesk@azdes.gov.

For security reasons, your account must be approved before you are allowed to update provider information. This validation is usually accomplished within 24 hours; however, please wait for 72 hours before making inquiries. If you provided an e-mail address, you will receive an e-mail notification that your account has been approved.

Detailed training provider information is listed below.

Provider:	Master Chef Institute			
Address:	11244 E. Raintree Dr.			
City:	Scottsdale			
State:	AZ			
Zip:	85260			
Phone:	(480) 778-6241 - Ext.			
Fax:	(480) 778-6289			
Provider Type:	Private Career School/College			
Web Site Address:	<a href="http://www.masterchefiam.com">www.masterchefiam.com</a>			
Admissions Contact:	Gordon Ramsey			
Admissions E-Mail:	ChefGCR@gmail.com			
<b>Institution Type</b>				
Type:	Public	Private	Non-Profit	Sectarian
Postsecondary - no degree/certificate	No	Yes	No	No
Registered Apprenticeship	No	Yes	No	No
Proprietary School	No	Yes	No	No

Click the **Exit** button. The **ETP – New User Message** page displays again.

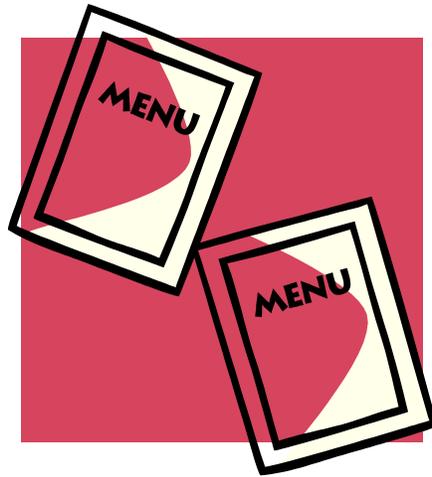


Once your account is approved you will be notified by e-mail.

Click on **Logout** to return to the **Provider Presentation/Home** page.

# TRAINING PROVIDER

## MENU





## PROVIDER MENU

The **Provider Menu (Desktop)** page displays. Notice this menu is very similar to the **Presentation/Home** page where you first logged in, but the links on the **Control Panel** are specific to providers.

Mover your pointer over the **Provider Menu** link.

In partnership with **Arizona Workforce Connection**

State of Arizona  
AZJobConnection.gov

**AZ.GOV**  
Arizona's Official Web Site

Program Menu  
Provider Update  
My Account

**Quick Links**

- Arizona State Jobs
- Labor Market Information
- Rapid Reemployment
- Unemployment Insurance
- Rehabilitation Services
- Veteran Priority of Services
- Other Services
- FiscalLink User Guide

**Statistics**

- 2465 Jobs
- 1645 Resumes

**Job Seeker**  
Get help selecting a new career, finding a new job, locate suitable education or training, and connect with job fairs.

**Employer**  
Analyze the labor market. Determine competitive starting salaries, review suitable training, place job orders, and find suitable candidates.

**FAQs/Help**  
If you have a question or cannot find what you are looking for, click here for assistance.

Employment Services is a network of public employment offices that provide placement services for employers.

The Employment Services focuses on providing a variety of employment-related labor exchange services including, but not limited to, job search assistance, job referral and placement assistance for job seekers, re-employment services to Unemployment Insurance claimants, and recruitment services for employers with job openings.

Username

Password

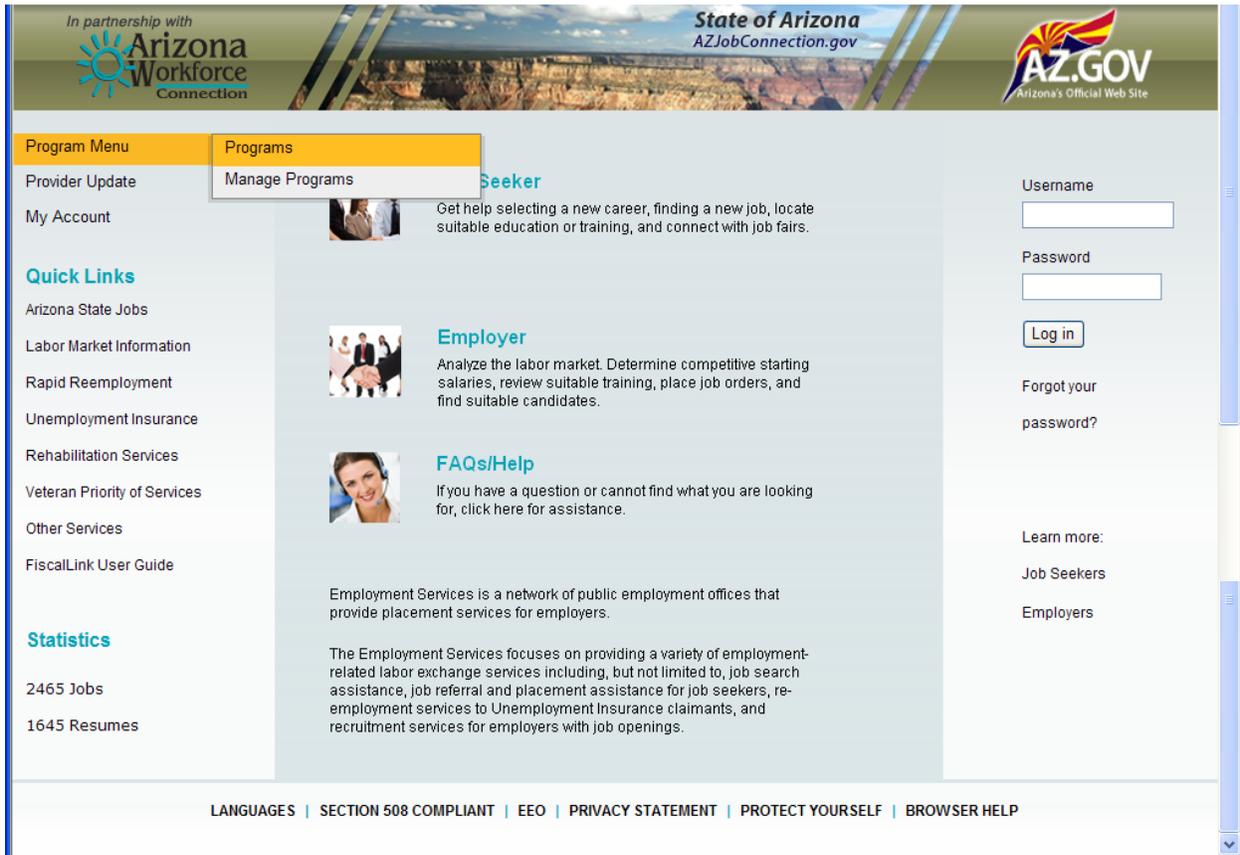
Log in

Forgot your password?

Learn more:  
Job Seekers  
Employers

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

Flyouts for **Program** and **Manage Programs** are displayed.



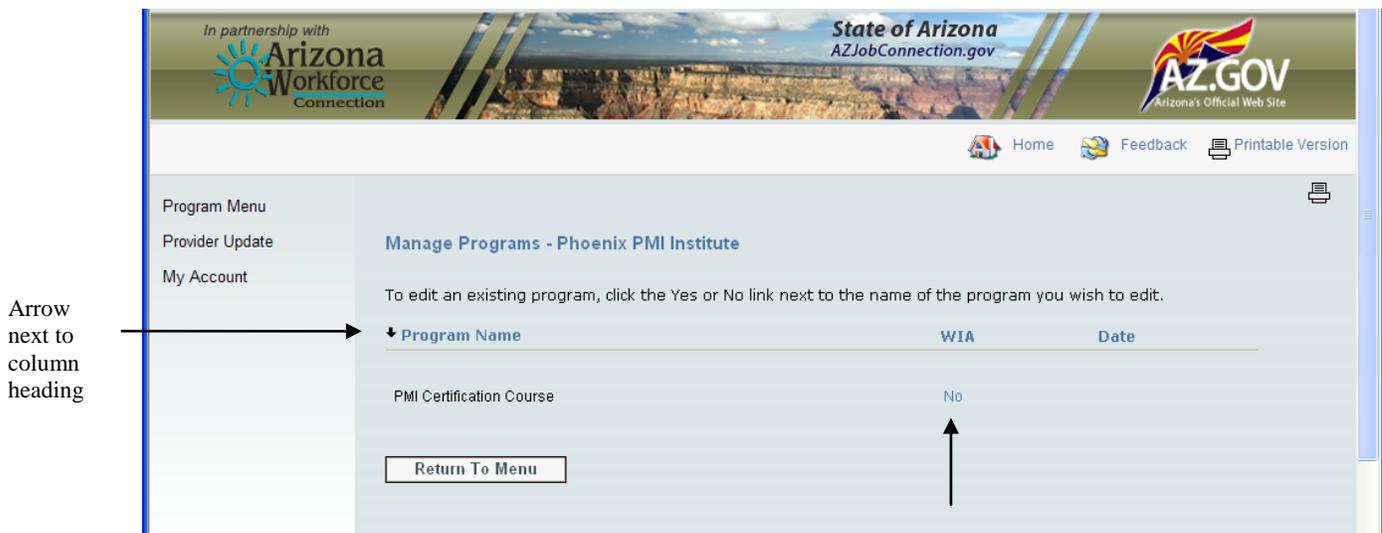
Click on the **Programs** link. This takes you to the **Provider Programs** page where all of the provider's programs will be listed. Providers can edit, or delete a program from this page. **DES do not support program Performance at this time.**



Clicking on Continue before your account is approved displays the **ETP New User Message** again (the message that says you account may be approved within 24 hours). Click on **Manage Program**



The **Manage Programs** page displays.



The Manage Programs page provides functionality for providers to manage the status of their programs on the WIA Eligible Training Provider List. The **Manage Programs** page has three columns: Program Name, WIA, and Date. The column headings are sortable and reverse-sortable by clicking the column heading.

The arrow next to the column heading indicates how programs are sorted and the sort direction. To sort by another column, click the column heading. For example, if you have multiple programs but want to work with those programs that are not WIA approved, click the WIA column heading. Yes or No in this column indicates WIA Approved YES or WIA Approved NO. If you want to work with programs for which eligibility will soon expire, click the Date column to sort the programs by approval date.

Clicking the Yes or No link in the WIA column displays the editable Program Description page.

1. If the program has NO in the WIA column and the Date column is blank, the program is a new program that has not been reviewed for WIA eligibility.
2. If the program has NO in the WIA column and a date in the Date column, the program is either Denied or Remove. If the program is Denied, the local and state ETP administrators' deny the program because it did not meet the minimum eligibility requirements. If the program is Removed, the local and state ETP administrators removed the program from the ETP list because the eligibility expired. The date in the date column is the status change date: the date the program was denied or removed.
3. If the program has YES in the WIA column and a date in the Date column, the program is approved. The date is the date the program was approved. Eligibility expires one year from the approval date.
4. To view the status of the program, click a YES or NO link in the WIA column. The Program Description page displays with the full non-editable status description.

Under the WIA column, click on **No** and you will display the **Program Description** page. On the **Program Description** page you can make changes to your program, symposium, cost, tuition, prerequisite requirements, WIA selection, ONET Code, CIP Code, etc. Click on Save/Return and you will return to the **Manage Program** page.

From the **Manage Program** page click on **Return to Menu** and the **Provider Menu Desktop** page will display.

From the **Provider Update** link, click on **Provider Details** to display the **Trainer Provider Detail** page.

<p>FiscalLink User Guide</p> <p><b>Statistics</b></p> <p>2465 Jobs</p> <p>1645 Resumes</p>	<p>Employment Services is a network of public employment offices that provide placement services for employers.</p> <p>The Employment Services focuses on providing a variety of employment-related labor exchange services including, but not limited to, job search assistance, job referral and placement assistance for job seekers, re-employment services to Unemployment Insurance claimants, and recruitment services for employers with job openings.</p>	<p>Job Seekers</p> <p>Employers</p>
<p><a href="#">LANGUAGES</a>   <a href="#">SECTION 508 COMPLIANT</a>   <a href="#">EEO</a>   <a href="#">PRIVACY STATEMENT</a>   <a href="#">PROTECT YOURSELF</a>   <a href="#">BROWSER HELP</a></p>		

The **Training Provider Details – Provider Name** displays with provider information. The Local WIB number is generated base do the provider’s zip code.

In partnership with



State of Arizona  
AZJobConnection.gov



Arizona's Official Web Site

[Home](#) | [Feedback](#) | [Printable Version](#)

[LOG IN](#)

Program Menu

Provider Update

My Account

### Training Provider Details - Phoenix PMI Institute

Enter basic information for the training provider.

\* indicates a required field

<b>Local WIB Number</b>	7	
* Training/Education Institution Name		<input type="text" value="Phoenix PMI Institute"/>
* Training/Education Institution Address		<input type="text" value="123 N. Main Street"/>
* Training/Education Institution City		<input type="text" value="Tempe"/>
* Training State/Education Institution State		<input type="text" value="AZ"/>
Training/Education Institution Zip Code	85253 - 0000	
* Training/Education Institution County		<input type="text" value="Maricopa"/>
Training/Education Institution Telephone Number	480-585-5254	Ext. <input type="text" value="*"/>
Training/Education Institution Fax Number		<input type="text"/>
General Email Address		<input type="text" value="PHXPMI@yahoo.edu"/>
Web Site Address		<input type="text" value="www.PhxPMI.edu"/>
<b>Web Site Link</b>		<a href="http://www.PhxPMI.edu">www.PhxPMI.edu</a>
<b>FEIN</b>		65-4321987
Training Agent ID		<input type="text" value="2961"/>

The screenshot shows a web form for provider information. The form fields are as follows:

- Vendor ID: 0
- \* Contact Person: Sandra Lee
- \* Contact Address: 5555 N. Main Stree
- \* Contact City: Tempe
- \* Contact State: AZ
- \* Contact Zip Code: 85253 - 0000
- \* Contact Telephone Number: 480-555-5421 Ext. \*
- Contact Fax Number: (empty)
- Contact Email Address: (empty)
- \* Institution/Organization Type: Private Corporation
- Approved WIA Youth Services Provider: No
- Local WIB Email Address: rbarcelo@mail.maricopa.gov

Below the form, there is a note: "If you do not have an e-mail account, click the following link for a list of free Internet e-mail providers". At the bottom of the form, there are three buttons: "Save/Continue", "Save/Return", and "Clear Changes".

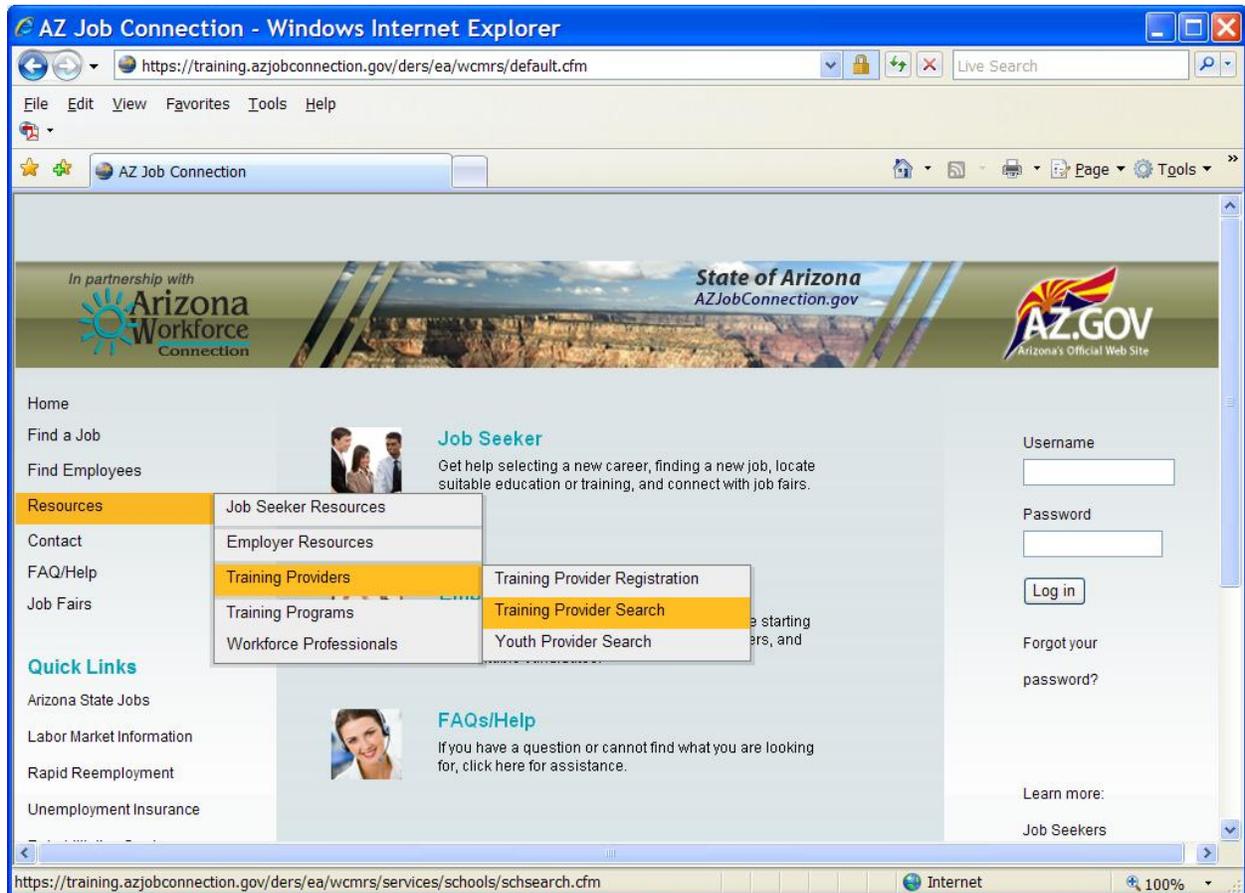
At the bottom of the page, there is a navigation bar with the following links: LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

This process continues as providers click on the buttons to display the **Eligibility, Debarment, Institution Info** pages.

Return to the **Provider Presentation/Home** page.

From the **Presentation/Home** page select:

- **Resources**
  - **Training Provider**
    - **Training Provider Search** and click on it.



This will display the **School and Training Provider Search** page.

## School and Training Provider Search page.

LOG IN

In partnership with **Arizona Workforce Connection** | **State of Arizona AZJobConnection.gov** | **AZ.GOV** Arizona's Official Web Site

Home >> Resources >> Training Providers >> Training Provider Search

### School & Training Provider Search

Enter your search criteria, then click the 'Search' button to view the results.

Training Type

School Name

School Type

Location

Zip Code  -

Program Name Contains

Training Type

School Name

School Type

Location

Zip Code  -

Program Name Contains

CIP Code (for Workforce Staff only)

Local Area

Services Provided  WIA Approved

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

The Reset button clears the search information.

Enter school information, search criteria:

- school name
- school type,
- zip code,
- CIP Code
- Program Name Contains, etc.

Click on the Search button.

Find a Job  
Find Employees  
Resources  
Contact  
FAQ/Help  
Job Fairs

### School & Training Provider Search

Enter your search criteria, then click the 'Search' button to view the results.

Training Type

School Name

School Type

Location

Zip Code  -

Program Name Contains

CIP Code (for Workforce Staff only)

Local Area

Services Provided  WIA Approved

Search Results page display with basic information about the selected institution. Clicking on the **New Search** button returns you to the **School and Training Provider Search Page**.

Home  
Find a Job  
Find Employees  
Resources  
Contact  
FAQ/Help  
Job Fairs

### Search Results

Showing 1-1 of 1 providers matching criteria.

Name	City	County	Type
Master Chef Institute	Scottsdale	Maricopa	Private Career School/College

Click on the Home button to return to the **Presenation/Home** page.

The screenshot shows the Arizona Job Connection website. At the top, there is a banner with the Arizona Workforce Connection logo on the left, the text "State of Arizona AZJobConnection.gov" in the center, and the AZ.GOV logo on the right. Below the banner is a navigation menu with the following items: Home, Find a Job, Find Employees, Resources (highlighted in orange), Contact, FAQ/Help, and Job Fairs. A dropdown menu is open under "Resources", listing: Job Seeker Resources, Employer Resources, Training Providers, Training Programs (highlighted in orange), and Workforce Professionals. Below the navigation menu, there are three main content areas. The first is "Job Seeker" with a sub-header "Job Seeker Resources" and a description: "Get help selecting a new career, finding a new job, locate suitable education or training, and connect with job fairs." The second is "Employer" with a sub-header "Employer Resources" and a description: "Help you succeed in the labor market. Determine competitive starting salaries, review suitable training, place job orders, and identify suitable candidates." The third is "FAQs/Help" with a sub-header "FAQs/Help" and a description: "If you have a question or cannot find what you are looking for, click here for assistance." On the right side of the page, there is a login section with fields for "Username" and "Password", a "Log in" button, and a link for "Forgot your password?". Below the login section, there is a "Learn more:" section with links for "Job Seekers" and "Employers". At the bottom of the page, there is a footer with links for "LANGUAGES", "SECTION 508 COMPLIANT", "EEO", "PRIVACY STATEMENT", "PROTECT YOURSELF", and "BROWSER HELP".

The **Training Programs** tab takes flows out of the AJ Job Connection application to outside training programs. This is where the public accesses training information.

Below is what page currently displays.

The screenshot shows the Arizona Commerce Authority website with a 404 error. The header includes the logo, a search bar, and a navigation menu. The main content area displays the error message and provides links to various sections of the site.

**ARIZONA COMMERCE AUTHORITY**

TELL US ABOUT YOUR PROJECT

SEARCH ARIZONA COMMERCE

INCENTIVES SERVICES ▼ FACTS & FIGURES ▼ ABOUT US ▼ NEWS & EVENTS ▼ CONTACT US ▼

HOME > ERROR - PAGE NOT FOUND

**AZCOMMERCE.COM - PAGE NOT FOUND**

The page you requested could not be found. Use the Search field above or our site map below to search for the information you were looking for.

**INCENTIVES**

- Small Business Capital Investment Tax Incentive Program (Angel Investment Program)
- Angel Investment Program
- Qualified Investor
- Arizona Innovation Accelerator Fund
- AZ Competes
- AZ Fast Grant
- AZ STEP Grant
- Commercial/Industrial Solar
- Healthy Forest
- Job Training

**SERVICES**

- Growing Your AZ Business
- Relocating to AZ
- Small Business Services
- International Business Services
- Skilled Workforce
- Film in AZ

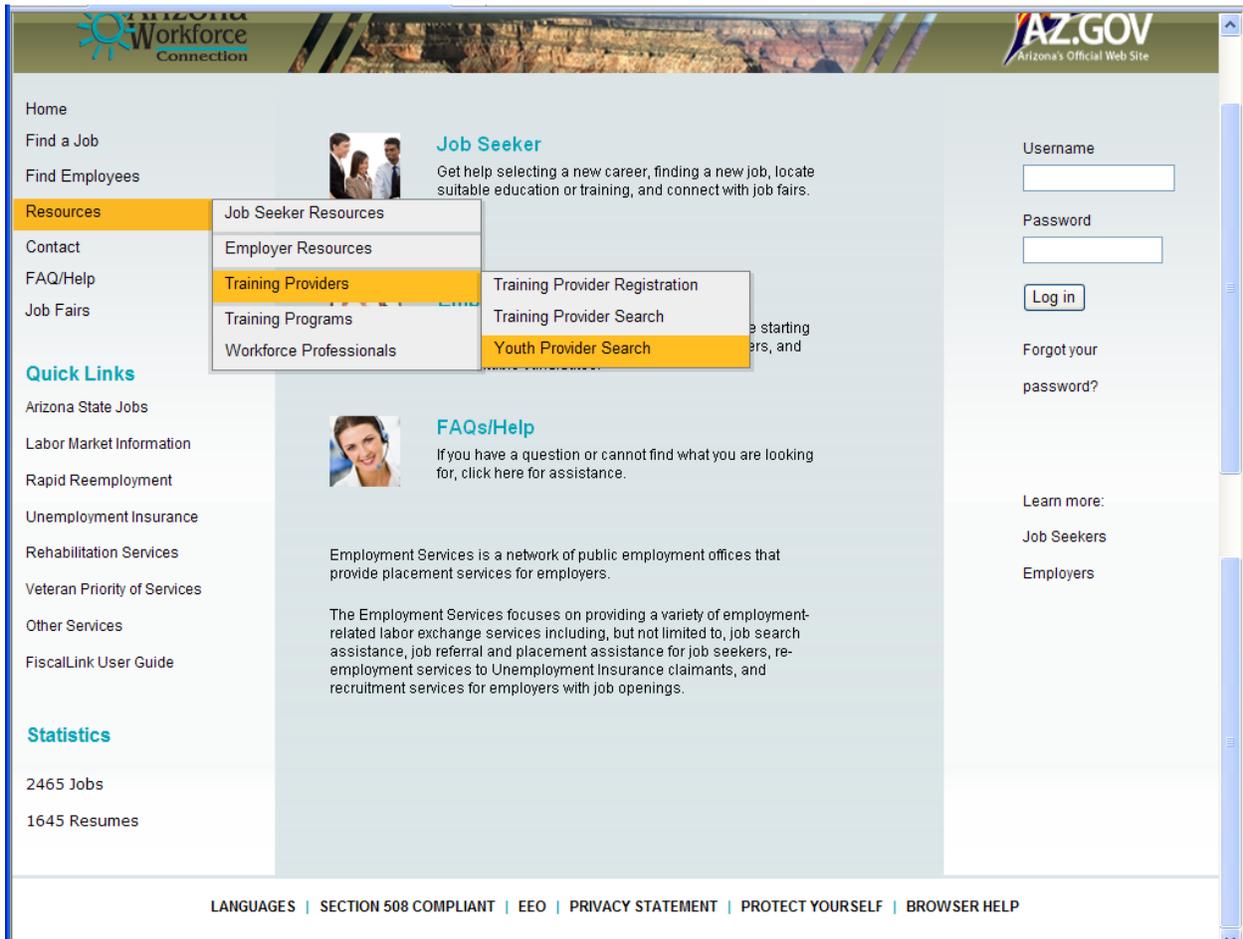
**FACTS & FIGURES**

- AZ @ A Glance
- Maps
- Community Profiles
- Industry Profiles
- Publications & Reports

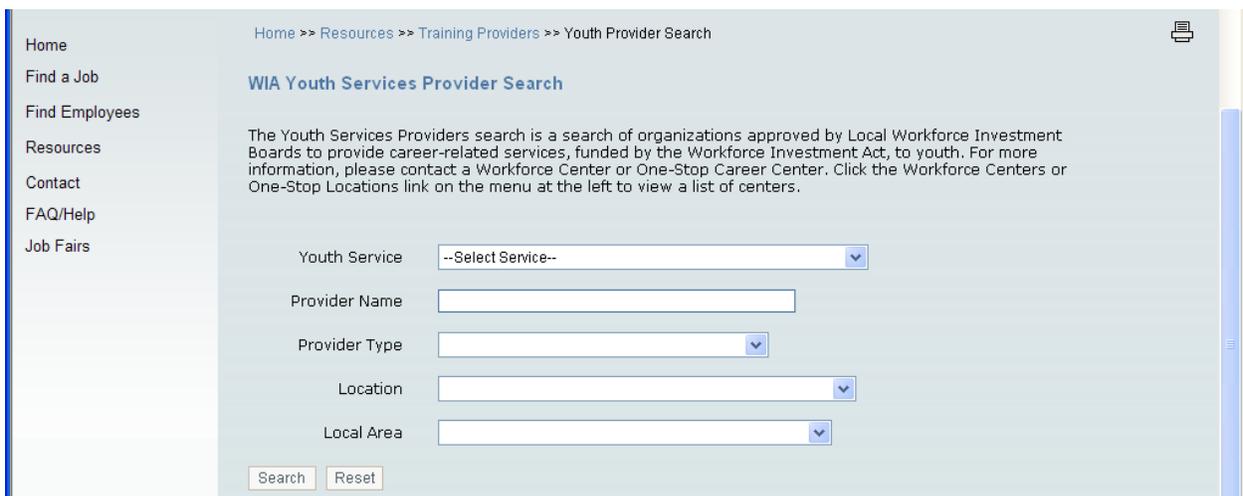
**ABOUT US**

- Welcome Message
- Board of Directors
- Board Meetings & Minutes
- Executive Management Team
- Public Notices

The Youth Provider Search displays a search page for providers that service WIA youth.



The **WIA Youth Services Provider Search** page displays. **DES providers will not be using this page at this time.** Return to the **Presentation/Home Page**.





# ELIGIBLE TRAINING PROVIDER

## MY ACCOUNT





## ELIGIBLE TRAINING PROVIDER – MY ACCOUNT

From the **Presentation/Home** page, Enter your Username and Password and click on Log in.

The screenshot shows the AZ Job Connection website home page. At the top, there are logos for "In partnership with Arizona Workforce Connection", "State of Arizona AZJobConnection.gov", and "AZ.GOV Arizona's Official Web Site". The main content area is divided into three columns. The left column contains a navigation menu with links: Home, Find a Job, Find Employees, Resources, Contact, FAQ/Help, Job Fairs, Quick Links (Arizona State Jobs, Labor Market Information, Rapid Reemployment, Unemployment Insurance, Rehabilitation Services, Veteran Priority of Services, Other Services, FiscalLink User Guide), and Statistics (2465 Jobs, 1645 Resumes). The middle column features three sections: "Job Seeker" with a photo of two people and text about selecting a career; "Employer" with a photo of a group of people and text about labor market analysis; and "FAQs/Help" with a photo of a woman and text about assistance. The right column contains a login form with fields for "Username" and "Password", a "Log in" button, and a link for "Forgot your password?". Below the login form are links for "Learn more", "Job Seekers", and "Employers". At the bottom of the page, there is a footer with links: LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP.

Your last long in date displays and welcome's you back. Click on Continue.

The screenshot shows the AZ Job Connection website after a successful login. At the top right, there is a "LOG OUT" button and the text "Logged in as Annabella Rosebud.". The main content area features a "Welcome Back!" heading. Below this, there is a message: "You were last logged in to AZ Job Connection on February 08, 2012 at 12:43:50 PM. There have been no unsuccessful login attempts within the last 44 days. If you have any questions or concerns about access to your account, please contact AZ Job Connection Support or 602-771-0453. Click the Continue button below to complete your login." At the bottom of the message, there is a "Continue" button.

The **Provider Menu** displays with the providers current account information. Providers can use the **My Account** to register and update their name, phone number, and e-mail address in the ProviderLink user account.

Arizona Workforce Connection

AZJobConnection.gov

AZ.GOV  
Arizona's Official Web Site

Home Feedback Logout Printable Version

Program Menu  
Provider Update  
My Account

### Eligible Training Provider - My Account

You may change your contact name, phone number and e-mail address.  
Email will be sent to this address whenever selected changes are made to provider information.

\* indicates a required field

\* First Name

\* Last Name

Middle Initial

Phone Number:  Ext.

Email Address:

If you do not have an e-mail account, click the following link for a list of [free Internet e-mail providers](#)

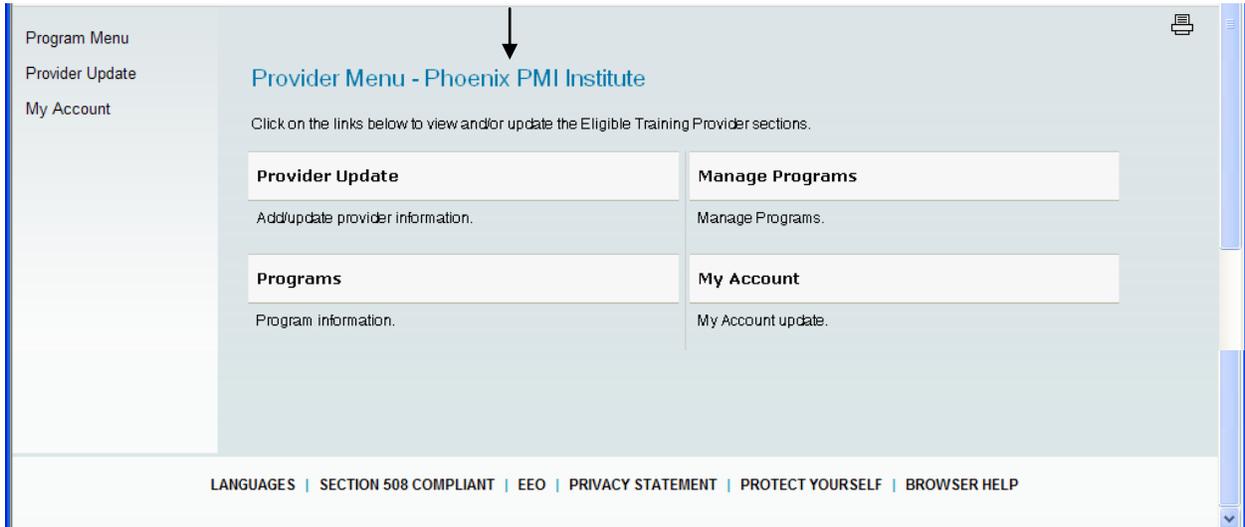
If more than one provider's representative uses **My Account**, they should use the name of the designated administrator or coordinator. When programs are reviewed and the status is changed, ProviderLink provides fields to document the name of the person who last approved, removed, or denied a program, and the date the change was made. This name can be different than the name displayed on the **My Account** page. Providers can also create an e-mail account from this page.

Notice the Save/Continue button at the bottom of the page, information can be entered so do not use the back arrow/button.

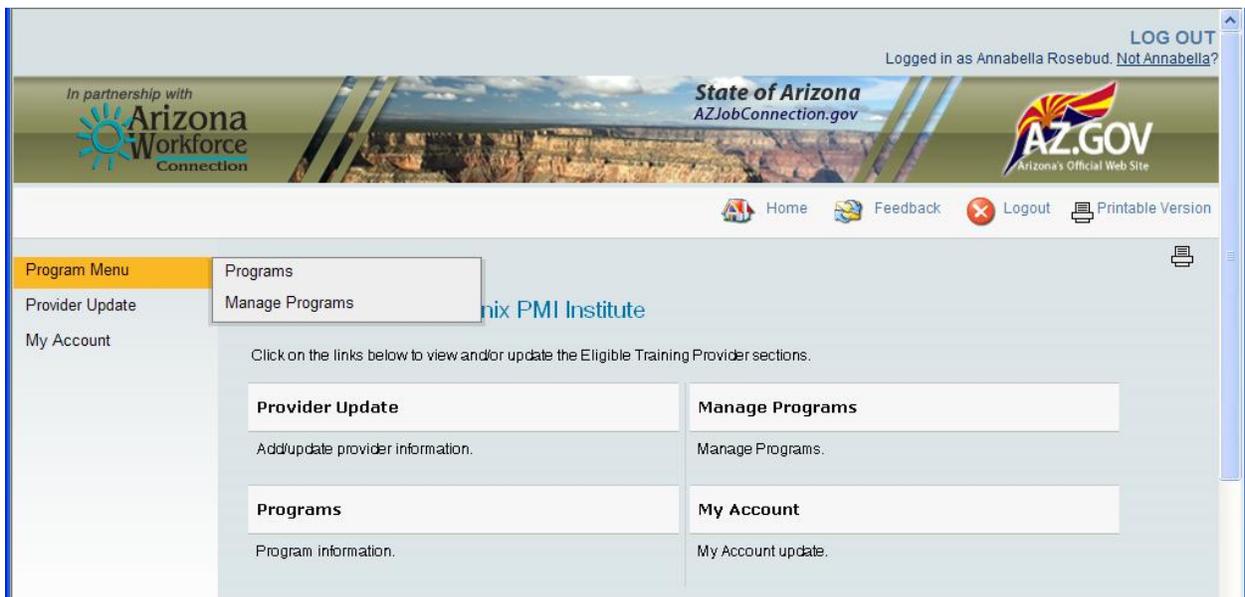
*Once the **Provider Menu** displays this becomes the new providers **Home** page.*

**FYI** – Providers can log in through the **Provider Menu**, Click on the **Local Area Account Update** link and select the **Local Area Account update** to display the Local Area ETP Approver information.

If a provider is preselected the **Provider Menu** will display with a provider name.



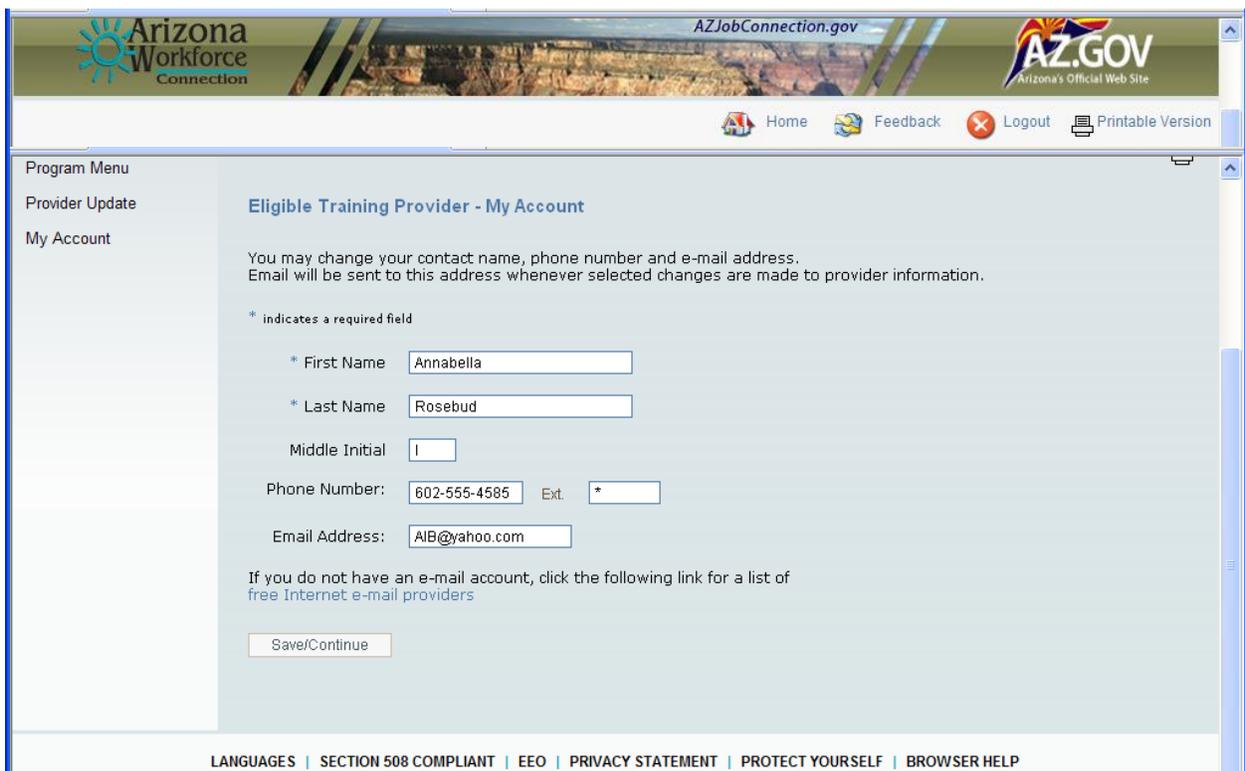
The **Program Menu** has access to Programs and Manage Programs pages.



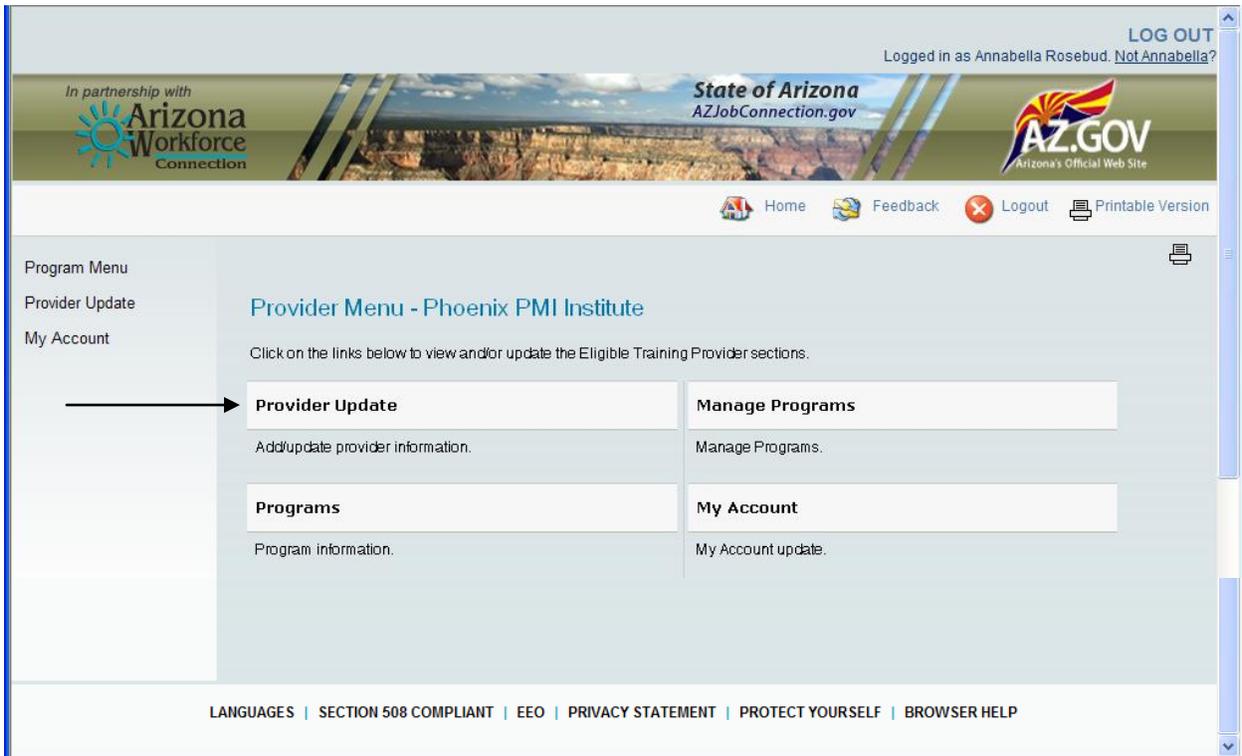
The **Provider Updates** link provides access to the Provider Details, Eligibility, Debarment, and Institution Info page so they can be updated.



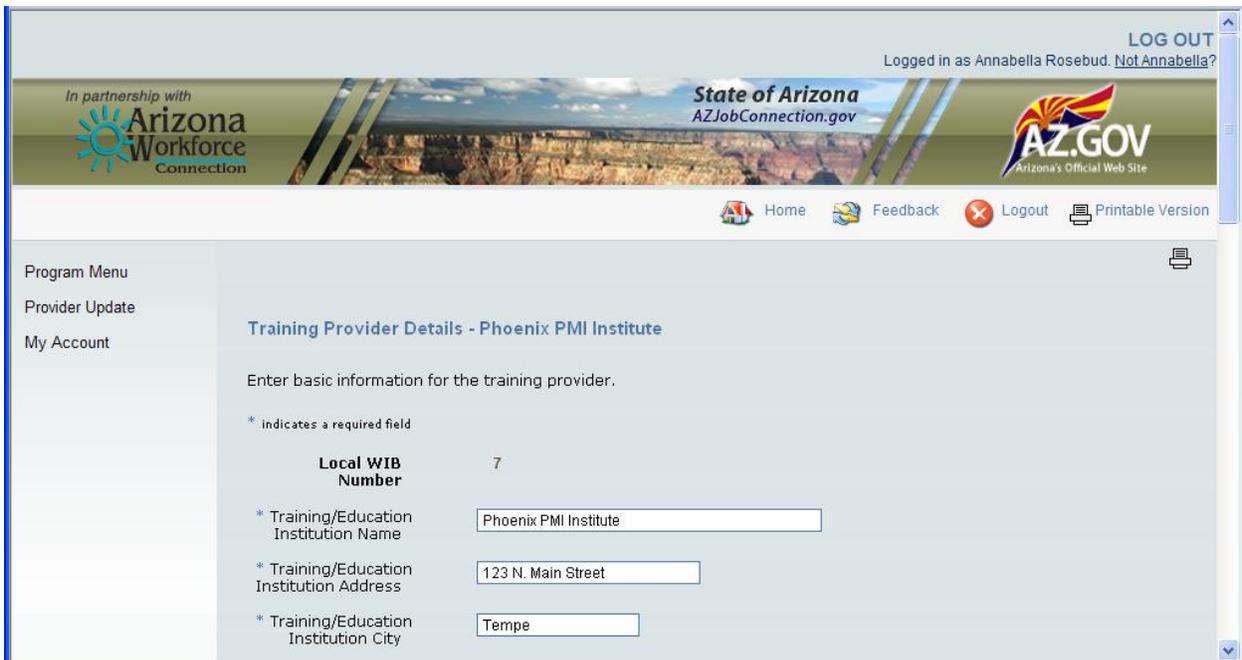
My Account does not have any flyout screens. Click on **My Account** to display the **Eligible Training Provider – My Account** page. Click on Save/Continue to return to the Provider Menu.



The **Provider Menu** display. Click on **Provider Update** link on the page (not the Control Panel) to display the Training Provider Details page with provider information.



The **Training Provider Detail** page displays for the provider that is associated with the FEIN.



* Training State/Education Institution State	AZ
* Training/Education Institution Zip Code	85253 - 0000
* Training/Education Institution County	Maricopa
* Training/Education Institution Telephone Number	480-585-5254 Ext. *
Training/Education Institution Fax Number	
General Email Address	PHXPMI@yahoo.edu
Web Site Address	www.PhxPMI.edu
<b>Web Site Link</b>	<a href="http://www.PhxPMI.edu">www.PhxPMI.edu</a>
<b>FEIN</b>	65-4321987
Training Agent ID	2961
Vendor ID	0
* Contact Person	Sandra Lee
* Contact Address	5555 N. Main Stree
* Contact City	Tempe
* Contact State	AZ
* Contact Zip Code	85253 - 0000
* Contact Telephone Number	480-555-5421 Ext. *
Contact Fax Number	
Contact Email Address	
* Institution/Organization Type	Private Corporation
<b>Approved WIA Youth Services Provider</b>	No
<b>Local WIB Email Address</b>	<a href="mailto:rbarcelo@mail.maricopa.gov">rbarcelo@mail.maricopa.gov</a>
If you do not have an e-mail account, click the following link for a list of free Internet e-mail providers	
Save/Continue	Save/Return
Clear Changes	

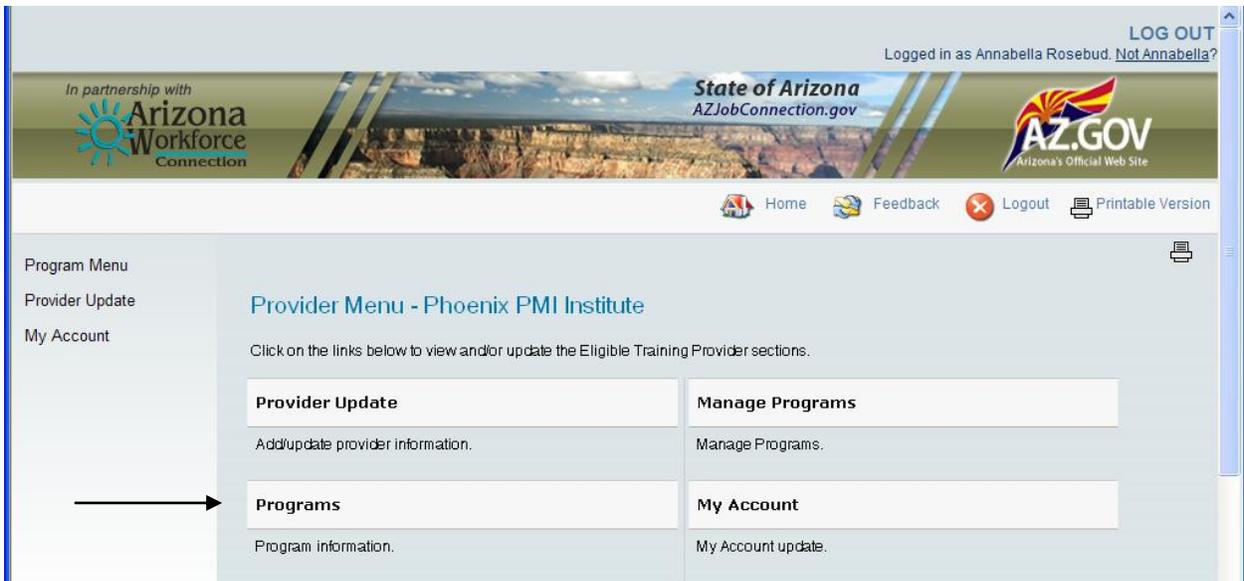
Clicking on the Save/Continue button takes you through the following pages:

- Eligibility
- Debarment
- Institution Info

The **Institution Info** page takes providers to the **Provider Programs** page where providers can add a program on the **Program Description** page or return to the **Provider Menu**.



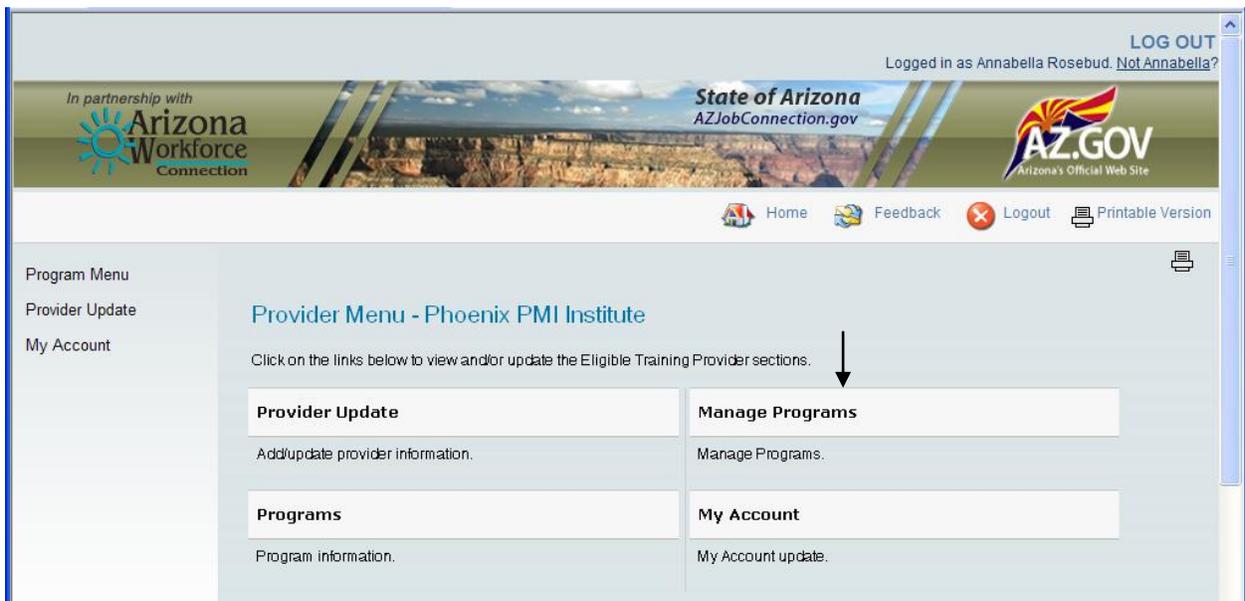
Click on **Programs** to display the **Provider Program** page.



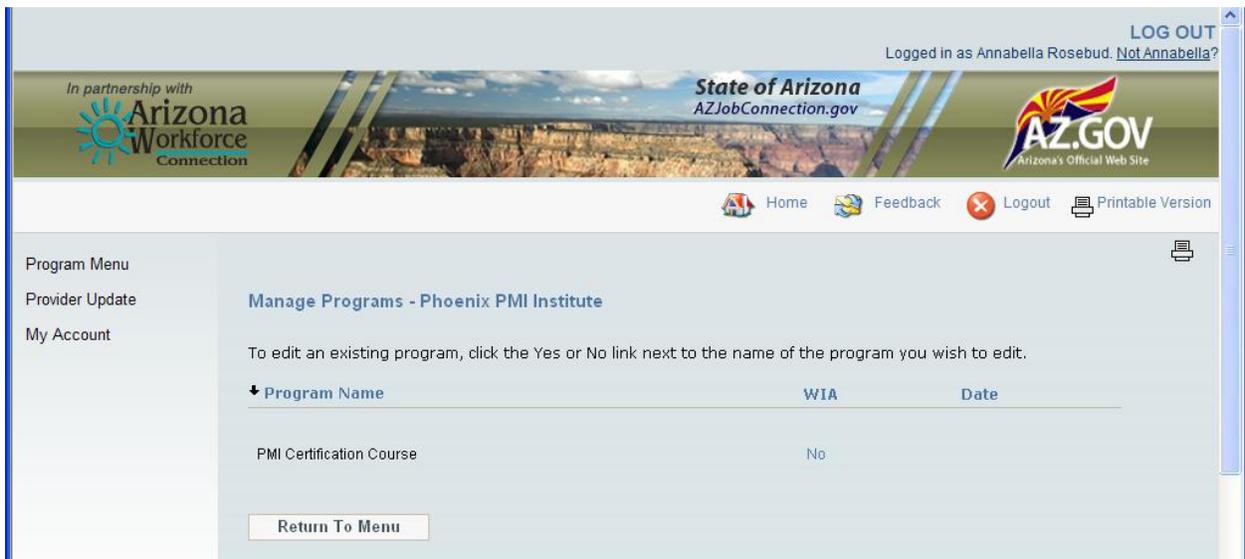
The **Provider Programs** page displays where providers can add a program on the **Program Description** page or return to the **Provider Menu**.



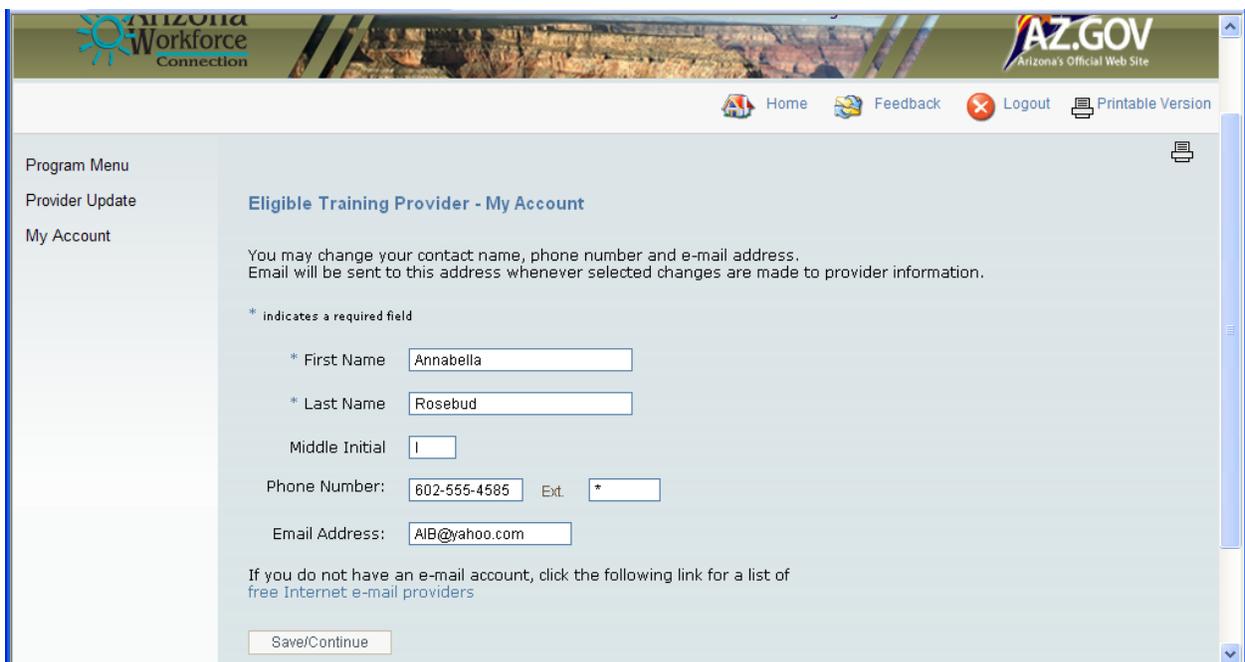
Click on the **Return to Menu** link to display the **Provider Menu**. Then click on the **Manage Programs** link on the panel.



The **Manage Programs** page provides functionality for providers to manage the status of their programs on the WIA Eligible Training Provider List.



From the **Manage Programs** page or from the **Control Panel** click on **My Account** to display the **Eligible Training Provider – My Account** page. From the **My Account** page edits can be made to the providers contact information. Click on Save/Continue to return to the **Provider Menu**.





**STATE ADMINISTRATOR  
PROVIDER AND PROGRAM  
APPROVAL PROCESS**

**THIS IS A VIEW ONLY DEMONSTRATION.**





**STATE ADMINISTRATOR PROGRAM APPROVAL PROCESS –THIS IS A VIEW ONLY DEMONSTRATION.**

From the **AZ Job Connection ETP State Administrator Approval Menu**, providers pending approval show up in the **Pending Initial Provider** panel queue. Programs pending approval display in the **Pending Initial Programs** panel queue.

**AZ Job Connection ETP State Administrator Approval Menu**

Click on the links below to view or update Eligible Training Provider information.  
For Pending Programs/Users/Providers, an asterisk (\*) before and after the link will denote the availability of records to be displayed.

<p><b>* Pending Initial Providers *</b></p> <p>New providers that need to be reviewed by the State Administrator.</p>	<p><b>Approved Providers</b></p> <p>Providers that have been approved by the State Administrator.</p>
<p><b>* Pending Initial Programs *</b></p> <p>New programs under existing providers awaiting review by the State Administrator.</p>	<p><b>Approved Initial Programs</b></p> <p>Programs whose initial eligibility has been approved by the State Administrator.</p>
<p><b>No Pending Subsequent Programs</b></p> <p>Programs whose subsequent eligibility is due for approval.</p>	<p><b>Approved Subsequent Programs</b></p> <p>Programs that have had their subsequent eligibility approved by the State.</p>
<p><b>No Eligibility Expiration Notifications</b></p> <p>Approved programs that are within 45 days of their subsequent eligibility renewal.</p>	<p><b>Approved Users</b></p> <p>Users that have been approved to use the ETP system.</p>
<p><b>* Pending New Users *</b></p> <p>New users awaiting approval to use the ETP system.</p>	<p><b>* Pending Denied *</b></p> <p>Programs or providers that did not meet criteria for approval. May be eligible for reapplication in 6 months.</p>
<p><b>Denied Users</b></p> <p>Users that have been denied access to the ETP system.</p>	<p><b>Removed Programs/Providers</b></p> <p>Programs or providers that no longer exist, have asked to be removed, or need to be removed for other reasons.</p>
<p><b>Provider Menu</b></p> <p>Menu containing Provider Search, General Information, Provider Details, Eligibility, Debarment, New Institution QA, and Program Details.</p>	

## STATE AND LOCAL AREA ETP APPROVERS PROVIDER AND PROGRAM APPROVAL PROCESS

Once a provider has entered their initial provider information into AJC, their data goes into a pending file called **Pending Initial Provider**. *If there are asterisks (\*) before and after the panel name (\*Pending Initial Providers\*) this indicates there is pending provider or program data.*

Provider records can be added by

- State administrator
- Local area coordinators
- Training providers

Existing providers and their programs will convert to the new system automatically. New providers displayed in the state administrator **Pending Initial Providers** field are waiting for approval. The approval of a new provider record at this level is not WIA approval, but is pending approval to display in AJC as a training provider.

Approval Sequence:

- Initial provider record information can be entered by the training provider representative, local area coordinator, or state administrator. The account is the login information supplied by the self-service user. That would distinguish the account and the record.
- The provider account information is then populated in the State Administrator Initial Pending Providers pending approved at the state level.
- The provider can add one program before their account is approved.
- The provider and one program are then displays in the Local Area ETP Approvers Pending Initial Provider queue on the Approval Menu, for Local Area review and approval.

- Following Local Area ETP Approvers review and approval (or denial), the program then display in state administrator Initial Pending Provider and Initial Pending Programs queues, pending approved at the state level.
- Local Area ETP Approvers login and perform approvals, denials, etc., functions allowable at the local area level.
- The state administrator provides the final approvals, denials, etc., of the provider and the provide programs. But on programs, the local area action always has to come first for proper documentation. The local and state status must align.

**Local areas cannot remove or deny providers.** Only the state administrator can removes or denies providers. Removals and denials are typically accomplished at the program level, on a program-by-program basis. Providers are typically removed only if eligibility has expired on all WIA-approved programs.

**Note:** Denials and removals are not the same. Providers (and programs) can only be denied if they apply and fail to meet the eligibility requirements. If approved providers fail to submit applications for subsequent eligibility in a timely manner, and eligibility expires, those programs are removed, not denied. Eligibility cannot be denied if no application is submitted.

Approved providers are denied only if they are not in compliance with the training provider assurances. When a WIA-approved provider is denied or removed, if the provider has any WIA-approved programs, the status of the programs is set to non-WIA-approved.

Each provider record also has a Provider Programs page that list provider's programs. Local Area ETP Approvers may not agree with the idea of state administrators approving, removing, and denying providers. The system works this way because the original design was to use ProviderLink both as a WIA ETP list and as a source of general training provider information for WIA-approved providers and non-WIA approved providers. If the local area

removes or denies all of the provider's programs, it is up to the state administrator to remove or deny the provider.

The State Administrator Clicks on the panel “**New providers that need to be reviewed by the State Administrator**”.

**Pending Initial Programs** page will display with providers based in your local area that are pending approval and the State Administrator selects a provider to review from the **Approval Menu**. Arizona Institute of Technology was selected.

LOG OUT  
Logged in as State Etpadmin. Not State?

In partnership with  
**Arizona Workforce Connection**

State of Arizona  
AZJobConnection.gov

AZ.GOV  
Arizona's Official Web Site

Home Feedback Logout Printable Version

Approval Menu  
Provider Menu  
Provider Search  
My Account  
Local Admin Entity

**Pending Initial Providers (1 to 9 of 9)**

This is a list of new providers that have requested to be added to the list of approved training providers. Click on the Provider Name to approve a provider.  
If the user has been approved, 'Appr' will show under the User heading.

Provider	#	Date	User
Arizona Institute of Tehcnology	2926	01/24/2012	No
Bryman Gila College	2922	01/19/2012	Appr
Cordon Bleu Culinary Institute	2924	01/23/2012	No
Discovery Detective Academy	2921	01/19/2012	No
Fake Training Provider	541	01/17/2012	No
Phoenix Health Care Institute	2925	01/24/2012	No
Test College	540	08/01/2011	No
The Testing College	1383	09/16/2011	No
University of School	2923	01/20/2012	No

Provider Menu Approval Menu

Training Provider Detail page is displayed and is reviewed by the State Administrator.

LOG OUT  
Logged in as State Etpadmin. [Not State?](#)

In partnership with  **Arizona Workforce Connection**

**State of Arizona**  
AZJobConnection.gov

  
Arizona's Official Web Site

 Home  Feedback  Logout  Printable Version

Approval Menu  
Provider Menu  
Provider Search  
My Account  
Local Admin Entity

### Training Provider Details - Arizona Institute of Tehcnology

Enter basic information for the training provider.

\* indicates a required field

<b>Local WIB Number</b>	7
<b>Identifier Number</b>	2926
* Training/Education Institution Name	Arizona Institute of Tehcnology
* Training/Education Institution Address	444 N. 54 Avenue
* Training/Education Institution City	Phoenix
* Training State/Education Institution State	AZ
* Training/Education Institution Zip Code	85007 - 0000
* Training/Education Institution County	Maricopa
* Training/Education Institution Telephone Number	602-987-3652 Ext. *
Training/Education Institution Fax Number	602-456-8796
General Email Address	AIT@mail.com
Web Site Address	
<b>Web Site Link</b>	
* FEIN	78-9741123
Training Agent ID	654963
Vendor ID	
* Contact Person	Peggy Lopez
* Contact Address	2940 N. 29th Ave
* Contact City	Phoenix
* Contact State	AZ
* Contact Zip Code	85007 - 0000
* Contact Telephone Number	602-245-8741 Ext. *
Contact Fax Number	602-789-4152
Contact Email Address	PeggyL@mail.com

\* Institution/Organization Type: Private Career School/College

Approved WIA Youth Services Provider: No

Local WIB Email Address: rbarcelo@mail.maricopa.gov

Save/Continue Save/Return Clear Changes

Save/Continue is selected and the **Eligibility** page is displayed and reviewed.

Arizona Workforce Connection AZJobConnection.gov AZ.GOV Arizona's Official Web Site

Home Feedback Logout Printable Version

Approval Menu  
 Provider Menu  
 Provider Search  
 My Account  
**Local Admin Entity**

### Eligibility - Arizona Institute of Tehcnology

#### Type of Training Institutions

Complete the information regarding training provider eligibility by checking all applicable boxes below.

Postsecondary eligible to receive Title IV funds from Higher Education Act (HEA) and provides an associate degree, baccalaureate degree or certificate

- Public
- Private
- Non-Profit
- Sectarian

Postsecondary not providing an associate degree, baccalaureate degree or certificate

- Public
- Private
- Non-Profit
- Sectarian

Registered Apprenticeship program under National Apprenticeship Act

- Public
- Private
- Non-Profit
- Sectarian

Non-Registered Apprenticeship program

- Public
- Private
- Non-Profit
- Sectarian

Community Based Organization

- Public
- Private
- Non-Profit
- Sectarian

Joint Vocational School

- Public
- Private
- Non-Profit
- Sectarian

Proprietary School

- Public
- Private
- Non-Profit
- Sectarian

Other (identify below)

- Public
- Private
- Non-Profit
- Sectarian

**Other Type(s) of Institution**

If you checked 'Other' as the Institution type, describe the Institution below.

Other (Please specify if selected above)

**Additional Info**

Please answer the following question.

Is your training/education institution authorized with your state to provide a program of education beyond secondary education?

- Yes
- No

**Degrees Offered**

Please answer the following questions concerning types of degrees offered by the institution.

Associate Degree

- Yes  
 No

Baccalaureate Degree

- Yes  
 No

Certificate

- Yes  
 No

License

- Yes  
 No

Competency of Skill Recognized by employer

- Yes  
 No

Additional Skills or Competencies Generally Recognized by Employers

- Yes  
 No

Other (please see below)

- Yes  
 No

#### Other Type(s) of Degrees

Please describe other types of degrees that the institution offers.

Other  
(Please  
specify  
if  
selected  
above)

Save/Continue

Clear Changes

After the review is completed, Click on, Save/Continue and the **Debarment** page is displayed.

**Debarment** page is reviewed for any legal issues. If there are no issues, the State Administrator Clicks on Save/Continue. Debarment is asking the provider if they currently have or in the past have been cited for any legal matter that involved their institution.

The **Approving Organization/Agency Approval** page displays.

The screenshot shows a web application interface for the State of Arizona. At the top, there is a navigation bar with the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. A user is logged in as 'State Etpadmin. Not State?'. Below the navigation bar, there is a sidebar menu with options: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Debarment - Arizona Institute of Tehcnology'. Underneath, there is a section titled 'Debarment Status' with the instruction 'Please answer the following question.' The question is 'Is your training/education institution listed on any state or federal debarment lists?'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected. Below the question, there is an instruction: 'If yes, please indicate the name(s) and date(s) of your institution's debarment(s)'. There are three sets of input fields for debarment details. Each set consists of a text input field for the 'Name of [First/Second/Third] Debarment List' and a date input field for the 'Date of [First/Second/Third] Inclusion' with a placeholder 'mm/dd/yyyy'. At the bottom of the form, there are three buttons: 'Save/Continue', 'Save/Return', and 'Clear Changes'.

**Approving Organization/Agency Approval** page with a Status: New/Pending is at the bottom of the page.

The state approve has the options of Approve/Deny/Remove/Return to List.

The screenshot shows a web application interface for the Arizona Workforce Connection. At the top, there is a navigation bar with the Arizona Workforce Connection logo, the State of Arizona logo, and the AZ.GOV logo. The user is logged in as 'State Etpadmin'. Below the navigation bar, there is a sidebar menu with options: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Institution Info - Arizona Institute of Tehcnology' and contains a 'Save' button. Below this, there is a section titled 'Approving Organization/Agency Approval' with several form fields and radio buttons:

- Accredited:** Radio buttons for Yes (selected) and No.
- Accredited by:** Text input field containing 'Board of Regents'.
- Approved:** Radio buttons for Yes (selected) and No.
- Approved by:** Text input field containing 'Education Association'.
- Registered:** Radio buttons for Yes (selected) and No.
- Registered with:** Text input field containing 'National Association'.
- Licensed:** Radio buttons for Yes and No (selected).

Licensed by:

### Tuition and Financial Aid

Does your institution have a tuition refund policy?

- Yes  
 No

Does your institution have access to or offer the following financial aid?:

- Yes  
 No

Federal Grants:

- Yes  
 No

List:

State Grants:

- Yes  
 No

List:

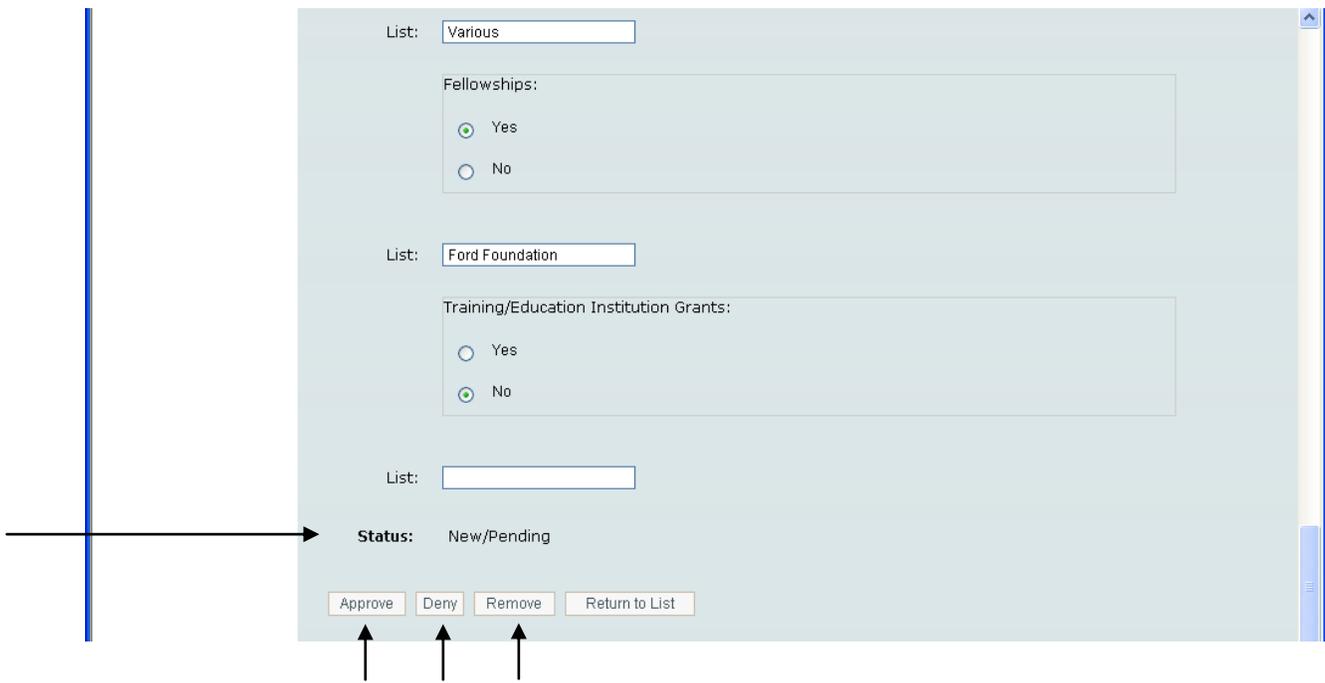
Local Grants:

- Yes  
 No

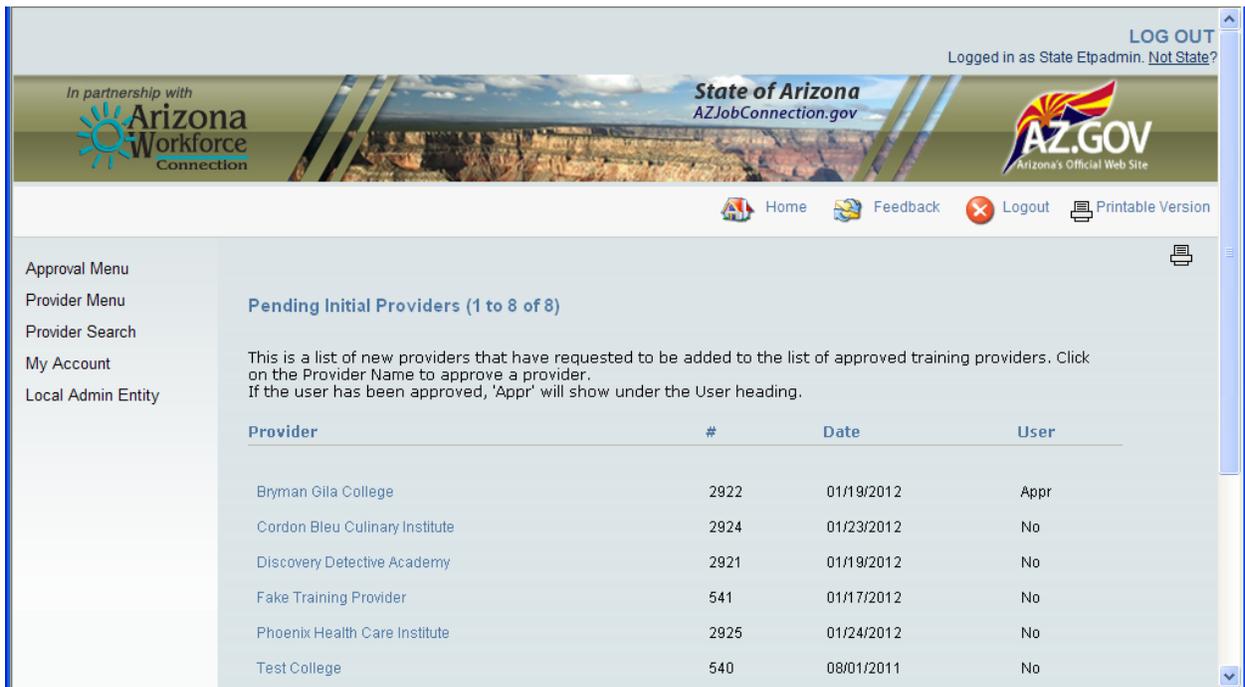
List:

Scholarships:

- Yes  
 No



Once approved the specific provider is removed from the **Pending Initial Provider** queue.



Arizona Institute of Technology is no longer listed on the **Pending Initial Provider** queue it has now moved to the Local Area ETP Approvers **Pending Initial Provider** queue.

If you are not logged in, log in from the Home/Presentation page to return to the **AZ Job Connection ETP Local Area Approval Menu**.

# PRACTICE SESSIONS





## PRACTICE SESSION

Now we will practice:

- Navigating through the screens

Creating a new provider account

- Adding a program
- Deleting a program
- Removing a program

Start the process by returning to the Home/Presentation Page and logging with your Username and Password:

1. On the Approval Menu, click the Provider Menu link, or click Provider Menu in the control panel. The Provider Menu displays.
2. Click the Add Provider link. The Training Provider Details page displays.
3. Enter provider information according to the instructions in **Fields for Training Provider Details** and click the Save/Continue button. The Eligibility page displays.
4. Enter the eligibility information according to the instructions in **Fields for [Provider] Eligibility** and click the Save/Continue button. The Debarment page displays.
5. Enter the debarment information according to the instructions in **Fields for Debarment** and click the Save/Continue button. The Institution Info page displays.
6. Enter the institution information according to the instructions in **Fields for Institution Info** and click the Save/Continue button. The Training Provider record is complete. The Programs page displays.
7. After adding, the provider displays in the state administrator's Pending Initial Provider queue. After review and approval, the provider is then approved to display in AJL as a training provider. Emphasize: The provider is not a WIA-approved provider until at least one of the provider's programs is approved by the local area and by the state.
  - a. After the provider is approved by the state administrator, any programs entered then display to the local area coordinator in the Pending Initial Programs queue.
  - b. The programs do not display in the local area coordinator's Pending Initial Programs queue until the provider has been approved to display in AJL by the state administrator.

- c. The programs do not display in the state administrator's Pending Initial Programs queue until they have been approved by the local area coordinator.

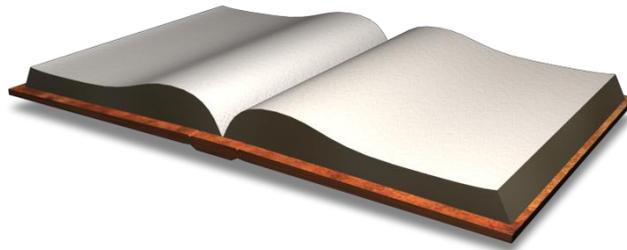
**At the end of your practice session, please log out.**



Thank you.

# **ELIGIBLE TRAINING PROVIDER**

## **FIELD TABLES**





## TRAINING PROVIDER FIELD TABLES

### FIELDS FOR TRAINING PROVIDER DETAILS

<b>Fields for Training Provider Details</b>	
<b>Field</b>	<b>Valid Entries</b>
Local WIB Number	Display only; generated and displays after the page is saved. The Local WIB Number is generated based on the provider's zip code.
Identifier Number	Display only; generated and displayed after the page is saved. The Identifier Number (Provider ID) is a consecutive number generated by PROVIDERLINK. If the Training Agent ID and Vendor ID are not entered, PROVIDERLINK generates the same number for all three ID's.
Training/Education Institution Name	Text box; enter the name of the institution. Institution can (and often will) have more than one record in ProviderLink. Take care to use the name consistently. For example, if the name is Hamilton Area Community College, one record may read Hamilton ACC; another may read HACC, and another Hamilton Area Community College.
Training/Education Institution Address	Text box; enter the full address street address for the institution. This address is used by the public to map the location and get directions. P.O. Boxes cannot be mapped.
Training/Education Institution City	Text box; enter the city where the institution is located.
Training/Education Institution State	Dropdown; select the state where the institution is located from the dropdown.
Training/Education Institution Zip Code	Text box; enter the zip code of the institution.
Training/Education Institution County	Dropdown; select the county where the training institution is located.
Training/Education Institution Telephone Number	Text box; enter the telephone number for the institution.
Training/Education Institution Fax Number	Text box; enter the fax number for the institution.
General Email Address	Text box; enter an email address to which the public can address general information inquiries. Not a required field.
Website Address	Text box; enter the website address for the institution. Not a required field.
Website Link	Display only. If a website address is entered, the URL displays as a link when the page is saved.

<b>Fields for Training Provider Details</b>	
<b>Field</b>	<b>Valid Entries</b>
FEIN	Text box; enter the FEIN (Federal Employer Identification Number) for the institution.
Training Agent ID	Text box; enter the Training Agent ID. If the Training Agent ID field is not entered, PROVIDERLINK will assign the Training Agent ID when the page is saved. (PROVIDERLINK generates consecutive Provider ID's for each record entered. The Training Agent ID and Vendor ID generated will be the same number as the Provider ID.) The Training Agent ID is entered on the Service Details page in ServiceLink.
Vendor ID	Text box; enter the Vendor ID. If the Vendor ID field is not entered, PROVIDERLINK will assign the Vendor ID when the page is saved. (PROVIDERLINK generates consecutive Provider ID's for each record entered. The Training Agent ID and Vendor ID generated will be the same number as the Provider ID.) The Vendor ID is used to identify Vendors in FiscalLink.
Contact Person	Text box; enter the full name of the contact person.
Contact Address	Text box; enter the full address of the contact person.
Contact City	Text box; enter the city where the contact person is located.
Contact State	Dropdown; select the state where the contact person is located from the dropdown.
Contact Zip Code	Text box; enter the zip code of the contact person.
Contact Telephone Number	Text box; enter the telephone number for the contact person.
Contact Fax Number	Text box; enter the fax number for the contact person.
Contact Email Address	Text box; enter an email address for the contact person.
Institution/Organization Type	Dropdown; select an option to indicate the type of institution. Options are:  Charitable/Faith-Based Organization Public Community/Technical School/College College/University (Four Year) Community-Based Organization Employer Government Agency Labor Union Private Career School/College Private Corporation Other
Approved WIA Youth Services Provider	Select Yes or No.

**FIELDS FOR [PROVIDER] ELIGIBILITY**

<b>Fields for [Provider] Eligibility</b>	
<b>Fields</b>	<b>Valid Entries</b>
Postsecondary eligible to receive Title IV funds from Higher Education Act (HEA) and provides an associate degree, baccalaureate degree, or certificate	<p>Checkboxes; check all valid options. Options are:</p> <p style="margin-left: 100px;">Public Private Non-Profit Sectarian</p>
Postsecondary not providing an associate degree, baccalaureate degree, or certificate	
Registered Apprenticeship Program Under National Apprenticeship Act	
Non-Registered Apprenticeship Program	
Community-Based Organization	
Joint Vocational School	
Proprietary School	
Other (Identify Below)	
Other (Please specify if selected above.)	<p>Text box; enter a description of the type of training institution. Required if one of more of the checkboxes in Other is checked.</p>
Associate Degree	<p>Select Yes or No for each type.</p>
Baccalaureate Degree	
Certificate	
License	
Competency of Skill Recognized by Employer	
Additional Skills or Competencies Generally Recognized by Employers	<p>Select Yes or No for each type.</p>
Other (Please see below.)	
Other (Please specify if selected above.)	<p>Text box; enter a description of the Other type of Degrees Offered. Required if Other is Yes.</p>

## FIELDS FOR DEBARMENT

<b>Fields for Debarment</b>	
<b>Field</b>	<b>Valid Entries</b>
Is your training/education institution listed on any state or federal debarment lists?	Select Yes or No.
Name of First Debarment List	Text box; enter the name of the first debarment.
Date of First Inclusion	Text box; enter the date of first inclusion in the mm/dd/yyyy format.
Name of Second Debarment List	Text box; enter the name of the second debarment.
Date of Second Inclusion	Text box; enter the date of second inclusion in the mm/dd/yyyy format.
Name of Third Debarment List	Text box; enter the name of the third debarment.
Date of Third Inclusion	Text box; enter the date of third inclusion in the mm/dd/yyyy format.

## FIELDS FOR INSTITUTION INFO

<b>Fields for Institution Info</b>	
<b>Field</b>	<b>Valid Entries</b>
Accredited	Select Yes or No.
Accredited By	Textbox; enter name of accreditation entity.
Approved	Select Yes or No.
Approved By	Textbox; enter name of approval entity.
Registered	Select Yes or No.
Registered With	Textbox; enter name of registration entity.
Licensed	Select Yes or No.
Licensed By	Textbox; enter name of licensure entity.
Does your institution have a tuition refund policy?	Select Yes or No.
Does your institution have access to or offer the following financial aid?	Select Yes or No.
Federal Grants	Select Yes or No.
List	Text box; list federal grants.
State Grants	Select Yes or No.
List	Text box; list state grants.
Local Grants	Select Yes or No.
List	Text box; list local grants.
Scholarships	Select Yes or No.
List	Textbox; list scholarships.
Fellowships	Select Yes or No.
List	Text box; list fellowships.
Training/Education Institution Grants	Select Yes or No.
List	Text box; list training/education institution grants.

## FIELDS FOR PROVIDER MENU

<b>Fields for Provider Menu</b>	
<b>Menu Link</b>	<b>Description</b>
Provider Update	Displays the first page of the provider record, editable. Use this menu option to update the provider information.
Manage Programs	Displays a list of programs with columns for Program Name, WIA (Yes or No), and Date (Approval Date). Use this page to monitor eligibility expiration dates.
Programs	Displays a list programs with links for edit and delete. Use this page to update program information, add new programs, or delete programs.
My Account	Displays the My Account page, editable. Use the page to your account information up-to-date.

## FIELDS FOR PROVIDER PROGRAM

<b>Fields for Provider Program</b>	
<b>Field</b>	<b>Valid Entries</b>
WIA Approved	Display only; displays the status of the program.
Do you wish to apply for WIA Approval?	Select Yes or No.
Last Updated	Display only; displays date of last update to the program, not the status. The date of state administrator approval displays on the Provider Programs page. Displays after the page is saved.
This individual program of training services is: (Check all that apply.)	Checkboxes; check all that apply. Options are: Single Course/Class; Training Program of Multi-Courses; Non-traditional for Women
Local WIB Number	Display only; displays after the page is saved. The Local WIB Number is generated from the zip code on the program.
Program Name or Single Course/Class Title	Text box; enter the name of the program or course.
Program Synopsis	Text box; enter a synopsis of the program.
Curriculum Competency Based	Text box; if the curriculum is competency-based, describe the competencies.
Prerequisites	Text box; enter or list the prerequisites.
Total Credit/Curriculum Hours	Text box; enter the number of credit or curriculum hours.
Total Number of Training Weeks	Text box; enter the number of weeks needed to complete the program/course.
Training Location	Text box; enter the street address of the training location.
County	Drop down; select the county where the training is located.
Zip Code	Text box; enter the zip code where the training is located.
Program Length	Drop down; select the program length. The program length indicates the type of periods for the training. For example, if the training is offered by the Semester, but takes two semesters to complete, select Semester. The total length of the training is indicated by Total Credit/Curriculum Hours and/or Total Number of Training Weeks. Options are Quarter; Semester; Trimester; and Other.
Type of Attainment	Text box; enter the type of attainment: diploma; certificate; ETC.
Type of Financial Aid Offered	Text box; enter the type of financial aid for which this program is eligible.
Refund Policy	Text box; enter a description of the provider's refund policy for this program.
<b>Program Cost Items</b>	
In-State/District Tuition	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. If district, name the district.
Out-of-State/District Tuition	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. If district, name the district.
Registration Fee	Text box; enter the cost.

<b>Fields for Provider Program</b>	
<b>Field</b>	<b>Valid Entries</b>
[Description]	Text box; enter a description of the cost. If the fee is due for each semester and the program is more than one semester, describe.
Books (Estimated)	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. If the cost for books is for one semester, and the program is more than one semester, describe.
Supplies/Materials/Hand Tools (Not Included in Tuition)	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. List the supplies, materials, and hand tools required and the student's estimated cost. If the cost is for one semester, and the program is more than one semester, describe. Include all costs: art supplies for art classes; fuel charges for truck driving; ETC.
Testing/Exam Fees	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. Indicate when the testing fees are due: before or after the training, and to whom they are paid. For example, network administrator certification exams are administered by a third party and the student is required to pay the third party to take the exam.
Other	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. List and describe any other costs. If the cost for books is for one semester, and the program is more than one semester, describe.
<b>Curriculum</b>	
Certified	Select Yes or No. If the curriculum is certified by an accrediting entity or national standardization program, select yes.
Authorizing Entity	Text box; required if Certified is yes. Enter the name and/or description of the entity.
<b>Occupations</b>	
Program Type Title	Display only; displays the CIP title after the CIP is selected.
Program Type	Text box. Use the CIP Lookup button to search for and select the CIP. The CIP should be provided by the training provider.
Occupation Title (O*Net SOC) Title	Display only; displays the O*Net title after the O*net is selected.
Occupation Title (O*Net SOC)	Text box. Use the O*Net button to search for and select an occupation for which this program prepares the student.
Hourly Wage 1	Enter the hourly wage for an entry-level employee in this occupation.
Required Certification 1	Enter a description of any certifications required to enter employment in this occupation.
Occupation Title (O*Net SOC) Title	Display only; displays the O*Net title after the O*net is selected.
Occupation Title (O*Net SOC)	Text box. Use the O*Net button to search for and select an occupation for which this program prepares the student.
Hourly Wage 2	Enter the hourly wage for an entry-level employee in this occupation.

<b>Fields for Provider Program</b>	
<b>Field</b>	<b>Valid Entries</b>
Required Certification 2	Enter a description of any certifications required to enter employment in this occupation.