

Eligible Training Provider List

Provider User Guide

November 5, 2024

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BACKGROUND

The New York State (NYS) Eligible Training Provider List (ETPL) was established in compliance with Title I, Section 122 of the Workforce Investment Act (WIA) and is continued in compliance with Workforce Innovation and Opportunity Act (WIOA) regulations at 20 CFR Part 679. The ETPL is a list of Eligible Training Providers (ETPs) who qualify to receive Individual Training Accounts or Grants (ITAs or ITGs) for their approved programs. An ITA/ITG is a voucher given to Adult customers who need occupational skills training to become gainfully employed or re-employed.

To be listed initially on the ETPL, a training provider's program must be evaluated and approved by a Local Workforce Development Board (LWDB). Training providers can apply to the LWDB serving the Local Workforce Development Area (LWDA) in which they are located. If located out-of-state, training providers can apply to the geographically closest LWDB/LWDA or the LWDB/LWDA from which the training provider anticipates receiving the most referrals.

After an ETP's program(s) has been approved for Initial Eligibility, the program will be required to undergo a bi-annual eligibility determination called Continued Eligibility. Performance information is submitted and must be approved by the LWDB for the eligible program(s) to remain on the ETPL.

The purpose of this guide is to provide training providers with general information and procedures for accessing and using the online application. This guide is not intended to provide training providers with all policies and procedures related to the certification of training programs.

BEFORE BEGINNING THE APPLICATION

Training providers must have or know the following before beginning the ETPL application:

- **Federal Employer Identification Number (FEIN) or Social Security Number (SSN);**
- **Any licenses, if applicable, required to provide training within NYS; and**
- **System for Award Management (SAM) Number.**
 - In April 2022, the federal government stopped using the Data Universal Numbering System (DUNS) number to uniquely identify entities. Now, entities doing business with the federal government use the Unique Entity ID (SAM number) created in SAM.gov. If the training provider's SAM number is unknown, follow the instructions in the [Quick Start Guide for Getting a Unique Entity ID](#) to obtain one.

In Part 3 of the application, several forms, either required by the NYS Department of Labor (NYSDOL) and/or the LWDB, need to be printed, completed, scanned, and uploaded into the application.

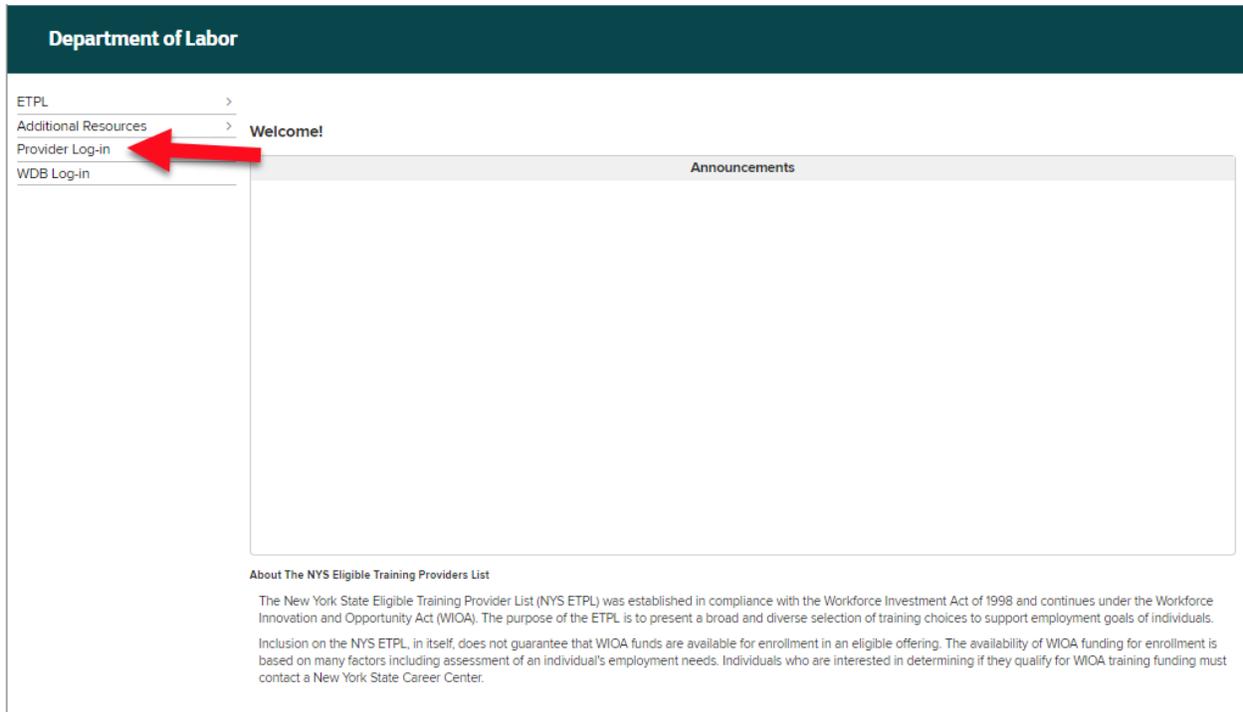
The following forms are required by NYSDOL:

- **Authorized Signature Form;**
- **WIOA Eligible Training Provider Certification Assurances Form; and**
- **ETPL Provider Username Information Form.**

Note: Copies of these forms are located at the end of this guide for reference.

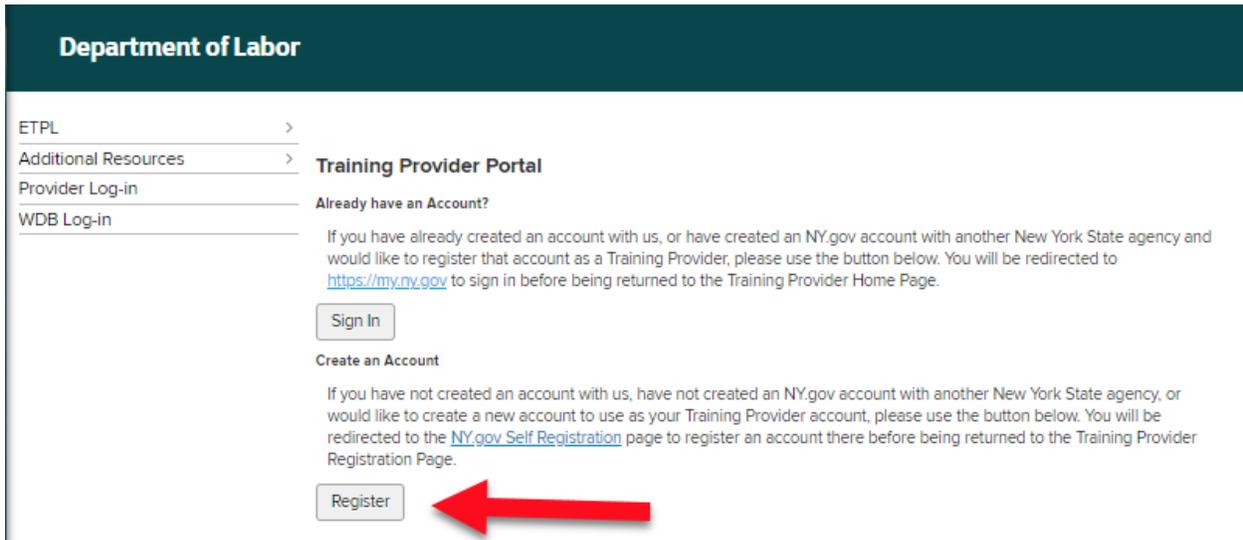
CREATING A USERNAME AND PASSWORD

From the [ETPL website Welcome Page](#), click **Provider Log-In** from the navigation bar on the left-hand side. This opens the Training Provider Portal.



Training providers with an existing NY.gov account should click **Sign In** under “Already have an Account?” to enter their username and password.

Training providers who wish to create a new NY.gov account should click **Register** under “Create an Account.” This opens the **New York State Directory Service (NYSDS) Self Registration page**.



On the **Create an Account** webpage, enter the required information, including a new NY.gov username. A NY.gov username:

- Must be between 4 and 128 characters;
- Must be unique;
- Cannot contain any spaces;
- Can contain alphanumeric characters; and
- Can contain the @, - (dash), _ (underscore), or . (period) characters.

After completing all required fields in Steps 1-3, click **Create Account**.

Note: Usernames that are not unique will trigger a prompt to create a different one.

The image displays two screenshots of the 'Create an Account' process. The left screenshot shows Step 1: Account Information. It includes a progress indicator with Step 1 selected. Below the progress bar is a disclaimer: 'To confirm your identity, you will need to provide some personal information. Your information will be used in compliance with applicable laws, regulations and policies and will not be used for marketing purposes. [Read our Privacy Policy](#)'. The form fields include: First Name, Last Name, Email, Confirm Email, Mobile Phone Number (Optional) with a placeholder 'XXX-XXX-XXXX', and Create a Username. A large blue 'Continue' button is at the bottom. A red arrow points to the 'Create a Username' field. The right screenshot shows Step 3: Review Your Information. It includes a progress indicator with Step 3 selected. Below the progress bar is the text: 'Review Your Information' and 'Use the back button if any edits are needed.' The form displays the following information: Username: ETPLTEST24, First Name: John, Last Name: Smith, Email: etpltest24@gmail.com, Mobile Phone Number, Date of Birth (MM/DD/YYYY): 02/01/1988, Residential Address: Street Address: 123 TEST ROAD, Apt, suite, floor, etc., City: ALBANY, State: NY, Zip Code: 12226. At the bottom, there are 'Back' and 'Create Account' buttons. A red arrow points to the 'Create Account' button.



Check your Inbox

An email with an activation link has been sent to etpltest24@gmail.com

Please follow the link to activate your account **within 48 hours**.
After 48 hours the link will expire and you will need to Create an Account again.

Don't see the email? Please check your spam or junk folder.

[Return to Sign In](#)

An activation message will then be sent to the email address that was provided. Click on the activation link to continue the account creation process.

Following the link in the email will navigate to a screen to set secret security questions and a permanent password.



This email was sent in response to your registration of a NY.gov ID.

Dear John Smith,

Thank you for registering a NY.gov ID. Your Username is ETPLTEST24

Please [click here](#) to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser.

<https://my.ny.gov/ActivateV4/activate.xhtml?rid=47d0ca9d-eb12-4f11-9702-436e018e9961&nygovidlang=en>

Thank you
New York State

Passwords must be at least 14 characters and include **at least three (3) of the following**: one uppercase letter, one lowercase letter, one number, and one special character.

NY.gov ID Activation

Thank you for registering!
You are now ready to activate your NY.gov ID.

During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.

Secret Questions

* indicates required field

*Question 1

*Answer

*Confirm Answer

*Question 2

*Answer

*Confirm Answer

*Question 3

*Answer

*Confirm Answer

[Continue](#)

NY.gov ID ACTIVATION

Password must contain at least 1 digit, 1 alphabetic, and minimum 14 characters.

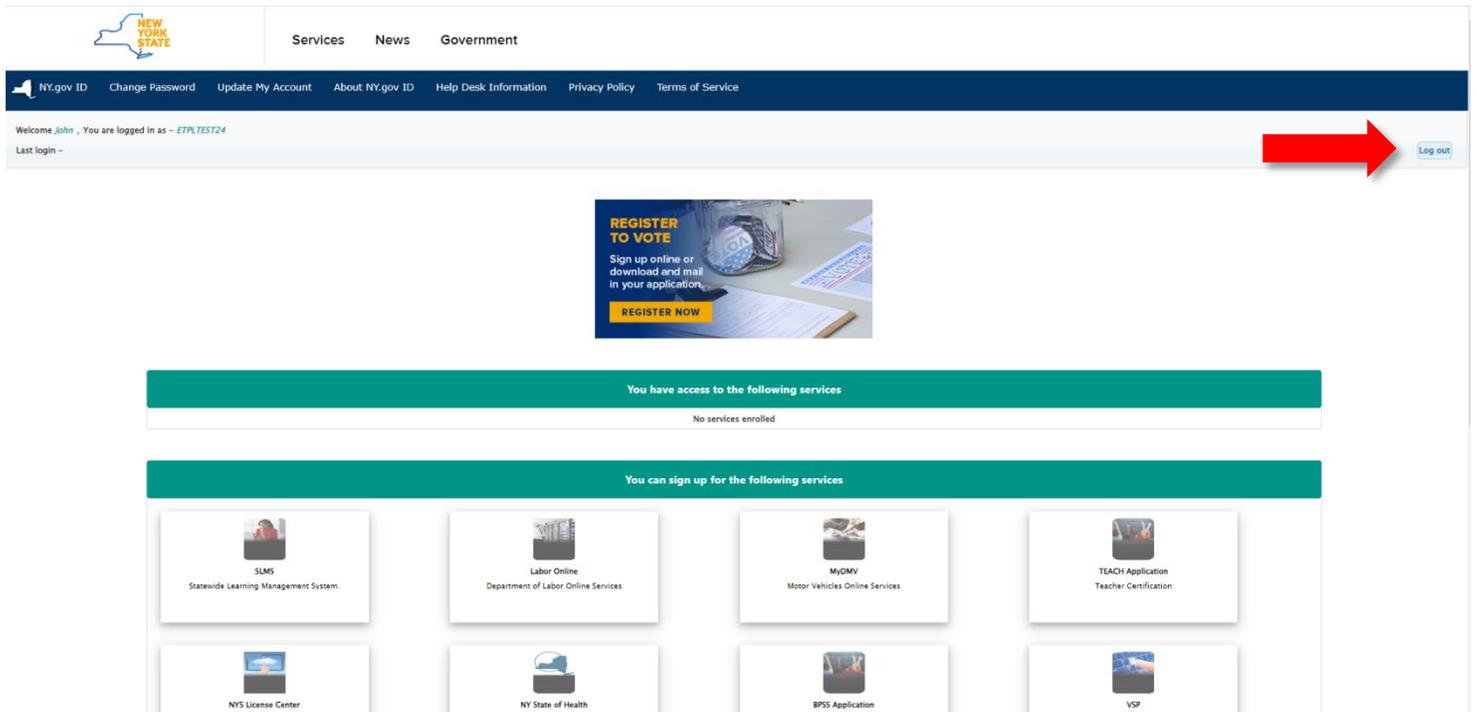
* indicates required field

New Password*

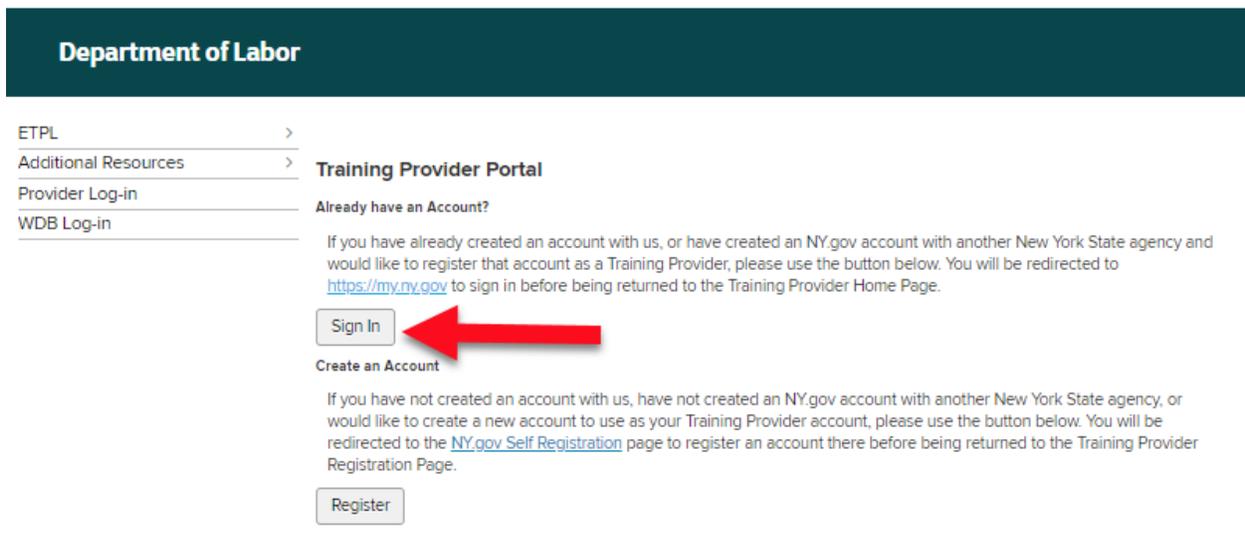
Confirm Password*

[Continue](#)

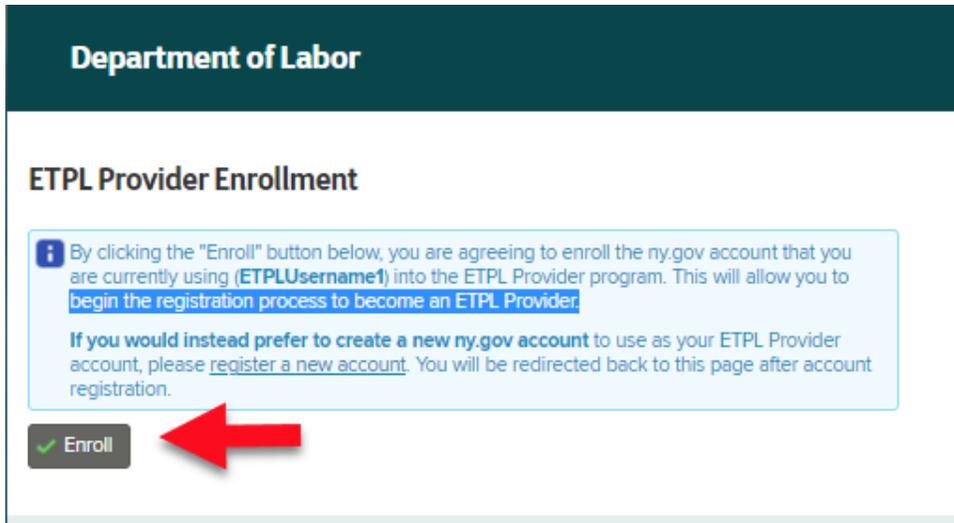
After clicking **Continue**, a notification window will pop up confirming the password has been successfully reset. Clicking **Continue** again will either open the NY.gov ID homepage or the ETPL Welcome Page. If directed to the NY.gov ID homepage, click **Log out** in the top-right corner of the webpage and close out of the browser window.



If the ETPL Welcome Page does not open automatically, use [this link](#) to open the webpage. Click **Provider Log-in** and then click **Sign In**.



The next screen confirms the logged-in username will be enrolled in the ETPL Provider program. Confirm the username is correct and click **Enroll**.



After clicking **Enroll**, a webpage will open confirming the username has been granted the role of a Provider. Click **Sign Out**.



Note: If nothing happens when clicking **Enroll**, close out of all browser windows and [log into the ETPL](#) again.

After signing in again, the **Provider Pre-Registration** webpage will open. FEIN, ZIP Code, and State are all required, as is an entry for which LWDB to apply to. Choosing the LWDB representing the LWDA the training provider is physically located in is strongly recommended. Click **Save & Continue** to begin the application.

The screenshot shows the 'Provider Pre-Registration' page on the Department of Labor website. The page has a dark green header with 'Department of Labor' and a 'Sign Out' link. On the left, there is a navigation menu with 'ETPL' and 'Additional Resources'. The main content area is titled 'Provider Pre-Registration' and contains the following form fields:

- Identification Type: Federal Employer Id Number (FEIN) (dropdown menu)
- FEIN: 14-0697342 (text input)
- Zip Code: 12204 (text input)
- State: New York (dropdown menu)
- Workforce Development Board (WDB): Albany-schenectady-rensselaer Counties (dropdown menu)

A red arrow points to the 'Save & Continue' button at the bottom right of the form.

The next section of this guide details each of the following six (6) sections, or “tabs,” of the ETPL application that must be completed and submitted to the LWDB:

1. **Administration;**
2. **Profile;**
3. **Documentation;**
4. **Training Site;**
5. **Course;** and
6. **Course Offering.**

Note: Be sure to click “**Save & Continue**” after completing each tab of the application.

PART 1 OF 6: ADMINISTRATION

The first tab of the application is the **Administration** tab. Enter all required information (any fields marked with a red asterisk). **Note:** If the training provider's SAM Number is not known, click "**Obtain a SAM Number**" to open the SAM.gov website and register for a number.

Provider Administration Information



Provider Information

FEIN: * 12-3456789

Business Name: * ABC Corp

Training School Name (DBA): * ABC Corp

Website URL:

SAM Number: * 123456789012

 [Obtain a SAM Number](#)

Provider Address

Address Line 1: * 1400 Washington Ave

Address Line 2:

City: * Albany

State: * New York

Zip Code: * 12222-1000

County: * Albany

Borough: -- Select One --

Company Headquarters: Yes, the above address is Company Headquarters

Fill out the **Administrative Contact Information, Admissions Contact Information, and Payment Contact Information** sections. If the information for Admissions and Payment Contact Information is the same as the Administrative Contact, click the **Copy** button above these sections to fill in automatically. Click **Save & Continue**.

Administrative Contact Information

First Name: *

Last Name: *

Title: * -- Select One --

Phone: *

Fax:

Email: *

Confirm Email: *

Admissions Contact Information

Information same as Administrative Contact? * 

First Name: *

Last Name: *

Title: * -- Select One --

Phone: *

Fax:

Email: *

Confirm Email: *

Payment Contact Information

Information same as Administrative Contact? * 

First Name: *

Last Name: *

Title: * -- Select One --

Phone: *

Fax:

Email: *

Confirm Email: *



PART 2 OF 6: PROVIDER PROFILE

The next tab is the **Profile** tab, with special attention being paid to the **License Entities** section. A valid license or exemption under the NYS Education Law is required to be approved on the ETPL. If the training provider is licensed in NYS, select **Yes** and then click **Add**. Then select the name of the licensing entity from the dropdown menu and attest whether the training provider is in good standing with this entity.

Provider Profile Information



Organization Information

Organization Type: *

Ownership Type: *

Provider Type: *

Policy Webpage URL:

Profile Information:

License Entities

Are you licensed and/or approved to operate by a State oversight entity? * Yes No



If yes please provide the name of the entity: *

Are you in good standing? * Yes No

If qualifying under an exemption in the NYS Education Law, select **No** to licensing and **Yes** to the exemption question. Then select the appropriate exemption from the dropdown list. The NYS Education Law can be viewed by clicking "**See Education Law 5001**" at the bottom of the **License Entities** section.

License Entities

Are you licensed and/or approved to operate by a State oversight entity? * Yes No

Do you have an exemption under state education law 5001(2)? * Yes No

Select Exemption: *

[\(See Education Law 5001\)](#)

Accredited Entities

Are you an accredited educational institution ?* Yes
 No

 Add

If yes please provide the name of the entity:*

 Remove

Are you in good standing?* Yes
 No

Federal Aid

Are you approved to participate in Federal Student
Financial Aid programs?* Yes
 No

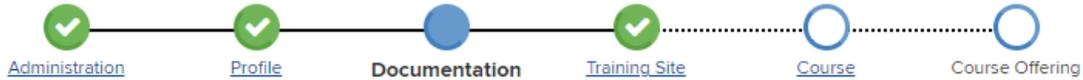
 Save & Continue



PART 3 OF 6: PROVIDER DOCUMENTATION

The **Documentation** tab contains downloadable forms required by NYSDOL and/or the LWDB being applied to. All documents marked with a red asterisk must be completed and uploaded. Other documents may also be required by the LWDB. Click **Choose File** to upload each requested document and then click **Save** to proceed.

Provider Documentation



i Forms should be downloaded, completed, and updated below. If a signature is required, please scan the document and upload a copy of the form. For questions regarding these forms, please contact your WDB. Allowed formats are .pdf,.txt,.tiff,.tif,.doc,.docx,.jpeg

Required Forms

Form Name	Form Updated	Uploaded Form
Authorized Signature Form 11-4-11.doc *	12/03/2021	<input type="button" value="Choose File"/>
ETPL Assurances 12-21-2016.doc *	12/03/2021	<input type="button" value="Choose File"/> No file chosen
Provider Contact Information.pdf *	12/03/2021	<input type="button" value="Choose File"/> No file chosen

Optional Forms

Form Name	Form Updated	Uploaded Form
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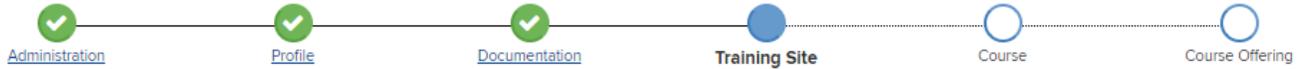


PART 4 OF 6: TRAINING SITES

Next is the **Training Site** tab. This contains the specific location and contact information for where training course offerings will occur. Fill in all the required fields and click **Save & Continue**.

Note: Only one Training Site, Course, and Course Offering can be added until registration is approved by the LWDB. Once approved, ETPs will be able to add additional Training Sites, Courses, and Course Offerings.

Training Site Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WDB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

Training Site Description: *

Website URL:

Training Site Address

Information same as Provider Address?

Address Line 1: *

Address Line 2:

City: *

State: *

Zip Code: *

County: *

Borough:

Training Site Contact Information

Information same as Administrative Contact?

Training Site Phone: *

Training Site Fax:



PART 5 OF 6: COURSE DETAILS

The **Course** tab is where demographic information about the training course is entered. There are six (6) subtabs within the Course tab that must be completed.

***Be sure to click “Save & Continue” after completing each tab. Once doing so, the tabs containing fields that still need to be completed will become red, and a small window will pop up with the following text: “Please enter all mandatory fields before submitting the form.” This is just a reminder and not an error.**

1. General Subtab

The **General** subtab contains data about the course name, difficulty, length, and a description of training. All fields with a red asterisk (*) must be completed to proceed.

Course Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WDB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

General *	Costs *	Hours *	Credential Information *	Career Classifications *
Licenses *				
Course Title: *	<input type="text" value="Dog Walking"/>			
Skill Level: *	<input type="text" value="Beginner"/>			
Program Type: *	<input type="text" value="Non-degree Program Cours"/>			
Program of Study: *	<input type="text" value="Measureable Skill Gain Leading To A Credential"/>			
Course Admission:	<input type="text" value="Open"/>			
Course Length:	<input type="text" value="-- Select One --"/>			
Course Website:	<input type="text"/>			

Course Description *

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, and indent. Below the toolbar, the text "Include course description here." is displayed in a large text area. The bottom of the editor shows the text "body p".

Course Curriculum *

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, and indent. Below the toolbar, the text "Include course curriculum here." is displayed in a large text area. The bottom of the editor shows the text "body p".

Course Prerequisites:

Other Course Prerequisites

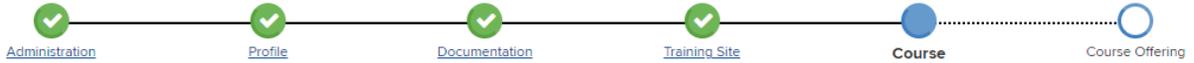
Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, and indent. Below the toolbar, the text area is empty. The bottom of the editor shows the text "body p".



2. Costs Subtab

The **Costs** subtab contains all required and additional costs associated with the course. **Tuition** is the only required field, though it is recommended that as many costs as possible be included on this page to provide transparency on the cost of attendance.

Course Creation



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General * Costs * Hours * Credential Information * Career Classifications * Licenses *

Required Costs

Category	Cost	Action
Tuition *	\$ 0.00	
Total:	\$ 0.00	

Category: -- Select One --

Additional Costs

Category	Cost	Action
Total:	\$ 0.00	

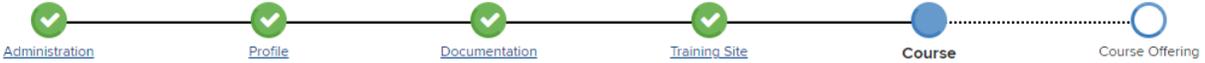
Category: -- Select One --



3. Hours Subtab

The **Hours** subtab contains a breakdown of how a student’s time will be spent while in training. **Please type in “0” for any fields having zero hours.**

Course Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WDB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

General *	Costs *	Hours *	Credential Information *	Career Classifications *	Licenses *
Classroom: * <input type="text" value="34.00"/>					
Lab: * <input type="text" value="2.00"/>					
Internship: * <input type="text" value="12.00"/>					
Practical: * <input type="text" value="5.00"/>					
Total Instructional Hours: <input type="text" value="53.00"/>					



4. Credential Information Subtab

The **Credential Information** subtab contains data on whether the training course is credit or non-credit bearing, whether the course leads to a recognized postsecondary credential, and other credentialing information. Add any course certifications at the bottom of the tab using the **Add Certification** button.

Course Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WDB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

General *	Costs *	Hours *	Credential Information *	Career Classifications *	Licenses *
Type of Course: * <input type="text" value="Credit bearing"/>					
Credential Granted: * <input type="text" value="Bachelors Degree"/>					
Credit Hours Conferred: <input type="text" value="Conferred"/>					
Credential Test: <input type="text" value="Yes, a test is required to receive credentials"/>					
Test Cost: \$ <input type="text" value="23.00"/>					
<input type="button" value="+ Add Certification"/>					



5. Career Classifications Subtab

On the **Career Classifications** subtab, choose an occupational **Program Category** that closest fits the training.

Course Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WDB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

General * Costs * Hours * Credential Information * Career Classifications * Licenses *

Program Category: -- Select One --

This field is required.

Instructional Programs

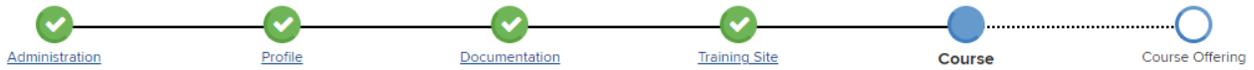
No data available in this column

- Select One --
- Agriculture, Agriculture Operations, And Related Sciences
- Architecture And Related Services
- Area, Ethnic, Cultural, Gender, And Group Studies
- Basic Skills And Developmental/remedial Education
- Biological And Biomedical Sciences
- Business, Management, Marketing, And Related Support Services
- Citizenship Activities
- Communication, Journalism, And Related Programs
- Communications Technologies/technicians And Support Services
- Computer And Information Sciences And Support Services
- Construction Trades
- Education
- Engineering
- Engineering Technologies And Engineering-related Fields
- English Language And Literature/letters
- Family And Consumer Sciences/human Sciences
- Foreign Languages, Literatures, And Linguistics
- Health Professions And Related Programs
- Health-related Knowledge And Skills

Once a program category is selected, the **Instructional Programs** column on the left-hand side of the webpage will automatically fill with a list of programs falling under the category selected. This list can then be searched for which programs closest match the course being created.

Note: The occupational titles and O*NET codes related to each program can also be viewed by **clicking on the blue circle containing the letter “i”**.

Course Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WDB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

General * Costs * Hours * Credential Information * **Career Classifications *** Licenses *

Program Category: Agriculture, Agriculture Operations, And Related Sciences

This field is required.

Instructional Programs

Search:		
Agribusiness/Agricultural Business Operations	i	+
Agricultural and Extension Education Services	i	+
Agricultural and Food Products Processing	i	+
Agricultural and Horticultural Plant Breeding	i	+
Agricultural Animal Breeding	i	+
Agricultural Business and Management, General	i	+
Agricultural Business and Management, Other	i	+
Agricultural Business Technology	i	+

Selected Instructional Programs

Search:

No data available in table



The process of automatically saving cookies and temporary internet files can cause issues with loading the occupational titles into the tables on the **Career Classifications** tab. If a training provider encounters this error, the following steps can be used to resolve the problem.

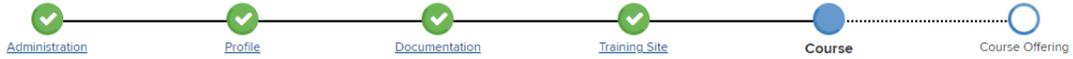
Note: These instructions are given using Google Chrome as the example, as it is the preferred browser when using the ETPL website.

- In Google Chrome, click on the three (3) dots in the top right-hand corner of the Google Chrome browser window;
- Click “Settings”;
- Click “Privacy and security”;
- Click “Clear browsing data”;
- Change the Time range to “All time”;
- Select “Cookies and other site data” and “Cached imaged and files”;
- Click “Clear data”; and

- Close all tabs. If all instances of Chrome are not closed, the browser saves the previous session in the ETPL and the tables may still not populate.

Once an instructional program(s) that closest fits the training course being created has been found, it can be added to the **Selected Instructional Programs** column on the right-hand side of the webpage by **clicking on the green circle containing the “+” sign**. Multiple program selections can be made if needed.

Course Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WDB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

General * Costs * Hours * Credential Information * **Career Classifications *** Licenses *

Program Category:

This field is required.

Instructional Programs	Selected Instructional Programs
<input type="text" value="Search:"/>	<input type="text" value="Search:"/>
Agricultural and Extension Education Services <input type="button" value="i"/> <input checked="" type="button" value="+"/>	<input type="button" value="-"/> <input type="button" value="i"/> Agribusiness/Agricultural Business Operations
Agricultural and Horticultural Plant Breeding <input type="button" value="i"/> <input type="button" value="+"/>	<input type="button" value="-"/> <input type="button" value="i"/> Agricultural and Food Products Processing
Agricultural Animal Breeding <input type="button" value="i"/> <input type="button" value="+"/>	
Agricultural Business and Management, General <input type="button" value="i"/> <input type="button" value="+"/>	
Agricultural Business and Management, Other <input type="button" value="i"/> <input type="button" value="+"/>	
Agricultural Business Technology <input type="button" value="i"/> <input type="button" value="+"/>	
Agricultural Communication/Journalism <input type="button" value="i"/> <input type="button" value="+"/>	
Agricultural Economics <input type="button" value="i"/> <input type="button" value="+"/>	
Agricultural Mechanics and Equipment/Tractor <input type="button" value="i"/> <input type="button" value="+"/>	



6. Licenses Subtab

If there is a license required to provide the training course in question within NYS, it can be uploaded on the **Licenses** subtab. Fill out the required fields and click **Save Course**.

Course Creation

Administration Profile Documentation Training Site **Course** Course Offering

✖ Add at least one license to the course if you select Yes

i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WDB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

General * Costs * Hours * Credential Information * Career Classifications * **Licenses ***

Does your Training Provider Organization have a license? * Yes No

Licensing Entity: * -- Select One --

License #: *

Expiration Date: *

Upload License Document: * No file chosen



PART 6 OF 6: COURSE OFFERING DETAILS

The final tab that must be completed prior to submitting the application is the **Course Offering** tab. This tab contains information about where the course will be held, how it will be delivered, and when the course offering starts and ends. Complete all required fields on the **General** and **Schedule** subtabs and click **Submit Registration**.

Course Offering Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WDB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

General * | **Schedule ***

Course Title:

Training Site:

Schedule Type: *

Method of Delivery: * Apprentice
 Classroom
 Distance Learning
 Online

Instructor Name:

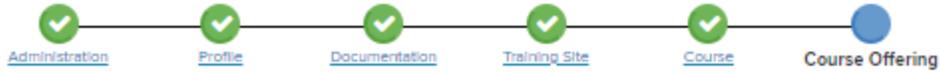
Instructor Credentials:

Class Size:

Offering Language:



Course Offering Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WDB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

General * **Schedule ***

Start Date: * 10/01/2021

End Date: * 12/31/2021

i Enter a start time and end time for any days that you want to make part of the schedule for this offering. Days with empty values will be ignored.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Start Time: 08:00 End Time: 09:00

Day	Start Time	End Time	Action
-----	------------	----------	--------



Clicking **Submit Registration** will send the application to the designated LWDB, so ensure the information entered on each tab is accurate prior to final submission. An e-mail will be sent once a decision has been made regarding the application.

New York State Eligible Training Provider List - New Provider Notification Inbox x  

DONOTREPLY@labor.ny.gov
to ETPL

Mon, Mar 25, 8:50 PM (13 hours ago)    

WDB/ADMIN Albany-Schenectady-Rensselaer Counties has made a decision on the new provider request submitted by ETPL TEST BUSINESS. The request has been Approved.

For more information login to your ETP account at
https://apps.labor.ny.gov/ETPL_V2/home.xhtml



If approved by one of the 33 LWDBs in NYS, the ETP will have full access to the **Provider Home Page** when logging into the ETPL, which contains all the information submitted on the six (6) tabs of the ETPL application, in addition to the **Outside Provider** and **Evaluations** tabs, which are discussed below.

From the **Provider Home Page**, ETPs can add and edit existing courses, course offerings, and other information on each of the eight (8) tabs listed at the top of the webpage.

On the **Courses** tab, ETPs can add a new course by clicking **New Course** and filling out all required fields (marked with a red asterisk) on **all six (6) tabs**, being sure to click **Save Course** at the bottom of each tab before continuing to the next one.

Provider Home Page

Business Name: ETPL TEST BUSINESS

Primary WDB: Albany-Schenectady-Rensselaer Counties

The screenshot shows the navigation tabs: Administration, Profile, Documentation, Training Sites, Courses, Course Offerings, Outside Provider, and Evaluations. A red box highlights the first six tabs. Below the tabs, there is a search bar and a table with one entry: TEST COURSE, Active: true. A red arrow points to the 'New Course' button.

On the **Course Offerings** tab, ETPs can add multiple course offerings to an existing course by clicking **Add Offering** and completing all fields on the **General** and **Schedule** tabs and clicking **Save Offering** when complete. Once the course offering is saved, it will be submitted to the LWDB for approval or denial.

Note: Once a course offering is approved, its information can be copied into a new course offering for future iterations of a course by clicking the dropdown arrow next to the course title and then clicking **Copy Offering** under the “Action” column.

Provider Home Page

Business Name: ETPL TEST BUSINESS

Primary WDB: Albany-Schenectady-Rensselaer Counties

The screenshot shows the navigation tabs, with 'Course Offerings' selected. Below the tabs, there is a table with columns: Course Title, Active, Offering Id, Start Date, End Date, Training Site, and Action. The first row is TEST COURSE, Active: true, Offering Id: 34266, Start Date: 03-24-2024, End Date: 03-26-2024, Training Site: TEST Training Site. A red circle highlights the dropdown arrow next to 'TEST COURSE'. A red arrow points to the 'Add Offering' button, and another red arrow points to the 'Copy Offering' button.

OUTSIDE PROVIDER

The **Outside Provider** tab allows an ETP to request their training course offerings to be displayed in an LWDA they are not physically present in. Becoming an outside provider expands the visibility of the ETP and increases the number of available trainings to students across NYS. To apply to be an outside provider, navigate to the **Outside Provider** tab on the Provider Home Page and select the LWDA(s) the ETP wishes to be displayed in. Click **Save**.

Provider Home Page

Business Name: The Business
Primary WDB: Herkimer-madison-oneida

Administration Profile Documentation Training Sites Courses Course Offerings **Outside Provider**

Please select Workforce Areas to be an outside provider for:

- Albany-schenectady-rensselaer Counties (A)
- Broome-tioga Counties (B)
- Cattaraugus-allegany Counties (C)
- Cayuga-cortland Counties (D)
- Chautauqua County (E)
- Chemung-schuylar-steuben Counties (F)
- Chenango-delaware-otsego Counties (G)
- Columbia-greene Counties (H)
- Dutchess County (I)
- Erie County (J)

Workforce Area Requests

Show 10 entries

Showing 1 to 1 of 1 entries

Save

A list of the LWDAs the ETP participates in, or is pending approval with, can be found at the bottom of the Provider Home Page.

Workforce Area Requests

Show 10 entries Search:

Workforce Area	Type	Status
Albany-schenectady-rensselaer Counties	Outside	Pending Approval
Herkimer-Madison-Oneida	Primary	Approved

Showing 1 to 2 of 2 entries

Previous 1 Next

CONTINUED ELIGIBILITY (EVALUATIONS TAB)

WIOA requires that all programs of study or course offerings approved for Initial Eligibility on the ETPL undergo an evaluation for Continued Eligibility within one (1) year, regardless of how the training course is funded.

As part of the Continued Eligibility review, ETPs must report all required data elements on the Course Evaluation form, located on the **Evaluations** tab of the ETPL Provider Home Page, for every active course offering following that course offering's end date.

Once a course offering ends, an email will be sent to the ETP notifying it of the course offering's end date and requesting completion of a Course Evaluation form for that course offering **within one (1) year of its end date**.

You are receiving this notification because this email address has been listed as the administrative contact for the **ETPL TEST BUSINESS** training provider. This email serves as notification that the Course Evaluations for the Course Offerings listed below are now available for completion on the **Evaluations** tab of the Provider Home Page.

The Eligible Training Provider (ETP) must complete and submit all fields on the Course Evaluation **within one year** of receiving this notification before the Evaluation becomes unavailable for submission.

Please note, the ETP must also create and submit a new course offering to their respective Local Workforce Development Board (LWDB) if they wish to continue offering this course in the future.

Course Title	Offering Id	End Date	Evaluation Due Date
TEST COURSE	34266	26 March 2024	27 March 2025

At this point, a Course Evaluation form will become available for completion on the **Evaluations** tab of the Provider Home Page. Click on **Edit Evaluation** to go to the Course Evaluation form for the listed course offering.

Provider Home Page

Business Name: ETPL TEST BUSINESS

Primary WDB: Albany-Schenectady-Rensselaer Counties

Administration Profile Documentation Training Sites Courses Course Offerings Outside Provider **Evaluations**

Expand All Collapse All

Course Title	Offering Id	Start Date	End Date	Due Date	Last Edited	Action
▼ TEST COURSE	34266	03-24-2024	03-26-2024	03-26-2025		 Edit Evaluation

The **Course Evaluation** form contains nine (9) questions regarding demographic information for enrolled students. ETPs must provide performance data for two (2) separate cohorts:

- **WIOA:** Students enrolled in the training program funded by WIOA through an ITA or ITG; and
- **Non-WIOA:** Students enrolled in the training program funded through non-WIOA sources (e.g., Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR), United States Department of Veterans Affairs, federal Student Aid, student loans, etc.).

ETPs must complete **all** fields on the form. Provide a “0” for any fields the ETP does not have data for (including the “\$” fields). Click **Save** at the bottom of the webpage to save progress and return to the form at a later point. Once data has been provided in all fields, click **Submit**.

-  You may **Save** your progress and return later to enter or edit more information.
-  When you have completed the form, **Submit** it for your WDB to review. You will not be able to edit an evaluation after it has been submitted.

Evaluation Questions	WIOA	Non-WIOA
1. Number of students enrolled in offering: *	<input type="text"/>	<input type="text"/>
2. Total number of students that completed, withdrew, or transferred (exited) the program: *	<input type="text"/>	<input type="text"/>
3. Number of students that completed offering: *	<input type="text"/>	<input type="text"/>
4. Number of students that obtained a credential, license, certification, or other measure of skill attainment: *	<input type="text"/>	<input type="text"/>
5. Number of students in unsubsidized employment between 3 and 6 months after program completion: *	<input type="text"/>	<input type="text"/>
6. Number of students in unsubsidized employment between 9 and 12 months after program completion: *	<input type="text"/>	<input type="text"/>
7. Median student earnings between 4 and 6 months after program completion: *	\$ <input type="text"/>	\$ <input type="text"/>
8. Average student earnings between 4 and 6 months after program completion: *	\$ <input type="text"/>	\$ <input type="text"/>
9. Average student earnings between 10 and 12 months after program completion: *	\$ <input type="text"/>	\$ <input type="text"/>

← Back Save Submit


Number of students enrolled in offering: The total number of students that attended a specific section of a training course.

Total Number of students that completed, withdrew, or transferred (exited) the program: The total number of students that completed the training course, withdrew from the training course and were not passing at the time of withdrawal, withdrew from the training course and were passing at the time of withdrawal, or exited the program.

Number of students that completed the offering: The total number of students who completed the training course offering.

Number of students that obtained a credential, license, certification, or other measure of skill attainment: The total number of students that received a recognized postsecondary credential, license, certification, or otherwise achieved a measure of skill progression prior to the completion of the training course offering. A recognized postsecondary credential is defined as “a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.”

Number of students in unsubsidized employment between 3 and 6 months after program completion: The total number of students placed into unsubsidized employment at any time between three (3) and six (6) months after program completion as a result of the training course offering. Unsubsidized employment is defined as “employment in the private sector or public sector for which the employer does not receive a subsidy from public funds to offset all or a part of the wages and costs of employing an individual.”

Number of students in unsubsidized employment between 9 and 12 months after program completion: The total number of students placed into unsubsidized employment at any time between nine (9) and twelve (12) months after program completion as a result of the training course offering. Unsubsidized employment is defined as “employment in the private sector or public sector for which the employer does not receive a subsidy from public funds to offset all or a part of the wages and costs of employing an individual.”

Median student earnings between 4 and 6 months after program completion: The median (middle) wage earnings for all students four (4) to six (6) months after the training course offering was completed.

Average Student earnings between 4 and 6 months after program completion: The average (mean) wage earnings for all students four (4) to six (6) months after the training course offering was completed.

Average Student earnings between 10 and 12 months after program completion: The average (mean) wage earnings for all students ten (10) to twelve (12) months after the training course offering was completed.

Note: ETPs must also create and submit a new course offering to their respective LWDB if they wish to continue offering this course in the future.

REGISTERED APPRENTICESHIP PROGRAMS

All Registered Apprenticeship Programs (RAPs) are automatically eligible to be included on the ETPL. Any RAPs that want to be added to the ETPL should contact the NYSDOL ETPL Help Desk at etp@labor.ny.gov, for staff who will facilitate the approval.

RAPs must provide NYSDOL with the following information to be listed on the Sponsors tab of the ETPL:

- RAP Sponsor Name;
- RAP Address;
- Occupation(s) included within the RAP;
- Location of Instruction (if different from RAP Sponsor’s address);
- Method/Training Approach (Time-Based, Competency-Based or Hybrid);
- Length of Instruction; and
- Number of Apprentices.

ATTACHMENTS

The following attachments are included below:

- Section 5001 of the Education Law;
- Authorized Signature Form;
- WIOA Eligible Training Provider Certification Assurances Form; and
- ETPL Provider Username Information Form.

Section 5001 of the NYS Education Law

§ 5001. Licensed private career schools.

5001(2). Exempt schools. The following schools are exempted from the licensing requirement of this section:

- a. Institutions authorized to confer degrees in this state;
- b. Schools providing kindergarten, nursery, elementary or secondary education, except schools conducted for profit which provide instruction in English as a second language or preparation for high school equivalency examinations to out-of-school youth or adults;
- c. Schools operated by governmental agencies or authorities;
- d. Schools which engage exclusively in training of students with disabilities as defined in section forty-four hundred one of this chapter;
- e. Schools conducted on a not-for-profit basis by firms or organizations for the training of their own employees only, provided that such instruction is offered at no charge to such employees, or by a fraternal society or benevolent order for its members or their immediate relatives only;
- f. Schools which provide instruction in the following subjects only: religion, dancing, music, painting, drawing, sculpture, poetry, dramatic art, languages, reading comprehension, mathematics, recreation, yoga, martial arts, Pilates and athletics, including the training of students to teach such subjects, provided, however, that schools conducted for the purpose of training personal trainers shall be excluded from this exemption and shall be required to obtain licensure;
- g. Schools in which the course of instruction is licensed, registered, or approved under any other section of this chapter or by any other department or agency of the state;
- h. Schools which provide instruction designed solely for giving flight training and/or related ground school instruction;
- i. Schools in which instruction designed solely to prepare applicants for admission to professional licensing examinations administered by the department pursuant to title eight of this chapter, and applicants for examination for admission to the practice of law;
- j. Schools which offer continuing education courses exclusively for individuals licensed by the department pursuant to title eight of this chapter and for individuals admitted to the practice of law;
- k. Schools which provide instruction given exclusively to employees of a person or organization which has contracted with another person or organization to provide such instruction at no cost to the employees;
- l. Conferences, trade shows, workshops, seminars, institutes or courses of study offered and sponsored either jointly or individually by recognized trade, business, or professional organizations for the benefit of their membership;
- m. Schools that limit their total conferences, trade shows, workshops, seminars, institutes or other course offerings to no more than twice in one calendar year with each of those offerings for no more than five days;
- n. Schools which provide instruction exclusively to persons employed full-time or part-time in the field in which instruction is being offered, where the instruction is provided to meet continuing education standards required for professional licensure as defined by law in this state;
- o. Schools in candidacy status pursuant to subparagraph (iv) of paragraph b of subdivision four of this section; and
- p. Schools which provide instruction in photography exclusively for non-occupational purposes.

Provider/Offering Application

Authorized Signature Form

Authorized Signature: By signing, I hereby certify that all information contained in this application is accurate as of the date of submission. I further certify my understanding that any or all of the items included in the application may be displayed on the internet (subject to New York State confidentiality restrictions) as part of the New York statewide list of eligible training providers.

Certified by:

Signature of Authorized Official

Date

Typed/Printed Name of Signatory

Signatory's Official Title

Provider Name

FEIN

WIOA Eligible Training Provider Certification Assurances

As a condition of financial assistance from NYSDOL under Title I of WIOA, the contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- A. Section 188 of WIOA, 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 WIOA Title I-financially assisted program or activity;
- B. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- C. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- D. The Age Discrimination Act of 1975, amended, which prohibits discrimination on the basis of age; and
- E. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

Please tell us the name (if any) of any Federal Agency that conducted a civil rights compliance review or complaint investigation and found your organization to be in noncompliance in the past two years.

Please give us information about any administrative enforcement actions or lawsuits that alleged discrimination on any protected basis and that were filed against your organization in the past two years. This information should include the names of the parties, the forum in which each case was filed, the relevant case numbers, and any additional information that may be necessary.

The Contractor also assures that it will comply with 29 CFR 38 and all other regulations implementing the laws listed above. This assurance applies to the contractor's operation of the WIOA Title I-financially assisted program or activity, and to all agreements entered into to carry out the WIOA Title I-financially assisted programs. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

Provider Name

Authorized Signature

Date

ETPL Provider Username Information

Complete the following information and upload on the Documents tab. This will help NYSDOL in the event of staff changes within your organization.

Username:

Contact First Name:

Contact Last Name:

School Name:

FEIN:

Address:

City:

Zip:

Contact Telephone:

Contact Email: