
New York State Eligible Training Provider List (ETPL) OSOS Guide



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BACKGROUND

Mandated by the Workforce Investment Act (WIA), the Eligible Training Provider List contains a statewide list of training providers who qualify to receive Individual Training Account (ITA) funds for their approved programs. An ITA is a voucher given to customers who need training. The ETPL is designed to provide an all-inclusive listing of all available training to the community, regardless of their eligibility for WIA funds. Each Local Workforce Investment Board (LWIB) has the authority to determine what training is listed in the ETPL and eligible for WIA funding as specified in Technical Advisory TA 06-7.

ITA training services must be recorded in OSOS using an appropriate provider and offering from the ETPL unless specifically exempted by a State or Federal program. An appropriate provider in OSOS is identified with an **ETP Auto Load** or **ETP Manual** notations.

The current version of the ETPL was launched February 3, 2011. The website address is <https://applications.labor.ny.gov/ETPL/>.

ETPL AUTO LOAD INTO OSOS

THE ETPL AUTOLOADED OFFERING

Providers submit on-line ETPL applications for review to their primary LWIB. The primary LWIB is determined by the geographical area in which the training provider's offering is physically located by zip code. Out of State providers may select any LWIB from a drop down menu.

No provider will be listed in the ETPL until at least one offering is listed for that provider.

Only offerings that are determined eligible for WIA funding and have the **Yes, Funding is Eligible** box checked in ETPL, are auto loaded with the training provider's general, contact and service information into OSOS. Training offerings that are determined not eligible for WIA funding by the primary LWIB will not auto load into OSOS.

Funding Options	
Funding Eligible	<input checked="" type="checkbox"/> Yes, Funding is Eligible Update Eligibility
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.	

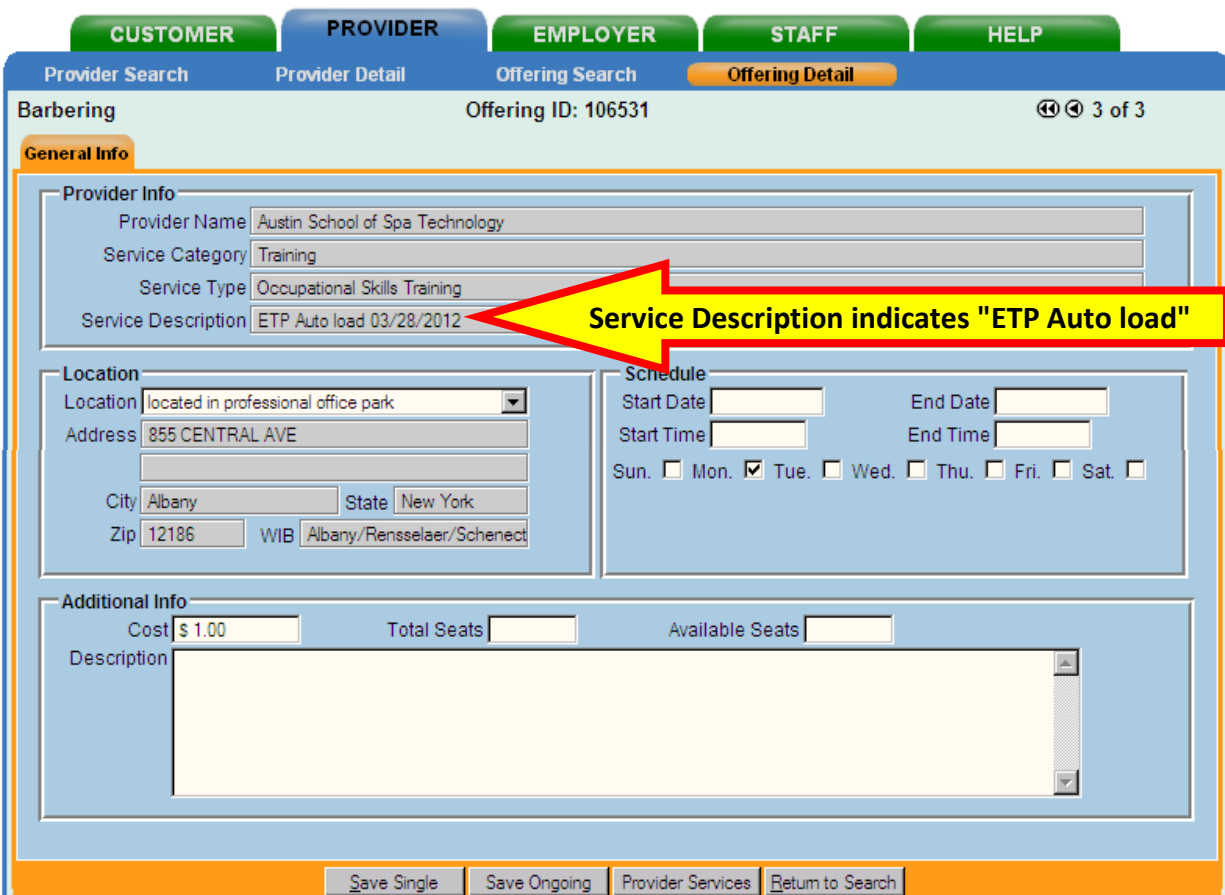
Once approved and determined eligible for WIA funding, the offering is immediately auto loaded into OSOS.

No data will auto load from OSOS into the ETPL.

The following ETPL auto loaded data fields are viewable as "**ETP Auto load**" followed with the date:

- offering **Service Description**,
- provider contact info **Staff Assigned** } **DO NOT ALTER THIS DESCRIPTION.**
- provider service **Description**

The ETPL does not populate the offering's **Schedule** data fields. OSOS will default to **Monday**. **Start Dates, End Dates, Total Seats** and the **Available Seats** fields are not auto loaded and should be left blank to avoid any need to continually create new offerings.



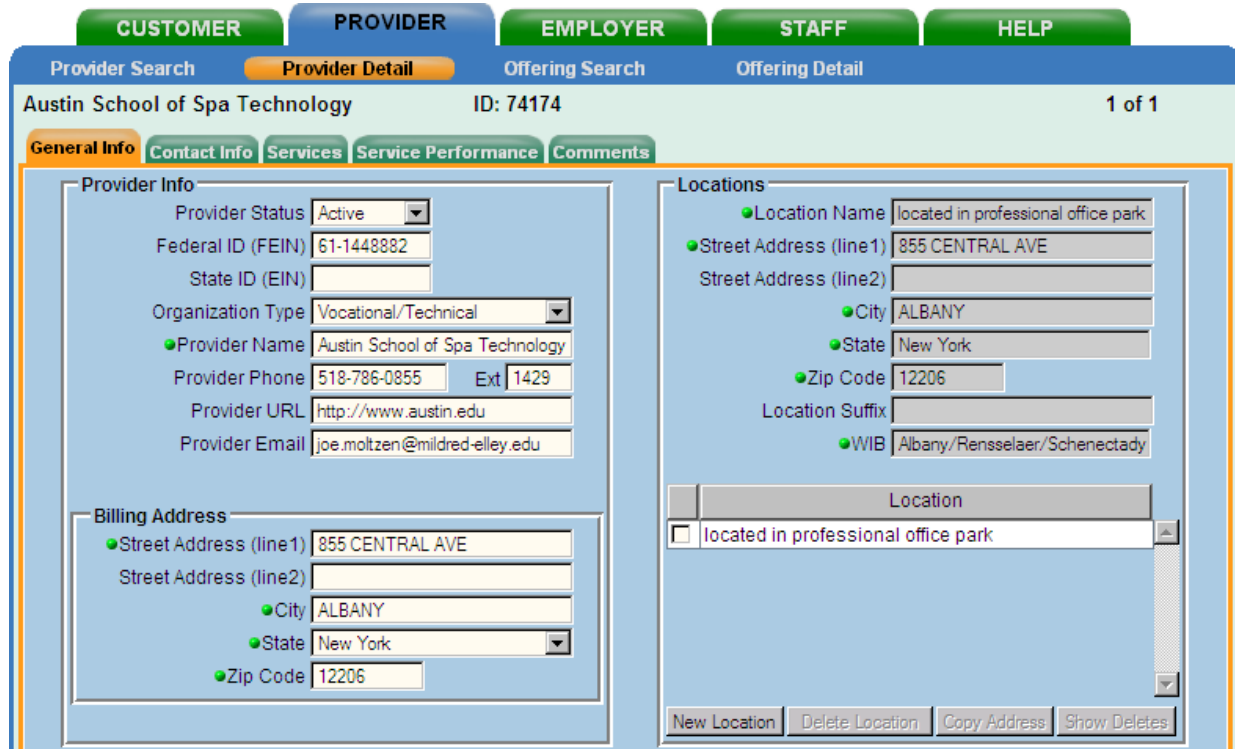
The screenshot shows the 'Offering Detail' page for 'Barbering' (Offering ID: 106531). The 'General Info' section contains the following fields:

- Provider Info:**
 - Provider Name: Austin School of Spa Technology
 - Service Category: Training
 - Service Type: Occupational Skills Training
 - Service Description: ETP Auto load 03/28/2012
- Location:**
 - Location: located in professional office park
 - Address: 855 CENTRAL AVE
 - City: Albany, State: New York, Zip: 12186, WIB: Albany/Rensselaer/Schenect
- Schedule:**
 - Start Date: [blank], End Date: [blank]
 - Start Time: [blank], End Time: [blank]
 - Days: Sun. Mon. Tue. Wed. Thu. Fri. Sat.
- Additional Info:**
 - Cost: \$ 1.00, Total Seats: [blank], Available Seats: [blank]
 - Description: [empty text area]

A red callout box with a yellow arrow points to the 'Service Description' field, containing the text: **Service Description indicates "ETP Auto load"**.

THE ETPL AUTOLOADED PROVIDER

The ETPL will automatically populate the training provider's information in the **General Info**, **Contact Info** and **Services** tabs.



Provider Info

Provider Status: Active

Federal ID (FEIN): 61-1448882

State ID (EIN):

Organization Type: Vocational/Technical

Provider Name: Austin School of Spa Technology

Provider Phone: 518-786-0855 Ext: 1429

Provider URL: http://www.austin.edu

Provider Email: joe.moltzen@mildred-elley.edu

Billing Address

Street Address (line1): 855 CENTRAL AVE

Street Address (line2):

City: ALBANY

State: New York

Zip Code: 12206

Locations

- Location Name: located in professional office park
- Street Address (line1): 855 CENTRAL AVE
- Street Address (line2):
- City: ALBANY
- State: New York
- Zip Code: 12206
- Location Suffix:
- WIB: Albany/Rensselaer/Schenectady

Location: located in professional office park

New Location Delete Location Copy Address Show Deletes

The provider **Services Description** will be viewable as **"ETP Auto load"** followed with the date the offering was auto loaded into OSOS. **DO NOT ALTER THIS DESCRIPTION.**



Contact Detail

First Name: Joseph

Last Name: Moltzen

Phone: 518-786-0855 Ext: 1429

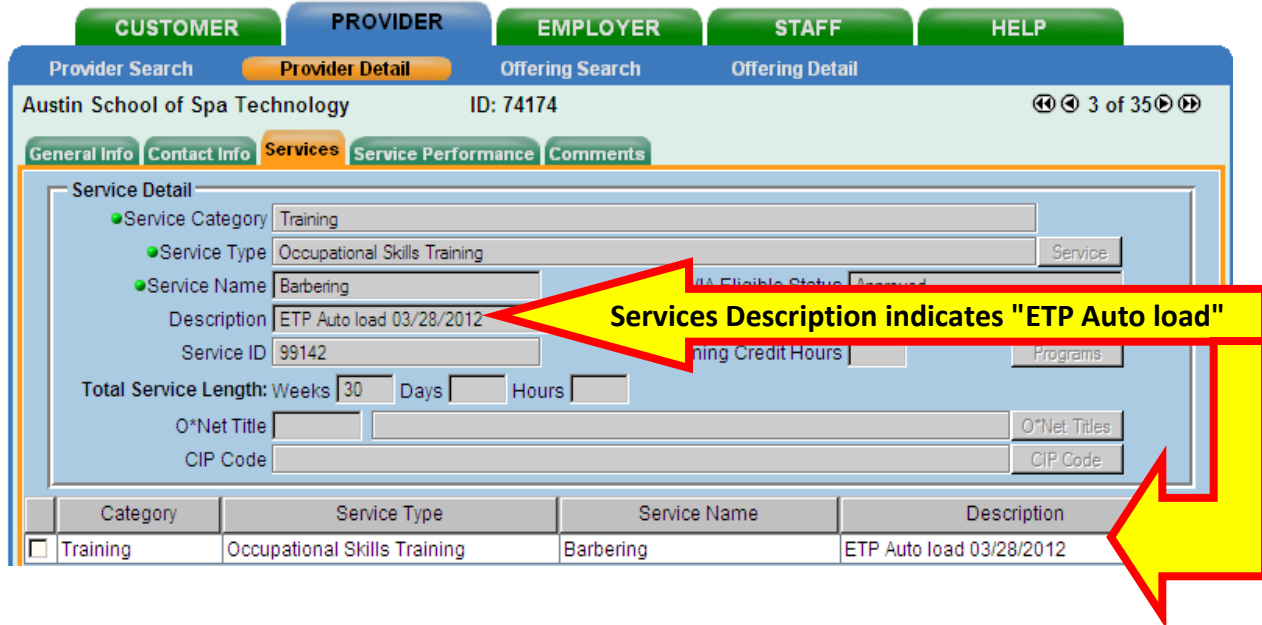
Fax: 518-438-7946

Email: joe.moltzen@mildred-elley.edu

Staff Assigned: Admin, ETP

Staff Assigned indicates "Admin, ETP"

Name	Location	Phone	Ext.	Fax	Email
Moltzen, Joseph		518-786-0855	1429	518-438-7946	joe.moltzen@mildred-el



The screenshot shows the OSOS interface for a provider. The 'Services' tab is active, displaying details for a service named 'Barbering'. The description field contains the text 'ETP Auto load 03/28/2012'. A yellow callout box with a red border points to this description with the text 'Services Description indicates "ETP Auto load"'. Below the form is a table with the following data:

Category	Service Type	Service Name	Description
<input type="checkbox"/> Training	Occupational Skills Training	Barbering	ETP Auto load 03/28/2012

REQUESTING MANUAL ENTRY INTO OSOS

Training that is determined not eligible for WIA funding by the primary LWIB will not auto load into OSOS.

Secondary LWIBs that desire a provider or offering be available in OSOS, should contact the primary LWIB to confirm that an on-line application was received and why approval was withheld. Depending upon the primary LWIB's response, the secondary LWIB may ask the primary LWIB to reconsider and approve the offering as **Funding Eligible**.

Lastly, the secondary LWIB may submit a request with the information required to create the provider, provider service and offering to the ETP Help Desk at ETP@labor.ny.gov.

The provider or offering will be manually entered by NYSDOL ETPL staff into OSOS with the notation "**ETP Manual**" followed by the date of entry in the:

- offering **Service Description**,
- provider contact info **Staff Assigned** and
- provider service **Description** data fields. } **DO NOT ALTER THESE NOTATIONS**

New Non-ITA training providers and some special ITA training, along with course offerings must be manually entered directly into OSOS. A **Provider Module Data Entry and Maintenance** user guide is available and the link may be found in the Resources page. The offering's **Schedule** data fields will be intentionally left blank to avoid the need to continually create new offerings.



Do not, under any circumstances, delete or change the Provider information of another LWIB without their consent and cooperation.

CLEANING UP DUPLICATE OFFERINGS, PROVIDER SERVICES AND PROVIDERS

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** or **Deleted** whenever a training provider or course offering is removed from the ETPL and will no longer be available.

Additionally, duplicate training providers and course offerings exist within OSOS with different ID numbers.

- Whenever a customer service has been data entered, that offering, provider service and provider will continue to exist in OSOS and cannot be deleted. The customer is said to be "**attached**" to that offering, provider service and provider.
- When deletion is not possible, then an offering, provider service or provider may be inactivated.
- LWIBs must inactivate or delete any duplicate or obsolete training provider and offering.
- If an LWIB decides to approve a new offering or provider record through the ETPL dashboard, it may be necessary to inactivate or delete a current record that will now become obsolete. ***Every effort should be made to complete a thorough search of providers and offerings before approving new submissions from a provider.***
- Special permission is required to delete or inactivate any offering, provider service and provider.

SEARCHING FOR AN OFFERING

Inactivating and deleting requires the user to take sequential action; first with the offering, then the provider service and then the provider.

First, perform a complete search for the offering using one of the following two methods:

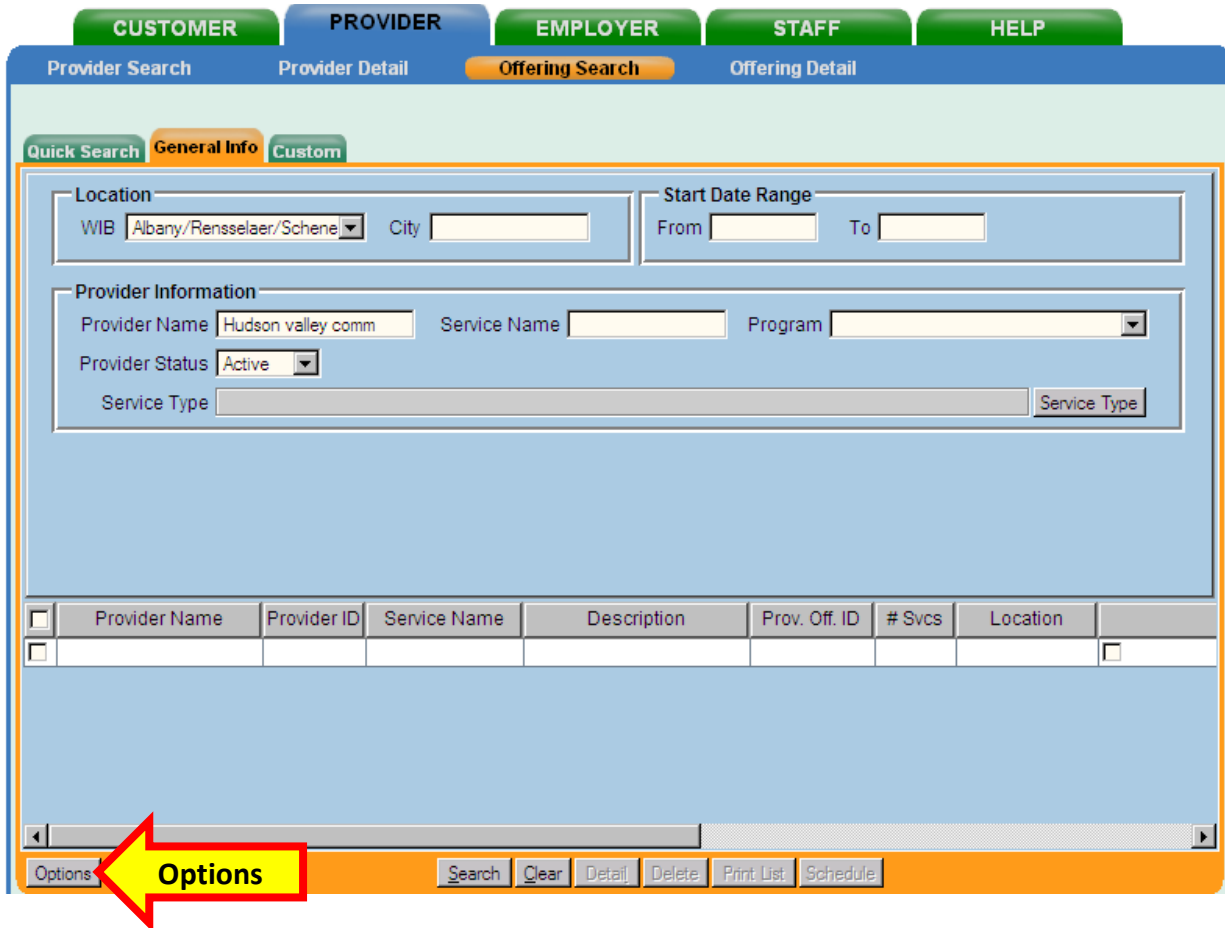
1. When the Offering ID # is known, navigate to the **Provider** module; **Offering Search** window; **Quick Search** tab and enter the ID number or numbers. Then click the **Search** button at the bottom of the screen.



The screenshot displays the OSOS web application interface. At the top, there are five main navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these, there are four sub-navigation tabs: Provider Search, Provider Detail, Offering Search (which is highlighted in orange), and Offering Detail. Under the Offering Search tab, there are three sub-tabs: Quick Search (highlighted in orange), General Info, and Custom. The main content area shows a form titled "Offering ID" with two input fields labeled "ID 1" and "ID 2".

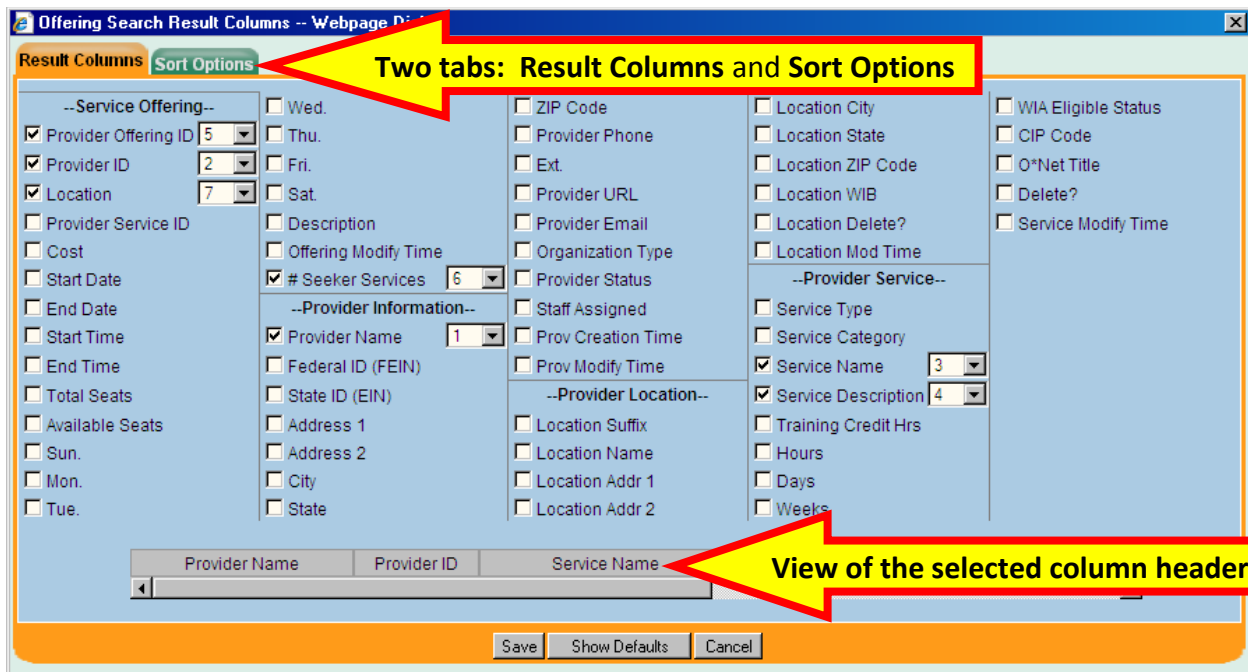
2. When the Offering ID # is not known, navigate to the **Provider** module; **Offering Search** window; **General Info** tab.

- The **LWIB** of the user that logs in to OSOS will automatically be populated. If not correct, then change to the appropriate **LWIB** or the blank space.
- Enter the exact **Provider Name** if known. When the exact name is not known, the first few letters of the **Provider Name** may be entered or it may be left blank.
- Enter the exact **Service Name** if known. When the exact name is not known, the first few letters of the **Service Name** may be entered or it may be left blank.
- Select the **Service Type**, if known.
- Click the **Options** button found in the bottom left hand side of the **General Info** tab.



The screenshot shows the OSOS web interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, Offering Search (selected), and Offering Detail. Under Offering Search, there are further sub-tabs: Quick Search, General Info (selected), and Custom. The main form area is divided into sections: Location (with fields for WIB, City, and Start Date Range), and Provider Information (with fields for Provider Name, Service Name, Program, Provider Status, and Service Type). Below the form is a table with columns: Provider Name, Provider ID, Service Name, Description, Prov. Off. ID, # Svcs, Location, and a checkbox. At the bottom, there is a row of buttons: Options, Search, Clear, Detail, Delete, Print List, and Schedule. A red arrow points to the 'Options' button.

- The search result information may be customized by clicking the **Options** button and removing or adding the desired data fields.
- When searching for an offering to be deleted or inactivated, it is recommended to click the **# Seeker Services** and the **Provider ID** data fields.
- The **# Seeker Services** will indicate if any customer has been attached to the offering. If the search result is a zero, then the offering may be deleted. If the number is anything other than a zero, then the offering may be inactivated.
- The **Provider ID** will be used later in the process to search for the **Provider Service** and **Provider**.
- Click the **Save** button to save the search options and automatically navigate back to the **General Info** tab in the **Offering Search** window.



The screenshot shows the 'Offering Search Result Columns' window with two tabs: 'Result Columns' and 'Sort Options'. A yellow callout box points to these tabs with the text 'Two tabs: Result Columns and Sort Options'. The 'Result Columns' tab is active, displaying various search criteria grouped into sections: '--Service Offering--', '--Provider Information--', and '--Provider Location--'. Each section contains checkboxes and dropdown menus for selecting specific data fields. A yellow callout box points to the column headers at the bottom of the window, which are 'Provider Name', 'Provider ID', and 'Service Name', with the text 'View of the selected column headers'. At the bottom of the window, there are three buttons: 'Save', 'Show Defaults', and 'Cancel'.

- The search screen will become visible with the customized data fields that were selected from the **Offering Search Result Columns - - Webpage Dialog**.

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

1 - 125 of 125

Quick Search **General Info** Custom

Location: WIB Albany/Rensselaer/Schenectady City [] Start Date Range: From [] To []

Provider Information: Provider Name Hudson Valley Community Service Name [] Program [] Provider Status Active Service Type []

Customized Search Result Columns

<input type="checkbox"/>	Provider Name	Provider ID	Service Name	Description	Prov. Off. ID	# Svcs
<input type="checkbox"/>	Hudson Valley Community C	41425	24-credit Hour Program	24-credit hour completion equa	96712	2
<input type="checkbox"/>	Hudson Valley Community C	19489	AAS-Computer Information Systems		21377	27
<input type="checkbox"/>	Hudson Valley Community C	19489	AAS-Computer Information Systems		31431	7
<input type="checkbox"/>	Hudson Valley Community C	19489	AAS-Computer Information Systems		21378	2
<input type="checkbox"/>	Hudson Valley Community C	19489	Adolescent Education - A.S. Program	Associates in Science in Adoles	91475	6
<input type="checkbox"/>	Hudson Valley Community C	74020	AEE Certification for Energy Auditors	ETP Auto load 07/09/2013	106657	0
<input type="checkbox"/>	Hudson Valley Community C	74020	AEE Certification for Energy Auditors	ETP Auto load 07/09/2013	106318	0

Options Search Clear Detail Delete Print List Schedule

DELETING AN OFFERING

- Select the check box to highlight the offering to be deleted. Only one offering may be deleted at a time.
- With appropriate OSOS permissions and if no customer is attached to the offering, the **Delete** button will become accessible. The number of customer services indicates if any customer is attached to the offering.
- Click the **Delete** button and then the **Save** button.
- If the **Delete** button is not accessible, follow the directions for [inactivating offerings](#).

<input type="checkbox"/>	Provider Name	Provider ID	Service Name	Prov. Off. ID	# Svcs	Description	Loca
<input type="checkbox"/>	Hudson Valley Community	2128	Pharmacy Technician	50201	21	120 hours of classroom in	Hudson Valle
<input type="checkbox"/>	Hudson Valley Community	19489	Radiologic Technology - A.A.S.	96852	1	Graduates of this 2 year p	Hudson Valle
<input type="checkbox"/>	Hudson Valley Community	2128	Respiratory Care Training Prog	84141	7		
<input checked="" type="checkbox"/>	Hudson Valley Community	19489	System and Network Associate	108628	0		
<input type="checkbox"/>	Hudson Valley Community	19489	System and Network Associate	80735	1	Associate - System and N	Hudson Valle
<input type="checkbox"/>	Hudson Valley Community	2128	Web Page Design and Develop	32229	6	Web Page Design and De	Hudson Valle
<input type="checkbox"/>	Hudson Valley Community	2128	Windows 2000 MCSE	21401	4	Certification program for c	Hudson Valle

Options Search Clear Detail **Delete**

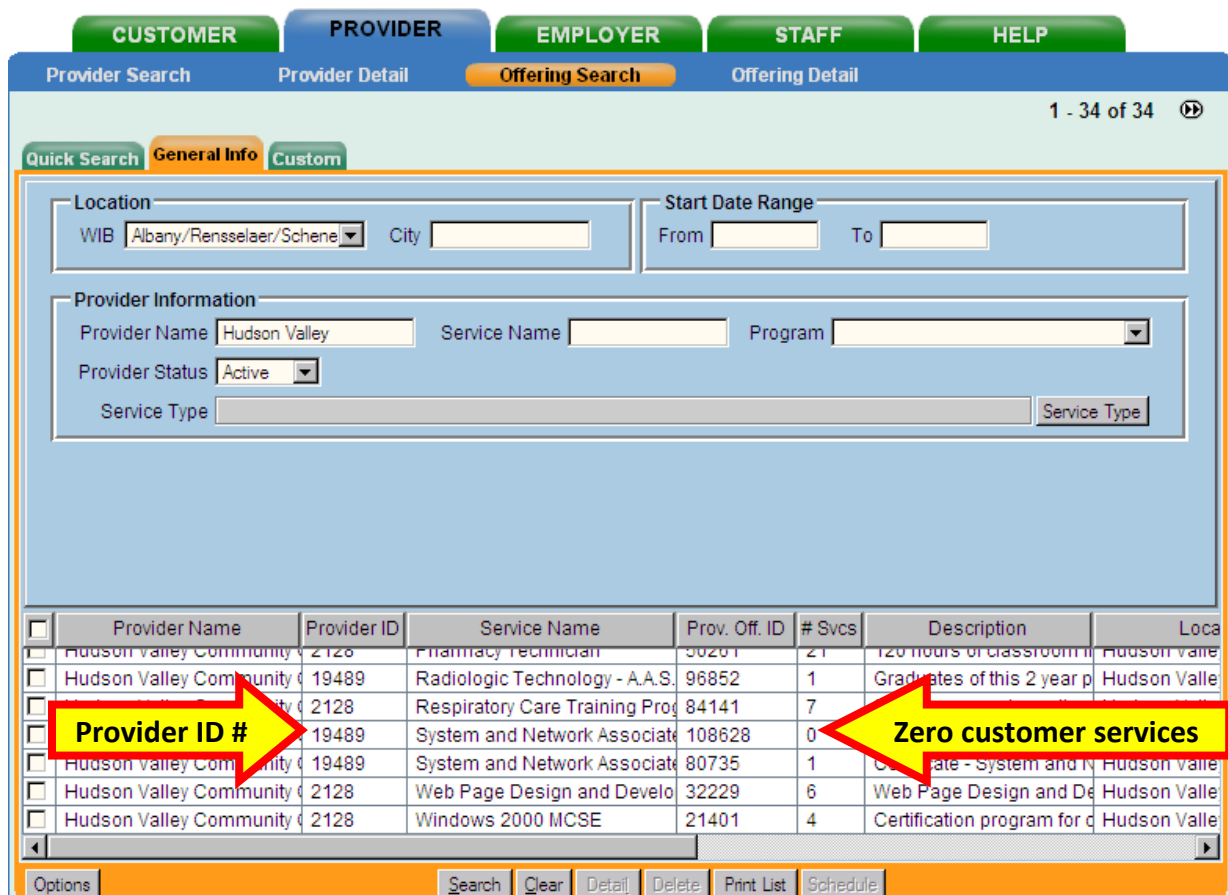
of customer services

DELETING A PROVIDER SERVICE AND PROVIDER

There are two ways to search for the **Provider Service** and **Provider**:

1. The **Provider ID** number may be entered into the **Quick Search** tab when the number of provider services is zero (0).
2. Enter information into the data fields within the **General Info** tab.

Using the **Provider Search ID** number is the easiest and most accurate. The number may be located during the offering search:



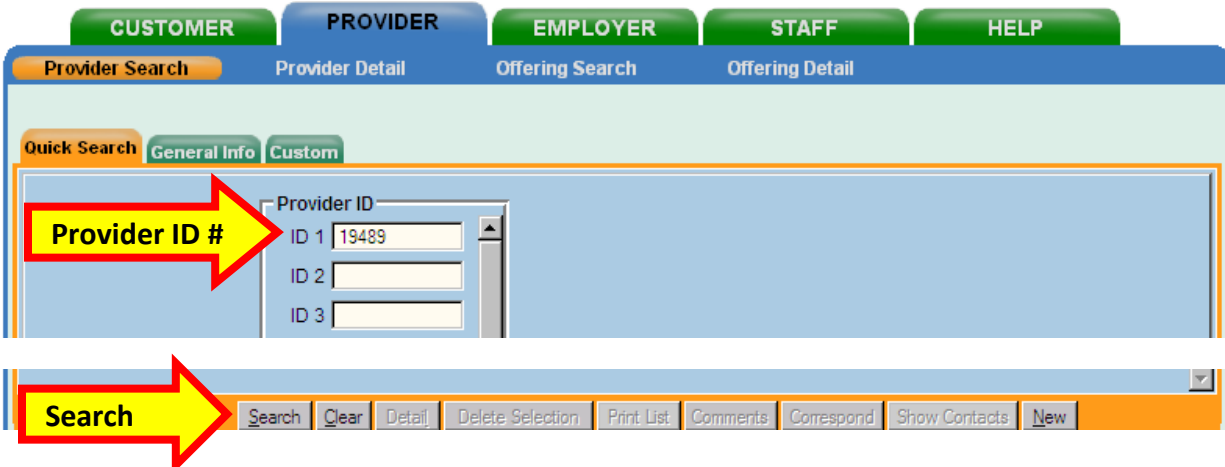
The screenshot displays the OSOS web application interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER (selected), EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, Offering Search (selected), and Offering Detail. The main content area has three sub-tabs: Quick Search (selected), General Info, and Custom. The Quick Search section contains fields for Location (WIB Albany/Rensselaer/Schenectady), City, Start Date Range (From/To), Provider Information (Provider Name: Hudson Valley, Service Name, Program, Provider Status: Active, Service Type), and a table of search results.

<input type="checkbox"/>	Provider Name	Provider ID	Service Name	Prov. Off. ID	# Svcs	Description	Loca
<input type="checkbox"/>	Hudson valley Community	2128	Pharmacy Technician	30201	21	120 hours of classroom in	Hudson valle
<input type="checkbox"/>	Hudson Valley Community	19489	Radiologic Technology - A.A.S.	96852	1	Graduates of this 2 year p	Hudson Valle
<input type="checkbox"/>	Hudson Valley Community	2128	Respiratory Care Training Prog	84141	7		
<input type="checkbox"/>	Hudson Valley Community	19489	System and Network Associate	108628	0		
<input type="checkbox"/>	Hudson Valley Community	19489	System and Network Associate	80735	1	Graduate - System and N	Hudson valle
<input type="checkbox"/>	Hudson Valley Community	2128	Web Page Design and Develo	32229	6	Web Page Design and De	Hudson Valle
<input type="checkbox"/>	Hudson Valley Community	2128	Windows 2000 MCSE	21401	4	Certification program for d	Hudson Valle

At the bottom of the interface, there are buttons for Options, Search, Clear, Detail, Delete, Print List, and Schedule.

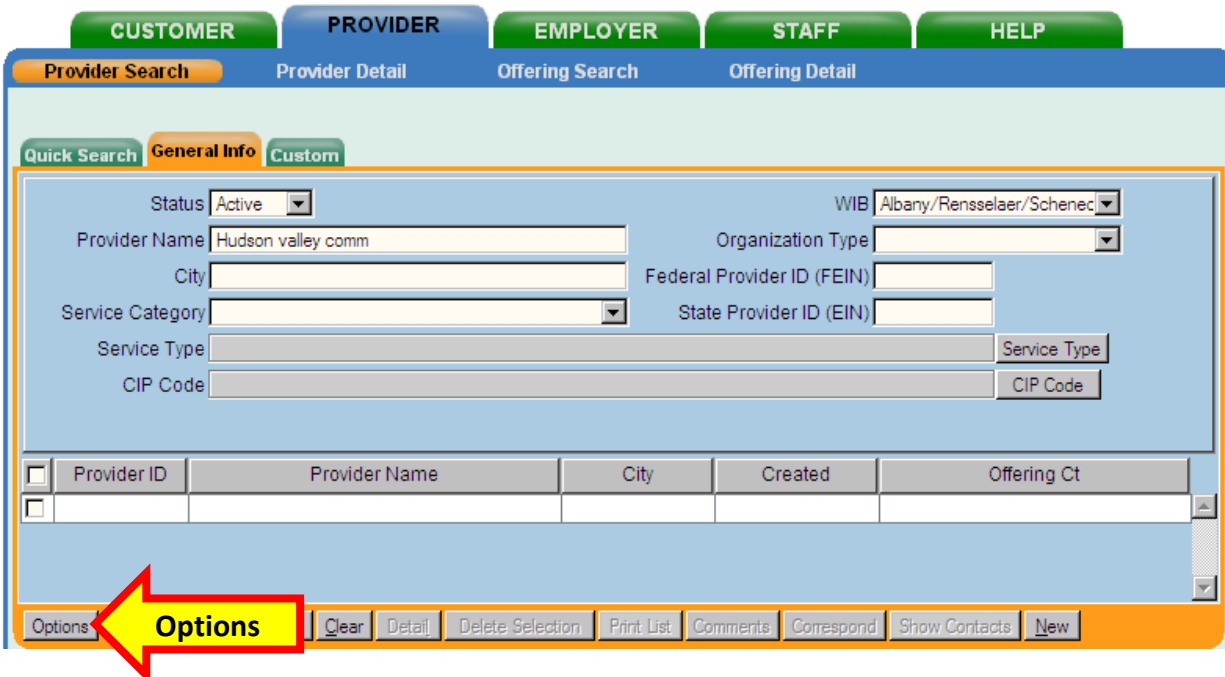
Navigate to the **Provider Search** window; **Quick Search** tab and enter the **Provider ID** number.

Click the **Search** button.



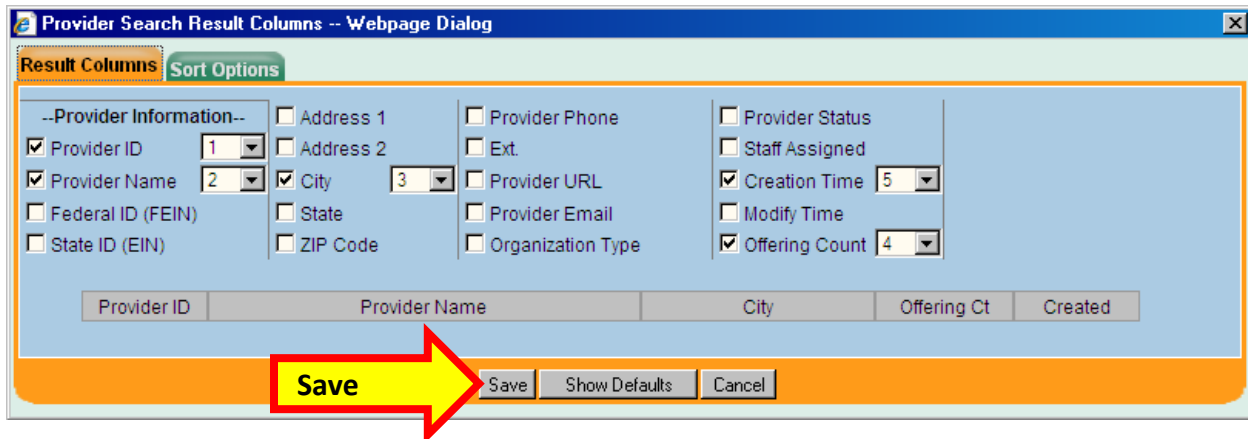
The second method, when no Provider ID is known, requires the use of the **General Info** tab.

- Navigate to the **Provider** module; **Provider Search** window; **General Info** tab.
- Enter the **WIB**.
- Enter the **Provider Name** from the offering that was just deleted.



- Click the **Options** button and remove or add the desired data fields.
- It is recommended to include the **Creation Time** and **Offering Count**.

- The **Creation Time** will indicate which **Provider Service** is the most recent. The older duplicate **Provider Service** is usually the one to be deleted.
- The **Offering Count** will indicate if any customer has been attached to the **Provider Service**. If the **Offering Count** is a zero, then the **Provider Service** may be deleted.



- Click the **Save** button.
- Clicking the **Save** button to save the search options and automatically navigate back to the **General Info** tab in the **Provider Search** window.
- Click the **Search** button in the **Provider Search** screen.
- The search screen will become visible with the customized data fields that were selected from the **Provider Search Result Columns - - Webpage Dialog**.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Provider Search Provider Detail Offering Search Offering Detail 1 - 14 of 14

Quick Search General Info Custom

Status: Active WIB: [dropdown]
 Provider Name: Hudson Valley Comm Organization Type: [dropdown]
 City: [text] Federal Provider ID (FEIN): [text]
 Service Category: [dropdown] State Provider ID (EIN): [text]
 Service Type: [text] Service Type: [text]
 CIP Code: [text] CIP Code: [text]

Provider ID	Provider Name	City	Offering Ct	Created
<input type="checkbox"/> 77865	Hudson Valley Community College	Troy	0	07/25/2013
<input type="checkbox"/> 27871	Hudson Valley Community College	Troy	1	11/01/2002
<input type="checkbox"/> 27792	Hudson Valley Community College	Troy	3	09/23/2002
<input type="checkbox"/> 41425	Hudson Valley Community College	Troy	2	10/21/2004
<input type="checkbox"/> 21699	Hudson Valley Community College	Troy	1	05/16/2002
<input type="checkbox"/> 19489	Hudson Valley Community College	Troy	12	02/19/2002
<input type="checkbox"/> 25683	Hudson Valley Community College	Troy	3	06/29/2002
<input type="checkbox"/> 41420	Hudson Valley Community College	Troy	1	11/01/2002

Options Search Selection Print List Comments Correspond Show Contacts New

- The Provider may not be directly deleted when the **Delete Selection** button is visible and the offering count is equal to zero. The offering count indicates that there are no customers attached to the provider in any offering or other provider service. All provider services must first be deleted.
- Select the check the box to highlight the provider that is associated with the **Provider Service** that is to be deleted. Only a single provider may be selected at a time.
- Click the **Detail** button to navigate to the Provider record.

Provider ID	Provider Name	City	Offering Ct	Created
<input checked="" type="checkbox"/> 77865	Hudson Valley Community College	Troy	0	07/25/2013
<input type="checkbox"/> 27871	Hudson Valley Community College	Troy	1	11/01/2002
<input type="checkbox"/> 27792	Hudson Valley Community College	Troy	3	09/23/2002
<input type="checkbox"/> 41425	Hudson Valley Community College	Troy	2	10/21/2004
<input type="checkbox"/> 21699	Hudson Valley Community College	Troy	1	05/16/2002
<input type="checkbox"/> 19489	Hudson Valley Community College	Troy	12	02/19/2002
<input type="checkbox"/> 25683	Hudson Valley Community College	Troy	3	06/29/2002
<input type="checkbox"/> 41420	Hudson Valley Community College	Troy	1	11/01/2002

Options Detail Delete Selection

- Click the **Services** tab in the **Provider Detail** window.
- With the appropriate OSOS permissions and if the **Offering Count** is zero, the **Delete Service** button will become accessible.
- Click the **Delete Service** button and then the **Save** button.

Hudson Valley Community College ID: 77865 1 of 1

Service Detail

Service Category: Training
 Service Type: Occupational Skills Training
 Service Name: System and Network Associate Certificate WIA Eligible Status: Not approved
 Description: Certificate - System and Network Associate
 Service ID: 101219 Training Credit Hours:
 Total Service Length: Weeks Days Hours
 O*Net Title:
 CIP Code:

Category	Service Type	Service Name	Description
<input checked="" type="checkbox"/>	Training	Occupational Skills Training	System and Network Associate Certificate - System and Network As...

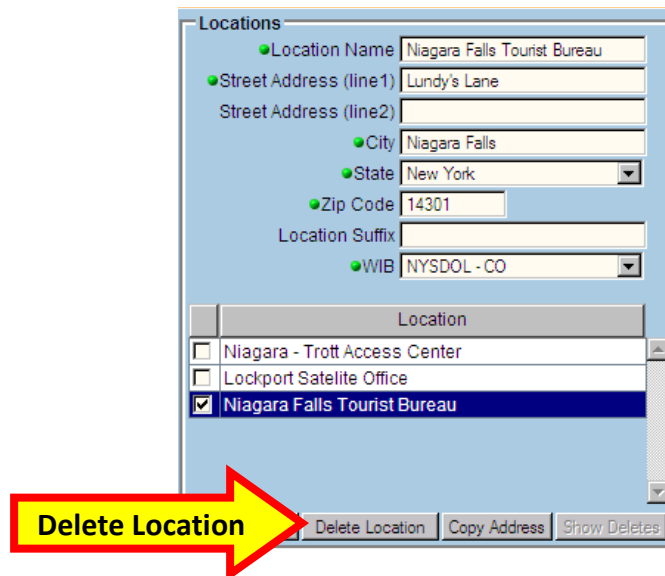
- If all the **Provider Services** have been deleted, then the **Delete Selection** button will become accessible. Click the **Delete Selection** button to delete the provider record.
- There is no need to click the **Save** button.

<input type="checkbox"/>	Provider ID	Provider Name	City	Offering Ct	Created
<input checked="" type="checkbox"/>	77865	Hudson Valley Community College	Troy	0	07/25/2013
<input type="checkbox"/>	27871	Hudson Valley Community College	Troy	1	11/01/2002
<input type="checkbox"/>	27792	Hudson Valley Community College	Troy	3	09/23/2002
<input type="checkbox"/>	41425	Hudson Valley Community College	Troy	2	10/21/2004
<input type="checkbox"/>	21699	Hudson Valley Community College	Troy	1	05/16/2002
<input type="checkbox"/>	19489	Hudson Valley Community College	Troy	12	02/19/2002
<input type="checkbox"/>	25683	Hudson Valley Community College	Troy	3	06/29/2002
<input type="checkbox"/>	41420	Hudson Valley Community College	Troy		11/02/2004

DELETING PROVIDER LOCATIONS

To delete a provider location from multiple locations but keep the provider:

- Place a check in the box next to the location to be deleted.
- Click **Delete Location** and then the **Save** button.
- If the **Delete Location** button is grayed out, the location and the provider cannot be deleted and must be inactivated.
- Deleting a provider location requires the user to:
 - Place a check in the box next to the location to be deleted.
 - Click **Delete Location** and then the **Save** button.
 - If the **Delete Location** button is grayed out, the location and the provider cannot be deleted and must be inactivated.



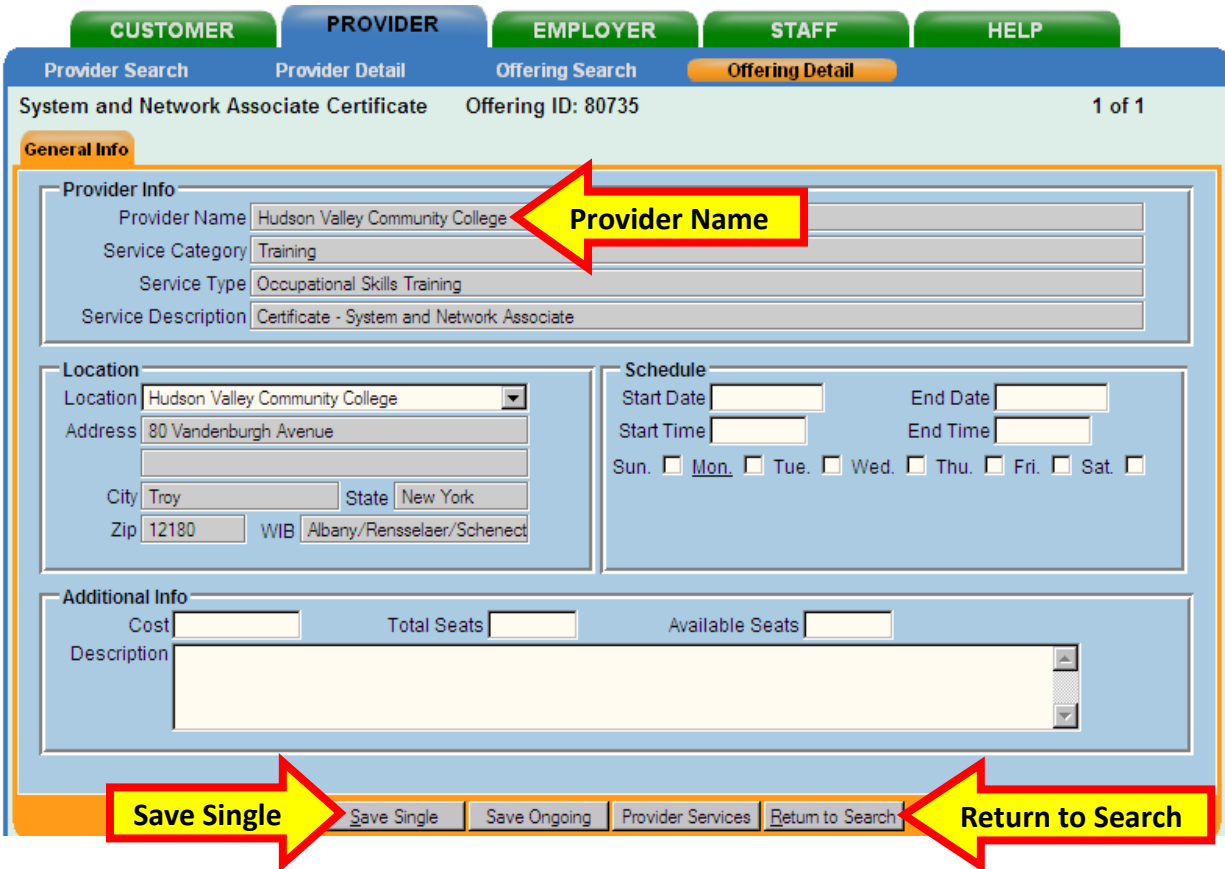
DELETING A PROVIDER

- Select **Deleted** for the **Provider Status**.
- Add “zzzDNUzzz” to the beginning of the provider name and click **Save**.
- Click the **Save** button.



INACTIVATING AN OFFERING

- If an **Offering** has a customer attached to it, then the **Offering** cannot be deleted, but may be inactivated.
- Search for the duplicate or obsolete offering as described earlier in this guide.
- Select the check the box to highlight the offering to be inactivated. Only one offering may be inactivated at a time. Click the **Detail** button to navigate to the **Offering Detail** screen.
- In the **Offering Detail** screen, remove any data from the **Start Date; End Date; Start Time; End Time; Cost; Total Seats; Available Seats; and Description**.
- Remove all checkmarks from in front of the days of the week.
- Click the **Save Single** button.
- Copy or note the **Provider Name** and **Service Name**. It will be needed to complete the inactivation of the offering.
- Click the **Return to Search** button to return to the offering search results and select the next offering to be inactivated or begin a new search.



The screenshot shows the 'Offering Detail' screen for 'System and Network Associate Certificate' (Offering ID: 80735). The interface includes a navigation bar with tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below the navigation bar are sub-tabs for Provider Search, Provider Detail, Offering Search, and Offering Detail. The main content area is divided into sections: General Info, Provider Info, Location, Schedule, and Additional Info. The Provider Info section contains fields for Provider Name (Hudson Valley Community College), Service Category (Training), Service Type (Occupational Skills Training), and Service Description (Certificate - System and Network Associate). The Location section includes fields for Location (Hudson Valley Community College), Address (80 Vandenberg Avenue), City (Troy), State (New York), Zip (12180), and WIB (Albany/Rensselaer/Schenect). The Schedule section has fields for Start Date, End Date, Start Time, End Time, and checkboxes for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). The Additional Info section includes fields for Cost, Total Seats, and Available Seats, and a Description field. At the bottom of the screen, there are buttons for Save Single, Save Ongoing, Provider Services, and Return to Search. Red arrows point to the 'Provider Name' field, the 'Save Single' button, and the 'Return to Search' button.



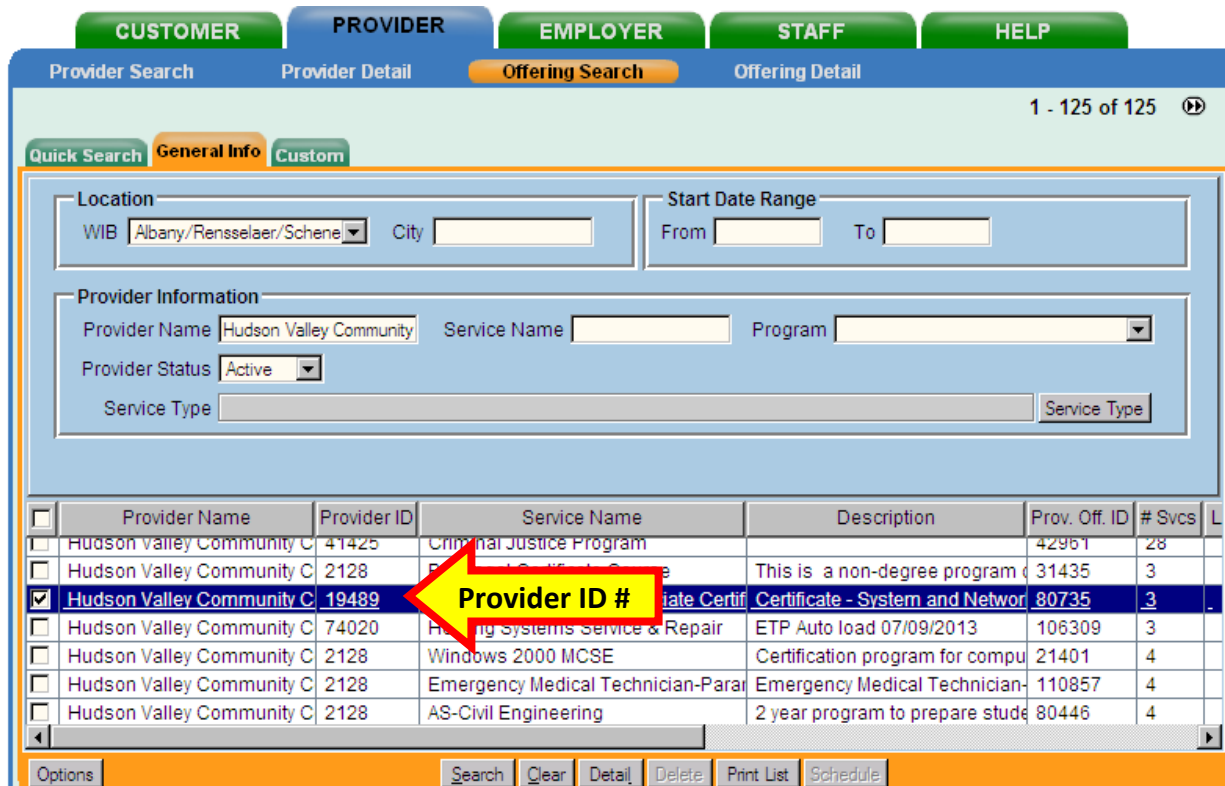
To complete the inactivation of an offering, the provider service must be inactivated.

INACTIVATING A PROVIDER SERVICE

There are two ways to search for the **Provider Service** and **Provider**:

1. Use the **Provider Search ID** number.
2. Enter information into the **General Info** tab data fields.

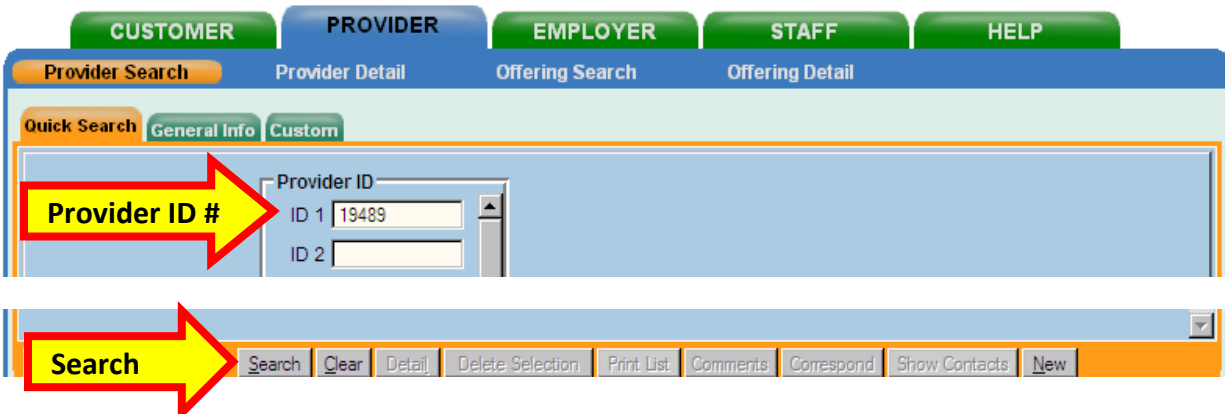
Using the **Provider Search ID** number is the easiest and most accurate. The number may be located during the offering search:



The screenshot shows the 'Offering Search' window with the 'General Info' tab selected. Below the search filters is a table of results. A red arrow points to the 'Provider ID' column for the selected row.

<input type="checkbox"/>	Provider Name	Provider ID	Service Name	Description	Prov. Off. ID	# Svcs	L
<input type="checkbox"/>	Hudson Valley Community C	41425	Criminal Justice Program		42961	28	
<input type="checkbox"/>	Hudson Valley Community C	2128	...	This is a non-degree program	31435	3	
<input checked="" type="checkbox"/>	Hudson Valley Community C	19489	Associate Certif	Certificate - System and Networ	80735	3	
<input type="checkbox"/>	Hudson Valley Community C	74020	Heating Systems Service & Repair	ETP Auto load 07/09/2013	106309	3	
<input type="checkbox"/>	Hudson Valley Community C	2128	Windows 2000 MCSE	Certification program for compu	21401	4	
<input type="checkbox"/>	Hudson Valley Community C	2128	Emergency Medical Technician-Parar	Emergency Medical Technician-	110857	4	
<input type="checkbox"/>	Hudson Valley Community C	2128	AS-Civil Engineering	2 year program to prepare stud	80446	4	

Enter the **Provider ID** into the **Quick Search** tab in the **Provider Search** window and click the **Search** button to automatically navigate to the **Provider Detail** screen.



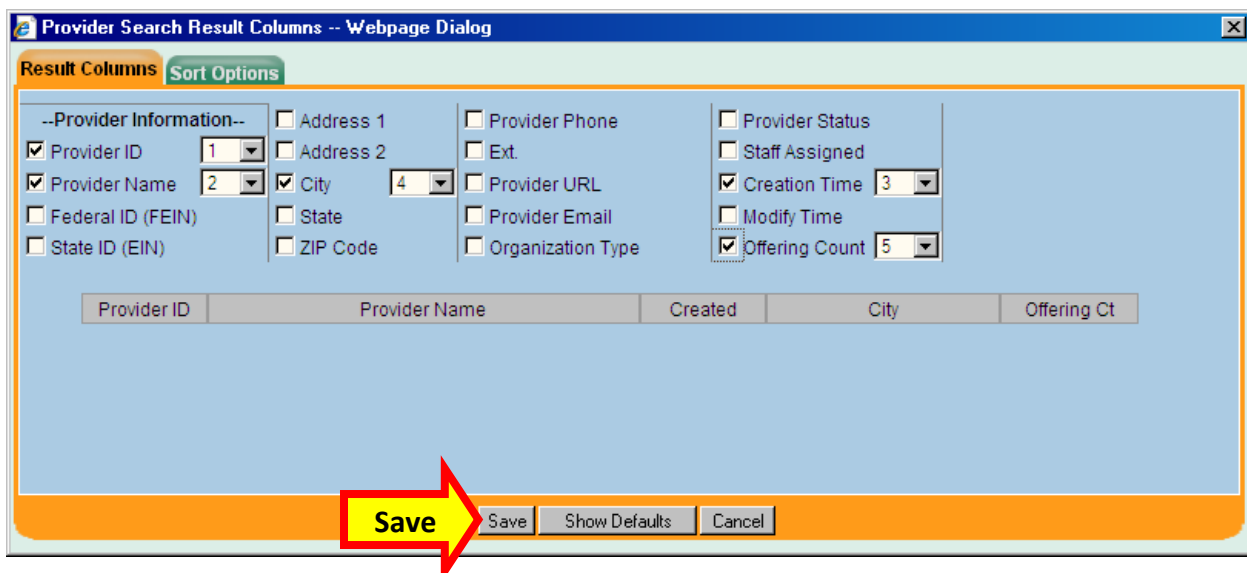
The screenshot shows the 'Provider Search' window with the 'Quick Search' tab selected. A red arrow points to the 'Provider ID' input field, and another red arrow points to the 'Search' button.

The second method requires use of the **General Info** tab.

- If the **Provider Service** has a customer attached to it, then the **Provider Service** may be inactivated. It may not be deleted.
- Navigate to the **Provider** module; **Provider Search** window; **General Info** tab.
- Data enter or paste the **Provider Name** from the offering that was just inactivated.

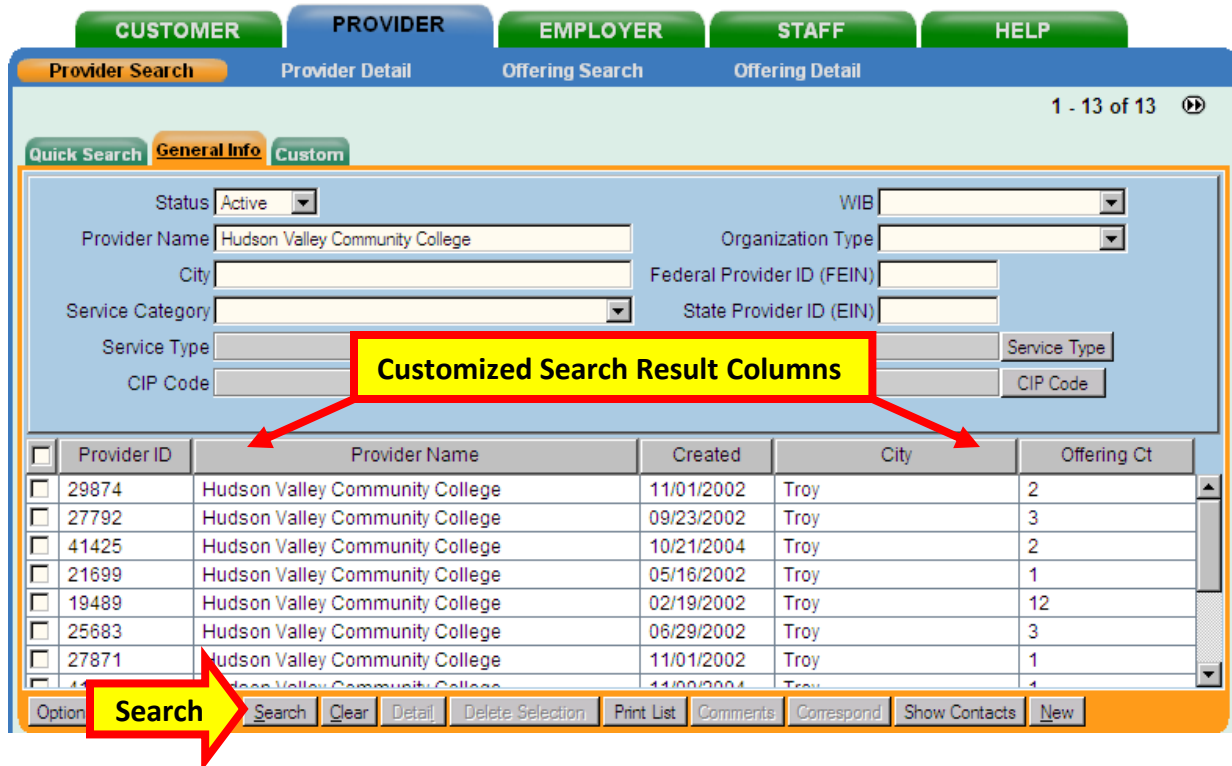


- Click the **Options** button and remove or add the desired data fields.
- It is recommended to include the **Creation Time** and **Offering Count** data fields.
 - The **Creation Time** will indicate which **Provider Service** is the most recent. The older duplicate **Provider Service** is usually the one to be inactivated.
 - The **Offering Count** will indicate if any customer has been attached to the **Provider Service**. If the **Offering Count** is anything other than a zero, then the **Provider Service** may be inactivated.
- Click the **Save** button to save your search options.



Provider ID	Provider Name	Created	City	Offering Ct

- Clicking **Save** will automatically navigate back to the **General Info** tab in the **Provider Search** window.
- Click the **Search** button in the **Provider Search** screen.
- The search screen will become visible with the customized data fields that were selected from the **Provider Search Result Columns - - Webpage Dialog**.



1 - 13 of 13

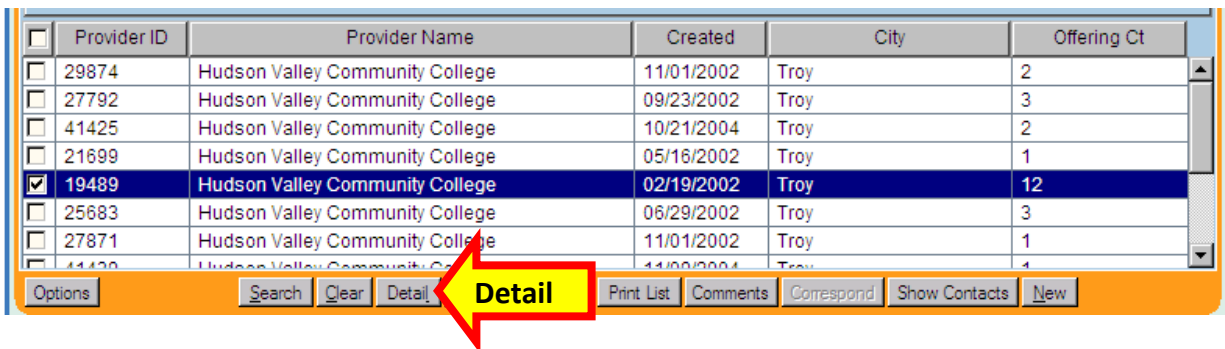
Quick Search **General Info** Custom

Status: Active WIB: [dropdown]
 Provider Name: Hudson Valley Community College Organization Type: [dropdown]
 City: [text box] Federal Provider ID (FEIN): [text box]
 Service Category: [dropdown] State Provider ID (EIN): [text box]
 Service Type: [text box] Service Type: [text box]
 CIP Code: [text box] CIP Code: [text box]

<input type="checkbox"/>	Provider ID	Provider Name	Created	City	Offering Ct
<input type="checkbox"/>	29874	Hudson Valley Community College	11/01/2002	Troy	2
<input type="checkbox"/>	27792	Hudson Valley Community College	09/23/2002	Troy	3
<input type="checkbox"/>	41425	Hudson Valley Community College	10/21/2004	Troy	2
<input type="checkbox"/>	21699	Hudson Valley Community College	05/16/2002	Troy	1
<input type="checkbox"/>	19489	Hudson Valley Community College	02/19/2002	Troy	12
<input type="checkbox"/>	25683	Hudson Valley Community College	06/29/2002	Troy	3
<input type="checkbox"/>	27871	Hudson Valley Community College	11/01/2002	Troy	1
<input type="checkbox"/>	41425	Hudson Valley Community College	11/01/2004	Troy	1

Options **Search** Search Clear Detail Delete Selection Print List Comments Correspond Show Contacts New

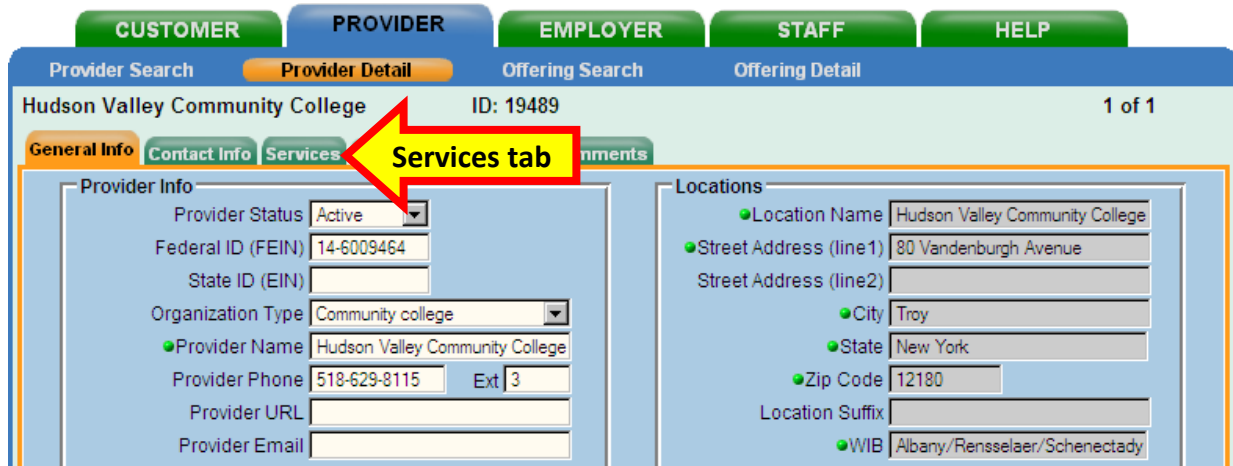
- Select the check the box to highlight the **Provider Name** that is associated with the offering that was inactivated and the **Provider Service** that is to be deleted. Only a single provider may be selected at a time.
- Click the **Detail** button to navigate to the provider record.



<input type="checkbox"/>	Provider ID	Provider Name	Created	City	Offering Ct
<input type="checkbox"/>	29874	Hudson Valley Community College	11/01/2002	Troy	2
<input type="checkbox"/>	27792	Hudson Valley Community College	09/23/2002	Troy	3
<input type="checkbox"/>	41425	Hudson Valley Community College	10/21/2004	Troy	2
<input type="checkbox"/>	21699	Hudson Valley Community College	05/16/2002	Troy	1
<input checked="" type="checkbox"/>	19489	Hudson Valley Community College	02/19/2002	Troy	12
<input type="checkbox"/>	25683	Hudson Valley Community College	06/29/2002	Troy	3
<input type="checkbox"/>	27871	Hudson Valley Community College	11/01/2002	Troy	1
<input type="checkbox"/>	41425	Hudson Valley Community College	11/01/2004	Troy	1

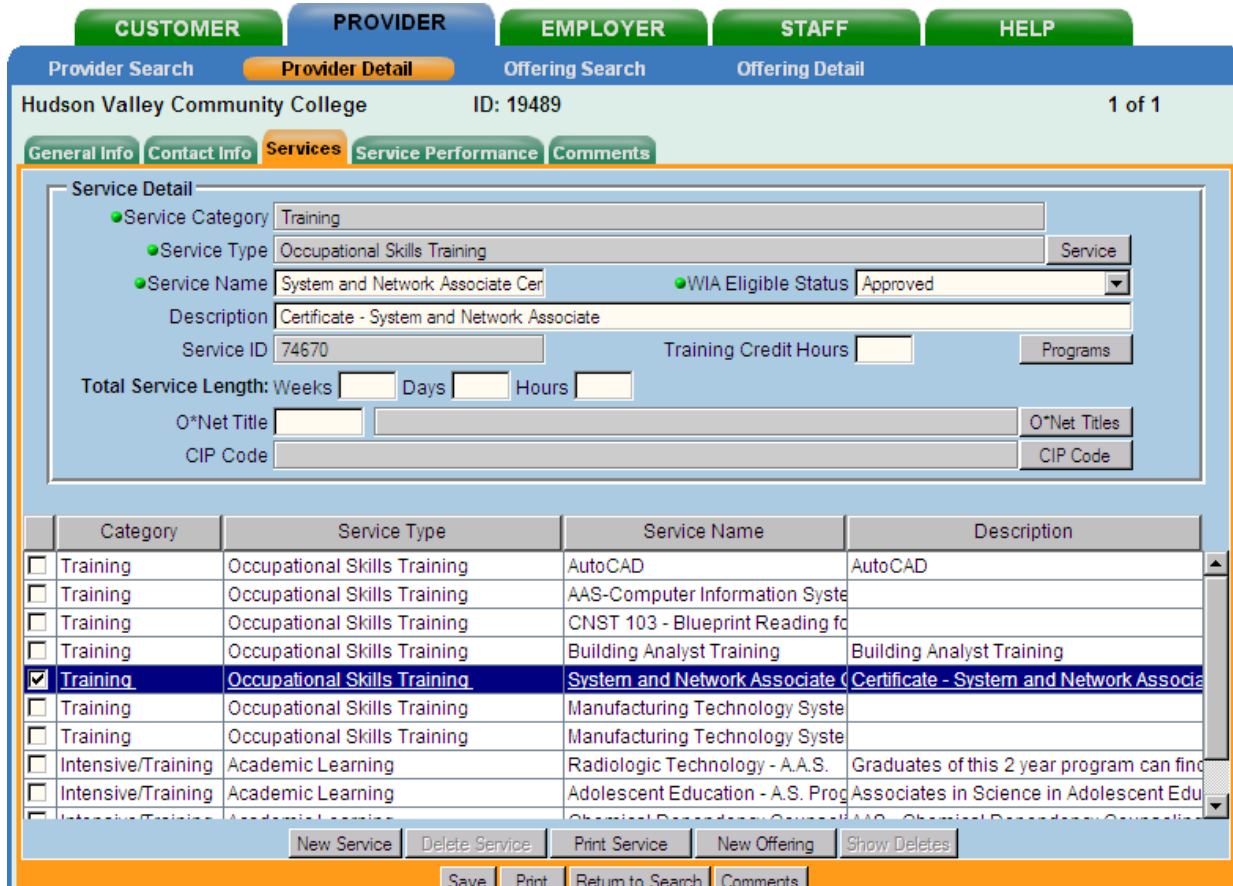
Options Search Clear **Detail** Print List Comments Correspond Show Contacts New

- Click the **Services** tab in the **Provider Detail** window.



The screenshot shows the OSOS interface with the 'PROVIDER' tab selected. The 'Provider Detail' window is open for 'Hudson Valley Community College' (ID: 19489). The 'Services' tab is highlighted with a red arrow and a red box labeled 'Services tab'. The 'General Info' section includes fields for Provider Status (Active), Federal ID (14-6009464), State ID, Organization Type (Community college), Provider Name (Hudson Valley Community College), Provider Phone (518-629-8115), and Provider URL. The 'Locations' section includes fields for Location Name (Hudson Valley Community College), Street Address (80 Vandenberg Avenue), City (Troy), State (New York), Zip Code (12180), and WIB (Albany/Rensselaer/Schenectady).

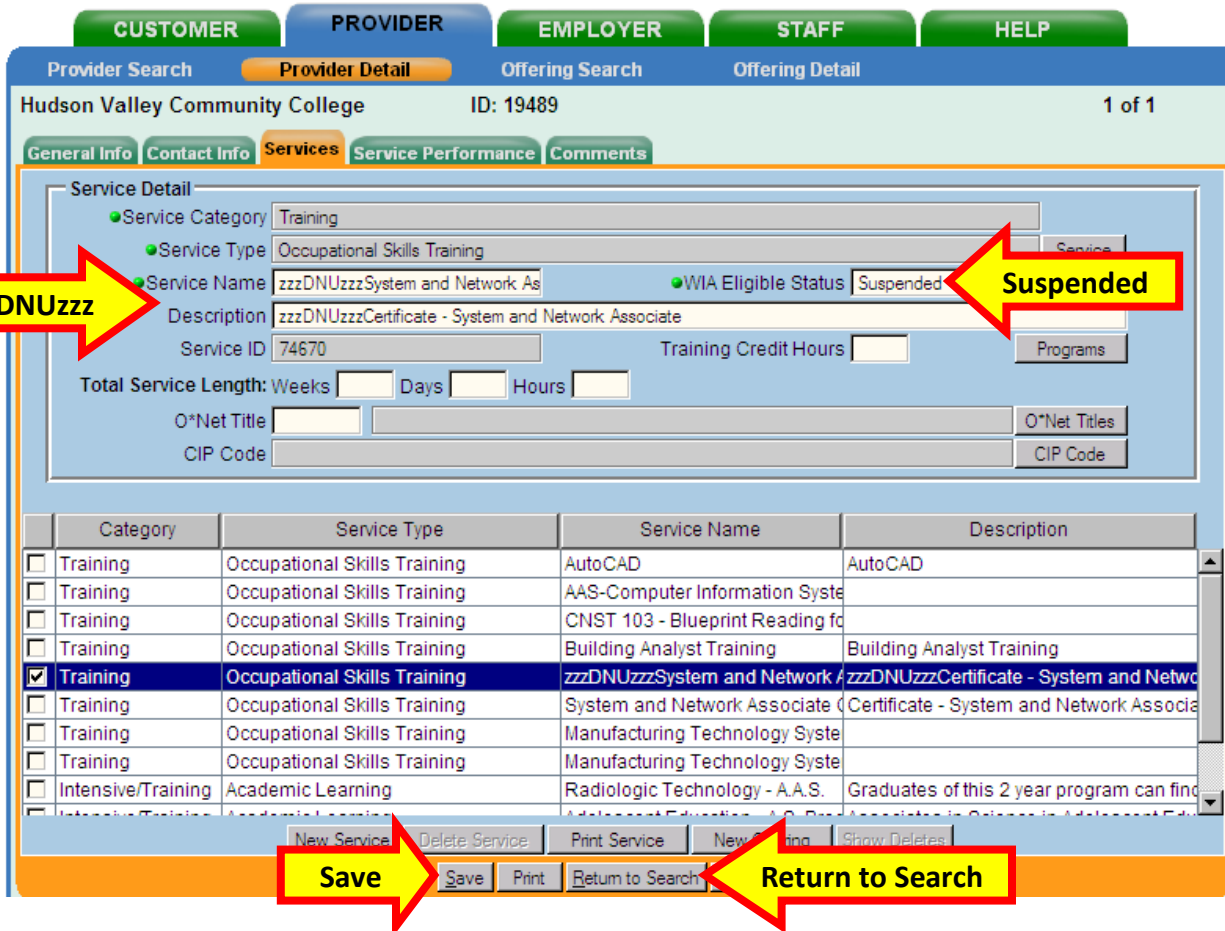
- Select the check the box to highlight the **Provider Service** that is associated with the offering that was inactivated. Only a single **Provider Service** may be selected at a time.



The screenshot shows the OSOS interface with the 'PROVIDER' tab selected. The 'Provider Detail' window is open for 'Hudson Valley Community College' (ID: 19489). The 'Services' tab is selected, and the 'Service Detail' section is visible. The 'Service Detail' section includes fields for Service Category (Training), Service Type (Occupational Skills Training), Service Name (System and Network Associate Cer), Description (Certificate - System and Network Associate), Service ID (74670), Training Credit Hours, Total Service Length (Weeks, Days, Hours), O*Net Title, and CIP Code. Below the 'Service Detail' section is a table of provider services. The table has columns for Category, Service Type, Service Name, and Description. The row for 'System and Network Associate' is highlighted with a blue background and a checked checkbox in the first column.

Category	Service Type	Service Name	Description
<input type="checkbox"/>	Training	Occupational Skills Training	AutoCAD
<input type="checkbox"/>	Training	Occupational Skills Training	AAS-Computer Information System
<input type="checkbox"/>	Training	Occupational Skills Training	CNST 103 - Blueprint Reading for
<input type="checkbox"/>	Training	Occupational Skills Training	Building Analyst Training
<input checked="" type="checkbox"/>	Training	Occupational Skills Training	System and Network Associate (Certificate - System and Network Associate)
<input type="checkbox"/>	Training	Occupational Skills Training	Manufacturing Technology System
<input type="checkbox"/>	Training	Occupational Skills Training	Manufacturing Technology System
<input type="checkbox"/>	Intensive/Training	Academic Learning	Radiologic Technology - A.A.S. Graduates of this 2 year program can find
<input type="checkbox"/>	Intensive/Training	Academic Learning	Adolescent Education - A.S. Program Associates in Science in Adolescent Edu

- Place a "zzzDNUzzz" in front of the **Service Name** and the **Description**.
- Change **WIA Eligible Status** to **Suspended**.
- Click the **Save** button.
- Click the **Return to Search** button and select the next offering to be discontinued and repeat the process for all offerings that require inactivation.



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

Hudson Valley Community College ID: 19489 1 of 1

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

Service Detail

- Service Category: Training
- Service Type: Occupational Skills Training
- Service Name: zzzDNUzzzSystem and Network As WIA Eligible Status: **Suspended**
- Description: zzzDNUzzzCertificate - System and Network Associate
- Service ID: 74670 Training Credit Hours: []
- Total Service Length: Weeks [] Days [] Hours []
- O*Net Title: [] O*Net Titles: []
- CIP Code: [] CIP Code: []

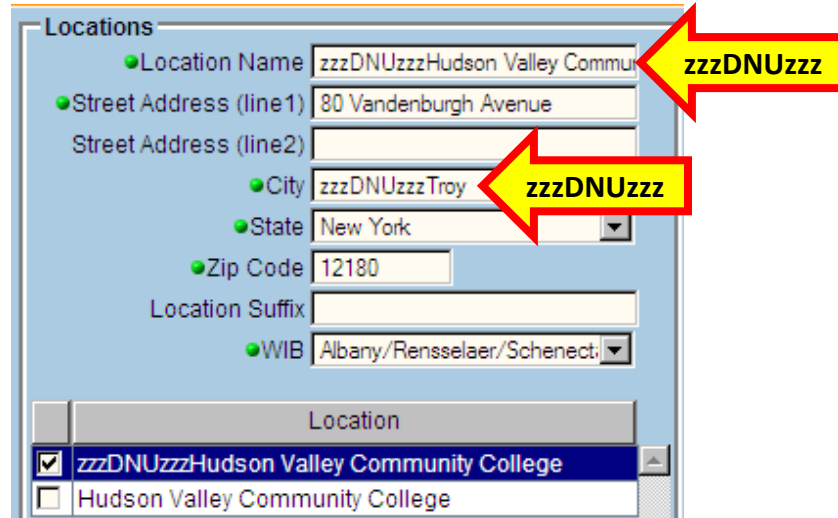
Category	Service Type	Service Name	Description
<input type="checkbox"/>	Training	Occupational Skills Training	AutoCAD
<input type="checkbox"/>	Training	Occupational Skills Training	AAS-Computer Information System
<input type="checkbox"/>	Training	Occupational Skills Training	CNST 103 - Blueprint Reading for
<input type="checkbox"/>	Training	Occupational Skills Training	Building Analyst Training
<input checked="" type="checkbox"/>	Training	Occupational Skills Training	zzzDNUzzzSystem and Network Associate Certificate - System and Network Associate
<input type="checkbox"/>	Training	Occupational Skills Training	System and Network Associate Certificate - System and Network Associate
<input type="checkbox"/>	Training	Occupational Skills Training	Manufacturing Technology System
<input type="checkbox"/>	Training	Occupational Skills Training	Manufacturing Technology System
<input type="checkbox"/>	Intensive/Training	Academic Learning	Radiologic Technology - A.A.S.
<input type="checkbox"/>	Intensive/Training	Academic Learning	Associate in Science in Adolescent Education

New Service Delete Service Print Service New Offering Show Deleted

Save Save Print Return to Search

INACTIVATING A PROVIDER LOCATION

- Place a check in the box next to the location to be inactivated.
- Add “**zzzDNUzzz**” to the beginning of the **Location Name** and **City**.
- Click **Save**.
- If the **Delete Location** button is not grayed out, the location may be deleted if you have the appropriate permission.



The screenshot shows the 'Locations' form in the OSOS system. The form contains the following fields:

- Location Name:** zzzDNUzzzHudson Valley Commu (with a red arrow pointing to the text 'zzzDNUzzz')
- Street Address (line1):** 80 Vandenburg Avenue
- Street Address (line2):** (empty)
- City:** zzzDNUzzzTroy (with a red arrow pointing to the text 'zzzDNUzzz')
- State:** New York
- Zip Code:** 12180
- Location Suffix:** (empty)
- WIB:** Albany/Rensselaer/Schenect.

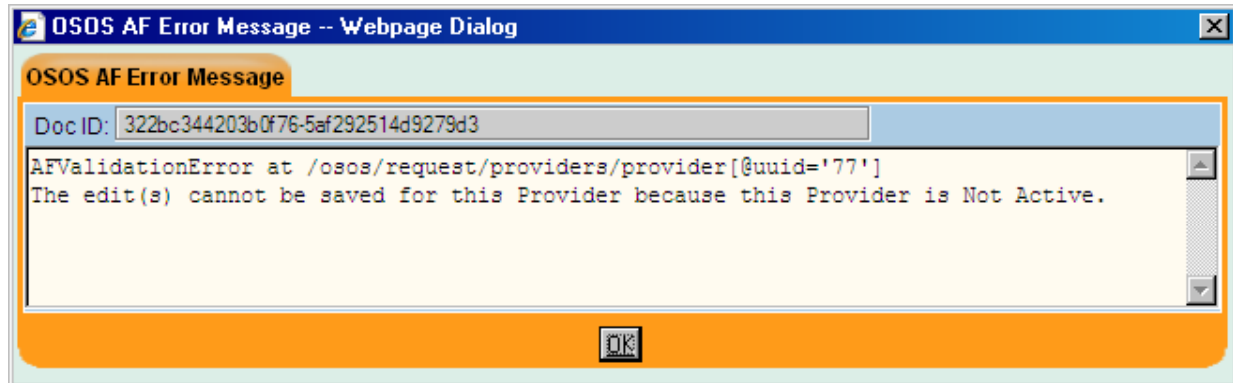
At the bottom, there is a table with the following entries:

	Location
<input checked="" type="checkbox"/>	zzzDNUzzzHudson Valley Community College
<input type="checkbox"/>	Hudson Valley Community College

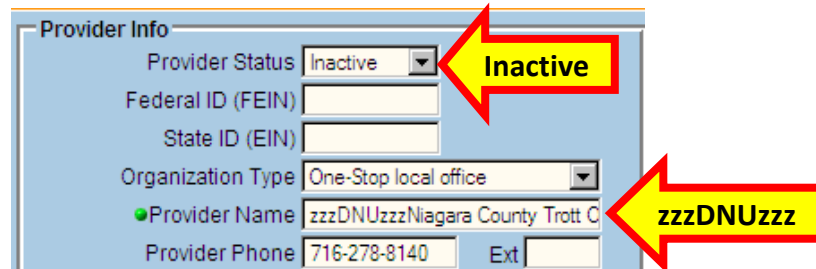
INACTIVATING A TRAINING PROVIDER

- Add “**zzzDNUzzz**” to the beginning of the provider’s name and click the **Save** button.
- Change the **Provider Status** to **Inactive** and click the **Save** button.

Changing the **Provider Status** to **Inactive** and then adding “**zzzDNUzzz**” to the beginning of the provider’s name will result in an error message.



Inactivating a training provider will automatically inactivate the course offerings listed for that provider. It is still necessary to inactivate the offerings individually by adding the “**zzzDNUzzz**” to the **Service Name** and the **Description** in the **Offering Detail General Info** tab.



Provider Status	Inactive	Inactive
Federal ID (FEIN)		
State ID (EIN)		
Organization Type	One-Stop local office	
Provider Name	zzzDNUzzzNiagara County Trott C	zzzDNUzzz
Provider Phone	716-278-8140	Ext



RESOURCES AND ASSISTANCE

ETPL address: <https://applications.labor.ny.gov/ETPL/>

Technical Advisory 06-7: <http://labor.ny.gov/workforcenypartners/ta/ta06-7.htm>

The ETPL OSOS user guide is located at: <http://labor.ny.gov/workforcenypartners/osos/osos-guide-etpl.pdf>

Additional program information, OSOS guides and other resources can be found at: <http://labor.ny.gov/workforcenypartners/tools.shtm>

For further assistance with OSOS data entry, please contact the OSOS Help Desk:

By phone: (518) 457-6586

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

The ETPL Training Provider desk guide may be found at

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

Training providers may secure assistance by the "Contact Us" link at the ETPL website.