



**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING
AND COMMUNITY SERVICES**



**WORKFORCE DEVELOPMENT
PROGRAMS DIRECTIVE**

DATE: 2/18/2020

NUMBER: DMA 20-01

CALJOBS ONLINE NON-ETPL TRAINING PROVIDER REQUEST FORM

EXECUTIVE SUMMARY

This directive provides direction to Los Angeles County America's Job Centers of California (AJCC) and Social Enterprise (SE) Service Providers on providing Non-Eligible Training Provider List Training and Work-Based Learning Provider information to be entered into the CalJOBS system.

This Directive supersedes Directive WIOA RS 19.01.

REFERENCES

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- Workforce Services Information Notice (WSD) 19-06: CalJOBS Activity Codes

BACKGROUND

The implementation of the Workforce Innovation and Opportunity Act 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 provider 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 many of these types of trainings are work-based learning activities and do not require Eligible Training Provider List (ETPL) eligibility or the use of Individual Training Accounts (ITAs).

POLICY AND PROCEDURES

POLICY

In order to gain a fuller picture of the variety of training and work-based learning non-ETPL providers, AJCCs and SEs must submit new non-ETPL provider information for entry into CalJOBS according to the following:

- If the provider will provide at least one of the activities listed in the OJT or WEX Provider Training Types table below, AJCCs and SEs are required to request to add the Training Provider by completing Part A of the CalJOBS Online Non-ETPL Training Provider Request Form.
- If the provider will provide at least one of the activities listed in the Non-ITA Provider Training table below, AJCCs and SEs are required to complete Part A and Part B of the CalJOBS Online Non-ETPL Training Provider Request Form.
- If a provider will provide both OJT/WEX activities and Non-ITA Trainings, AJCCs and SEs are required to complete Part A and Part B of the CalJOBS Online Non-ETPL Training Provider Request Form.

This form is only available online using the link below. Open the directive on your computer and hold CTRL and double-click to follow the link:

[CalJOBS Online Non-EPTL Training Provider Request Form](#)

PROCEDURES

Step 1: Confirm the training activity you wish to add using the **OJT, WEX** or **Non-ITA Provider Training Types** tables below:

OJT Provider Training Types

Activity Name	Activity Code
On-the-Job Training	301
Youth On-the-Job Training	428

WEX Provider Training Types

Activity Name	Activity Code
Pre-Apprenticeship Training	224
Transitional Job	321

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 Provider Training Types

Activity Name	Activity Code
Adult, Literacy, Basic Skills or GED Preparation	214
Entrepreneurial Training	302
Customized Training	304
Skills Upgrading & Retraining	305
WIOA - Pre-requisite Training	306
Placed in Federal Training (includes TAA and WIA)	312
Private Sector Training	320
Job Readiness Training	322
Pre-Employment Training/Work Maturity	401
Tutoring, study skills training & Instructions	406
Basic Skills Training	414
Enrolled in Apprenticeship Training	432

Step 2: All On-The-Job Training, Work Experience and Transitional Job Activities are employer-led trainings. Therefore, verify with the Business Service Representative at your AJCC that the provider/employer has an active account in the Launchpad system and is approved to provide On-The-Job Training and Work Experience.

Step 3: Complete *the CalJOBS Online Non-ETPL Training Provider Request Form* (and complete Part B, if applicable) and submit online. Once received, CalJOBS Tech Support 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 4: 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.

ACTION

Los Angeles County AJCC and Social Enterprise 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 CalJOBS Online Non-ETPL Training Provider Request Form, please contact our CalJOBS Tech Support Team, at caljobstechsupport@wdacs.lacounty.gov.

Jose Rivas, Unit Head
Data Management & Analytics Unit

Link: [CalJOBS Online Non-ETPL Training Provider Request Form](#)

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