AJL ProviderLink ETPL Application and Program Instructions

A. Introduction

Eligible Training Providers (ETPs) are entities that are qualified to receive WIOA Title I–B funds for occupational skills training, according to criteria and procedures established by the Governor. To be eligible to receive monies, ETPs must be one of the following:

- A postsecondary educational institution that provides a program that leads to an associate degree, baccalaureate degree, diploma or certificate;
- An entity that carries out programs under the National Apprenticeship Act;
- A training provider that has demonstrated effectiveness in training populations that face established barriers to employment; or
- Other groups as determined by the Governor.

NOTE: "Certificate" means Certificate of Proficiency, Technical Certificate or Advanced Certificate/Endorsement as included in **[Post-Secondary Credential](#)**. **A "Certificate of Completion" for a program does not meet the requirements for the Eligible Training Provider List and should not be included for the ETPL Application.**

Only the entities listed below may apply for inclusion on the ETP list, and these are the only entities eligible to provide training for participants who enroll in a WIOA Title I-funded program of training services, except as discussed above. Training provider entities eligible to apply for inclusion on the ETP list include:

- Institutions of higher education that provide a program that leads to a recognized postsecondary credential;
- Apprenticeship programs, including Industry Recognized Apprenticeship Programs (IRAPs) and Registered Apprenticeship Programs (RAP) in accordance with the language below and in forthcoming guidance on RAPs and WIOA;
- Other public or private providers that provide training, which may include community-based organizations (CBOs) and joint labor-management organizations;

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- Eligible providers of adult education and literacy activities under WIOA Title II if such activities are provided in combination with training services described in [20 CFR 680.350](); and
- Local workforce development boards, if they meet the conditions of [WIOA Section 107 (g) (1)]().
- ETPs are subject to the equal opportunity and nondiscrimination requirements contained in Section 188 of WIOA and implementing regulations at [29 CFR Part 38]().

NOTE: The term ''recognized postsecondary credential'' means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.

An entity that carries out programs under the National Apprenticeship Act will be included and maintained on the ETPL for so long as their program remains registered. These providers will be required to contact ADWS to make known their desire to be listed and provide documentation that verifies their program is a registered apprenticeship program certified by the U.S. Department of Labor, Office of Apprenticeship, *[Homepage | Apprenticeship.gov]()*.

The ETPs must have all appropriate licenses to operate in the State of Arkansas and will be required to submit copies of such licenses. The information will then be verified by the Arkansas Division of Workforce Services (ADWS).

To be included on the Eligible Training Provider List (ETPL), providers must submit an electronic application, AJL ProviderLink, to the Local Workforce Development Board (LWDB) for the area where they wish to provide training services. A separate electronic application must be submitted for each training program. Also, if applying for a training program to be offered at different training locations, a separate electronic application is required for each training location.

NOTE: For NEW training providers wishing to submit an ETPL application, we strongly suggest the eligible training provider (ETP) first, contact their

interested local workforce development area (LWDA) to discuss occupational skills training programs and the availability of WIOA funding. Each training program <u>must be listed</u> with a CIP Code as an in-demand occupation on the current Projected Employment Opportunities List as follows.

NOTE: The following link provides the list of the ten (10) workforce development areas and their counties located in the state of Arkansas.
https://www.dws.arkansas.gov/programs/workforce-innovation/wioa-local-connections/

NOTE: Once the provider is approved for their initial ETPL application on the State ETPL, the local areas are solely responsible for reviewing and approving any programs for occupational skills training that are available for WIOA funding on their specific Local ETPL.

B. In-Demand Occupations and Projected Employment Opportunities

To be approved on the ETPL, each training program's CIP Code <u>must be included</u> in the current *Projected Employment Opportunities List* as follows for the State or Local Workforce Development Area (LWDA). An occupation is considered to be "in demand" in a Local Workforce Development Area if it is on the State list or the local area list.

An occupation is considered an employment opportunity for a local area if it appears on the *Projected Employment Opportunities List* for the State or local area as published by the Labor Market Information (LMI) division of the Arkansas Division of Workforce Services.

https://www.discover.arkansas.gov/_docs/Publications/Projected-Employment-Opportunities-List1/Projected-Employment-Opportunities-List.pdf

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C. ETPL Application and Program Instructions

Below are links to the video instructions for the ETPL Application Process. If there is an issue, please send a message to *WIOA@arkansas.gov*.

1. To begin enter a **NEW** ETPL Application, the ETP must set up a new account for the provider and user in Arkansas Job Link (AJL) ProviderLink.

   Click this link to locate and open the Arkansas Job Link (AJL) system.

   https://www.arjoblink.arkansas.gov/

   Attached is the AJL ProviderLink User's Guide.
   AJL ProviderLink Help Guide (PDF)

   AJL ProviderLink Service Guide

2. Click this link below to set up a new ETP account, user, program and performance data for the ETPL Application Process. The provider is required to enter one (1) training program when setting up the account. Once the provider and one program are approved by the state of Arkansas (ADWS) and LWDA, the provider will be able to enter additional programs in the system with request for approval.

   ETP NEW Account Instructions - Programs and Performance (October 28, 2021)

   https://youtu.be/vFvf5r2eef8

   a. Providers eligible to apply under this section will complete an online electronic application for "initial or continued eligibility" through the automated AJL ProviderLink system. Providers must apply for each individual program that is to be considered for approval. Providers may make application to any or all Local

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Workforce Development Boards (LWDBs) for multiple locations at the same time.

b. The LWDB must review the online electronic application via AJL ProviderLink system to ensure (1) the program's CIP Code appears on the current *ADWS Projected Employment Opportunities List*, (2) Program Year (PY) performance data and periods, (3) Type of Credential and Credential Name, and all other required items are complete and meet minimum qualifications.

c. The LWDB will electronically review and recommend approval, denial or removal of each program added to the ETPL application in AJL ProviderLink. The LWDB is responsible for ensuring that the provider's performance information meets or exceeds the State minimum levels.

d. Upon approval by the State, the provider will be automatically included in the AJL ProviderLink system as a WIOA Eligible Training Provider for the applicable program.

If the training provider does not have performance data available because the training program is a new program, then the provider must add the following information with their ETPL application by attaching it in this section of the ***AJL ProviderLink – Supplementary Documents***:

a. Written justification for the missing data, and
b. The process that will be used to track and record the required information for re-certification.

NOTE: If a provider/institution's account name has already been entered and approved in AJL ProviderLink, another user can add that same provider's FEIN if he/she wishes to add their user access for the same programs in the system.

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If modules 1 thru 6 below (see snippet), all information must be added or completed for the ETPL application in AJL ProviderLink. Failure to do so will likely result in removal of the provider's ETPL application.

1. **Edit Provider Details**
2. Supplementary Documents
3. Credentials
4. Debarment
5. Accreditation & Financial Aid
6. Manage Programs

   Add Program

7. Change Provider Status
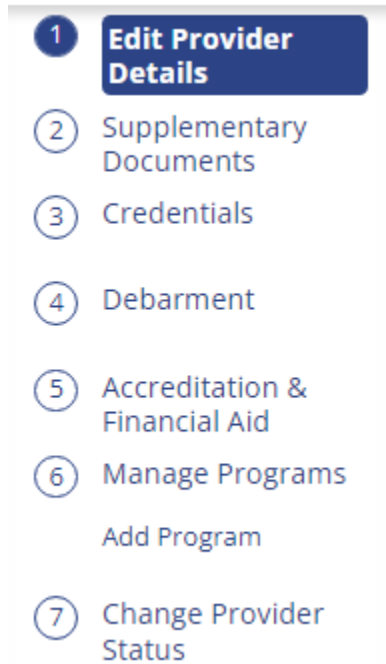
3. Click on the following link to set up any additional or new programs after you have been approved by the state of Arkansas for the initial or continued eligibility instructions included in Item #2 above.

   AJL ProviderLink - Add New Programs

   https://youtu.be/_Yi-_1DAX3k

4. **Registered Apprenticeship Sponsor**

   Registered Apprenticeship Programs are automatically eligible to be included on the ETP list and are exempt from state and local ETP eligibility requirements.

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For the Registered Apprenticeship Sponsor to <u>add programs for the ETP list</u> in AJL ProviderLink, please ensure you have registered for an apprenticeship program with the U.S. Department of Labor, Office of Apprenticeship.
If you are not registered, please scroll down to the website to "build" and "register" for your apprenticeship program.
Registered Apprenticeship Program | Apprenticeship.gov

Once your program is registered, click the following link and please complete the following ***ADWS Registered Apprenticeship Fillable Form*** then email the completed form as requested.
ADWS Registered Apprenticeship Fillable Form

To set up apprenticeship programs in AJL ProviderLink, please follow these instructions:

a. If you <u>ARE</u> a DOL Registered Apprenticeship Sponsor with a RA#, please follow the instructions in Items 1 - 3 above and ensure you select the "Apprenticeship Sponsor" tab (see snippet below) under the "Create Training Provider Account" menu, then enter your "RA Number" and add your provider details and program to complete your ETPL Application.

b. If you <u>ARE NOT</u> a DOL registered Apprenticeship Sponsor but plan to add an apprenticeship program, please follow the instructions in Items 1-3 above and select the "Training Provider" tab (see the same snippet below) and add your provider details and program to complete your ETPL Application.

*NOTE: An Apprenticeship Sponsor and/or regular apprenticeship program will need to add the initial performance reporting period (begin and end date) in AJL ProviderLink, but he/she is not required to add the performance data. **<u>However, the provider must enter "zeroes" for all of the required measures for the performance data</u>**.*

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D. Video Instructions: Initial/Continued or Renewal Program Performance Data

The following recording provides some technical assistance and specific instructions on how to enter the performance data of the renewal of programs for continued or subsequent performance data in AJL ProviderLink.

https://youtu.be/9UFkqZdyk5c

*NOTE: "**Continued" performance is formerly subsequent performance listed in AJL ProviderLink.***

NOTE: The first-time performance data that is added or entered is recorded as "initial" performance in AJL ProviderLink. All additional performance data added is recorded as continued/renewal performance data.

NOTE: Initial performance data added in the system CAN NOT be changed, so the provider must add their new performance data for continued/renewal in the system.

*NOTE: **If a program DOES NOT have any participants enrolled during the Program Year (PY), July 1st thru June 30th, the provider must enter***

"zeroes" when adding performance in AJL ProviderLink. If this does not apply, all performance data CAN NOT be added with all zeroes.

NOTE: Programs require continued/renewal approval from the local area first then the state before their program renewal date expires one year from the state's approval date.

Example: This snippet below reflects adding "Continued" performance in AJL ProviderLink.

E. Written Instructions: Renewal of Programs and ETP Annual Report Continued Performance Data

To reduce time with entering performance data for the renewal of programs and the ETP Annual Report, we have established an ETP Cohort approach as follows:

   a. The Renewal of Programs and ETP Annual Report will be added for the same start and end date for performance data as follows. All providers must add performance data for the renewal and ETP Annual Report between July 1st through August 15th annually for each Program Year, July 1st through June 30th.

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    b. However, if a provider has entered a new program, the "initial" performance data should be entered from the last calendar year. Next, the provider will enter the "Renewal of Program and the ETP Annual Report" for "renewal/continued" performance data for the <u>last or prior</u> Program Year, July 1st through June 30th. This data must be added or entered in AJL ProviderLink between July 1st through August 15th during the current year.

Providers will select the Performance Type – "Continued" option. You can add/enter the "initial" OR "renewal/continued and ETP Annual Report" performance reporting data as you currently enter it now. (see screenshot example below)

NOTE: For example, the Program Year 2021 (PY) (7/1/21 – 6/30/22) for "Overall" performance reporting will be required for "all providers" to add continued performance data for all programs with the 9 ETP Cohort measures (see snippet below) in AJL ProviderLink between July 1st through August 15th and each Program Year going forward.

A new provider can only enter zeroes for the performance data during their "initial" ETP application. Renewal/continued performance data is required for submission annually thereafter.

*Unless providers have a program with **no students** enrolled in classes or training, the provider must still enter zeroes in AJL ProviderLink for those programs for the 9 ETP Cohort measures.*

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Arkansas JobLink

① Program Details

② Performance

Add Performance

③ Change Program Status

Performance Type
○ Annual
● Continued

Begin Date

Jul 1, 2021 📅

End Date

Jun 30, 2022 📅

Student Type
○ WIOA
● Overall

Number Served (required)

[ ]

The total number of students enrolled in the program during the reporting period.

Number Exited (required)

[ ]

The total number of students who completed, withdrew, or transferred from the program during the reporting period.

Number Completed (required)

[ ]

The total number of students who successfully completed the program during the program year (did not withdraw or transfer).

Number Employed in 2nd Quarter After Exit (required)

[ ]

Number Employed in 4th Quarter After Exit (required)

[ ]

Number Who Attained Credential (required)

[ ]

The total number of students who exited the program and obtained a credential associated with the program within 1 year after exit from the program.

Median Earnings in 2nd Quarter After Exit (required)

[.00]

Quarterly wages

Average Earnings in 2nd Quarter After Exit (required)

[.00]

Quarterly wages

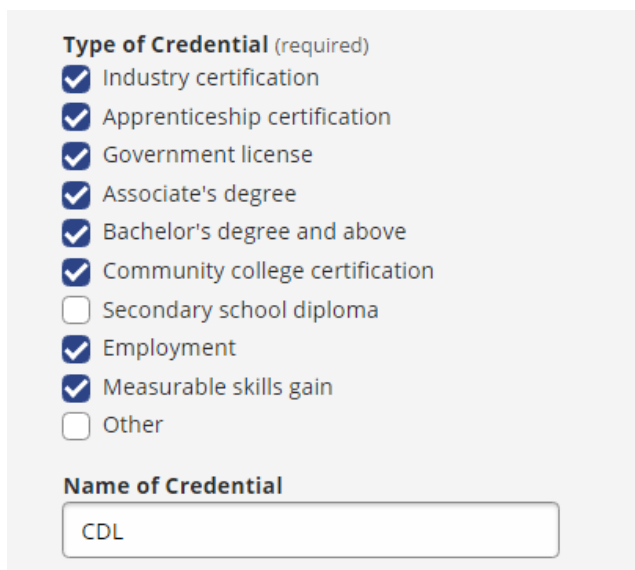**Average Earnings in 4th Quarter After Exit** (required)

[.00]

Quarterly wages

F. Type of Credential

If an individual selects 1 or more of the first 6 "Types of Credential" (see snippet below), the *Name of Associated Credential* must include a specific name of a credential, certification, license, or a degree participants can attain or receive. For example: Certified Welding Inspector (CWI); Bachelor of Science in Criminal Justice.

The provider must always select "Employment" and "Measurable Skills Gain" as the "Type of Credential".

If not, your program will be flagged as an error in the ETP Annual Report and the program will be denied.

Type of Credential (required)
- ☑ Industry certification
- ☑ Apprenticeship certification
- ☑ Government license
- ☑ Associate's degree
- ☑ Bachelor's degree and above
- ☑ Community college certification
- ☐ Secondary school diploma
- ☑ Employment
- ☑ Measurable skills gain
- ☐ Other

Name of Credential

CDL

G. Increase in Training Program Costs

Before any increases in program costs are added/changed in the AJL ProviderLink system, the provider must FIRST be discussed and approved by the LWDA in writing and uploaded in the *Supplementary Documents* section in AJL ProviderLink. (see snippet below) This will ensure any additional WIOA funding is available and approved by the local board.

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H. Reset AJL ProviderLink Password

If your AJL ProviderLink password is locked out, email a message to WIOA@arkansas.gov.   You will be provided a password reset code. Once you receive the code, follow the instructions below:

Click and Open "*Arkansas JobLink - Arkansas JobLink*"

Under "Login", click the Use "Reset Code" icon and follow instructions.

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NOTE: *The user must ensure that you have entered the password reset code within 24 hours of receipt of the code. If not, the password will be deactivated.*

I. Account Login

Please make sure you log in to your AJL ProviderLink account as follows:

➢ For security purposes you must log into AJL every 30 days or your account will be disabled. You will have to create a new password to get back in.