

# ETPL Manual – Introduction to ETPL

## Welcome New Training Provider

### What is ETPL ?

ETPL stands for “Eligible Training Provider List.”

It is a web-based list of Training Providers managed by New York State and New York City.

It is a program funded by the Workforce Investment Act.

Find more information at:  
[www.workforcenewyork.org/etp](http://www.workforcenewyork.org/etp)

This manual provides instruction for schools that want to apply to be an eligible Training Provider in New York City and have their courses listed in the NYC Training Guide, found at <http://www.nyc.gov/trainingguide>.

### This manual helps you understand:

- ✓ What the ETPL and NYC Training Guide are
- ✓ How the NYC Training Guide search engine works
- ✓ How to have your Training Provider information in the Training Guide
- ✓ Registration process for featuring your courses
- ✓ Benefits and tips for registering and updating course information

# ETPL Manual – Introduction to ETPL

## Overview – ETPL and the NYC Training Guide

### ETPL

Training Providers use ETPL to input:

- School information
- Course offerings

### NYC Training Guide

Jobseekers use the NYC Training Guide to search for occupational training. The NYC Training Guide utilizes Training Provider information from the ETPL:

- Type of Job
- Location of course
- Course Information (language, length, class size)
- Course schedule
- Accommodations

### Together

The ETPL and the NYC Training Guide combine to provide jobseekers with useful information about training providers and course offerings.

The quality of the jobseeker search in the NYC Training Guide depends on the accuracy and completeness of information entered into ETPL.

# ETPL Manual – NYC Training Guide

## NYC Training Guide Home Page

The NYC Training guide, found at [www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide) is New York City’s connection to jobseekers who are looking for occupational training courses to help them achieve their employment goals, and a resource for Training Providers who want to do business with the City.



The screenshot shows the NYC Training Guide Home Page. At the top left is the 'NYC TRAINING GUIDE' logo with an arrow pointing left. To its right are navigation buttons: 'HOME' (highlighted in blue), 'ABOUT US', 'SEARCH', 'TRAINING PROVIDERS', and 'HELP'. Below the navigation is a blue header with the text 'New York City Training Guide'. The main content area features a large image of the Empire State Building at night, followed by the heading 'Welcome to the New York City Training Guide' and a paragraph describing the guide as a research tool for matching jobseekers with training programs. Below this is a 'Jobseekers' section with the text 'Find courses by:' and a list of search criteria: 'Industry e.g. Transportation and Material Moving', 'Job Title e.g. Bus Driver', 'Borough e.g. Brooklyn', 'Zip Code e.g. 10038', and 'Job Keywords e.g. School Bus, CDL, Drivers License'. A prominent orange 'Begin Search' button is positioned to the right of the search criteria. On the right side of the page, there are two featured sections: 'Training Providers' with a photo of chefs and the text 'Resources and Information for Training Providers', and 'Success Stories' with a photo of a man standing next to a green truck and the text 'Read about employment and advancement success'. Both sections include a 'more' link with a right-pointing arrow.

# ETPL Manual – NYC Training Guide

## Training Provider tab

The TRAINING PROVIDER tab shown in the picture informs schools about the process of becoming an eligible training provider, and offers returning Training Providers the necessary documents and resources for doing business with the City.



HOME

ABOUT US

SEARCH

**TRAINING PROVIDERS**

HELP

## New York City Training Guide



### Welcome New York City Training Providers

This is the New York City connection to the Training Providers who are on the Eligible Training Provider List (ETPL) or want to be eligible to receive Individual Training Grant vouchers. This page connects you to resources that will make doing business with the City easier in regards to working with Workforce1 Career Centers, Process Help, and Communication.

#### News

[Click here to learn about featuring successful students on the NYC Training Guide.](#)

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[Click here to find resources and opportunities through the New York City Employment and Training Coalition](#)

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**New Training Providers**

Are you interested in listing your organization and courses online with the ETPL and the NYC Training Guide? Click "New Training Providers" above to learn about the benefits and how to register.

**Returning Training Providers**

Already registered with the ETPL? Click "Returning Training Providers" above to learn how to update courses so potential students can find your courses through the NYC Training Guide, review guidelines and access forms.

#### Success Stories



Read about employment and advancement success

[more ▶](#)

# ETPL Manual – NYC Training Guide

## Search Tab

The SEARCH tab provides jobseekers with the ability to research high quality occupational training courses. When jobseekers click SEARCH, the search engine will scan and pull data from the 4000+ courses listed on the ETPL.



### New York City Training Guide

#### Find a Training Course

The NYC Training Guide has over 4,000 courses. Search by job title, location, and other advanced options. To find a course, use an employment goal to select the industry and job title. Then complete as many additional categories below as possible to define your search and click the Search button.

Select Industry  ▼ ⓘ

Select Job Title  ▼

**Location: Find Courses by**

Borough  ▼

Zip Code(s) Zip Code 1  Zip Code 2  Zip Code 3

Search
Show Advanced Options ▼

**Success Stories**



Read about employment and advancement success

[more ▶](#)

**Training Providers**



Resources and Information for Training Providers

[more ▶](#)

**Need more information?**

- Workforce1 Career Center customers who would like to know the steps to finding courses in the NYC Training Guide click [here](#).
- Non Workforce1 Career Centers customers who would like to know about process and requirements to receive a training voucher click [here](#).
- HRA customers who receive cash assistance and would like to know the process and requirements to receive a training voucher click [here](#).
- Training Providers who have questions or comments on how their courses are displayed in the NYC Training Guide click [here](#).

# ETPL Manual – Training Guide

## Search Results

The search results page allows jobseekers to compare the courses they have selected by clicking the COMPARE COURSES button. They can click the underlined course and school names to obtain further details. All displayed information is drawn from the ETPL, jobseeker surveys and evaluations.

## New York City Training Guide

### Search Results

Below are search results that match your criteria. To learn more details about each course, please click on the course name. To compare courses side by side, select up to three check boxes and click the Compare button.

**Need more information?**

- Workforce1 Career Center customers who would like to know the steps to finding courses in the NYC Training Guide click [here](#).
- Non Workforce1 Career Centers customers who would like to know about process and requirements to receive a training voucher click [here](#).
- HRA customers who receive cash assistance and would like to know the process and requirements to receive a training voucher click [here](#).
- Training Providers who have questions or comments on how their courses are displayed in the NYC Training Guide click [here](#).

Modify Search ▾

Search Results: 153 results found for Arts, Design, Entertainment, Sports and Media . Start Over

List View  Grid View

Compare Courses

1 2 3 4 5 6 7 8 9 10 ...

Course	School	Evaluation	Course Price	WF1CC Voucher Eligible?	HRA Voucher Eligible?	
<a href="#">CAD (Computer Aided Design) in Fashion I&amp;II</a>	XINCON TECHNOLOGIES INC. 500 8th Ave., NEW YORK, NY 10018   	<a href="#">Report Card</a> This course was not attended or evaluated in this review period.  <a href="#">Student Review</a> ★ ★ ★ ★ 1 Response(s) Satisfaction with course	\$ 2500	Yes	Yes	<input type="checkbox"/>

# ETPL Manual – ETPL Data Entry

## How to have your Training Provider information in the Training Guide:

SBS acts as the Workforce Investment Board (WIB) local authority to review and approve Training Providers registered via the ETPL website. The review and approval procedure involves four steps:

### 1. Training Provider

- Enters school information
- Enters information on one course onto the ETPL

### 2. SBS Workforce1 Training

- Reviews ETPL applications
- Requests signed forms, documentation and suggests edits to application which must be acted on within 5 business days

### 3. Training Provider

- Downloads, signs and returns forms and documents via mail or email
- Edits application as appropriate

### 4. SBS Workforce1 Training

- Reviews information from Training Provider for accuracy and completeness
- Approves the Training Provider information and course (s)
- Displays information on approved school and course (s) on the NYC Training Guide

## ETPL Manual – ETPL Data Entry

### Benefits and Tips for Registering on the ETPL:

#### Benefits:

- No Cost Marketing tool for Training Providers.
- Ability to keep information current for jobseekers.
- Demonstrate that a school and course meet the Workforce Investment Board (WIB) standards.
- Facilitates a level playing field where jobseekers can compare courses.

#### Tips:

- Training Providers are responsible for providing updated information on their organization (correct email, address, telephone number and contact person) and courses.
- Training Provider's failure to submit updated information can affect eligibility to remain on the ETPL.
- The NYC Training Guide requires that ALL fields be filled out, not just the highlighted ones. Incomplete submissions will be delayed and/or disapproved.
- Accurate and well presented information on the ETPL, helps attract customers who could benefit by attending a particular course of study.

## ETPL Manual – ETPL Data Entry

### Registration Process - Steps for registering with ETPL

The following pages provide step-by-step instructions by showing the screen shots of the ETPL. The ETPL is located at [www.labor.state.ny.us/ETP/default.asp](http://www.labor.state.ny.us/ETP/default.asp)

Step 1: [Create a New Provider Record](#)

Step 2: [Add Contact Information](#)

Step 3: [Create Username and Password](#)

Step 4: [Submit Provider Information](#)

Step 5: [Agree To Provide Detailed Information and Required Documents](#)

# ETPL Manual – ETPL Data Entry

## Step 1: Create a New Provider Record

1. This is the first step in entering data into ETPL.
2. Clicking the link – Create a New Provider Record – will lead the Training Provider to the page as seen in the following screenshot:

**NEW YORK STATE WORKFORCE  
ELIGIBLE TRAINING PROVIDER LIST**

[LWIBS ENTER HERE](#)  
[PROVIDERS ENTER HERE](#)

---

WELCOME [Main](#) | [Search](#) | |

**SITE NAVIGATION**

- SEARCH**
  - » Search By Offering
  - » Search By Provider
  - » Search By Location
  - » Search By Occupation
- ANNOUNCEMENTS**
  - » Latest Updates
- INFORMATION**
  - » WIA Overview
  - » For Job Seekers
  - » For Business
  - » Further Resources
- CONTACT**
  - » Find One Stop
  - » Contact Info
- HELP**
  - » Frequently Asked Questions
- LOGIN**
  - » LWIB Login
  - » Provider Login

**PROVIDERS LOGIN**

Welcome to the Redesigned New York State Eligible Training Providers (ETP) website. To get started choose one of the options below.

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**NEW PROVIDERS**

**Create A New Provider Record**

Training Providers that have never submitted a provider record (e.g., those applying for Initial Eligibility for the first time), must create a new provider location record to begin using the new ETP site. Click [here](#) or the link above to begin.

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**PROVIDERS LOGIN**

If your organization has already completed the transfer to the new site, LOGIN BELOW:

USERNAME       PASSWORD

**Login To System**

Forgot your username or password? Contact [RSNYSETPL@labor.state.ny.us](mailto:RSNYSETPL@labor.state.ny.us)

>> Can't Find what you're Looking For? [Let us know.](#) <<

This site was designed to comply with the Eligible Training Provider State List reporting requirements of the Workforce Investment Act of 1998

[Main](#) | [Search](#) | [Help](#) | [Contact Us](#)



# ETPL Manual – ETPL Data Entry

**CREATE NEW PROVIDER LOCATION**  
This is a multi-part form consisting of the following sections:

**1 Location Information      2 Contact Information      3 Login Information      4 Provider Agreements**

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**NEW PROVIDER CREATION FORM** ■ Indicates a Required Field  
□ Indicates an Optional Field

**PROVIDER IDENTIFICATION - Choose Only One**

» **Provider ID**   
Nine digit number. No spaces or dashes are allowed.

» **Provider ID Type** Federal ID (FEIN)  Or Social Security #

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**PROVIDER NAME**

» **Provider Name**

---

**LOCATION ADDRESS**

» **Is Company Headquarters** Yes  No

» **Street Address 1**

**Street Address 2**

» **City**

» **County**

» **State**

» **Zip**

» **Phone** (  )  -  Ext:

**Fax** (  )  -

3. The Provider ID is the Federal EIN number and is mandatory.
4. The address should be the building and location within the 5 boroughs where the courses will be delivered.
5. The answer to Question “Is Company Headquarters” should be “yes” if administrative functions also happen at this address.
6. After receiving approval to be listed, any changes in the Training Provider organization name and/or ownership must be communicated to SBS within 10 business days. Such notice must include copies of the updated license/certification and other relevant information. Failure to submit updated organization name can affect eligibility to remain on the ETPL.

# ETPL Manual – ETPL Data Entry

## Step 2: Add Contact Information

The next step for entering data into the ETPL is to fill in the contact information. This section pertains to the person who will deal with ETPL and administrative functions.

FINANCIAL AID	
Available Financial Assistance	None
PELL Eligible?	Yes <input type="radio"/> No <input checked="" type="radio"/>
TAP Eligible?	Yes <input type="radio"/> No <input checked="" type="radio"/>

INTERNET INFORMATION	
Web Site	www.developtradeskills.org
Online Catalog?	Yes <input checked="" type="radio"/> No <input type="radio"/>
Online Registration?	Yes <input type="radio"/> No <input checked="" type="radio"/>

### PART 2 - ADD CONTACT INFORMATION

 Indicates a Required Field  
 Indicates an Optional Field

PRIMARY LOCATION CONTACT	
» First Name	Marata
» Last Name	Mana
Title	Executive Director
» Phone	( 212 ) 456 - 7890 Ext:
Fax	( 212 ) 123 - 3456
» Email	mm@developtradeskills.com

# ETPL Manual – ETPL Data Entry

## Step 3: Create Username and Password

After having entered the information, the next step is to create a username and password that a Training Provider can use every time they visit the ETPL website. This username uniquely identifies the Training Provider.

<b>PART 3 - CREATE USERNAME AND PASSWORD</b>		Indicates a required field
<b>LOCATION IDENTIFICATION</b>		
» Location Username 6-12 Characters	<input type="text" value="123455566ty"/>	
» Location Password 6-12 Characters	Enter Password <input type="password" value="••••••"/>	
	Re-Enter Password <input type="password" value="••••••"/>	
» Tips For Selecting a Username and Password Your username and password will identify your provider location to the system. Your username and password should be easy for you to remember and hard for others to guess. Usernames and passwords can be between 6 - 12 characters each.		
<b>PART 4 - PROVIDER AGREEMENTS</b>		Indicates a required field
<b>PROVIDER REQUIREMENTS AGREEMENT</b>		
By clicking "I agree" below, the training provider agrees to the following 3 conditions:		
1. My organization is willing to forward copies of our tax return, signature form and refund policy to the Local Workforce Investment Board where our organization plan to offer courses ( <a href="#">Click here for a printable version of the signature form.</a> )		
2. My organization is an equal opportunity employer and does not discriminate.		
3. WIA initial eligibility requires providers to report performance information on their offerings on an annual basis for purposes of determining subsequent eligibility. My organization is willing to report required performance information for subsequent eligibility.		
I Agree: Yes <input type="radio"/> No <input checked="" type="radio"/>		
<input type="button" value="SUBMIT LOCATION INFORMATION"/>		

## Step 4: Submit Provider Information

Enter your username and password, then:

1. Click on the "I Agree" button
2. Click on the "Submit Location Information" button.

# ETPL Manual – ETPL Data Entry

## Step 5: Agree To Provide Detailed Information and Required Documents

1. After submitting the location information, a page as depicted below will appear to confirm the creation of a New Provider location.
2. It is now necessary to submit **one** Course offering. This will create a complete application which will qualify for consideration by SBS.

THIS IS PART 4 OF A MULTI-PART PROCESS

1 Location Information
2 Contact Information
3 » Login Information
4 Login To Site

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**NEW LOCATION COMPLETE**

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**LOGIN TO SITE**

**Creation of New Provider Location Was Successful.**  
**PRINT THIS PAGE before proceeding to follow these instructions.**

**IMPORTANT! In order to submit your application you must follow the link at the end of this page to login and complete the application process.** After logging into the system using your new username and password you will be taken to the Provider Management Main page.

- From the Provider Management Main page select the "Offerings Management." option.
- Next, click on "Create Offerings Records."
- Then click "Create New Blank Offering."
- You must complete and submit at least one offering in order for your application to be transmitted and reviewed by your local workforce investme area.

Click the link below to log into the site using the username and pasword you provided in the last step and begin.

[Click Here To Login](#)

# ETPL Manual – ETPL Data Entry

- 3. To complete the next step, login to the ETPL website by using the newly created username and password as explained in Step 3.

**NEW YORK STATE WORKFORCE ELIGIBLE TRAINING PROVIDER LIST**

[LWIBS ENTER HERE](#)  
[PROVIDERS ENTER HERE](#)

WELCOME Main | Search

**SITE NAVIGATION**

- SEARCH**
  - » Search By Offering
  - » Search By Provider
  - » Search By Location
  - » Search By Occupation
- ANNOUNCEMENTS**
  - » Latest Updates
  - (As of 7/31/2009)
- INFORMATION**
  - » WIA Overview
  - » For Job Seekers
  - » For Business
  - » Further Resources
- CONTACT**
  - » Find One Stop
  - » Contact Info

**PROVIDERS LOGIN**

Welcome to the New York State Eligible Training Providers (ETP) website. To get started choose one of the options below.

**NEW PROVIDERS**

**Create A New Provider Record**

Training Providers that have never submitted a provider record (e.g., those applying for Initial Eligibility for the first time), must create a new provider location record to begin using the new ETP site. Click [here](#) or the link above to begin.

Attention returning providers: If you are located outside New York City and have not received a new username and password by July 11th 2008, please notify us at [rsNYSETPL@labor.state.ny.us](mailto:rsNYSETPL@labor.state.ny.us)

**Returning Providers Login**

USERNAME  PASSWORD

**Login To System**

Forgot your username or password? Contact [rsNYSETPL@labor.state.ny.us](mailto:rsNYSETPL@labor.state.ny.us)

>> Can't Find what you're Looking For? [Let us know.](#) <<

# ETPL Manual

4. After logging in, the Training Provider will be taken to the Provider Management Main page.
5. From the Provider Management page, select the “Offering Management” option.

The screenshot displays the ETPL Provider Management Main page. At the top, the header includes 'ETP SITE MANAGER' on the left and 'ETP | HELP | LOGOFF' on the right. Below this, a secondary header reads 'PROVIDER MANAGEMENT'. A status bar indicates the user is 'LOGGED IN AS - Developing Trade Skills' with a user ID of '[ID# 2950381]'. A navigation menu below the header contains 'Provider Main', 'Offerings', 'Locations', 'Contacts', 'Reports', and 'Help'. The main content area, titled 'PROVIDER MANAGEMENT MAIN', features four prominent buttons: 'Offerings Management', 'Locations Management', 'Contacts Management', and 'Reports & Alerts'. On the left side, there is a sidebar with three sections: 'OFFERING ALERTS' (including links for Approval, Eligibility, Initial Pending, Outside Requests, and Edit Requests), 'INFORMATION CENTER' (including Announcements, LWIA Announcements, DOL Announcements, Policy and Guidelines, LWIA Local Policies, and Help and F.A.Q.), and 'ADDRESS BOOK' (including LWIB Contacts and DOL Contacts).

# ETPL Manual – ETPL Data Entry

6. After selecting the “Offering Management” button, the Training Provider will be taken to the page containing the “Create Offering Records” button.
7. Click the Create New Blank Offering Button to add a course.

The screenshot displays the ETP Site Manager web application interface. At the top, there is a navigation bar with 'ETP SITE MANAGER' on the left and 'ETP | HELP' on the right. Below this is a sub-header 'OFFERING MANAGEMENT'. A status bar indicates 'LOGGED IN AS - Developing Trade Skills' with a '[ID#]' link on the right. A main navigation menu includes 'Provider Main', 'Offerings', 'Locations', 'Contacts', 'Reports', and 'Help'. The 'Offerings' menu is active, showing a sidebar with sections: 'Developing Trade Skills', 'OFFERING ALERTS' (with links for Approval Alerts, Eligibility Alerts, Initial Pending, Outside Requests, and Edit Requests), 'INFORMATION CENTER' (with links for Announcements, LWIA Announcements, DOL Announcements, Policy and Guidelines, LWIA Local Policies, and Help and F.A.Q.), and 'ADDRESS BOOK' (with links for LWIB Contacts and DOL Contacts). The main content area is titled 'CREATE NEW OFFERING' and features a prominent button labeled 'Create New Blank Offering'.

# ETPL Manual – ETPL Data Entry

- Fill in all the course information. Use the tips on the following pages for help in completing the course information in a manner that will reduce delays and denials of the application from SBS.

OFFERING MANAGEMENT	
[ ID# 295 ]	
<a href="#">Contacts</a>   <a href="#">Reports</a>   <a href="#">Help</a>	
CREATE NEW OFFERING RECORD <span style="float: right;">▶▶ Required Fields</span>	
OFFERING DETAILS	
» Offering Title	Pharmacy Technician
Offering Description	Train to work as a pharmacy technician in a hospital or retail setting You'll gain the skills and knowledge to qualify for entry-level positions in
Offering Keywords	pharmacy tech, pharmacology
Offering Prerequisites	High school diploma or GED
Skill Level	Select One <input checked="" type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Advanced <input type="radio"/> N/A
OFFERING COSTS	
» Offering Cost	\$1,000.00
<p><b>NOTE: Only numbers (0-9), a dollar sign, a comma, and a period are allowed in the above field. To provide an offering free of charge enter \$0.00. Changing the offering cost on an approved offering will reset the offering status to pending.</b></p>	
» Cost Comments	Participants should provide own transportation
Cost Includes	Includes tuition \$800, Fees \$50, Books \$50
Cost Does Not Include	NHA Certification exam

## ETPL Manual – ETPL Data Entry

9. The fields below will be displayed as entered in the Training Guide. There will be **no editing by SBS- please spell check** and be as accurate as possible since this will reflect on the quality and professionalism of the Training Provider.
  - ✓ **Offering Title.** The title should match what appears in the approval documents and the course catalog.
  - ✓ **Offering Description.** This should be a descriptive three or four sentences. The skills gained should be highlighted as well as component courses and certifications that will be granted. It should also indicate whether completers will qualify for licensing tests offered by State/ National agencies or certificates recognized by the industry.

Example of a good description: The Nurse Aide Program prepares students to work effectively with patients. Skill, confidence, and compassion will be instilled into each student which help minimize the stress of caring for the sick or those unable to care for themselves. Trainees will work closely with patients and will be able to deliver basic care services such as bathing, grooming, feeding and providing emotional support; they will also be trained to assist nurses with medical equipment, checking vital signs and, as needed, to provide vital information on patient condition. Prometrix Certified Nurse Assistant State Exam is included in the course price.

- ✓ **Offering Keywords.** These should include the occupation name as well as highlight skills gained, using industry specific terms and certificate levels.
- ✓ **Cost.** The price on the application must match the price on the catalog and the price that is charged to the public. Price discrepancies may affect eligibility to remain on the ETPL.
- ✓ **Cost Includes.** List the services and materials included in the price. For example, Tuition \$800, Books \$30, Registration \$75 and Laboratory fees \$75
- ✓ **Cost Comments.** Indicate whether there are additional expenses outside the price. For example, uniform, books, registration or license tests. This will give a full picture of costs for successful completion of the course.
- ✓ **Method of Delivery.** Check the appropriate box. .

## ETPL Manual – ETPL Data Entry

- ✓ **Related Occupations.** Enter possible careers that will be available to the Jobseeker who completes this course. Consult <http://online.onetcenter.org/> for occupation descriptions.
- ✓ **Offering Classifications.** Refers to the Standard Occupational Classifications (SOC). These are available in a dropdown and are easily selectable.
- ✓ **Offering dates.** Start and end dates will ensure the accurate listing of the course schedule.
- ✓ **Daytime courses.** Daytime courses end by 5 pm
- ✓ **Evening courses.** Evening courses start after 5 pm
- ✓ **Offering Language.** Refers to the language in which the course is being conducted (English, Spanish or German, etc). This field must match course approvals, enrollment agreements and catalog information.

ETPL Manual - ETPL Data Entry

10. Click “Create New Offering” at the bottom of the page to submit the Course Offering.
11. If there are blank fields, an error message will appear and a prompt to add information that might have been missed while data was being entered will appear. If all fields are completed, the screen will inform the Training Provider that the application has been accepted and that an Offering Record has been created.

**OFFERING LANGUAGES**

<b>Languages Available</b>	<input checked="" type="checkbox"/> English <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Croatian <input type="checkbox"/> French	<input type="checkbox"/> Korean <input type="checkbox"/> Portuguese <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Other
----------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------

**OFFERING CLASSIFICATION**

**Standard Occupational Classification(SOC) Code**

CURRENT SOC = Healthcare Practitioners and Technical Occupations ▼

**OFFERING MISCELLANEOUS**

<b>HEGIS Code</b>	
<b>Target Audience</b>	

**OFFERING CONTACT**

**» Select Contact**

Mana, Marata - Current Offering Contact - Primary Location Contact

SAVE CHANGES

## ETPL Manual – ETPL Data Entry

12. SBS will email the Training Provider for necessary documents and further required information.

### Documents necessary for the each applicant Training Provider organization:

- ✓ **Authorized Signature** form.
- ✓ Signed **Assurances** form.
- ✓ Signed **Payment Structure of Individual Training Grants** form.
- ✓ Copy of license issued by the appropriate New York State entity.  
 If exempt from New York State licensing by not charging tuition or fees, submit the signed **Attestation of No Tuition or Fees**, as well as published materials or a course catalogue that demonstrates the organization does not charge tuition or fees.
- ✓ Copy of or electronic link to or hard copy of **price catalog** .

## ETPL Manual – ETPL Data Entry

### Documents necessary for each Training Provider course application:

- ✓ Proof that the course has approval by appropriate licensing entity. Appropriate documentation includes, but is not necessarily limited to:

If licensed by Bureau of Proprietary School Supervision (BPSS), submit copies of stamped Curriculum Approval letter, Approval Specifications and stamped Enrollment Agreement issued by BPSS

If licensed by NYS Division of Criminal Justice, letter of Security Guard Instructor and copies of letters of approval

Other documentation issued by licensing entity. For example, NYS Department of Motor Vehicles, NYS Department of Health.

- ✓ If exempt from licensing, complete **Demonstration of Industry-Recognized Credentials** form.

# ETPL Manual – Updating ETPL Information

## Reporting and Updating Requirements/Mandates:

1. **Make regular updates** to courses on the ETPL to reflect changes in schedule, course description, and other information. These changes will then be displayed in the NYC Training Guide to jobseekers, making it easier for them to find schools and courses.
2. **To update courses or edit information, follow these steps:**
  - Login using the unique username and password
  - Click on Offerings Management
  - Click on Offering Records
  - Click on Edit Approval Offering Records
  - A list of all approved courses will appear.
  - Select the course to be updated.
  - There will be options to either edit or delete the course.
3. **To add a new course.** Once approved, a Training Provider may submit up to 3 course applications at a time. For instructions on how to enter new courses, please refer to Page 15 of this manual.
4. **Notify SBS if Closing, Moving or Suspending Classes:**  
Notification of school closing, moving, suspending classes or temporary decision to not accept vouchers must be given in writing as soon as the decision is reached and no less than 30 days before the suspension.

### Market Effectively through the Training Guide:

Students' Ability to Find Your Course Through the NYC Training Guide Depends on Course and School Information Being  
**Complete, Current and Accurate**