

COMMON ACRONYMS

Below is a list of commonly used acronyms within the Tennessee Department of Labor and Workforce Development as it pertains to this document.

DPSA	Division of Postsecondary School Authorization
ETPL	Eligible Training Provider List
LWIA	Local Workforce Investment Area
LWDA	Local Workforce Development Area (Please see pages 23-25 for all LWDAs)
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)

This document is to aid a perspective institution through the steps in completing and submitting a new provider application. Prior to submitting an application, your institution must meet the required state approval to be considered for placement onto the *Eligible Training Provider List (ETPL)*. This means an institution is required to have the authorization to operate in the State of Tennessee by a state authorizing or governing body. **This applies to in-state and out-of-state institutions.** Examples of such entities are the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), and the Southern Association of Colleges and Schools (SACS).

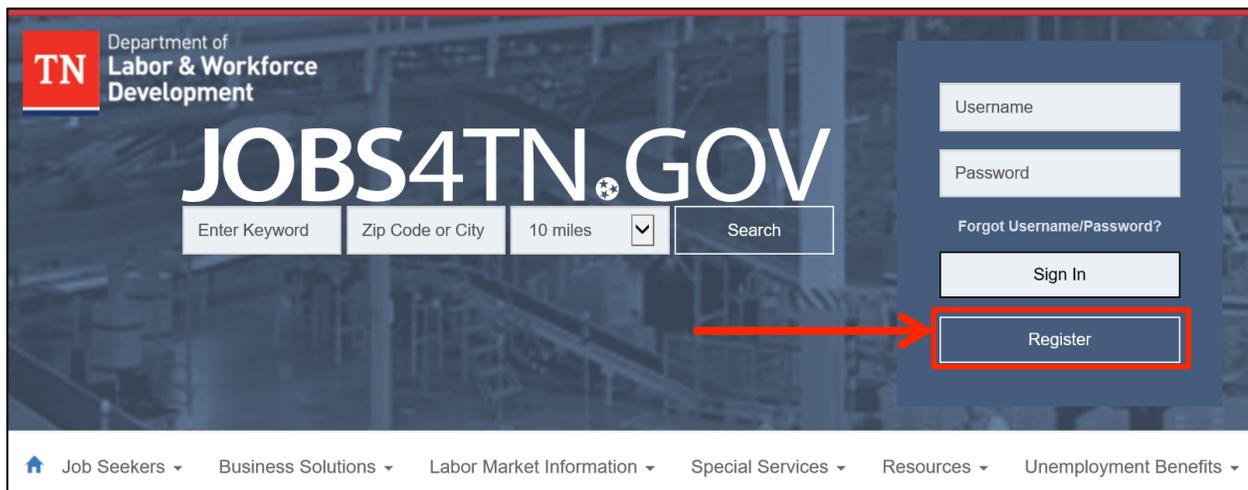
Note to Out-of-State Providers

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>

Step 1: Access the Log In Page - <https://www.jobs4tn.gov>

If you are an individual who needs online access for an existing provider or would like to submit an application to become an eligible training provider, you will need to register by clicking the "Register" link found under the sign in box on the jobs4tn home page as seen below.



Step 2-1: Register

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

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
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.	If you are looking for industry information, labor market information, job applicants for your business, or want to post job openings online.	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.

As a prospective training provider, you will want to select the second option stating that you “need to create a new account for my institution.” 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.

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.

Step 2-2: Enter User and Institution Information

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:**

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)

- All information marked with * is required.
- **At the time of application only one user will be on file.** Although, after an application has been approved, other users can be added by registering as seen above. 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.
- Please enter your institution Name exactly as it has been approved by your authorizing /governing body. Please do not abbreviate any parts of it.
- All information entered for your institution must be entered as it has been approved by your authorizing/governing body. Documentation of this approval may be required which you will have to submit to your Local Workforce Development Area (LWDA) board in order for it to be included with your application.

Continuing to the next screen will take you to a page where your previously entered information has been pre-populated but still allows for edits and additions.

Provider Information	
* Status:	<input type="radio"/> Active <input checked="" type="radio"/> Inactive
* LWIA Region:	<input type="text" value="State"/>
Linked Employer:	<input type="text"/> [Search]
Vendor ID:	<input type="text"/>
* FEID/SSN:	<input type="text" value="823555141"/>
* Provider Name 1:	<input type="text" value="ETPL TEST"/>
* Provider Name 1:	<input type="text" value="ETPL TEST"/>
Provider Name 2:	<input type="text"/>
* Address 1:	<input type="text" value="123 School Road"/>
Address 2:	<input type="text"/>
<p>Note: By entering the Zip Code first, the system will automatically populate the City and State fields.</p>	
* City:	<input type="text" value="Nashville"/>
* State:	<input type="text" value="Tennessee"/>
* Zip:	<input type="text" value="37228"/>
URL:	<input type="text"/>
<p>Enter URL e.g. (http://www.companysite.com)</p>	
Type of Business:	<input type="text" value="None Selected"/>
* This provider is an accredited postsecondary	<input checked="" type="radio"/> Yes <input type="radio"/> No

- The “Status” and “LWDA Region” fields are pre-set and cannot be changed. These fields can only be changed by staff.
- Fields beginning with “State Use...” are not applicable and should not contain any information.

Type of Business:

*** This provider is an accredited postsecondary education institution:** Yes No

State Use 1: 

State Use 2: 

- If your billing and/or mailing address information are the same as your previously entered main address, you can populate the Billing Address and Mailing Address fields by clicking the appropriate link (i.e. Provider’s Main Address)
- After completing all required fields click “Save”

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:**

*** Mailing Zip:**

CRS Provider Information

Institution Name: A School to Test

***Institution Type:**

***Institution Ownership:**

Type of Entity:

Years in Business:

Disabled Access: Yes No

ADA Compliant: Yes No

Institution Description:
(2000 characters max.)

Main Telephone Number: - -

TTD/TTY Telephone Number: - -

Main Email Address:

Is this a Community College? Yes No

Accreditation Yes No

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: Yes No

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.

- It is best to answer as many questions and selections as possible, regardless of them being required or not. This aids in your LWIA Board's approval process.
- The Accrediting Body drop-down menu references nationally recognized accrediting bodies. This may not apply to all schools.
- Click "Save" after you have completed all fields on this page.

You will then be taken to your "My Provider Workspace" page. This page will display a summary of information you previously entered and saved.

General
Locations
Contacts

{
 Thank you for registering. Your access request will be reviewed and you will be contacted once your information has been verified.
}

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

Provider: A School to Test

Provider Details

- * **Status:** Inactive ←
- * **LWIA Region:** State
- * **Linked Employer:** N/A
- * **Vendor ID:** 0

Step 2-3: Add satellite locations where applicable

General
Locations
Contacts

Provider: A School to Test

Status:

Active ▼

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

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 Add Location and fill in all information as you previously did for your main location and saved.

**Add a new provider location** ←

** indicates required fields.*

Provider Location Info

* Status:	<input type="radio"/> Active
* Vendor ID:	<input type="text"/>
* Location Name 1:	<input type="text"/>
Location Name 2:	<input type="text"/>
* Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text" value="None Se"/>
* Zip:	<input type="text"/>
URL:	<input type="text"/>

Billing Address Information

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

* Billing Address 1:	<input type="text"/>
Billing Address 2:	<input type="text"/>
* Billing City:	<input type="text"/>
* Billing State:	<input type="text" value="None Selected"/>
* Billing Zip:	<input type="text"/>
* Attention:	<input type="text"/>

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:	<input type="text"/>
Mailing Address 2:	<input type="text"/>
* Mailing City:	<input type="text"/>
* Mailing State:	<input type="text" value="None Selected"/>

Step 2-4: Add 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.”

The screenshot displays the 'Contacts' tab for a provider named 'A School to Test'. The 'Location Status' is set to 'Active'. A dropdown menu allows selecting the location for which to display contacts, currently set to 'Any Location'. Below this, the 'Provider's Contact Details' section shows 'You currently have no saved contacts' and a prominent blue 'Add Contact' button.

- Provide information associated with the contact person.
- Click the applicable location check box/boxes associated with the contact person.
- 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.

Contact Information

* Status: Active Inactive

* First Name:

Middle:

* Last Name:

Contact Title:

* Telephone: - - Ext:

Fax: - -

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

E-mail Address

Primary E-mail:

Step 3-1: Add Programs

You will want to add all programs you would like to go before your Local Workforce Development Area (LWDA) board for approval. It is best to communicate with your LWDA beforehand (see pages 21-22) for your LWDA’s contact information) in order to make an informed decision as to which programs to submit with your application.

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 Self Service Education Program” button link

☰ Services for Providers

- Manage Provider Profile
- Manage Provider User Profile
- Provider Portfolio
- Manage Institution Programs
- Demand Occupations
- View Reports
- Education Services

[Program Services](#)
[Support Services](#)
[Contracts](#)
Education and Training Programs

For help click the information icon.

ETPL TEST
[Show Filter Options](#)

Education and Training Programs

No education or training programs were found for this provider.

Add Education or Training Program

When filling in your program information you will need to select the “Search for CIP Code” link in order to fill in the CIP Code information for your program of study. There are several options you may use to search for the appropriate CIP Code. In the example below, the “Programs by Keyword” tab is used to obtain the CIP Code.

TN.GOV
TENNESSEE GOVERNMENT

Please enter the Program General Information below.
Use the Exit Wizard link to exit the program without saving any changes made on the screen.

Progress indicators for: 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 ID: CIP Code:

* Indicates required fields. For help click the information icon.

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: Not Applicable

* CIP Code: None Selected
 [\[Search for CIP Code \]](#)

Type in your keyword in the box and click “Search.” The results will display. From this list, select the most appropriate option by clicking the program. It will then populate the “CIP Code:” field.

For help click the information icon.

Here are your most recently selected programs: [Construction Trades, Other.](#), [Data Entry/Microcomputer Applications, General.](#), [Computer Technology/Computer Systems Technology.](#), [Word Processing.](#)

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)

Type your keywords in the box and click the *Search* button.

Accounting

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

Search

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)			✔	✔

- In order for a program to be approved as being a WIOA eligible program you must select “Submit for ETPL Approval and accept participants” under “Purpose for adding program.”
- 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. The screenshot below shows all the tabs in the Program Wizard.

[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

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 certificate of completion of an apprenticeship
 A license recognized by the State involved or the Federal Government
 A community college certificate of completion
 A secondary school diploma or its equivalent
 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:

Demand for forestry occupation in Tennessee state parks and surrounding locations.

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
	<input checked="" type="checkbox"/>
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.

Step 5: Submit documentation to your LWDA

After you have submitted your application for approval you will need to submit all supporting documentation to the LWDA where your institution is located. The LWDA contacts are listed below. At minimum, you will need to submit documentation of your school's approval to operate and offer training within the state of Tennessee. All institutions authorized by the Division of Postsecondary School Authorization with the Tennessee Higher Education Commission (THEC) are to provide a copy of the institution's Certificate of Authorization along with a copy of any program approval letters that apply to the programs submitted in the prospective provider's application. 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 documentation please contact your LWDA listed below.

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 jclloyd@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
- 708 E Court St, Dyersburg, TN 38024

Step 6: Processing Your Application & Waiting on a Response

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



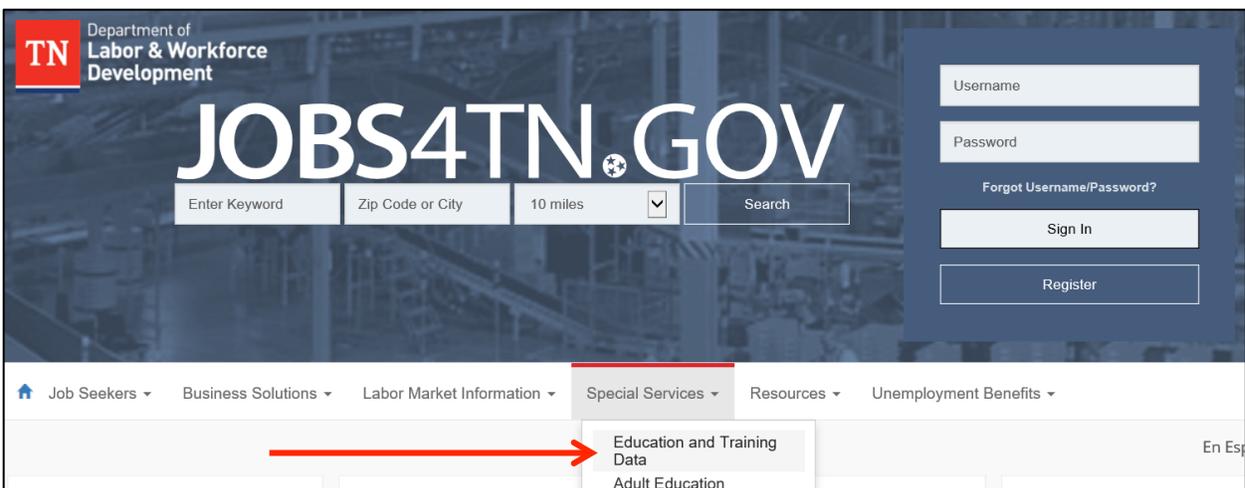
Wait for LWDB Response

The wait time between submitting a New Provider Application and receiving a response from your LWIB depends on several different factors. Two of those factors are the meeting schedule of your LWIB and your date of submission. If your application is submitted after your LWIB has met, you must wait until their next meeting to obtain a decision on your addition to the ETPL. Thus, to expedite the approval process, contact your LWDA for information concerning their application deadlines. To find the contact information for your LWDA, please reference pages 21-22 above or visit http://www.tn.gov/labor-wfd/cc/ccareas_local.htm for additional contact information.

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

Step 7A: Your LWDB Has Approved Your New Provider Application

If the LWIB 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 LWIB 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.
- All approved ETPL providers are responsible for submitting quarterly report information to the state office. The provider's contact person will be emailed and provided the following documents and information:
 - Performance and Reporting Requirements, which describes each training provider's reporting responsibility along with other pertinent information.
 - Blank Quarterly Report Template
 - All training providers that appear on the ETPL are required to submit data quarterly to the TDLWD in the form of a quarterly report.
 - Quarterly Report Formatting Instructions to aid in completing your quarterly report.
 - Exemption Claim Form to be used for quarterly report submission until a WIA student enrolls at your institution. After the enrollment of your first WIA student you will begin to submit quarterly reports.

Step 7B: 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 (LWIA) 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.