COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING
AND COMMUNITY SERVICES

WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE

DATE: **January 30, 2018**   NUMBER: **WIOA RS 05-2017 REVISED**

Non-ETPL Training and Work-Based Learning Provider Entries in the CalJOBS System

EXECUTIVE SUMMARY

The purpose of this directive is to provide specific requirements and instructions to Los Angeles County America's Job Centers of California (AJCCs) on providing Non-Eligible Training Provider List (ETPL) Training information and Work-Based Learning Provider information to be entered into the CalJOBS system. This directive is effective immediately.

REFERENCES

- Workforce Services Information Notice (WSIN) 16-21: CalJOBS Activity Codes

BACKGROUND

Workforce Innovation and Opportunity Act (WIOA) stresses innovative and effective models for obtaining industry-recognized credentials including integrated education and training approaches, career pathways, industry or sector partnerships and other evidence-based approaches that reflect best practices. A career pathway consists of a combination of high-quality education, training and other services that align with the skill needs of industries in the economy. As we prepare individuals to be successful in any of the full range of training options, it is vital to capture training data details in CalJOBS appropriately to determine progress and adherence to the career pathway identified in the Individual Employment Plan. Training services may be linked to a career pathway in high growth sectors with available entry-level and mid-level occupations leading to self-sufficiency.

POLICY AND PROCEDURES

Policy
In order to gain a fuller picture of the different training types and the variety of training and work-based learning providers within industry sectors, it is important to use the CalJOBS system to capture this information as follows:

- If the training provider will provide at least one of the activities listed in the

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OJT/WEX Provider Training Types table below, they are required to request to add the Training Provider into the CalJOBS system by completing **Part A of *Attachment A: Non-ETPL Training Provider Request Form.***

- If the training provider will provide at least one of the activities listed in the Non-ITA and/or Non-ETPL Provider Training table below, they are required to complete **Part A *and* Part B of *Attachment A: Non-ETPL Training Provider Request Form.***

- If the training provider will provide both OJT/WEX and Non-ITA and/or Non-ETPL trainings, they are required to complete **Part A *and* Part B of *Attachment A: Non-ETPL Training Provider Request Form.***

Procedures

Please see the steps below for adding a Training Provider to CalJOBS:

Step 1: Confirm the type of training activity for which you wish to add a training provider using the **OJT/WEX Provider Training Types** or **Non-ITA Provider Training Types** tables below:

OJT/WEX Provider Training Types

Activity Name	Activity Code
On-the-Job Training	301
Youth On-the-Job Training	428
Pre-Apprenticeship Training	224
Workplace Training & Cooperative Education	323
Youth Summer Employment	400
Youth Internship – Un-paid	408
Youth – Job Shadowing	409
Work Experience - Paid	425
Work Experience - Un-Paid	426
Internship - Paid	427

Non-ITA and/or Non-ETPL Provider Training Types

Activity Name	Activity Code
Entrepreneurial Training	302
Customized Training	304
Skills Upgrading & Retraining	305
WIOA - Prerequisite Training	306
Placed in Federal Training (includes TAA and WIOA)	312
Private Sector Training	320
Adult, Literacy, Basic Skills or GED Preparation	214
Transitional Job	321
Job Readiness Training	322
Tutoring, study skills training & Instructions	406
Pre-Employment Training/Work Maturity	401
Basic Skills Training	414

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Note: The tables provided above reflect the most common training activities used by the AJCC system.

All On-The-Job and Work Experience activities are employer-led trainings, as well as some of the non-ITA and/or non-ETPL trainings listed above. Therefore, the employer who will provide the training must be registered in the CalJOBS system **prior** to being added as a Training Provider. The Employer Name must be entered as the Provider Name in the *Non-ETPL Training Provider Request Form*. For information on how to search for or register an employer, please refer to *Attachment B: CalJOBS Help Sheet #3: How to Register an Employer in CalJOBS*.

Step 2: Complete *the Non-ETPL Training Provider Request Form* (Attachment A) (and complete Part B if applicable) and email the completed form to CalJOBS Tech Support (caljobstechsupport@wdacs.lacounty.gov). Once the form is received, Workforce Development, Aging and Community Services (WDACS) will create the training provider account in CalJOBS according to the details in the form and will notify the requestor once the training provider is available in the system.

Step 3: Review the provider information by going to 'Assist a Provider' in CalJOBS to confirm that the training provider details have been entered correctly and link the newly created provider to the participant's training activity.

ACTION

Los Angeles County AJCCs should ensure that the requirements described herein are communicated throughout operations.

INQUIRIES

If you have any questions regarding the procedures on completing or submitting a *Non-ETPL Training Provider Request Form* or on adding an employer in the CalJOBS system, please contact the CalJOBS Tech Support Team, at caljobstechsupport@wdacs.lacounty.gov.

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Attachments: Non-ETPL Training Provider Request Form (Attachment A)
CalJOBS Help Sheet #3: How to Register an Employer in CalJOBS (Attachment B)

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