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COMMON ACRONYMS AND ABBREVIATIONS

API	Academic Program Inventory
CRP	Classification of Instructional Programs
DPSA	Division of Postsecondary School Authorization
ETP	Eligible Training Providers
ETPL	Eligible Training Provider List
LWDA	Local Workforce Development Area (Please see pages 34-36 for all LWDAs)
LWDB	Local Workforce Development Board
SACS	Southern Association of Colleges and Schools
TBR	Tennessee Board of Regents
TCAT	Tennessee College of Applied Technology
THEC	Tennessee Higher Education Commission
TICUA	Tennessee Independent Colleges & Universities
TDLWD	Tennessee Department of Labor and Workforce Development
WIOA	Workforce Innovation and Opportunity Act of 2014 (supersedes the Workforce Investment Act of 1998)

ETPL OVERVIEW

As part of the infrastructure to carry out the mandates of the Workforce Innovation and Opportunity Act of 2014 (WIOA), states are required to maintain a list of training providers and programs that are certified to receive students using WIOA funds. WIOA students are only permitted to use their Individual Training Account (ITA) funds in programs that appear on the Statewide Eligible Training Provider List (ETPL).

All of the institutions and programs that comprise the Statewide ETPL have been approved by a Local Workforce Development Board (LWDB) in Tennessee. Each of Tennessee’s 13 LWDBs make initial eligibility decisions regarding what programs to add to the ETPL. After the LWDB makes the initial eligibility decision, subsequent eligibility decisions are made on an annual basis by the Tennessee Department of Labor & Workforce Development (TDLWD) based on institutional performance data.

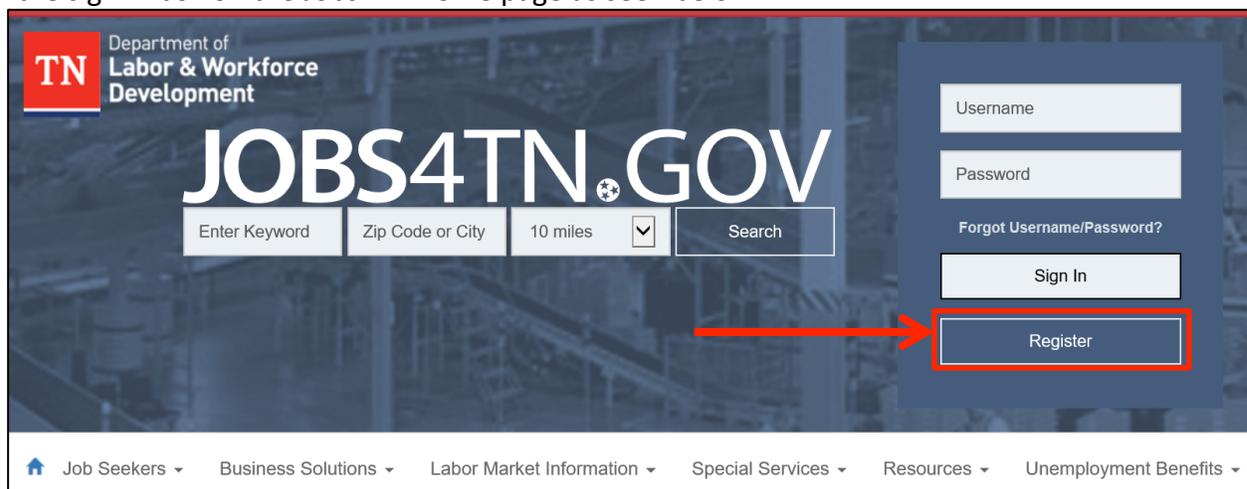
All of the institutions that appear on the Statewide ETPL are required to supply individual level data. This information is to be submitted within Quarterly Performance Reports. These quarterly reports are later used to compile the WIOA Annual Subsequent Eligibility Report.

EXISTING ELIGIBLE TRAINING PROVIDERS

This section is to aid existing training providers through various items in their provider dashboard. Prior to submitting a new program, the program(s) must have received prior approval from your state governing/authorizing body.

I. Accessing the Log-In Page

To access your provider dashboard please visit www.jobs4tn.gov. There is a log in box where you are to enter your username and password. If you are an individual who needs online access for an existing training provider, you will need to register by clicking the “Register?” link found in the sign in box on the Jobs4TN home page as seen below.



II. New User Registration for an Existing Provider Account

After clicking the “Register” link you will be directed to a page yielding several registration options. As an existing training provider, you will want to select the “Provider” link found in the “Option 3 - Create a User Account” box.

i Option 3 - Create a User Account

This blue question mark appears on most pages, to provide additional help and information.

If you would like to become a fully registered user with JOBS4TN.GOV and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

 Individual ⌚ 19.0 min(s) estimated	 Employers and Agents ⌚ 22 min(s) estimated	 Provider ⌚ 10 min(s) estimated
<p>Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc.</p>	<p>If you are looking for industry information, labor market information, job applicants for your business, or want to post job openings online.</p>	<p>Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.</p>

- As an existing training provider, you will want to select the first option stating that you “wish to be added to my institution’s existing account.” Click Next after making your selection.



Note: If you are NOT an owner, official representative, or employee of a school, university, or other educational training provider, click “Cancel” to return to the account creation page.

i For help click the information icon.

Institution Identification Type

I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account.

I own, represent, or work for an educational institution (school, university, etc) and need to create a new account for my institution.

- All information marked with * is required.
- At the time of the submission of a new provider application only one user will be on file. After an application has been approved, other users can be added by registering as seen below. The additional user(s) would select “I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account” and fill out the information accordingly.
- All information entered for your institution should be entered as it currently appears on the ETPL. Please visit the [Jobs4TN provider search page](#) to access your provider information. This can be access by visiting www.jobs4tn.gov, click Education and Training Data under Special Services, and then click Training Providers and Schools.

Login Information

*** User Name:** *Enter Unique User Name (8 - 256 Characters, letters or numbers)*

*** Password:** *Enter Password (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * _ +). Allowable characters are ! @ # \$ % ^ * . _*
Type a Password Please!

*** Confirm Password:**

*** Security Question**

*** Security Question Response:** *Hint to help if you have forgotten your password.*

Federal Employer ID

*** Federal Employer ID No: or Social Security Number:** *Do not enter dashes. Example 999001111*

Type of Identification: Social Security Number Federal Employer Identification Number

Institution Primary Location

*** Address 1:**

Address 2:

*** City:**

*** State:**

*** Zip:** [\[Find Zip Code\]](#)

Contact Information

Salutation:

*** Title:**

*** First name:**

Middle Initial:

*** Last Name - (include suffix e.g. Jr, Sr, PhD, etc):**

*** Contact Phone Number:** - - Ext.

Cell Phone - -

Contact Fax Phone Number - -

Email Address:

Preferred Notification Method

Institution URL:

Enter URL e.g.(http://www.companywebsite.com)

After continuing from the page above, the following will appear:

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

- Services for Providers
 - Manage Provider Profile
 - Manage Provider User Profile
 - Demand Occupations
 - Education Services
- Other Services
 - Communication Center
 - Assistance Center
 - Learning Center
 - Customer Satisfaction Survey



Thank you for registering.
 If you need to make changes to or wish to review your Registration Profile, click on the Return to My Dashboard button.

 For help click the information icon.

Welcome

Thank you for registering. Your access request will be reviewed and you will be contacted once your information has been verified. Once your access is approved you will be able to add and maintain your institution's programs.

For assistance please contact the Department of Labor at 615-741-1031
or Toll Free at 1-800-255-5872.

Return to My Dashboard

- In order to access your provider information your user registration must first be approved by State staff. If you have questions regarding your user registration, please contact Ryan Allen at Ryan.Allen@tn.gov. or Marjorie.C.Hallworth@tn.gov
- You will not be able to access your Provider Profile until your username has been activated for use.
- To expedite username activation, email Ryan Allen or Marjorie Hallworth immediately following registration.
- At any time you can access your entered user information by logging in at www.jobs4tn.gov and clicking the Manage Provider User Profile link found in the Services for Providers box in the left side bar.
- In the Provider Contact Information section, found at the bottom of the page, you will be able to see the status of your user access.
- After your user access is activated you will be able to click on the Manage Provider Profile link and manage your provider information as seen below.

Menu Home Sign Out Services for Individuals Services for Employers Labor Market Analysis

Services for Providers

- Manage Provider Profile
- Manage Provider User Profile
- Demand Occupations
- Education Services

Other Services

- Communication Center
- Assistance Center
- Learning Center
- Customer Satisfaction Survey

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Provider User Profile.
Please make any changes to your profile and click the Save button.

Login Information

Registration Date: 7/22/2019 8:41:26 AM

User Name: TESTEXISTING

Password: [Click here to change password.](#)

***Security Question :** What is your mother's maiden name? This will be used if you need to recover your username and/or password.

***Security Question Response:** Smith Enter your answer to the security question you chose above.

***Preferred Notification:** None Selected Select the best way for us to contact you.

New Organization Information

*** Name:** ETPL TEST

EIN: 11-1122223 (12-3456789 or 123456789)

Contact Information

Title: Admin 1

Salutation: ▼

First Name: Jane

Middle Initial:

Last Name: Smith

*** Address 1:** 123 School Road

MANAGE YOUR PROVIDER PROFILE

After your user profile has been made active below shows what your provider workspace looks like after logging in at www.jobs4tn.gov.

The screenshot displays the 'My Provider Workspace' interface on the TN.GOV website. The top navigation bar includes links for Home, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. The left sidebar menu is organized into three sections: 'My Provider Workspace' (containing My Provider Dashboard, My Provider Account, and Directory of Services), 'Services for Providers' (highlighted with a red box and containing Manage Provider Profile, Manage Provider User Profile, Manage Institution Programs, Demand Occupations, View Reports, and Education Services), and 'Other Services' (containing Communication Center, Assistance Center, and Learning Center). The main content area features the TN.GOV logo and a welcome message for Jane Smith. Below the message is a grid of three tiles: 'Provider User Profile' with links to personal profile, demand occupations, reports, and institution programs; 'Need help or more information' with links to the Assistance Center and Learning Center; and 'My Messages' showing 1 unread and 0 read messages. A 'Help' button is located in the bottom right corner.

- The Services for Providers box contains the necessary links to edit your provider information (i.e., address), program information (costs, length, etc.), submit additional programs as well as manage your own user profile in the case of having an email or phone number update.

III. Provider Demographic Information

- Clicking Manage Provider Profile will allow you to view and edit the information for you institution that currently appears on the ETPL.
- The “Status” field cannot be changed. It can only be changed by staff.
- Your “LWDA Region” should be set to State. This allows all career center staff to have access to your school within the system.
- Fields beginning with “State Use...” are not applicable. You are not required to enter or have information contained in these fields. Your Local Workforce Development Area (LWDA) may opt to add information here.



The screenshot shows the 'Manage Provider Profile' page for a provider named 'ETPL TEST'. The page is divided into several sections:

- Header:** 'TN.GOV TENNESSEE GOVERNMENT' and a note: 'Use this folder to manage the Provider's general information.'
- Navigation:** 'General' (selected), 'Locations', 'Contacts', 'Documents'.
- Provider Details:**
 - Status: Active
 - LWIA Region: State
 - Linked Employer: N/A
 - Vendor ID: 00APP14000
 - Provider Name 1: ETPL TEST
 - Provider Name 2:
- Form Section:**
 - Type of Business:** A dropdown menu currently showing 'None Selected'.
 - *This provider is an accredited postsecondary education institution:** Radio buttons for 'Yes' (selected) and 'No'.
 - State Use 1:** A text input field with a red 'no' symbol (a circle with a diagonal slash) to its left. A red arrow points to it from the left.
 - State Use 2:** A text input field with a red 'no' symbol to its left. A red arrow points to it from the left.

- To edit information under the Provider Account, scroll down below the first section labeled “Provider Details” (screen shot above) and click on the [Edit Provider Details](#) link.
- If the billing or mailing address information is the same as your previously entered main address, you can populate the Billing Address or Mailing Address fields by clicking the applicable link (i.e. Provider’s Main Address).
- Be sure to include an appropriate contact person in the “Attention” field. This can be the same person.
- After completing all required fields click “Save.”
- Missing information from required fields can cause your institution to not appear in certain instances for career center staff so it is important that these required fields are complete. (This mainly affects providers who were converted from the old system.)

Provider Information

Provider ID: 16060

*** Status:** Active Inactive

*** LWIA Region:**

Linked Employer:

Vendor ID: 00APP14000

*** FEID/SSN:** 115990066

*** Provider Name 1:** ETPL TEST

Provider Name 2:

*** Address 1:**

Address 2:

*** City:**

*** State:**

*** Zip:**

Note: By entering the zip code, the system will automatically populate the city and state fields.

Billing Address Information

Populate the Billing Address from: [Provider's Main Address](#)

*** Billing Address 1:**

Billing Address 2:

*** Billing City:**

*** Billing State:**

*** Billing Zip:**

*** Attention:**

Mailing Address Information

Populate the Mailing Address from: [Provider's Main Address](#) | [Provider's Billing Address](#)

*** Mailing Address 1:**

Mailing Address 2:

*** Mailing City:**

*** Mailing State:**

- It is best to answer as many questions and selections as possible, regardless of them being required or not (see the **“Edit CRS Provider Details”** screen shot on page 11-12 for examples of important institutional questions to answer that do not have an asterisk).
- The Accrediting Body drop-down menu references nationally recognized accrediting bodies. This may not apply to all schools.
- Be sure to click Save to keep all entered/updated information.
- Below is a screen shot of the CRS Provider Details page. This section has an [Edit CRS Provider Details](#) link at the bottom of the Mange Provider Profile landing page.

CRS Provider Details

• Institution Type:	Four-year Colleges and Universities
• Institution Ownership:	Private for profit institution
• Type of Entity:	Higher Ed: Associate's Degree
• Years in Business:	
• Disabled Access:	
• ADA Compliant:	
• Institution Description:	ETPL TEST
• Pell Grant:	No
• Registered Apprenticeship Provider:	
• Approved Apprenticeship:	No
• Main Telephone Number:	615-253-5300
• TTD/TTY Telephone Number:	
• Main Email Address:	
• Community College:	No
• Accreditation:	Yes
• Accrediting Body:	Southern Association of Colleges and Schools
• Career Assessment Available:	No
• Career Counseling Available:	No
• Job Placement Assistance Available:	No
• Tutorial Services Available:	No

Edit CRS Provider Details landing page.

CRS Provider Information

Institution Name: ETPL TEST

*** Institution Type:** Four-year Colleges and Universities

*** Institution Ownership:** Private for profit institution

*** Type of Entity:** Higher Ed: Associate's Degree

Years in Business:

Disabled Access: Yes No

ADA Compliant: Yes No

*** Institution Description:** ETPL TEST

*** Main Telephone Number:**

TTD/TTY Telephone Number:

Main Email Address:

Is this a Community College? Yes No

*** Accreditation** Yes No

Accrediting Body: Southern Association of Colleges and Schools

Career Assessment Available Yes No

Career Counseling Available Yes No

Job Placement Assistance Available Yes No

Tutorial Services Available Yes No

ESL Courses Available Yes No

On-site Child Care Available Yes No

*** State Approving Agency Exemption Certificate on File** Yes No

*** State Approving Agency Receipt Letter on File** Yes No

Financial Aid Available Yes No

Online Registration Available Yes No

Eligible Provider of Youth Workforce Investment Activities:

Pell Grant Eligible: Yes, Pell Grant Eligible. No, not Pell Grant Eligible. Pell Grant Not Applicable

Registered Apprenticeship Provider: Yes No

Approved Apprenticeship: Yes, Approved Apprenticeship No, not Approved Apprenticeship.

The General tab on your “My Provider Profile” page will display a summary of information you previously entered and saved. It contains three sections:

1. Provider Details,
2. Provider Type Details, and
3. CRS Provider Details

My Provider Workspace

- My Provider Dashboard
- My Provider Account
- Directory of Services

Services for Providers

- Manage Provider Profile
- Manage Provider User Profile
- Manage Institution Programs
- Demand Occupations
- View Reports
- Upload Performance Data
- Education Services

Other Services

- Communication Center
- Assistance Center

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Use this folder to manage the Provider's general information.

General Locations Contacts Documents

Provider: ETPL TEST

Provider Details

Status:	Active
LWIA Region:	State
Linked Employer:	N/A
Vendor ID:	00APP14000
Provider Name 1:	ETPL TEST
Provider Name 2:	
Address 1:	220 French Landing Drive

Provider Type Details

	Provider Type Desc
PS - Public Display	
PS - Approved Provider Training - ITA	

CRS Provider Details

Institution Type:	Four-year Colleges and Universities
Institution Ownership:	Private for profit institution
Type of Entity:	Higher Ed: Associate's Degree
Years in Business:	
Disabled Access:	
ADA Compliant:	
Institution Description:	ETPL TEST
Pell Grant:	No
Registered Apprenticeship Provider:	
Approved Apprenticeship:	No

IV. Adding Satellite Locations

- Clicking the Locations tab will display information for your institution. The previously entered information can be edited by clicking the “Edit” link in the Action column.
- If your school has satellite campuses, you can add these locations by clicking the Locations tab. Click the Add Location button and fill in all known information.

[General](#) **Locations** [Contacts](#)

Provider: A School to Test

Status:

Provider's Location Details

Location ID	Location Name	Primary Address	Contacts	Active	Action
16888	A School to Test	1234 Learn Drive Nashville TN 37228	None Listed	Active	Edit Contacts

[Add Location](#)

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Add a new provider location

** indicates required fields.*

Provider Location Information

* Status: Active Inactive

* Vendor ID: [Populate with Provider's Vendor ID](#)

* Location Name 1:

Location Name 2:

* Address 1:

Address 2:

* City:

* State:

* Zip:

URL:

Billing Address Information

Populate the Billing Address from: [Above Address](#) | [Provider's Main Address](#) | [Provider's Billing Address](#)

* Billing Address 1:

Billing Address 2:

* Billing City:

* Billing State:

* Billing Zip:

* Attention:

Mailing Address Information

Populate the Mailing Address from: [Above Address](#) | [Above Billing Address](#) | [Provider's Main Address](#) | [Provider's Billing Address](#) | [Provider's Mailing Address](#)

* Mailing Address 1:

Mailing Address 2:

* Mailing City:

* Mailing State:

V. Adding Additional Contacts

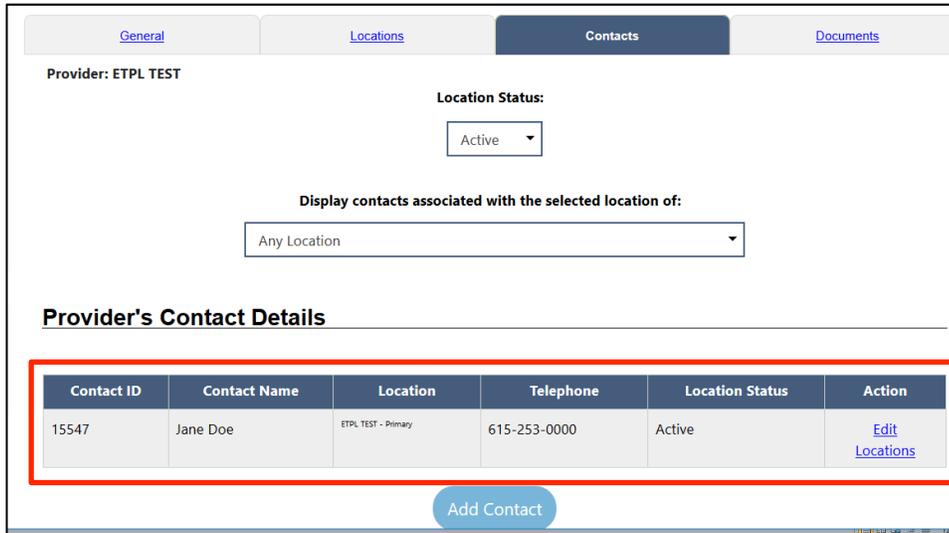
Clicking “Contacts” in the Action column on the Locations tab will only display contact persons and not allow for you to edit/add contacts. To add a contact person, click the Contacts tab.

Select the location from the drop-down menu in which you would like to add a contact person for. Locations added via the “Locations” tab will display in the drop-down menu. After selecting the location, click “Add Contact.”

- Contacts added here are separate from adding users as seen in II. New User Registration. The contact persons added on this screen will display on the ETPL for the public to see. System Users have access to provider information without their contact information being displayed on the ETPL

Selected	Location ID	Location Name	Location Address	Contact Type
<input checked="" type="checkbox"/>	16888	A School to Test	1234 Learn Drive Nashville, TN 37228	Primary

- Provide information associated with the contact person.
- Click the appropriate location check box(es) for the contact person being entered.
- Select the appropriate contact type from the drop-down menu.
- It is always best to fill in as much information as possible regardless of whether the field is required or not.
- There is a Notes field for you to enter any pertinent information regarding the entered contact person.
- Once your contact person’s information is saved, it will display on the Contacts tab as seen below.

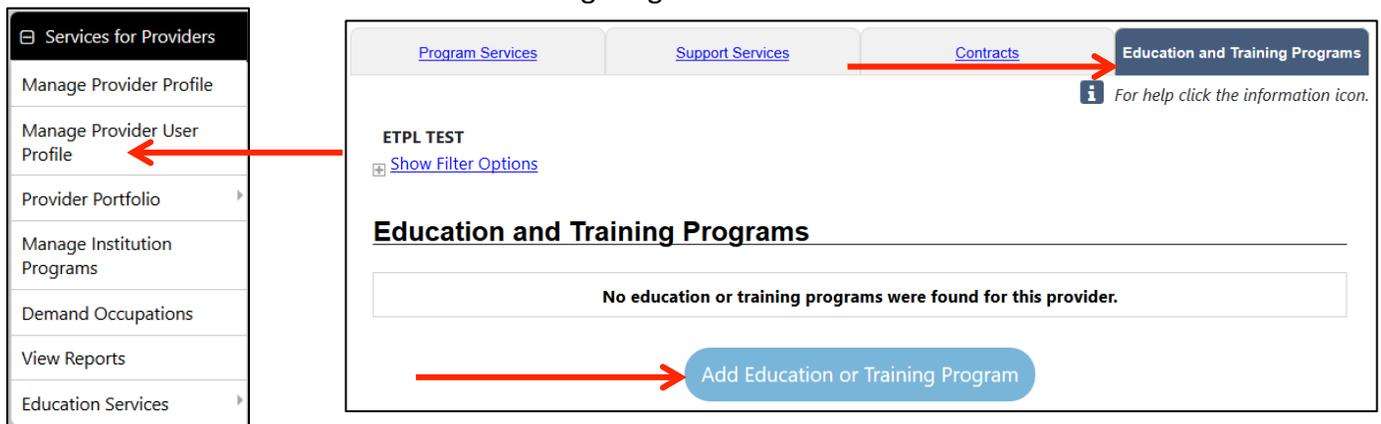


VI. Adding Programs

It is best to communicate with your LWDA beforehand (see pages 34-36) for your LWDA’s contact information) in order to make an informed decision as to which programs to submit.

To add a program:

- Click the “Manage Institution Programs” link found in the “Services for Providers” section of the left side bar.
- Click the “Add Education and Training Program” button



[Programs by Keyword](#)
[Programs by Program Area](#)
[Program Listing](#)
[Programs by Occupation](#)
[Programs by Career Cluster](#)
[Programs by Program Code](#)

Search for a program by keyword(s)

Here is a list of programs that matched your keyword search. The table below also indicates whether the keyword was found in the title or description of each program. To select a program, click on its title.

Program	Program Title	Program Description	CIP Title	CIP Description
Accounting and Business/Management. (520305)			✓	✓
Accounting and Computer Science. (301601)			✓	✓

- When entering program information, enter it exactly as it has been approved by your (TN) State authorizing/governing body (i.e. THEC, TBR, SACS, etc)
- Do not submit programs that have not been approved by your authorizing/governing body
- It is always best to complete as many fields as possible, regardless of them being required or not

[General Information](#)
[Apprenticeship](#)
[Additional Details](#)
[Occupations](#)
[Occupational Skills](#)
[Completion Expectations](#)
[Scheduling](#)

[Duration](#)
[Locations](#)
[External Approvals](#)
[Cost Details](#)
[Performance](#)
[Confirmation](#)
[Review](#)

Education Program Information

Provider: ETPL TEST **Program:** Business Education
Program ID: 1006142 **CIP Code:** 131303 - Business Teacher Education.

- The following screen shots show information that is on each tab of the wizard.

General Information

* Status: Active Inactive

Purpose for adding program: Submit for ETPL Approval and accept participants
 Accept participants without submitting for ETPL Approval
 Display to the public only

* Education Program Type: PS - Approved Provider Training - ITA

Associated Service Code(s) for the Education Program Type (Informational): 300 - Occupational Skills Training - Approved Provider List (ITA)
303 - Distance Learning

* CIP Code: 030599 - Forestry Other.
[Search for CIP Code]

* Education Program Name: Forestry Training

Education Program Description: Any program in forestry not listed above.

* This program of study leads to: An industry-recognized certificate or certification A community college certificate of completion
 A certificate of completion of an apprenticeship A secondary school diploma or its equivalent
 A license recognized by the State involved or the Federal Government Employment

* This program leads to a credential or degree Yes No

Name of Associated Credential: Forestry Credential of Completion

Completion Level: Certificate 1-2 years

* Attain Credential: Occupational Skills License

Other, Specify:

Certification / License Title:

Certification / License Type: State Certification or License

Green Job Training: Yes No

[What is a green job?](#)

Is this education program in a partnership with business? Yes No

Apprenticeship

* This program is an Apprenticeship: Yes No

[Exit Wizard](#)

Additional Details

Financial Aid Available: Pell Grant Institutional Scholarship
 Federal Loan Other

* URL of Training Program (Example: http://site.com):

* Program Prerequisites:

* Date Edu. Program First Offered: [Today](#)

* Please provide a reasonable explanation regarding why this is a new program:

Click "Select Occupation From ONET Table" link. From here you are to select all applicable occupations. If none exists, click Cancel and continue. **All of the Occupations must be added to the list before alternate titles are added. If titles are added and then the list is opened, the title name information will not save.**

Related and Selected Occupations

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select
19103200	Foresters	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
19409300	Forest and Conservation Technicians ✔	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
25104300	Forestry and Conservation Science Teachers, Postsecondary	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[BRIGHT OUTLOOK NATIONALLY](#) | [BRIGHT OUTLOOK LOCALLY](#) | [GREEN OCCUPATIONS](#)

 [\[Select Occupation From ONET Table \]](#)

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

- Select the appropriate category from the drop-down menu.
- Select the applicable skill description options that apply to the program by clicking the box(es) that apply
 - There is also an option to select all options within the Skill Description box. This can be done by clicking the “Check All” link
 - Click the Save button found at the bottom of the screen when complete

Selected Occupational Skills

Skill Description	Select
advise farmers or growers of development programs or techniques	<input checked="" type="checkbox"/>
analyze adaptability of tree species to new environmental conditions	<input checked="" type="checkbox"/>
analyze ecosystem data	<input checked="" type="checkbox"/>

Completion Expectations

Number of Credits: Credits

Credit Earned Duration: Semester Quarter

Projected Hourly Wage After Program Completion:

[Exit Wizard](#)

Scheduling

Course Times

* Class Time: Hours

Lab Time: Hours

Other Time: Hours

Class Frequency: ▼

Reporting Information

* Reporting Program Length - Clock/Contact Hours: Hours

* Reporting Program Length - Full-time Weeks: Weeks

* Reporting Program Format: ▼

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
Forestry Schedule	Yes	8 Months	Full-Time	M, T W, Th, F	Day Night Summer	Edit Delete

[[Add Duration](#)]

You must select the location(s) where the entered program is offered. If you've only submitted one campus location then this is what you will select. If you entered additional locations (via the Locations tab) then these will become options on this page.

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select
School ABC	123 School ABC Road Fayetteville, TN 37334	123 School ABC Road Fayetteville, TN 37334	<input checked="" type="checkbox"/>

External Approvals

State Approving Agency:

State Approving Agency Status:

Is this program listed on another state's ETPL? Yes No

[Exit Wizard](#)

- Enter all known cost information (Tuition, Books, etc.)
- To add a line item not listed, click on the “Add Cost Items” link
- If amount is entered in “Other Costs,” please provide an explanation of what the other costs are in the comments box

Cost Details

Note: \$0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	\$550.00	Edit Delete
Tuition/Fee	\$300.00	
Books	\$50.00	
Tools	\$100.00	
Other Costs	\$100.00	
Comments	Travel	
Total Amount of Cost Structures	\$550.00	

[[Add Cost Structure](#)]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

[[Add Line Item](#)]

Performance Year

Select a Performance Year to view the associated performance data. Click Edit Data to modify performance data. Click Add Performance Year to enter new performance data.

Performance Year:

Edit Data

Add Performance Year

WIOA Performance Summary

Population	Completion Rate	Credential Rate	Employment Rate Q2 After Exit	Employment Rate Q4 After Exit	Employment Rate Related Occupation	Median Earnings
WIOA	100.0%	100.0%	100.0%	96.2%	96.2%	\$23,000
Overall	100.0%	100.0%	100.0%	100.0%	100.0%	\$23,000

Overall Values

Participants:	<input type="text" value="700"/>
Exiters:	<input type="text" value="650"/>
Completers:	<input type="text" value="650"/>
Completers in a Related Occupation:	<input type="text" value="650"/>
Average Earnings at Q2:	<input type="text" value="\$22,000.00"/>
Average Earnings at Q4:	<input type="text" value="\$25,000.00"/>
Exiters with Unsubsidized Employment at Q2:	<input type="text" value="650"/>
Exiters with Unsubsidized Employment at Q4:	<input type="text" value="650"/>
Median Earnings for Employed Completers at Q2:	<input type="text" value="\$23,000.00"/>
Obtained Credential:	<input type="text" value="650"/>

WIOA Values

Participants:	<input type="text" value="650"/>
Exiters:	<input type="text" value="650"/>
Completers:	<input type="text" value="650"/>
Completers in a Related Occupation:	<input type="text" value="625"/>
Exiters with Unsubsidized Employment at Q2:	<input type="text" value="650"/>
Exiters with Unsubsidized Employment at Q4:	<input type="text" value="625"/>
Median Earnings for Employed WIOA Completers at Q2:	<input type="text" value="\$23,000.00"/>
Obtained Credential:	<input type="text" value="650"/>

You will need to enter performance data for the most recent full year which you are to select from the "Program Year:" drop-down menu.

- Programs being submitted for approval will not have WIOA performance information
 - Please provide a short description as to how your performance is measured in the box provided
 - Once complete, click the Save button
 - It is important to enter this information as it is used by the Local Workforce Investment Area Boards in their decision making process when approving new programs and providers
-
- Once all information has been entered navigate to the Confirmation tab and click "Yes, I agree to the above statement. Please submit this educational program for WIOA Approval."

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

No, do not submit this educational program for WIOA Approval at this time.

Submit changes for Review and Approval.

- You must agree to the printed stated in order to submit your application for approval
- After selecting the check box in agreement with the statement you may submit your application by selecting the radio button next to "Yes, submit this program for WIA Approval."
- Click "Save" when done

- After you have , you can go back through the tabs of the Program wizard to review the information entered.



After completing a review of the program or changes submitted, please select the appropriate status information below.

General Information
✓

Apprenticeship
✓

Additional Details
✓

Occupations
✓

Occupational Skills
✓

Completion Expectations
✓

Scheduling
✓

Duration
✓

Locations
✓

External Approvals
✓

Cost Details
✓

Performance
✓

Confirmation
✓

Review
○

Education Program Information

Provider: ETPL TEST **Program:** program test
Program ID: 1006294 **CIP Code:** 030101

 For help click the information icon.

Review

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	Pending (system-set only)	7/19/2020	N/A	7/19/2019 3:21 PM	N/A	View

Education and Training Programs

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
program test PS - Approved Provider Training - ITA GREEN JOB Training	A general program that focuses on the studies and activities relating to the natural environment and its conservation use and improvement. Includes instruction in subjects such as climate air soil water land fish and wildlife and plant resources		✓	Pending (system-set only)	Edit Deactivate
Test 3 PS - Approved Provider Training - ITA	Agriculture General. A program that focuses on the general principles and practice of agricultural research and production and that may prepare individuals to apply this knowledge to the solution of practical agricultural problems. Includes instruction in basic animal plant and soil science animal husbandry and plant cultivation soil conservation and agricultural operations such as farming ranching and agricultural business. Moved from 02.0101		✓	Pending (system-set only)	Edit Deactivate

Page 1 Of 1
Rows 10

Add Education or Training Program

Review Status: To see the status of your application, log in and look in the “Program / Service Review Status” box. Here you will be able to view any items you failed to submit in your application along with the approval status of your program.

G. Submit Documentation to Your Local Workforce Development Area (LWDA)

After you have submitted your program application for approval you will need to submit all supporting documentation to the LWDA where your institution is located. The LWDA contacts are listed on pages 34-36. All institutions authorized by the Division of Postsecondary School Authorization with the Tennessee Higher Education Commission (THEC) are to provide a copy of any program approval letters that apply to the submitted programs. The program approval letter(s) should show the approval of your program's name, cost, length and credential. Please note that your supporting documentation aids your LWDA in their approval process. If you have any questions regarding needed documentation please contact your LWDA listed on pages 34-36)

H. Processing Your Application & Waiting on a Response

After your application has been submitted, it goes to your Local Workforce Development Area Board to be processed and voted on for possible placement onto the Eligible Training Provider.

Wait for Local Workforce Development Board (LWDB) Response

The wait time between submitting a New Program Application and receiving a response from your LWDB depends on several different factors. Two of those factors are the meeting schedule of your LWDB and your date of submission. If your application is submitted after your LWDB has met, you must wait until their next meeting to obtain a decision on your program(s) addition to the ETPL. Thus, to expedite the approval process, contact your LWDB for information concerning their application deadlines.

To find the contact information for your LWDB, please reference pages 34-36

Each LWDB is geographically different and creates their own criteria of approval based on numerous factors. Information regarding your LWDB's criteria for approval should be obtained directly from your LWDB.

VII. Quarterly Reports

All providers are required to submit quarterly reports. Reminders are sent by email to all provider contacts approximately 2 weeks prior to the due date. With the reminder emails, several attachments are included: a blank report template, an example report template, instructions on how to correctly format your report along with general information on

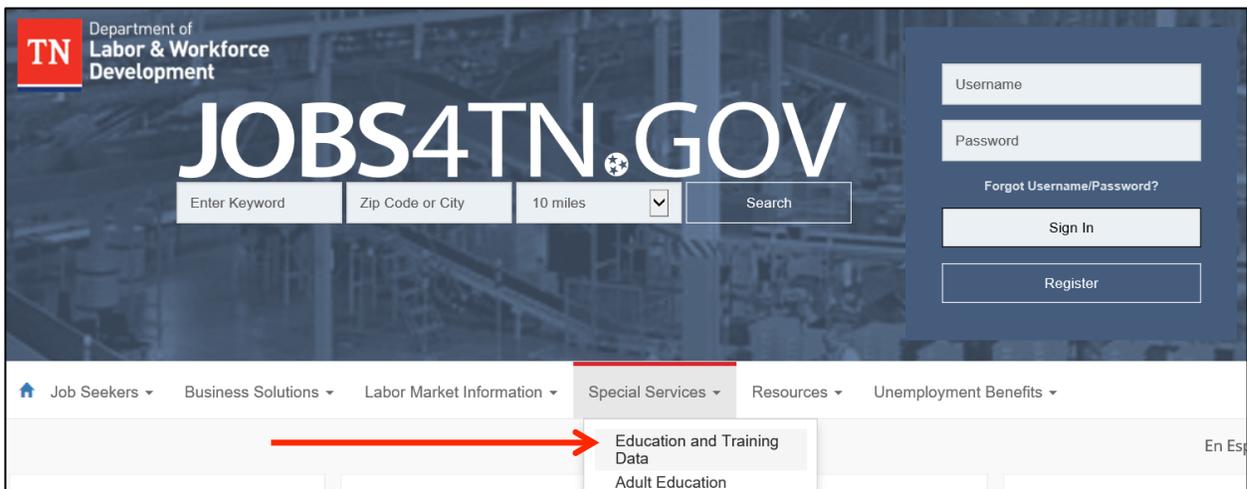
performance and reporting requirements. This information is also sent out to new providers at the time of their addition to the ETPL. Below are the due dates along with the corresponding time spans associated with the reporting period.

Quarter	Time Period			Due Date
1 st	July 1	Through	September 30	October 15
2 nd	October 1	Through	December 31	January 15
3 rd	January 1	Through	March 31	April 15
4 th	April 1	Through	June 30	July 15

APPLICATION APPROVAL EXPECTATIONS

Step 1A: Your LWDB Has Approved Your New Provider Application

If the LWDB approves your institution and programs, they will appear on the ETPL. Your institution and associated information will appear on the ETPL exactly as you submitted it in your application. Please note that your LWDB does not have to approve your application in its entirety. For example, they may approve two of your submitted programs but deny the remaining programs. After being added to the ETPL, you are visible on the ETPL statewide. To view your institution on the ETPL, visit www.jobs4tn.gov and click the “Education and Training Data” link under the Special Services column



From here you can click the “Training Providers and Schools” link to search or view providers.

 **Please select from the Education Services options listed below.**

-  [Training Providers and Schools](#) - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.
-  [Training and Education Programs](#) - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.
-  [ETPL Approved Programs](#) - Select this option to view a listing of programs eligible for WIOA training.
-  [Education Program Completers](#) - Select this option to review the number of students that complete training and education programs for an occupation.
-  [Online Learning Resources](#) - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.
-  [Education Profile Informer](#) - Select this option to access labor market information on education programs in a selected area.
-  [Scholarship Search](#) - Select this option to search for scholarships with your academic qualifications, interests, and other personal characteristics.

From here you can enter your school's name in the Keyword search box and click Search or select your school's name via the Provider Listing tab.

Provider Search | [Provider Listing](#)

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the *Search* button.

Search Criteria

Area (click to change): [Tennessee](#)

Keyword (e.g. State University):

[\[Keyword Search Options \]](#)

Provider Type:

Provider Ownership:

 **Please select from the Education Services options listed below.**

 [Training Providers and Schools](#) - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.

 [Training and Education Programs](#) - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.

 [ETPL Approved Programs](#) - Select this option to view a listing of programs eligible for WIOA training.

 [Education Program Completers](#) - Select this option to review the number of students that complete training and education programs for an occupation.

 [Online Learning Resources](#) - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.

 [Education Profile Informer](#) - Select this option to access labor market information on education programs in a selected area.

 [Scholarship Search](#) - Select this option to search for scholarships with your academic qualifications, interests, and other personal characteristics.

- After selecting your school you will be able to see details on program information by clicking ETPL Approved Programs.
- After being added to the ETPL, all 13 LWDA's are notified via email of your institution's addition to the ETPL.

Step 1B: Your LWDA Board Has Denied Your New Provider Application

If you are denied access to the Eligible Training Provider List (ETPL) you have the option to appeal your Local Workforce Investment Area (LWIOA) Board's decision. The policies detailed below govern the ETPL appeal process.

A. Appeals to Local Board [WIOA Section 122(c) (1)]

- (1) Local Boards must have a written appeal process that includes the following provisions:
 - (a) A Provider wishing to appeal a decision by a Local Board must submit an appeal to the Local Board within 30 days of the issuance of the denial notice. The appeal must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.
 - (b) The Local Board appeal process must grant the Provider the opportunity to directly address the reasons for denial either in writing or through an appeal hearing.

- (c) The Local Board must have 1-3 impartial appeal officers who are responsible for re-evaluating the supplemental materials supplied by the Provider in addressing the initial reasons for denial.
- (d) The Local Board will notify the Provider of its final decision on an appeal within 30 days of receipt of the appeal.
- (e) The Local Board appeal notification to the Provider must reference the process for filing a State appeal in the event that the Provider is not satisfied with the outcome of the local appeal.

B. Appeals to the State [WIOA Section 122(c)(1)]

This procedure applies only to Providers who have exhausted the appeal process of a Local Board and are dissatisfied with Local Board's final decision.

- (1) A Provider wishing to appeal to the State must submit an appeal request to the State within 30 days from the Local Board's notification to the Provider of their final decision on an appeal. The request for an appeal to the State must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.
- (2) The State will promptly notify the appropriate Local Board when it receives a request for appeal. The State will also notify the appropriate Local Board when it makes the final decision on an appeal.
- (3) The State appeal process includes the opportunity for appealing Providers to have a hearing. The hearing officer must be an impartial person. The hearing officer must provide written notice to the concerned parties of the date, time, and place of the hearing at least 10 calendar days before the scheduled hearing. Both parties must have the opportunity to present oral and written testimony under oath; to call and question witnesses; to present oral and written arguments; to request documents relevant to the issues(s), and to be represented.
- (4) The five member State appeals committee, chaired by the hearing officer, will administratively review the appeal, make a preliminary decision, and notify the Provider and the Local Board. The committee can either uphold or reverse the Local Board decision.

The State appeals committee must render a decision within 60 days from receiving the Provider's initial State appeal request.

Subsequent Eligibility Determinations

The subsequent eligibility process is ongoing throughout each program year. Subsequent eligibility decisions are made quarterly and annually, based on different factors. A provider can be removed from the ETPL for: failure to submit quarterly performance data, school closure, loss of state authorization to operate, provider requests for removal, or failure to meet one of four performance standards.

Quarterly, providers submit performance reports which are comprised of individual level student information that includes, but is not limited to, student SSN, race, gender, program of enrollment, enrollment date and date of completion/withdrawal where applicable. This information must be submitted for both WIOA participants and non WIOA participants (all other students) for each program that has received at least 1 WIOA student. The WIOA Annual Subsequent Eligibility Report is compiled based on the quarterly performance report submitted during each program year. Any program that has received a minimum of 10 WIOA students at the end of the program year and fails to meet the minimum performance levels established by the state is subsequently removed from the Statewide ETPL. The four performance standards are as follows:

1. The **WIOA student completion rate** for each program must be equal to or greater than 40%.
2. The **WIOA student placement rate** for each program must be equal to or greater than 70%.
3. The **ALL of student completion rate** for each program must be equal to or greater than 40%.
4. The **ALL of student placement rate** for each program must be equal to or greater than 70%.

The WIOA Subsequent Eligibility Report is intended to assist constituents in making an “informed choice” when choosing where to utilize their training funds. To aid in this effort, every provider on the ETPL has a Consumer Report that provides extensive performance information for each program year.

Registered Apprenticeship Programs

Registered Apprenticeship programs are not required to submit performance data and are not held to the performance standards mentioned above. Registered Apprenticeship programs must remain registered under the Act of August 16, 1937 commonly known as the National Apprenticeship Act to remain subsequently eligible to remain on Tennessee’s ETPL. The department suggests (not require) for apprenticeship programs to submit the same quarterly data in order to be published amongst the other training providers in TDLD’s Annual Performance Report to highlight their level of performance in completing and placing participants.

Note to Out-of-State Providers

For out-of-state institutions, having the proper authorization within your own state does not give the proper needed authorization to offer training to Tennessee students. Therefore you must obtain this authorization before being considered for placement onto Tennessee’s Eligible Training Provider List. Many out-of-state institutions fall under the oversight of the Division of Postsecondary School Authorization (DPSA) with the Tennessee Higher Education Commission (THEC). For more information on DPSA and their authorization process, please review the website below.

<http://www.state.tn.us/thec/Divisions/LRA/PostsecondaryAuth/psa.html>

ETPL LWDA Contact List

Alliance for Business & Training

NORTHEAST:

[Serving Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi & Washington Counties]

- Tammy Sluder, tsluder@ab-t.org
- Phone 423-547-7515 X 133
- P.O. Box 249 Elizabethton, TN 37644

East Tennessee Human Resource Agency (ETHRA)

EAST

[Serving Claiborne, Cocke, Grainger, Hamblen, Jefferson, Knox, Sevier, Blount, Monroe, Loudon, Roane, Anderson, Campbell, Scott, Morgan & Union Counties]

- Victor Oakley: Voakley@ethra.org : (865) 590-1052 X 7107
- Melinda Watson: mfrost@ethra.org : Phone(865) 590-1052 X 7103 Fax: (865)590-1081
- 728 Emory Valley road, Suite E, Oak Ridge, TN 37830

Upper Cumberland Local Workforce Development Board

UPPER CUMBERLAND

[Serving Cumberland, White, Warren, Cannon, Putnam, De Kalb, Smith, Overton, Fentress, Pickett, Clay, Jackson, Van Buren, & Macon Counties]

- Becky Hull Bhull@Ucworkforce.org; Phone: 931-520-9511 Cell:931-644-8569
- Jill Cloyd jcloyd@ucworkforce.org ; Phone:931-520-9590
- 1000 England Drive, Suite 201; Cookeville, TN 38501.

Southeast Tennessee Development District

SOUTHEAST

[Serving Bledsoe, Bradley, Hamilton, Grundy, McMinn, Marion, Meigs, Polk, Rhea & Sequatchie counties]

- Beth Keylon, bkeylon@sedev.org; Phone : 423-643-2328; Cell: 423-580-7803
- 1000 Riverfront Parkway, Chattanooga, TN 37402

South Central Tennessee Development District

SOUTHERN MIDDLE

[Serving Bedford, Coffee, Franklin, Lincoln, Moore, Bedford, Marshall, Giles, Maury, Lawrence, Lewis, Hickman, Perry, & Wayne Counties]

- Carl Sims csims@sctdd.org; Phone : 931-279-2956
- 101 Sam Watkins Blvd, Mt. Pleasant, TN 38474

Workforce Essentials & Nashville Career Advancement Center

NORTHERN MIDDLE

[Serving Cheatham, Davidson, Wilson, Trousdale, Rutherford, Dickson, Houston, Humphreys, Montgomery, Robertson, Stewart, Sumner & Williamson Counties]

- Freda Herndon, pherndon@workforceessentials.com
- Phone: 931-905-3584; Cell: 615-533-0635
- 523 Madison Street, Suite B; Clarksville, TN 37040

Southwest Tennessee Human Resource Agency

SOUTHWEST

[Serving Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, McNairy & Madison Counties]

- April Brown, Aprilb@Swhra.org :
- Phone: 731-983-3689; Cell:731-435-0714; Fax: 731-983-3149
- P.O Box 264 - 1527 white Avenue, Henderson, TN 38340

Northwest Tennessee Workforce Board

NORTHWEST

[Serving Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, & Weakley Counties]

- Laura Speer; Speer@nwtworks.org :Phone: 731-286-3585
- Jennifer Bane, jbane@nwtworks.org :Phone: 731-286-3585
- 208 N. Mill Ave, Dyersburg, TN 38024

Workforce Investment Network

GREATER MEMPHIS

[Serving Fayette, Lauderdale, Tipton & Shelby Counties]

- Lora Y Mendezu, lora.young@workforceinvestmentnetwork.com
- Phone:901-222-1813
- Chauntay Jones, Chauntay.jones@workfoceinvestmentnetwork.com
- Phone: 901-222-1836
- 80 Monroe Ave, Suite 300, Memphis, TN 38103