



# COUNTY OF LOS ANGELES

## WIOA ADULT, DISLOCATED WORKER and YOUTH PROGRAMS DIRECTIVE

NUMBER: WIOA RS 05-2017 SUBJECT: Non-ETPL Training and Work-Based Learning  
Provider Entries in the CalJOBS System

DATE: 4/05/2017

EFFECTIVE DATE: Immediately

**TO: WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) ADULT, DISLOCATED  
WORKER, AND YOUTH PROVIDERS**

### **PURPOSE**

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

### **REFERENCE**

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

### **BACKGROUND**

The implementation of Workforce Innovation and Opportunity Act (WIOA) stressed 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. Additionally, individual employment plans are developed to identify career pathways to attain career objectives. 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 to determine progress and adherence to the career pathway plan.

Training services may be linked to a career pathway in high growth sectors that have entry-level and mid-level occupations leading to self-sufficiency. These offerings may include, but are not limited to, Entrepreneurial training, Customized Training, Apprenticeships, Pre-Apprenticeships other and work-based learning activities such as Internships, On-the-Job training, and Work Experience. Note that all of these types of trainings and work-based learning activities do not require Eligible Training Provider List (ETPL) eligibility or the use of ITAs.

### **POLICY AND PROCEDURES**

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. If a participant is receiving at least one of the activities listed in the **Provider Training Types** table below, AJCCs are required to request to add the Training Provider using *Attachment A: Non-ETPL Training Provider Request Form* and link the Training Provider to the Training Activity accordingly.

Please see the steps below for adding a Training Provider:

**Step 1:** Confirm that the training activity you wish to add can be found in the **Provider Training Types** tables below:

### 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
Enrolled in Apprenticeship Training	432
Adult-Literacy, Basic Skills or GED Preparation	214
Transitional Jobs	321
Job Readiness Training	322
Tutoring, Study Skills Training & Instructions	406
Pre-Employment Training/Work Maturity	401
Basic Skills Training	414

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

All On-The-Job and Work Experience Activities are employer-led trainings. 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 will 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* and email the completed form to CalJOBS Tech Support ([caljobstechsupport@css.lacounty.gov](mailto:caljobstechsupport@css.lacounty.gov)). Once received, Workforce Development, Aging and Community Services CalJOBS Tech Support staff will create the training provider according to the details in the form and will notify the requestor once the training provider is available in the system.

**Step 3:** Access CalJOBS to confirm that the training provider details have been entered correctly and link the newly created provider to the participant's training activity.

Los Angeles County AJCCs and Youth Service Providers 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 our CalJOBS Tech Support Team, at [caljobstechsupport@css.lacounty.gov](mailto:caljobstechsupport@css.lacounty.gov).



Josie Marquez, Assistant Director  
Workforce and Community Services Branch

**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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