

Welcome to today's OSOS Instructional webinar

**The Eligible Training Provider List
(ETPL) and OSOS:
Partnered for Approval**

Human Resource Development



New York State Department of Labor

Eligible Training Provider List



NEW YORK STATE



The New York State Eligible Training Provider List (ETPL) :

- was established in compliance with Title 1, Section 122 of the Workforce Investment Act of 1998;
- is a list of training providers who qualify to receive Individual Training Accounts or Grants (ITAs or ITGs) for their approved programs; and
- It presents a broad and diverse selection of training choices to support the employment goals of individuals.



NYS
DEPARTMENT
OF LABOR
PROTECT | ASSIST | CONNECT

The Act emphasizes informed customer choice, performance accountability, and continuous improvement. One of the primary means used to achieve this goal is the Eligible Training Provider List or ETPL. The State is required to develop and operate the ETPL in partnership with local workforce investment boards. THE ETPL is designed to gather and display useful information on training providers, their services, and the quality of their programs.



New York State Department of Labor
Eligible Training Provider List

NEW YORK STATE

Logout

The ETPL application is done entirely on-line.

Providers create their own usernames and passwords, enter their information (uploading license, required documents, and any course level approval documents) and submit to their WIB. WIBs are assigned by training provider zip codes.

New York State Department of Labor
Eligible Training Provider List

NEW YORK STATE

Logo

Department of Labor
 ETPL
 Addl Resources
 WIB

Logged in as erieco (1328588)

Announcements Documents Contacts Reports In Demand Occ.
 WIB Dashboard Provider Management

Work Queue Dashboard

New Provider Requests

Submit Date	PID	Provider	Course Title
06/07/2011	6765	Global Knowledge Training LLC	Administering and Maintaining Windows 7 (M50292)

New Offering Requests

Submit Date	PID	Provider	OID	Course Title
There are no New Offering Requests.				

Outside Offering Requests

Submit Date	PID	Provider	OID	Course Title
There are no Outside Offering Requests.				

Pending Edit Requests

Submit Date	PID	Provider	Course Title	Section
There are no Pending Edit Requests.				

Subsequent Eligibility Requests

Submit Date	PID	Provider	OID	Course Title
There are no Subsequent Eligibility Approval Requests.				

WIB staff log on to the ETPL and bring up their “Work Queue Dashboard” The Dashboard contains:

- New provider requests
- New offering requests
- Outside offering requests
- Pending edit requests and
- Subsequent eligibility requests

New York State Department of Labor
Eligible Training Provider List

NEW YORK STATE

Logout

Logged in as erieco (1328588)

Provider Name GLOBAL KNOWLEDGE TRAINING LLC
Global Knowledge Training LLC

ID (FEIN) 133860296

Primary WIB Erie County

Administration Profile Documentation Training Sites Courses

Training Provider Registration

Provider Details (Part 1 of 6)

New Training Provider Request Approval

Approval Status Approved Denied

Next **Cancel & Return**

Logged in as	erieco (1328588)	
Provider Name	GLOBAL KNOWLEDGE TRAINING LLC Global Knowledge Training LLC	ID (FEIN) 133860296
Primary WIB	Erie County	

Administration | **Profile** | **Documentation** | **Training Sites** | **Courses**

Training Provider Registration

Provider Details (Part 1 of 6)

Provider Information		
ID Number (FEIN)	133860296	
Business Name*	GLOBAL KNOWLEDGE TRAINING LLC	
Training School Name (DBA)*	Global Knowledge Training LLC	
Address Line 1*	25 JOHN GLENN DR STE 102	
Address Line 2		
City*	BUFFALO	
State*	NY	County Erie
Zip*	14228	Borough -
Company Headquarters	No, the above address is Not Company Headquarters.	
Website URL		
DUNS Number*	789456	

Administrative Contact Information	
First Name*	Cassie
Last Name*	Hall
Title*	Administrator
Phone #*	9194637254 ext.
Fax #	9194684189
Email*	miriam.penney@labor.ny.gov

Admissions Contact Information	
First Name*	Cassie
Last Name*	Hall
Title*	Administrator
Phone #*	9194637254 ext.
Fax #	9194684189
Email*	miriam.penney@labor.ny.gov

Payment Contact Information	
First Name*	Cassie
Last Name*	Hall
Title*	Administrator
Phone*	9194637254 ext.
Fax	9194684189

Licensing Information	
Does your Training Provider Organization have a license?*	No
There are no Uploaded License Documents.	
Exemption under state education law 5001(2)?*	Yes
Exemption* <small>(See Education Law 5001)</small>	Code A : Exemption A

New Training Provider Request Approval	
Approval Status	<input type="radio"/> Approved <input type="radio"/> Denied
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	

Next **Cancel & Return**

Administration	Profile	Documentation	Training Sites	Courses
Training Provider Registration Provider Profile (Part 2 of 6)				
Type of Organization				
Organization Type*	Business			
Ownership*	Corporation (All Types)			
Provider Type*	Vocational/Technical/Business School			
Accrediting Entities	[- None Selected -]			
Services Offered				
Disability Adaptations	<ul style="list-style-type: none"> ◆ Hearing Impaired ◆ Sight Impaired ◆ Wheel Chair Access ◆ TDD 			
Additional Services	◆ Meeting Rooms			
Financial Aid	[- None Selected -]			
School Policies				
Policy Webpage URL				
Profile Information				
<p>Global Knowledge is the worldwide leader in IT and business skills training. We deliver via training centers, private facilities, and the Internet, enabling our customers to choose when, where, and how they want to receive training programs and learning services. IT & Business Training Our core training is focused on Cisco, Microsoft, VMware, Red Hat, business process improvement, and leadership development. Our IT courses include networking, programming, operating systems, security, and telephony. Our business skills courses feature project management, ITIL, people management, and business analysis. Our more than 1,200 courses span foundational and specialized training and certifications. Worldwide Training In 2006, we acquired Azlan Training, which established us as Europe's largest IT training provider. In 2007, we expanded our global footprint to include IT training, consulting, and services in the Middle East and Africa through the acquisition of Synergy Professional Services. Via the 2009 acquisition of the training operations of Nexient Learning, we became the largest corporate training provider in Canada. Ownership Founded in 1995, Global Knowledge employs more than 1,300 people worldwide. The company is owned by New York-based investment firm Welsh, Carson, Anderson, and Stowe.</p>				

Administration	Profile	Documentation	Training Sites	Courses
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Training Provider Registration

Provider Documentation (Part 3 of 6)

Downloadable Forms

Assurances *	(Updated: 07/14/2010)
Authorized Signature *	(Updated: 07/14/2010)
Test Document	(Updated: 10/06/2010)

* denotes required

Training Provider Uploaded Documents

05/27/2011	Assurances	assurances.doc
05/27/2011	Authorized Signature	authorizedsignature.doc

New Training Provider Request Approval

Approval Status Approved Denied

Next Cancel & Return

Administration	Profile	Documentation	Training Sites	Courses
<h2>Training Provider Registration</h2> <p>Training Site Details (Part 4 of 6)</p>				
Training Site Information				
Training Site Description* John Glenn				
Training Site Address Information				
Address Line 1* 25 JOHN GLENN DR STE 102				
Address Line 2				
City* BUFFALO				
State* NY County Erie				
Zip* 14228 Boroug -				
Training Site Contact Information				
Phone* 9194637254 ext.				
Fax 9194684189				
Website URL				
<hr/>				
New Training Provider Request Approval				
Approval Status <input type="radio"/> Approved <input type="radio"/> Denied				
<div style="border: 1px solid black; height: 40px;"></div>				
Next Cancel & Return				

Administration	Profile	Documentation	Training Sites	Courses
<h2>Training Provider Registration</h2> <h3>Training Course Details (Part 5 of 6)</h3>				
Course Information				
Course Title*	Administering and Maintaining Windows 7 (M50292)			
Course Skill Level*	Intermediate			
Program Type*	Non-Degree Program Courses			
Course Admission	Open			
Course Length	1Week			
Internet Information				
Course Status*	Active			
Course Description*				
<p>In this exclusive Windows 7 training course, you will gain the knowledge and skills you need to successfully administer, maintain, and troubleshoot Windows 7 computers. Through practical labs, you will get invaluable experience with installation and upgrades, remote access, Windows 7 security, and the new desktop environment. You will learn how Windows 7 allows for vast improvements to security, overall system performance, and application compatibility a robust combination unparalleled in the market. In this five-day Windows 7 training course, you will focus on successful configuration of the IT Pro tools and applications that ship with Windows 7. You will learn to identify technical problems that can occur on your organization client computers, and you will discover the Windows 7 tools used to monitor and maintain those computers. By the end of this course, you will have installed and configured a Windows 7 desktop that is secure and on the network, while focusing on five main troubleshooting areas: operating system, hardware, networking, security, and applications.</p>				
Course Curriculum*				
hi test (special charcter)				
Course Prerequisites				
Familiarity with computer hardware and devices; Experience supporting previous versions of the Windows OS; Basic TCP/IP, Windows and Active Directory knowledge				

Costs							
Tuition Cost*	1.00						
Required Costs*	<table border="1"> <thead> <tr> <th>Category</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Application Fee</td> <td>1.00</td> </tr> <tr> <td>Total</td> <td>1.00</td> </tr> </tbody> </table>	Category	Cost	Application Fee	1.00	Total	1.00
	Category	Cost					
	Application Fee	1.00					
Total	1.00						
Additional Costs	<table border="1"> <thead> <tr> <th>Category</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Books</td> <td>1.00</td> </tr> <tr> <td>Total</td> <td>1.00</td> </tr> </tbody> </table>	Category	Cost	Books	1.00	Total	1.00
	Category	Cost					
	Books	1.00					
Total	1.00						

Course Hours Breakdown	
Classroom*	1.00
Lab*	1.00
Internship*	1.00
Practical*	1.00
Instructional Hours	Total: 4.00

Credential Information	
Type of Course*	Credit bearing
Credential Granted*	Certification Qualifying
Certification Entity	[- None Selected -]
Credit Hours Conferred	Not Conferred / Not Specified
Credential Test	Not Required
Credential Test Cost	

Career Classifications	
<u>Class Instruction Program Codes*</u>	
◆ Accounting	
<u>Corresponding Occupational Tracks</u>	
◆ Credit Analysts	
◆ Budget Analysts	
◆ Auditors	
◆ Accountants	
◆ Financial Examiners	
◆ Financial Quantitative Analysts	
◆ Business Teachers, Postsecondary	
◆ Tax Examiners, Collectors, and Revenue Agents	

- Accounting
- Accounting Technology/Technician and Bookkeeping
- Accounting and Business/Management
- Accounting and Computer Science
- Accounting and Finance
- Accounting and Related Services, Other
- Acoustics
- Acting
- Actuarial Science
- Acupuncture
- Administration of Special Education
- Administrative Assistant and Secretarial Science, General
- Adult Development and Aging
- Adult Health Nurse/Practitioner

Course Level Approval Documents

License Details 1	
Licensing Entity	
License #	
Expiration Date	
Uploaded Document	

Training Type

Seeker Service Type*

New Training Provider Request Approval

Approval Status Approved Denied

At the bottom of the Course Details page is a section where the WIB chooses the Seeker Service Type.

Training Type	
Seeker Service Type*	- Select One -
	- Select One -
	Basic Skills/Life Skills
	Customized Training
	English as a Second Language (ESL)
	Entrepreneurial Training
	Occupational Skills Training
	On the Job Training (OJT)
	Skills Upgrading and Retraining
	Training Programs Operated by the Private Sector
	Work-Related/Job Readiness Training
	Workplace Training

Training Type

Seeker Service Type* Occupational Skills Training 

New Training Provider Request Approval

Approval Status Approved Denied

Administration	Profile	Documentation	Training Sites	Courses
<h2>Training Provider Registration</h2> <h3>Course Offering Details (Part 6 of 6)</h3>				
Course Offering Specifics				
Offering ID	36083			
Course Title	Administering and Maintaining Windows 7 (M50292)			
Training Site*	John Glenn			
Offering Status*	Active			
Schedule Type*	Ongoing Schedule			
Start Date*	06/09/2011	End Date*	06/09/2011	
Day	Start Time	End Time		
There are no Schedules for this offering.				
Course Offering Details				
Method of Delivery*	◆ Classroom			
Instructor Name				
Instructor Credentials	Microsoft Certified with various degrees and advanced degree credentials			
Class Size	20			
Offering Language	English			
Time Classification	◆ Daytime Class			
Additional WIB Areas Notification				
[- None Selected -]				
Funding Options				
Funding Eligible	<input type="checkbox"/> Yes, Funding is Eligible			
<small>Check this box if the WIB is willing to fund this offering through WIA or any other funding mechanism. The course will then be entered in OSOS and will be listed as currently eligible on the ETP website.</small>				

Course offering details.

Funding Options

Funding Eligible Yes, Funding is Eligible

Check this box if the WIB is willing to fund this offering through WIA or any other funding mechanism. The course will then be entered in OSOS and will be listed as currently eligible on the ETP website.

New Training Provider Request Approval

Approval Status Approved Denied

Check this box if the WIB is willing to fund this offering through WIA or any other funding mechanism. The course will then be entered in OSOS and will be listed as currently eligible on the ETP website.

Funding Options

Funding Eligible Yes, Funding is Eligible

Check this box if the WIB is willing to fund this offering through WIA or any other funding mechanism. The course will then be entered in OSOS and will be listed as currently eligible on the ETP website.

New Training Provider Request Approval

Approval Status Approved Denied

Next **Cancel**

New York State Department of Labor
Eligible Training Provider List

NEW YORK STATE

Logout

ETPL TO OSOS

CUSTOMER PROVIDER EMPLOYER STAFF HELP

AOSOS
America's One-Stop Operating System
NY PROD v5.3.01

Use New Listings

Begin using the provider services and offerings that are downloaded from the ETPL into OSOS not past data entries.

LWIBs, One-Stop Centers, and Partners are to immediately stop using ETPL provider services and offerings that they data entered over the years and begin using the provider services and offerings that are downloaded from the ETPL into OSOS

OSOS DATA ENTRY

Data entry into the new ETPL results in “Real Time” changes. No overnight batch job is required to update the ETPL or OSOS.

All approved “WIA Eligible” training providers and provider services in the new ETPL will be downloaded into OSOS.

WIA Eligibility Field

The WIA Eligibility field in OSOS will not automatically populate until at least one course offering has been approved in the ETPL for that training provider.

ETP Auto load

The provider service description will be labeled as “ETP Auto load” followed with the date of the download.

DO NOT ALTER THIS DESCRIPTION.

Provider Search **Provider Detail** Offering Search Offering Detail

A&H Training Corporation ID: 70228 1 of 100

General Info Contact Info **Services** Service Performance Comments

Service Detail

- Service Category: Training
- Service Type: Occupational Skills Training Service
- Service Name: Medical Transcription 1-on-1 WIA Eligible Status: Approved
- Description: ETP Auto load 04/05/2011
- Service ID: 89668 Training Credit Hours: Programs
- Total Service Length: Weeks Days Hours
- O*Net Title: O*Net Titles
- CIP Code: CIP Code

	Category	Service Type	Service Name	Description
<input type="checkbox"/>	Training	Occupational Skills Training	Medical Transcription 1-on-1	ETP Auto load 04/05/2011
<input type="checkbox"/>	Training	Occupational Skills Training	Anatomy	ETP Auto load 04/05/2011
<input type="checkbox"/>	Training	Occupational Skills Training	Medical Transcription Live, Onlin	ETP Auto load 04/05/2011
<input type="checkbox"/>	Training	Occupational Skills Training	Non-Medical Transcription 1-on-	ETP Auto load 04/05/2011

Automatic Fields

- The ETPL will automatically populate the training provider's WIB, contact(s), and the cost will default to \$1.
- The ETPL will automatically populate the offering's schedule data fields.
- The LWIB may provide an appropriate description in the offering description.

Provider Search	Provider Detail	Offering Search	Offering Detail
Medical Transcription 1-on-1		Offering ID: 97292	1 of 1
General Info			
Provider Info			
Provider Name	A&H Training Corporation		
Service Category	Training		
Service Type	Occupational Skills Training		
Service Description	ETP Auto load 04/05/2011		
Location		Schedule	
Location	Distance Learning using iLinc	Start Date	End Date
Address	855 CENTRAL AVE STE 3	Start Time	End Time
City	ALBANY	Sun.	<input type="checkbox"/>
State	New York	Mon.	<input checked="" type="checkbox"/>
Zip	12206	Tue.	<input type="checkbox"/>
WIB	Albany/Rensselaer/Schenect	Wed.	<input type="checkbox"/>
		Thu.	<input type="checkbox"/>
		Fri.	<input type="checkbox"/>
		Sat.	<input type="checkbox"/>
Additional Info			
Cost	\$ 1.00	Total Seats	
Available Seats			
Description			

Inactivating the offering

Inactivating the offering requires the user to:

- Remove the data from the “Cost” field, Start Date, End Date and Times and click the “Save Single” button on the “Offering Detail” screen.
- Click the “Return to Search” button and select the next offering to be discontinued and repeat the process for all offerings associated with the provider.

Inactivating a provider service

- Inactivating a provider service requires the user to:
- Change the name of the provider service by adding “zzzDNUzzz” as a prefix (which stands for “Do Not Use”).

For example, “Case Management” would become “zzzDNUzzzCase Management”. Adding the letters “zzz” makes the service drop to the bottom of the list when alphabetizing search results.

- Change the WIA Eligibility Status to “Suspended”.

The screenshot displays a web application interface for Monroe Community College (ID: 2191). The interface includes navigation tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. The current view is 'Provider Detail' for 'Monroe Community College'. Below this, there are sub-tabs for General Info, Contact Info, Services, Service Performance, and Comments. The 'Services' tab is active, showing a 'Service Detail' form and a table of services.

Service Detail Form:

- Service Category: Counseling
- Service Type: Counseling - Individual or Group
- Service Name: zzzDNUzzzYouth - Career & voc ex
- WIA Eligible Status: Not approved
- Description: Youth - Counseling, including career and vocational exploration
- Service ID: 38133
- Training Credit Hours: []
- Total Service Length: Weeks [] Days [] Hours []
- O*Net Title: []
- CIP Code: []

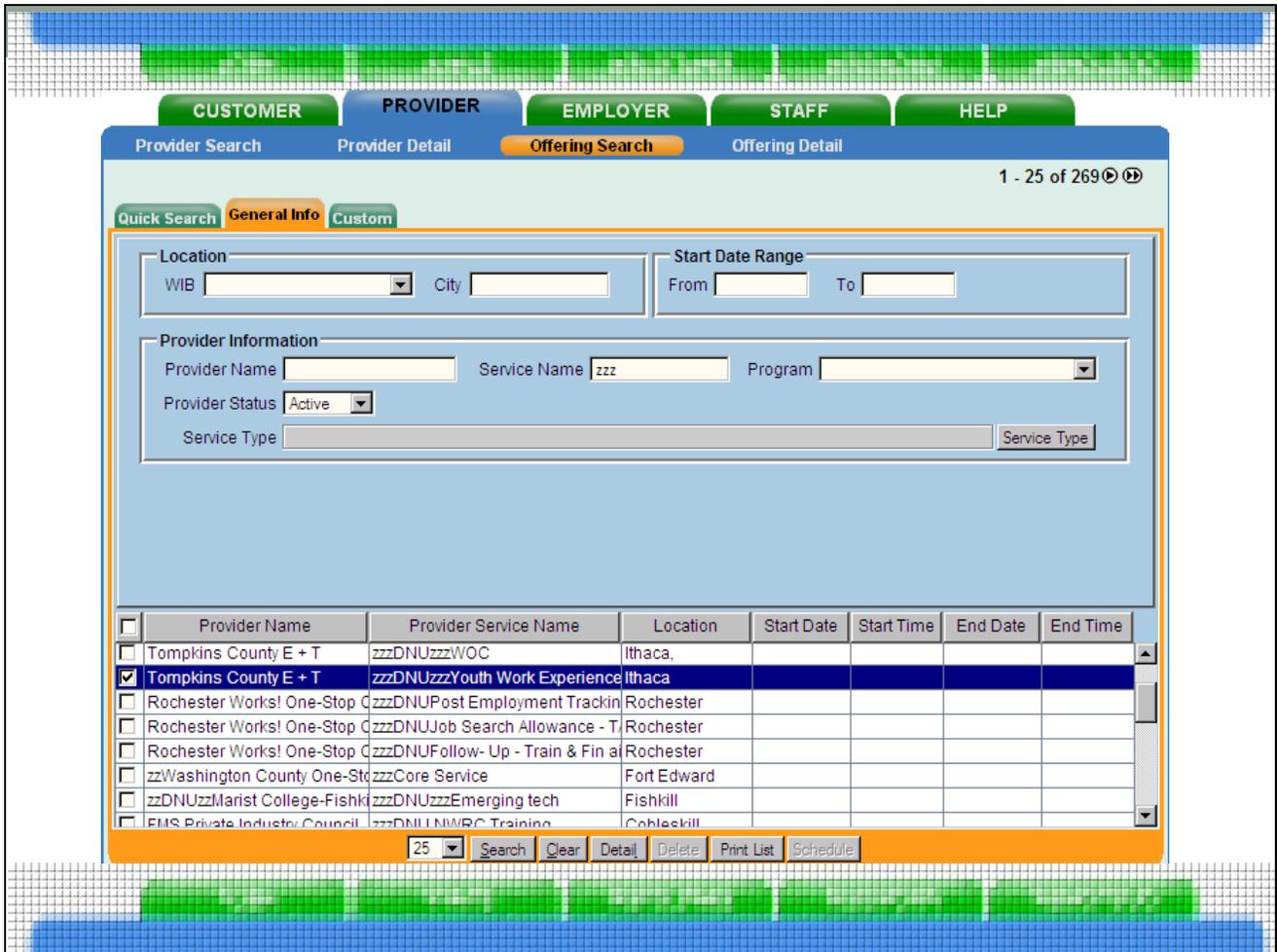
Services Table:

Category	Service Type	Service Name	Description
<input type="checkbox"/>	Alternative Secondary	Alternative Secondary School Services	Youth - Alternative Secndry Sch
<input type="checkbox"/>	Counseling	Comprehensive Guidance and Counse	Youth - Comp. Guidance & Coun
<input checked="" type="checkbox"/>	Counseling	Counseling - Individual or Group	zzzDNUzzzYouth - Career & voc e
<input type="checkbox"/>	Follow Up Services	Follow Up Services	Youth - Follow-up services
<input type="checkbox"/>	Job Search Assista	Job Search, Placement Assistance, Ca	zzzDNUzzzYouth-Job readiness
<input type="checkbox"/>	Leadership Develo	Leadership Development Opportunities	Youth - Leadership Developmen
<input type="checkbox"/>	Mentoring	Mentoring (Youth Only)	Youth - Adult Mentoring
<input type="checkbox"/>	Summer-Related E	Summer-Related Employment Opportu	Youth - Summer Employment
<input type="checkbox"/>	Supportive Service	Supportive Services (Other)	Youth - Supportive Services

Buttons at the bottom of the table: New Service, Delete Service, Print Service, New Offering, Show Deletes.

Buttons at the bottom of the page: Save, Print, Return to Search, Comments.

Inactivate services with zzzDNUzzz.



Inactivated services will appear in the offering search screen like this

Inactivating the training provider

Inactivating the training provider requires the user to:

- Change the “Active” status of the provider to “Inactive”.
- Add “zzzDNUzzz” to the beginning of the provider’s name and click the “Save” button.
- Inactivating a training provider will automatically inactivate the course offerings listed for that provider.

zzzDNUzzzPace University ID: 3072

General Info Contact Info Services Service Performance Comm

Provider Info

Provider Status	Active	
Federal ID (FEIN)	13-5562314	
State ID (EIN)		
Organization Type	University	
● Provider Name	zzzDNUzzzPace University	
Provider Phone	914-422-4375	Ext
Provider URL	http://csis.pace.edu/pclc	
Provider Email	smemitt@pace.edu	

Request reports

Your WIB may want to request a report of all non-ETPL auto loaded offering and provider services from DEWS Performance.

- Inactivate duplicates and obsolete offerings and provider services.
- Pursue new provider submissions of current services and offerings

Removal from ETPL

- A training provider or course offering that is removed from the ETPL by the LWIB will not be automatically inactivated or deleted in OSOS.
- The LWIB should change the “Active” status of a Provider to “Inactive” whenever a training provider or course offering is removed from the ETPL. Inactivating a training provider will automatically inactivate the course offerings listed for that provider.

RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found at:

<http://labor.ny.gov/workforcenypartners/osos.shtm>

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov

Additional ETPL Provider desk guide may be found at

<http://www.labor.ny.gov/workforcenypartners/PDFs/TrainingProviderGuide.pdf>.

For further assistance, please contact the NYS ETP mailbox:

ETP@labor.ny.gov

To request ad hoc reports from the DEWS Performance Unit:

DEWS.Performance@labor.ny.gov