

AJL ProviderLink ETPL Application and Program Instructions

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 for post-secondary credentials (see the link below). 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.

[Post-Secondary Credentials 5-31-22 CG corrected](#)

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;

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- Other public or private providers that provide training, which may include community-based organizations (CBOs) and joint labor-management organizations;
- 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](#).

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 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. Each training program must be listed on the current *Projected Employment Opportunities List* as follows.

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.

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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/>

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

In-Demand Occupations and Projected Employment Opportunities

To be approved on the ETPL, each training program's CIP Code must be included 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>

ETPL Application Process

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

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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.

AJL ProviderLink ETPL Application and Program Instructions

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 Guide 7-26-21](#)

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

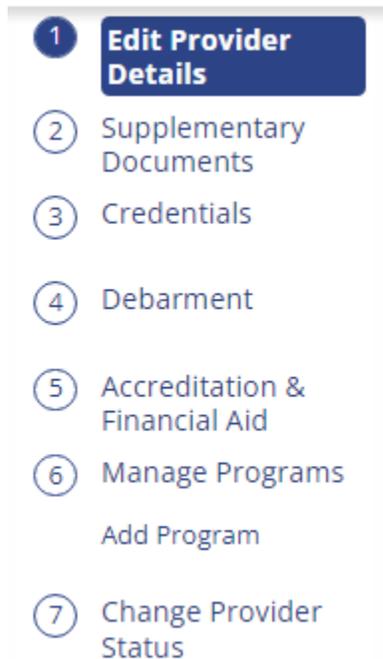
AJL RapidStorm ETP NEW Account FEIN & Programs in AJL and Performance Instructions 10-28-21

<https://youtu.be/vFvf5r2eef8>

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

NOTE: For 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 denial of the provider's ETPL application.

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3. Click on this link to set up any additional or new programs after you have been approved by the state of AR for the instructions in Item #2 in page 2.

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.

For the Registered Apprenticeship Sponsor to add programs for the ETP list in AJL ProviderLink, please ensure you have registered for an apprenticeship program with the U.S. Department of Labor, Office of Apprenticeship.

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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 ARE a DOL Registered Apprenticeship Sponsor, 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 ARE NOT 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 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. However, the sponsor must enter “zeroes” for all of the required measures for the data.

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Create Training Provider Account

1 If you are a Training Provider, enter your FEIN and click Search. If you are an Apprenticeship (RA) Sponsor, click Apprenticeship Sponsor, enter your RA Number, and click Search.

Training Provider **Apprenticeship Sponsor**

RA Number (required)

Are you a Job Seeker looking for training?
Create a Job Seeker Account

Video Instructions for Subsequent 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 subsequent performance data in AJL ProviderLink.

<https://youtu.be/9UFkqZdyk5c>

NOTE: Programs require renewal approval from the local area and ADWS before their programs' renewal dates expire one year from the ADWS' approval date.

The first-time performance data is added or entered it is recorded as "initial" performance in AJL ProviderLink. All additional performance data added is recorded as renewal/subsequent performance data.

Initial performance data added in the system MUST NOT be changed, so the provider must add their new subsequent performance data in the system for the renewal.

Example: This snippet below is for adding "Subsequent" performance in AJL ProviderLink.

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Truck Driving Performance

1 To add a new performance set, click **Add Performance**.
To edit an existing performance set, click **Edit** for the set you wish to update.

① Edit Provider Details

② Supplementary Documents

③ Credentials

④ Debarment

⑤ Accreditation & Financial Aid

⑥ Manage Programs

Edit Program

Performance

Actions	Program Name ↕	Type ↕	Reporting End Date ↕	Category ↕
Edit	Truck Driving	Initial	Jun 30, 2021	All
Edit	Truck Driving	Subsequent	Aug 31, 2021	All

Finish

Add Performance

Written Instructions for Renewal of Programs and the ETP Annual Report's Subsequent 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 used as the same period for performance data. The performance data must be added or entered between July 1st through August 15th annually for each Program Year, July 1st through June 30th.
- 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/subsequent" performance data for the last or prior 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/subsequent and ETP Annual Report"

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performance reporting data as you currently enter it now. (see screenshot example below)

NOTE: The Program Year 2021 (PY) (7/1/21 – 6/30/22) for “Overall” performance reporting will be required for “all providers” to add all programs with subsequent performance data for all the ETP Cohort measures (see 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/subsequent 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 all 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)

Quarterly wages

Average Earnings in 2nd Quarter After Exit (required)

Quarterly wages

Average Earnings in 4th Quarter After Exit (required)

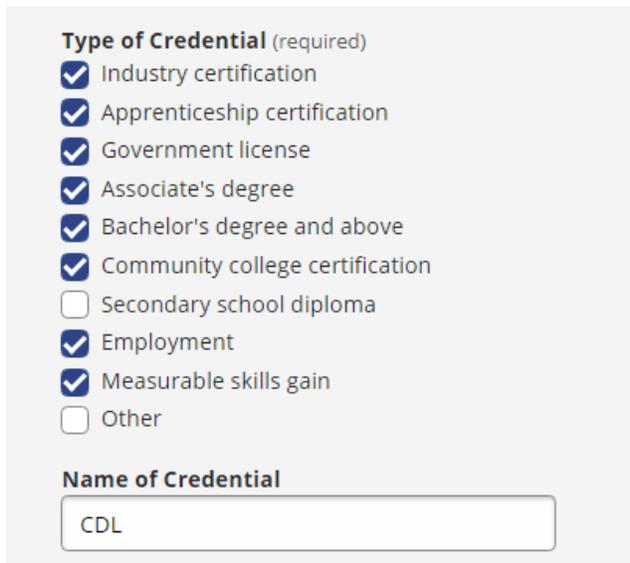
Quarterly wages

Type of Credential

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If an individual selects 1 or more of the first 6 “Types of Credential” below, you will need to enter the ACTUAL “Name of the Credential” in AJL ProviderLink. (see the snippet below).

If not, your program will be flagged as an error in the ETP Annual Report and the program will be denied. **At a minimum, the ETP must always select “Employment” and “Measurable Skills Gain” as the “Type of Credential”.**



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

Increase in Training Program Costs

Any increases in program costs must be reviewed and approved by the LWDA before the provider enters the increases in AJL ProviderLink.

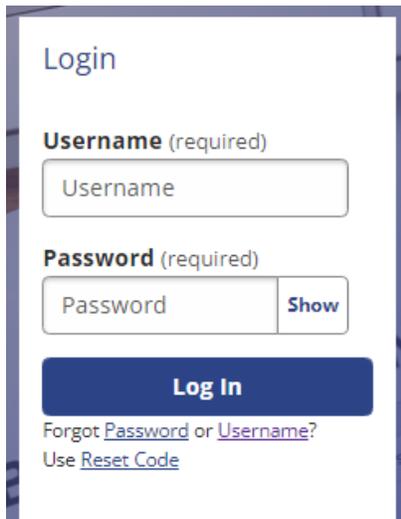
Reset AJL ProviderLink Password

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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](#)”

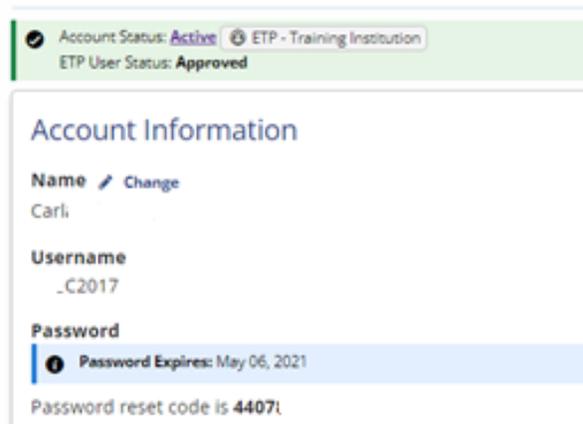
Under “Login”, click the Use “Reset Code” icon and follow instructions.



The screenshot shows a login form with the following elements:

- Header: Login
- Username (required) field with a placeholder "Username"
- Password (required) field with a placeholder "Password" and a "Show" button
- Log In button
- Links: "Forgot Password or Username?" and "Use Reset Code"

Carl User Profile



The screenshot shows the user profile for Carl with the following details:

- Account Status: Active
- ETP - Training Institution
- ETP User Status: Approved
- Account Information section:

 - Name: Carl (with a Change link)
 - Username: .C2017
 - Password: (with a Password Expires: May 06, 2021 notification)
 - Password reset code is 44071

NOTE: Ensure that you have entered the password reset code within 24 hours of receipt of the code. If not, the password will be deactivated.

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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.