

Registered Apprenticeship - Arkansas 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.

Only the entities listed below may apply for inclusion on the ETP list (ETPL), 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 ETPL 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 labormanagement 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

Registered Apprenticeship - Arkansas ETPL Application and Program Instructions

- 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](#).

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

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/wioalocal-connections/>

The local workforce board areas are solely responsible for reviewing and approving any programs for occupational skills training that are available for WIOA funding in their specific local area.

B. Registered Apprenticeship (RA) -Arkansas ETPL Application and Program Instructions

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

Registered Apprenticeship - Arkansas ETPL Application and Program Instructions

1. To begin setting up a new application, the RA must set up a new user account in the Arkansas Job Link (AJL) ProviderLink system.

Click this link to open the Arkansas Job Link (AJL) system to set up your user account.

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

2. For the Registered Apprenticeship Sponsor to add programs for the ETPL in the AJL ProviderLink system, please ensure you have first registered as an approved 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. Please write down the RA number you receive after registering.

[Registered Apprenticeship Program | Apprenticeship.gov](#)

3. Click one of the links below to set up a new RA account for the ETPL Application and Instructions Process. The RA is required to enter one (1) training program when setting up the account in AJL ProviderLink. Once the one program is added in the AJL ProviderLink system, the RA will be able to enter additional programs in the system.

[AJL ProviderLink Service Guide OR https://youtu.be/vFvf5r2eef8](#)

4. If you ARE a DOL Registered Apprenticeship Sponsor with a RA#, please follow the link to the instructions below and ensure you select the “Apprenticeship Sponsor” tab (see snippet below) under the

Registered Apprenticeship - Arkansas ETPL Application and Program Instructions

“Create Training Provider Account” menu, then enter your “RA Number” and add your provider details and program to complete your ETPL Application.

NOTE: An Apprenticeship Sponsor is not required to add the program performance data. However, the provider should enter “zeroes” for all of the required measures for the performance data in the AJL ProviderLink system to avoid an error when submitting the application.

Create Training Provider Account

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

- To add the RA program to Arkansas’ Approved Apprenticeship List, [Arkansas Approved Apprenticeship Programs](#), on the ADWS website, click the following link and please complete the following **ADWS Registered Apprenticeship Fillable Form** then email the completed form as requested.

[ADWS Registered Apprenticeship Form](#)

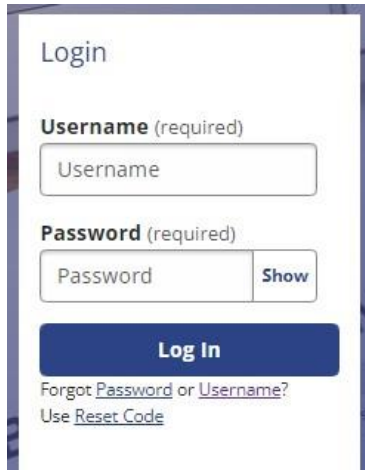
C. Reset AJL ProviderLink Password

If your AJL ProviderLink password is locked out, email a message to ADWS.ETPL@arkansas.gov and Beverly.Lovett@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](#)”

Registered Apprenticeship - Arkansas ETPL Application and Program Instructions

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



The screenshot shows a login form with the following elements:

- Login** header
- Username (required)** label above a text input field containing the placeholder text "Username".
- Password (required)** label above a text input field containing the placeholder text "Password". To the right of the password field is a "Show" button.
- A blue **Log In** button.
- Links for [Forgot Password or Username?](#) and [Use Reset Code](#).



The screenshot shows a user profile page for a user named Carl. The page includes:

- Carl** (username)
- User Profile** header
- Account Status: **Active** (with a checkmark icon) and ETP - Training Institution
- ETP User Status: **Approved**
- Account Information** section containing:
 - Name**: Carl, with a "Change" link.
 - Username**: .C2017
 - Password**: A blue bar with a warning icon and the text "Password Expires: May 06, 2021". Below this bar, it says "Password reset code is 44071".

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

D. Account Login

Registered Apprenticeship - Arkansas ETPL Application and Program Instructions

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.