Provider Guide for the Alaska Eligible Training Provider List (ETPL)

Table of Contents

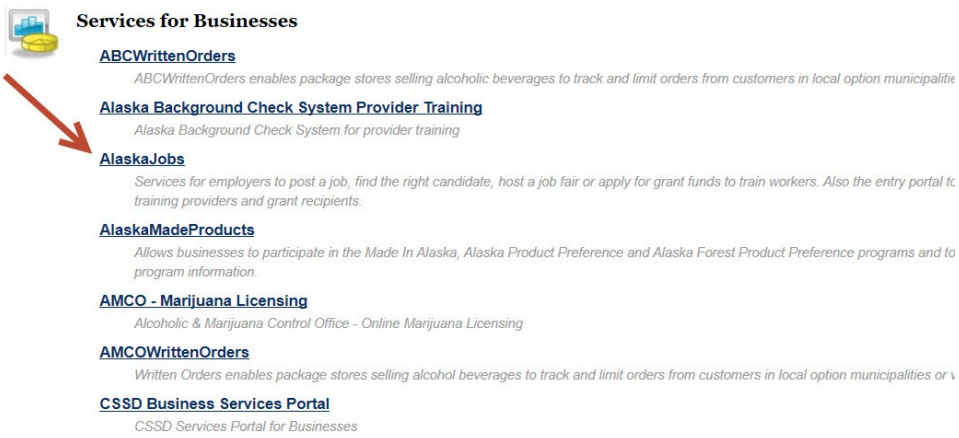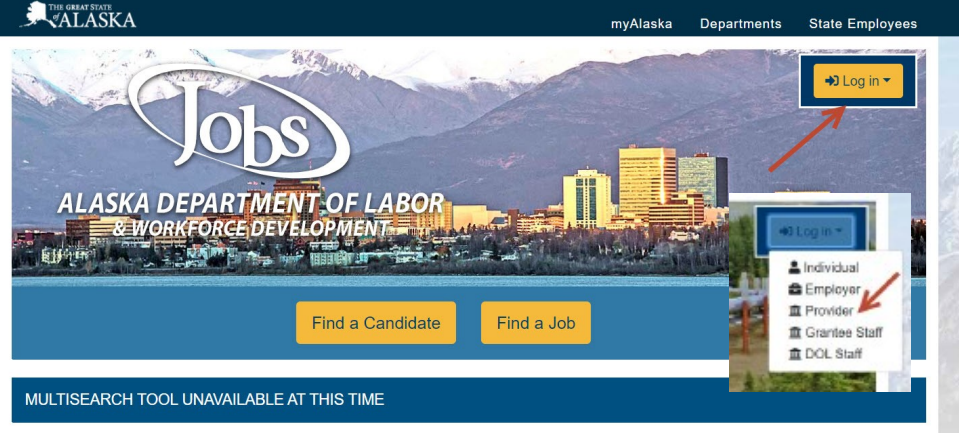| Provider Login Instructions	Steps
	Navigate to myAlaska and login with existing credentials or create a new myAlaska account. Note: You must have a myAlaska account for each user type in AlaskaJobs, such as an Individual seeking a job, an Employer recruiting for a position, a Provider, or Grantee Staff.
	Select the Services tab.

Provider Login Instructions	Steps
Services for Businesses **ABCWrittenOrders** *ABCWrittenOrders enables package stores selling alcoholic beverages to track and limit orders from customers in local option municipalitie* **Alaska Background Check System Provider Training** *Alaska Background Check System for provider training* **AlaskaJobs** *Services for employers to post a job, find the right candidate, host a job fair or apply for grant funds to train workers. Also the entry portal to training providers and grant recipients.* **AlaskaMadeProducts** *Allows businesses to participate in the Made In Alaska, Alaska Product Preference and Alaska Forest Product Preference programs and to program information.* **AMCO - Marijuana Licensing** *Alcoholic & Marijuana Control Office - Online Marijuana Licensing* **AMCOWrittenOrders** *Written Orders enables package stores selling alcohol beverages to track and limit orders from customers in local option municipalities or v* **CSSD Business Services Portal** *CSSD Services Portal for Businesses*	Select AlaskaJobs under the Service for Business category.
ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT — Jobs myAlaska Departments State Employees Log in Find a Candidate Find a Job Log in Individual Employer Provider Grantee Staff DOL Staff MULTISEARCH TOOL UNAVAILABLE AT THIS TIME	Click on the ~Log in" drop-down in the upper right-hand corner. Select Provider. It will direct you to your Dashboard.
myAlaska Signed in as HOME SERVICES MYPROFILE MYDOCUMENTS HELP *Go to AlaskaJobs* **Privacy Agreement: Department of Labor** By checking the 'I Accept the Privacy Agreement' box below, you are authorizing myAlaska to share your profile information with DOL. ☐ I Accept the Privacy Agreement Continue	Review and accept the Privacy Agreement. Click Continue.

4

Provider Login Instructions	Steps
	Click on the ~Log in" drop-down in the upper right corner. Select Provider.
	Select ~Training or Education Provider". For the second question, select ~No, Start a new registration" to create a new registration. Click Next.
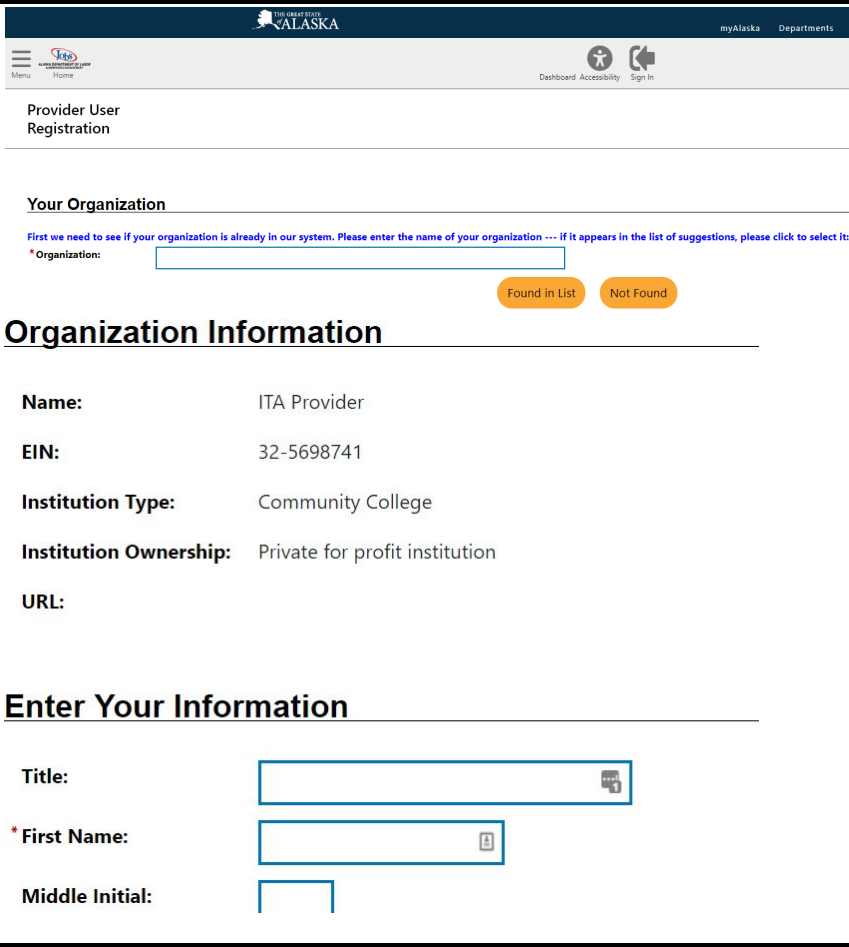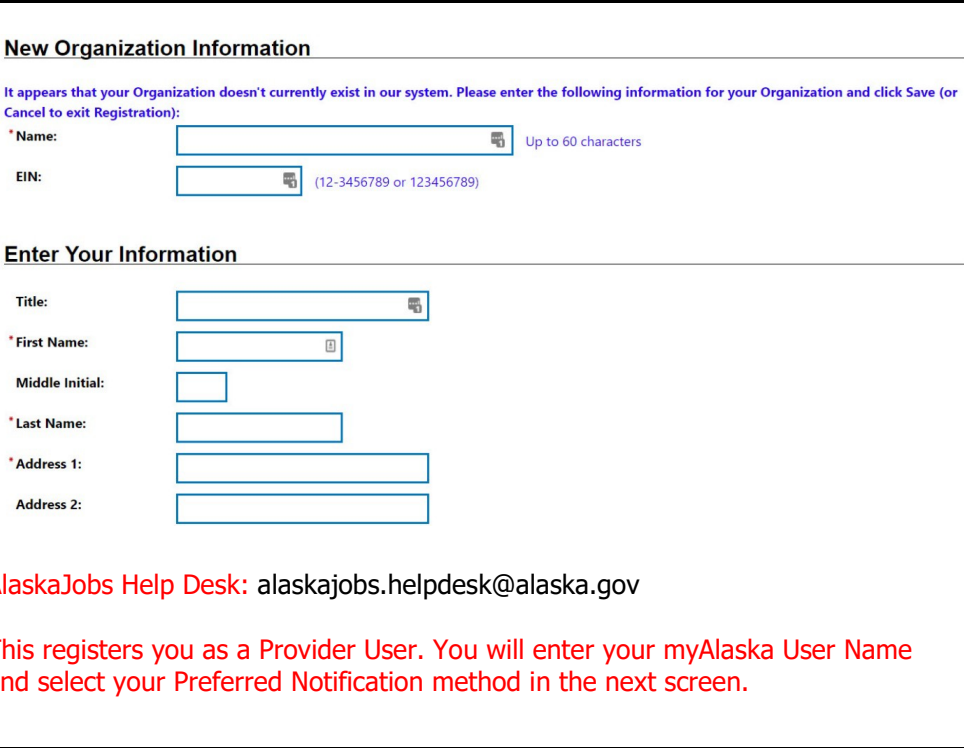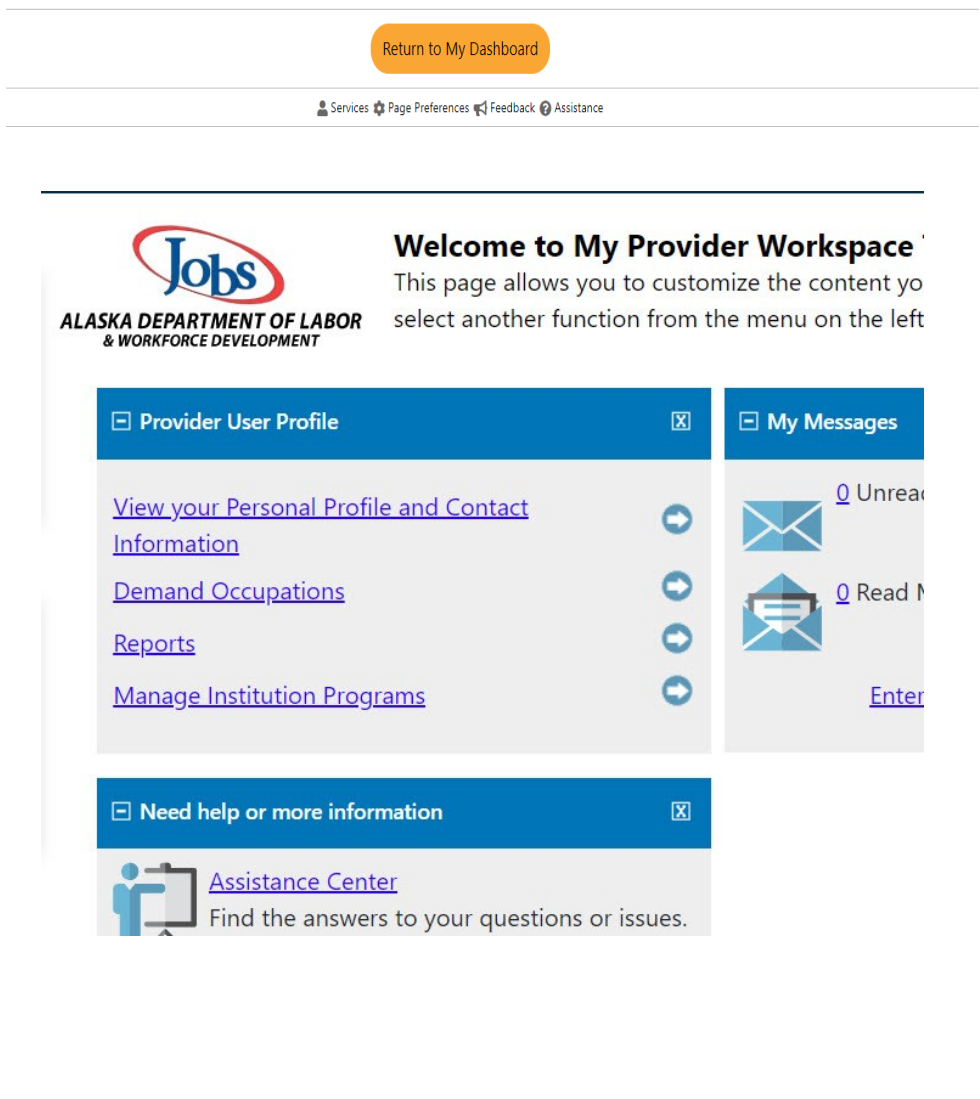
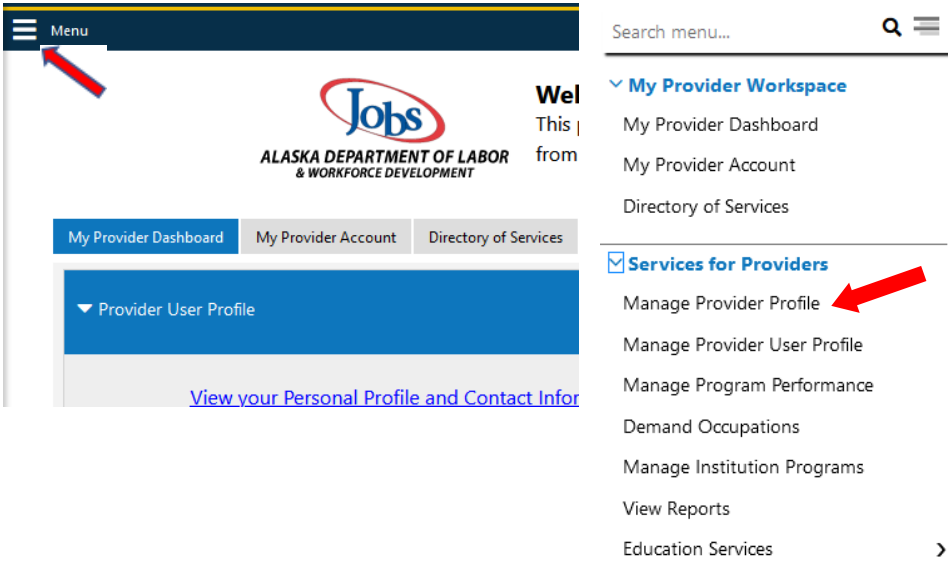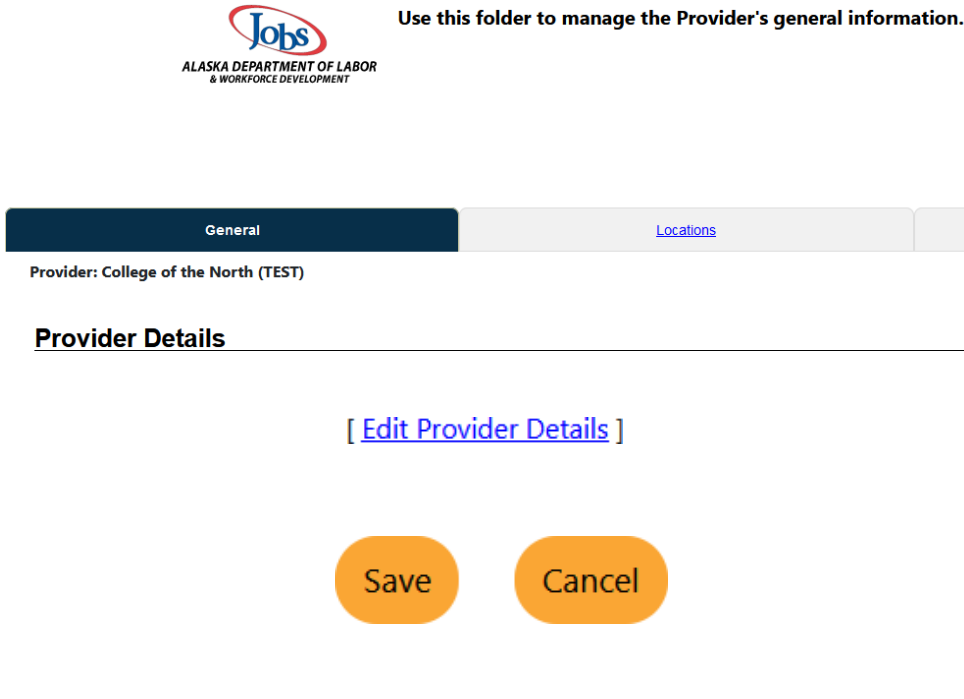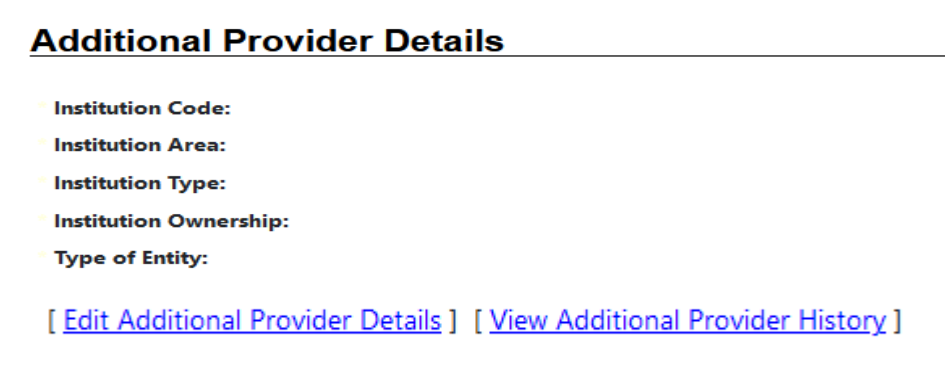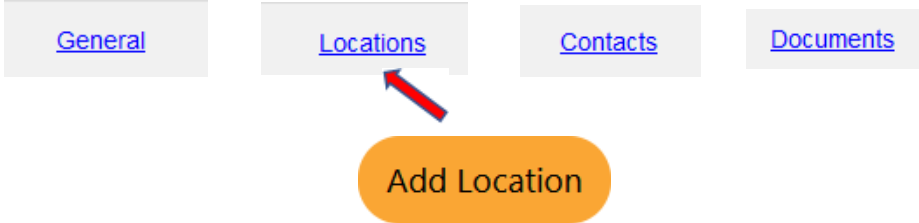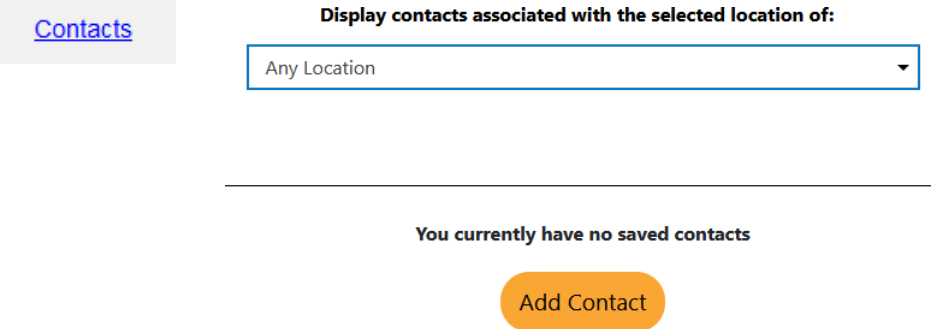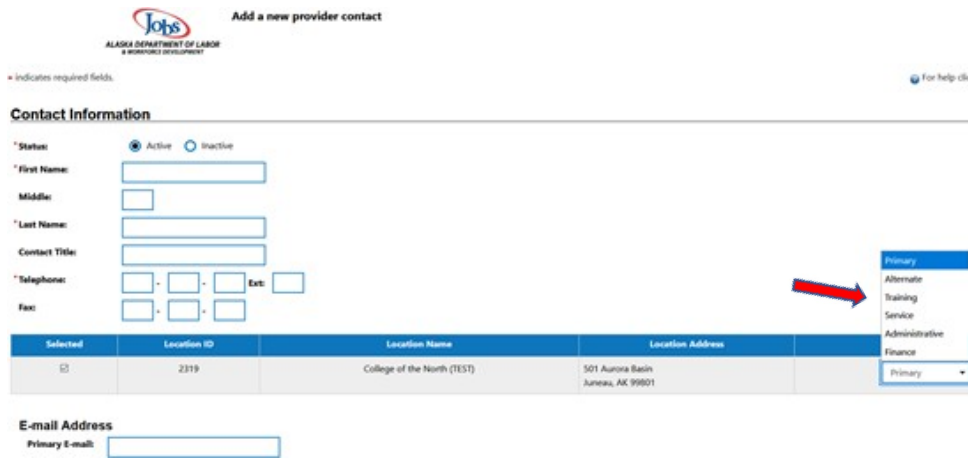| Provider Login Instructions	Steps
	Enter your organization's EIN to determine if you are already in the AlaskaJobs system. If your organization is listed, select it and continue entering Your Information. This registers you as a Provider User. You will enter your myAlaska User Name and select your Preferred Notification method in the next screen.
	If your organization is not listed, that is rare and it could be that your EIN is just missing from the account. Please email the Help Desk to search for it before creating a new account. Complete the New Organization registration form and Enter Your Information.
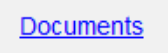
Provider Login Instructions	Steps
Welcome Thank you for registering. Your access request will be reviewed and you will be contacted once your information has been verified. Once your access is approved you will be able to add and maintain your institution's programs and active provider profile. If you have any questions, please contact: Dawn Duval, Employment Training Technical Unit: (907) 465-1805 Dawn.Duval@alaska.gov	A message will appear stating that the account will be reviewed, and if approved, access will be granted to the Provider User. You will be able to add and maintain your institution's programs.
Return to My Dashboard Services Page Preferences Feedback Assistance **Jobs** ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT **Welcome to My Provider Workspace** This page allows you to customize the content yo select another function from the menu on the left ☐ **Provider User Profile** ☒ View your Personal Profile and Contact Information ➔ Demand Occupations ➔ Reports ➔ Manage Institution Programs ➔ ☐ **My Messages** 0 Unread 0 Read Enter ☐ **Need help or more information** ☒ Assistance Center Find the answers to your questions or issues.	You have successfully registered. To go to your AlaskaJobs Dashboard, select the 'Return to My Dashboard' button. Your Dashboard looks like this. You must be Approved as a Provider User before you can access certain screens. This happens over-night, so if you need access immediately, email: dol.etpl@alaska.gov
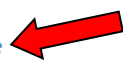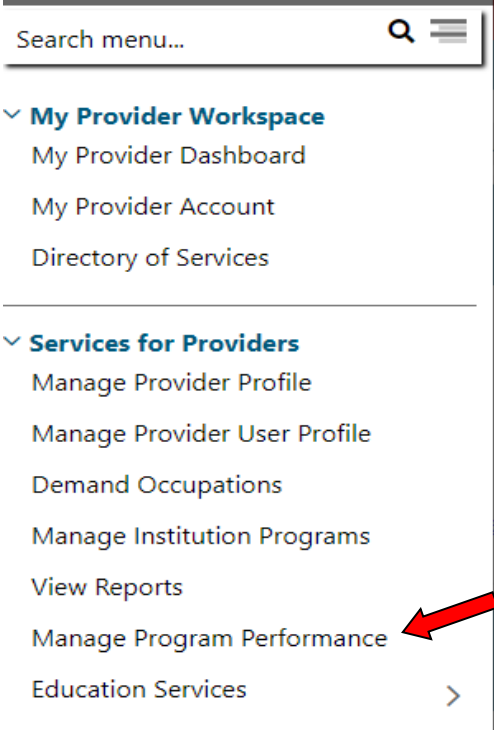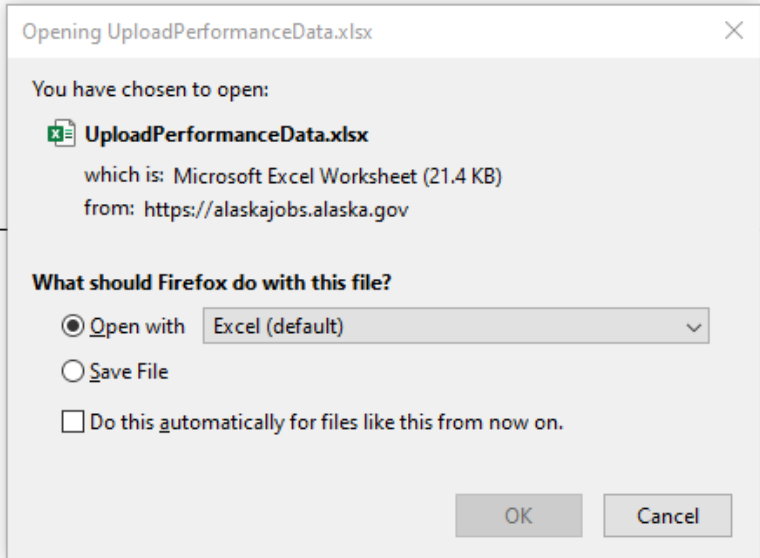
Manage Provider Profile - General Tab	Steps
	From the Menu drop-down box, select Manage Provider Profile.
	You will start on the General tab. Review the information and if changes are necessary, scroll down and select Edit Profile Details.

Enter all required data and then click Save. |
| | Next, go back to Manage Provider Profile and scroll down to Additional Provider Details and select Edit Additional Provider Details. |

Manage Provider Profile - General Tab	Steps

Additional Provider Information

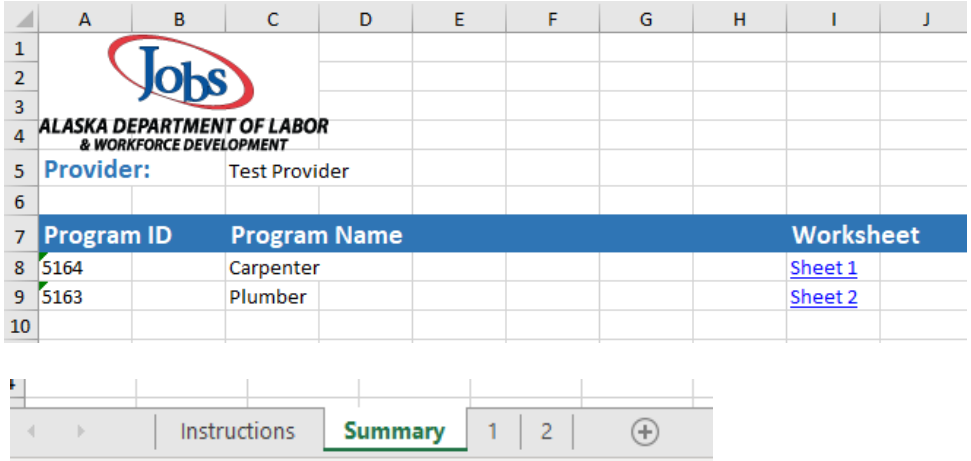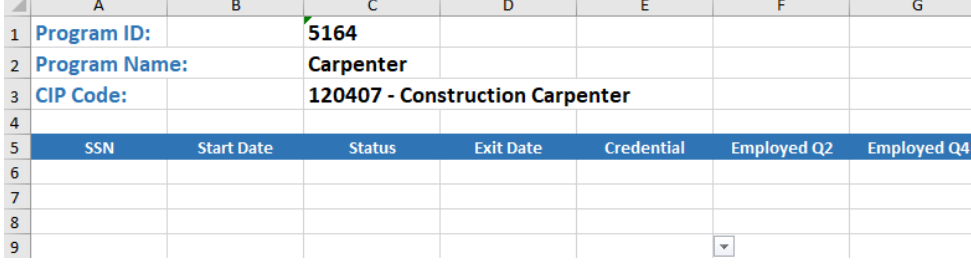|	
Institution Name:	College of the North (TEST)
Institution Code:	AK1574
*** Institution Area:**	Juneau Borough
*** Institution Type:**	Community College
*** Institution Ownership:**	Public Institution ▼
*** Type of Entity:**	Private For-Profit ▼
*** Institution Description:**	Community College
	(2000 characters max.)
*** Main Telephone Number:**	907 - 500 - 1212
Main Email Address:	

Select the appropriate option for Institution Type, Institution Ownership and Type of Entity. Enter the Institution Description, Main Telephone Number and Main Email Address.

*** Is this a Community College?**	● Yes ○ No
*** Display Online to the public?**	● Yes ○ No
*** Accreditation / Approval**	● Yes ○ No
Accrediting / Approving Body:	North Central Association of Colleges and Schools
*** State Approving Agency Exemption Certificate on File**	○ Yes ● No
*** State Approving Agency Receipt Letter on File**	● Yes ○ No
Financial Aid Available	● Yes ○ No
Eligible Provider of Youth Workforce Investment Activities:	○ Yes ● No
Pell Grant Eligible:	○ Yes, Pell Grant Eligible.
	○ No, not Pell Grant Eligible.
	○ Pell Grant Not Applicable

State Business License

Upload State Business License:	Upload Document
State Business License Expiration Date:	📅 (mm/dd/yyyy)

Save   Cancel

If Yes to Accreditation, select appropriate Approving Body. State Approving Agency is the Alaska Commission on Postsecondary Education (ACPE). Answer Yes to either Exempt or Receipt Letter on File (Approved) and No to the other.

Upload a copy of your business license if available.

Click Save.

Manage Provider Profile - Locations, Contacts & Documents	Steps
General Locations Contacts Documents **Add Location** You will need the Provider's Vendor ID if adding new Location. This can be found on the General Tab.	Click on the Locations tab. Select the Add Location icon if the Provider has more than one location.
Contacts **Display contacts associated with the selected location of:** Any Location ▼ **You currently have no saved contacts** Add Contact	Click on the Contacts tab. Select a Location and the click Add Contact.
Add a new provider contact ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT • indicates required fields. For help click **Contact Information** *Status: ● Active ○ Inactive *First Name: Middle: *Last Name: Contact Title: *Telephone: - - Ext: Fax: - - Primary / Alternate / Training / Service / Administrative / Finance Selected Location ID Location Name Location Address ☑ 2319 College of the North (TEST) 501 Aurora Basin Juneau, AK 99801 Primary ▼ **E-mail Address** Primary E-mail:	Enter Contact information, including Email Address. Be sure to select Contact Type. Click Save.
Documents Ensure there is no personal identifiable information included.	You may upload documents here if you wish, such as your Alaska business license.

Manage Provider User Profile	Steps

Manage Provider User Profile

Search menu... 🔍 ≡

∨ **My Provider Workspace**
My Provider Dashboard
My Provider Account
Directory of Services

∨ **Services for Providers**
Manage Provider Profile
Manage Provider User Profile ⬅
Demand Occupations
Manage Institution Programs
View Reports
Manage Program Performance
Education Services >

Login Information

Alaska Users: Remember that your User Name, Password, and Security Questions are updatable only on the myAlaska.gov website.

Registration Date: 11/9/2020 10:56:16 AM

User Name: TESTPROVIDER1

*** Preferred Notification:** Internal Message ▼ Select the best way for us to contact you.

Please note: Information entered here does not change information in myAlaska. Also, your User Name, Password and Security Questions can only be updated in myAlaska.

Steps

Select Manage Provider User Profile from the drop-down Menu.

Here you can update your Preferred Notification method, Name, Address, Phone Number and Email address.

Program Performance		Steps
Search menu... 🔍 ☰ **˅ My Provider Workspace** My Provider Dashboard My Provider Account Directory of Services **˅ Services for Providers** Manage Provider Profile Manage Provider User Profile Demand Occupations Manage Institution Programs View Reports Manage Program Performance ⬅ Education Services ＞ ## Download Performance Workbook **Program Year:** 2022 ▾ [Download Workbook] ⬅	*The ETPL Coordinator will email the Excel spreadsheet to you at the end of June every year. You can wait for it or download your own here.*	DOL will request student completer data annually, around June 30, and it will be used to measure performance levels. Data is also required when submitting an application for an Existing program. Under Menu, click on Manage Program Performance and then Download Workbook.

Opening UploadPerformanceData.xlsx ✕
 	
You have chosen to open:
 	
📊 **UploadPerformanceData.xlsx**
 	
    which is: Microsoft Excel Worksheet (21.4 KB)
    from: https://alaskajobs.alaska.gov
 	
What should Firefox do with this file?
 	
⦿ O̲pen with   Excel (default) ▾
 	
○ S̲ave File
 	
☐ Do this a̲utomatically for files like this from now on.
 	
                                       OK   Cancel
		Click OK to Open with Excel.

Program Performance	Steps

	The spreadsheet will open, and you will see all your ETPL programs listed on the Summary tab. At the bottom, there are Instructions and a separate tab for each program.

Program Performance table contents:

	A	B	C	D	E	F	G	H	I	J
5	Provider:		Test Provider							
7	Program ID		Program Name						Worksheet	
8	5164		Carpenter						Sheet 1	
9	5163		Plumber						Sheet 2	

ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

Tabs: Instructions | **Summary** | 1 | 2 | ⊕

	Enter the student SSN, Start Date, Status, Exit Date and Credential. Do not enter anything in the Employed Q2 or Q4.

	A	B	C	D	E	F	G
1	Program ID:		5164				
2	Program Name:		Carpenter				
3	CIP Code:		120407 - Construction Carpenter				
5	SSN	Start Date	Status	Exit Date	Credential	Employed Q2	Employed Q4

Upload Performance Workbook

File to Upload: [_____] **Select File**

[Upload Workbook]

* When saving your student completer data file, be sure to include the Year and Provider Name in the title:

For Example: PY2022 Test Provider Performance Data.xlsx

Program Year (PY) 2022 = July 1, 2022 – June 30, 2023

Email: dol.etpl@alaska.gov

	Enter data for each ETPL program then save to your computer. *
	Select File, locate your saved data file then click Upload Workbook.
	Send an email to let us know you have uploaded data to your Profile.

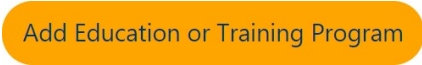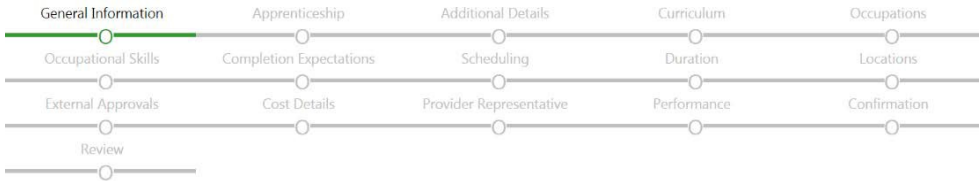| Manage Education and Training Programs	Steps
	From the Menu, select Manage Institution Programs to Edit or Add an Education or Training program. You will see a list of all your programs, including those on the ETPL. The purple WIOA icon indicates the program is on the ETPL and eligible for WIOA funding. If it's a Registered Apprenticeship program, you will see the blue icon.
	In the Action column, you have options to Edit the program, Copy it to create another program or Deactivate it. To update Costs, change the Length of the training or add a Location, select Edit. Then choose the tab you want to update.

Add an Education and Training Program	Steps
	Click Manage Institution Programs on the left side of the screen.
Add Education or Training Program	Scroll down and click Add Education or Training Program. This will launch the Program Wizard.
	You will start with the General Tab. Once you are done entering information on this tab and click Next, your progress will be saved.
General Information	The first two fields will be set as shown by default. For Education Program Type, select PS Approved Provider Training - ITA

Add an Education and Training Program	Steps
*This program is an Apprenticeship: ○ Yes ● No	If this program is an apprenticeship, mark Yes and go to Entering an Apprenticeship Program.
*CIP Code: None Selected [Search for CIP Code]	Click Search for a CIP Code.
Type your keywords in the box and click the *Search* button. [Keyword Search Options]	Type in a keyword for the CIP Code. You can also search by Program Area, Listing, Occupation, Career Cluster, or Program Code. Select one.
*Education Program Name: Education Program Description: A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes	Enter a name for the program. Note that the CIP code populates the program description but may be edited.
*This program of study or training services has the following potential outcome(s) (please select all that apply): ☑ An industry-recognized certificate or certification ☐ A community college certificate of completion ☐ A certificate of completion of an apprenticeship ☐ A secondary school diploma or its equivalent ☐ A license recognized by the State involved or the Federal Government ☐ Employment ☐ An associate degree ☐ A measurable skills gain leading to a credential ☐ A baccalaureate degree ☐ A measurable skills gain leading to employment	Select at least one potential program outcome.
*This program leads to a credential or degree ● Yes ○ No	The program must lead to a credential or degree to be on the ETPL.

Add an Education and Training Program	Steps
Completion Level: Certificates < 2 yrs. ▼ **Attain Credential:** Occupational Skills certificate or credential ***Green Job Training:** ○ Yes ● No **What is a green job?**	Enter the Completion Level and credential attained for the program. Only answer Yes to Green Job if course meets the definition provided.
***Is this education program in a partnership with business?** ● Yes ○ No ***Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):** [text box]	Per state policy, new programs must have some sort of partnership with local or regional businesses.
	Program Name	Program Description	Changes Submitted	Active	Review Status	Action
---	---	---	---	---	---
Accounting	A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting		✓		Edit Deactiva		When done entering the rest of the data, click Next. At this point, your progress has been saved. You can exit the program and resume entering data by clicking Edit.
Duration Locations External Approvals Cost Details Provider Representative General Information Apprenticeship Additional Details Occupations Performance Confirmation Review Occupational Skills Completion Expectations Scheduling	Now, you will see tabs that you can click on to easily skip to different sections of the program.

Add an Education and Training Program	Steps

Additional Details

Financial Aid Available:
☐ Pell Grant   ☐ Institutional Scholarship
☐ Federal Loan   ☐ Other

**URL of Training Program
(Example: http://site.com):**

*Program Prerequisites:
None Selected ▼

Date Edu. Program First Offered:
🔲 Today

The Additional Details tab asks for information on prerequisites, class size, and any equipment used in the program. Enter as much information as you can.

This is what students will see, so more details are better.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select ☐
13201100	Accountants and Auditors ◆		◉	☑
13201101	Accountants ◆		◉	☐

The Occupations tab will let you view ONET codes related to the program. These usually populate from the CIP code in the General Tab.

| 25101100 | Business Teachers, Postsecondary | | ◉ | ☑ |

◉ BRIGHT OUTLOOK NATIONALLY | ◉ BRIGHT OUTLOOK LOCALLY | 🌿 GREEN OCCUPATIONS

[**Select Occupation From ONET Table**]

If no ONET codes appear, you can click Select Occupation from ONET Table.

| 43911101 | Bioinformatics Technicians ◆ | | |

◉ BRIGHT OUTLOOK NATIONALLY | ◉ BRIGHT OUTLOOK LOCALLY | 🌿 GREEN OCCUPATIONS

[**Select Occupation From ONET Table**]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

This is a high demand occupation in Alaska.

If a program is not marked as locally in-demand with a blue icon, provide evidence to show that it is in-demand.

Add an Education and Training Program	Steps
[**Add new occupational skill(s)** | **Delete selected occupational skill(s)**] **Select a category for additional skills:** Financial Services ▼ **Skill Description** account for or dispense funds	The Occupational Skills tab lets providers choose skills most relevant to the program. Click Add new occupational skills and select a skills category. Check all that apply.
## Completion Expectations **Continuing Education Units (CEU):** [ ] Units **CEU Granting Institution:** [ ] *** Credit Earned Program:** ● Yes ○ No *** Number of Credits:** [60] Credits *** Credit Earned Duration:** ● Semester ○ Quarter	The Completion Expectations tab is where the provider identifies expectations for completing the program.
## Scheduling ### Course Times **Class Time:** [15] Hours **Lab Time:** [ ] Hours **Other Time:** [ ] Hours *** Class Frequency:** Weekly ▼	In the Scheduling tab, enter the total amount of program time in class, lab, or other. Also, select the Class Frequency. For Example, this program has 15 total hours per week in class.

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study.

*Reporting Program Length - Clock/Contact Hours: [15] Hours

*Reporting Program Length - Full-time Weeks: [60] Weeks

*Reporting Program Format: [In-person ▼]

Mode of Delivery

*Mode of Delivery:
☑ Classroom   ☐ Broadcast
☐ Online   ☐ Computer Based Instruction
☐ Correspondence

[<< Back]   [Next >>]

Under Reporting Format, enter the total number of hours in the program per week, the total full-time length in weeks, and the format.

Also check the appropriate box(es) for Mode of Delivery. Click Next to progress to the next tab.

Duration

Duration Title	Primary Duration	Duration
Class Schedule Offering - Primary	Yes	60 Weeks

Schedule Intensity	Weekly Schedule	Classes Offered	Action
Part-Time	Mon-Fri	Day	Edit | Delete

Duration

*Duration Title: [   ]

Primary Duration: ☐

*Duration: [   ]

*Duration Type: [None Selected ▼]

*Schedule Intensity: ○ Full-Time ○ Part-Time

*Weekly Schedule: [   ]

*Classes Offered:
☐ Day ☐ Weekend
☐ Night ☐ Summer

[Save] [Cancel]

The Duration tab expands on the information entered into the Scheduling tab. Click Add Duration to begin entering data. Save.

Address	Billing Address	Select
		☐
113 W Northern Lights BLVD Anchorage, AK 99503	113 W Northern Lights BLVD Anchorage, AK 99503	☑

Select a location into the Locations tab where the program takes place. If a location does not appear, one can be added to the Locations tab of the Provider Profile.

Add an Education and Training Program	Steps

External Approvals

State Approving Agency Status: `Approved ▼`

Is this program listed on another state's ETPL? ○ Yes ⦿ No

We need to know whether or not the program is listed on another state's ETPL for WIOA funding purposes, so it's important to answer this question.

The External Approvals tab specifies the outside organization that approves or exempts the provider. For Alaska, this is the Alaska Commission on Post-Secondary Education (ACPE).

Cost Structure(s)	Amount
Total CRS Training Costs	**$2,200.00**
Tuition/Fee	$2,000.00
Books	$200.00
Tools	$0.00
Other Costs	$0.00
Comments	
Total Amount of Cost Structures	**$2,200.00**

[**Add Cost Structure**]

No additional Cost Structures are currently available.

Line Item(s)	Amount
No records found	

[**Add Line Item**]

Total Amount : $2,200.00

The Cost Details tab is where cost structures and line items can be added. Click Add Cost Structure to get started.

Provider Representative

*First Name: `John`

*Last Name: `Doe`

*Title: `Program Analyst`

The Provider Representative tab should contain the preferred provider contact for the program itself, not the Provider.

Performance

SSN Performance Data

No SSN-Level performance data currently exists for this program. Click Add to add data.

(Add SSN Record)

Performance data will be requested and entered by DOL Staff. Just click Next.

Add an Education and Training Program	Steps
Edu. Program Application Confirmation * Providers requesting approval or re-approval of a training program must agree to the statement below. The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. T I agree to complete the information required on the web site at the time of my approval request. This includes the com ⬤ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval. ◯ No, do not submit this educational program for WIOA Approval at this time. ☐ Submit changes for Review and Approval.	In the Confirmation tab, select Yes, I agree to the above statement and Submit changes for Review and Approval.
Review 	Review Type	Status	
---	---	---
ITA	Pending (system-set only)			Your program is now in Review status. The ETPL Coordinator will receive a Notification in AlaskaJobs, then review your program for eligibility, and send a determination letter.

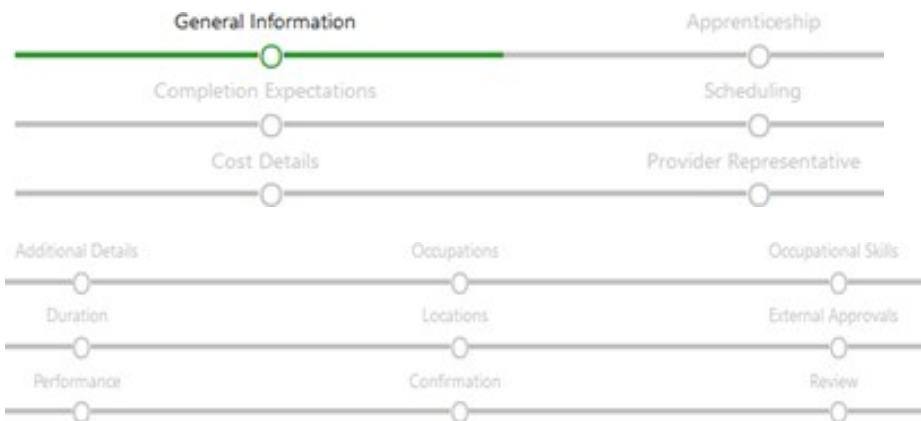| Add an Education and Training Program with Copy Feature	Steps
Action Edit Copy Deactivate **Add Education or Training Program** **Please Confirm...** Warning. The record you are about to copy was imported. Programs created in this manner will not be updated by future imports. Are you sure you want to continue copying this program? OK Cancel	When adding a new Education and Training program, you have the option of copying an existing program and all its details. You will be asked to Confirm. Select OK.
Copy Education and Training Program Service When this information is saved it will create an exact copy of the program or service that was chosen except **Provider Name:** AVTEC - Alaska Vocational Technical Center **Purpose for adding program:** ◉ Submit for ETPL Approval and accept participants ○ Accept participants without submitting for ETPL Approval ○ To be determined or display to the public only * **Education Program Type:** PS - Approved Provider Training - ITA ▼ **Associated Service Code(s) for the Education Ptorgram Type (Informational):** 302 - Classroom Training 316 - Occupational Skills Training * **This program is an Apprenticeship:** ○ Yes ◉ No * **CIP Code:** 490399 - Marine Transportation Other [Search For CIP Code] * **Education Program Name:** Able Seaman **Education Program Description:** Any instructional program in water transportation not listed above. Save And Edit Cancel	The first two fields will be set as shown by default. Choose PS -Approved Provider Training - ITA if applying for the ETPL. Select Yes or No for Apprenticeship, enter CIP Code, Education Program name and Description. Click the Save And Edit button. Review all tabs of data and edit as necessary, using Add an Education and Training Program Steps.

23

Entering an Apprenticeship Program	Steps
Note: Apprenticeships applying for the ETPL must be registered and approved by the Department of Labor.	To add a new program, scroll to the bottom of the list of programs and click Add Education or Training Program.
	The Program wizard will start you on the General Tab. Once you are done entering information on this tab and click Next, your progress will be saved.
	These three fields will be set as shown by default. Select PS-Approved Provider Training-ITA to be considered for the ETPL.

Entering an Apprenticeship Program	Steps
*This program is an Apprenticeship: ● Yes ○ No ***This Education Program is a Registered Apprenticeship:** ● Yes ○ No Note: By entering Yes to this question, you are stating that this program is a DOL Registered and/or State Approved Apprenticeship. ***This is an Industry Recognized Apprenticeship Program (IRAP):** ○ Yes ● No	Since this program is an apprenticeship, mark Yes. Do the same for the following field if apprenticeship is registered with either the Department of Labor. Answer No to IRAP.
*CIP Code: None Selected [Search for CIP Code]	Click Search for CIP Code.
Type your keywords in the box and click the Search button. [Keyword Search Options]	Type in a keyword for the CIP Code. You can also search by Program Area, Listing, Occupation, Career Cluster, or Program Code.
*Education Program Name: **Education Program Description:** A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes	Enter a name for the program. Note that the CIP code populates the program description.
*This program of study or training services has the following potential outcome(s) (please select all that apply): ☑ An industry-recognized certificate or certification ☐ A certificate of completion of an apprenticeship ☐ A license recognized by the State involved or the Federal Government ☐ An associate degree ☐ A baccalaureate degree ☐ A community college certificate of completion ☐ A secondary school diploma or its equivalent ☐ Employment ☐ A measurable skills gain leading to a credential ☐ A measurable skills gain leading to employment	Select at least one potential program outcome.

Entering an Apprenticeship Program	Steps
This program leads to a credential or degree ● Yes ○ No	In order to be on the ETPL, a program must lead to a credential or degree. Set this field to Yes.
Name of Associated Credential: US Coast Guard Endorsement **Completion Level:** Employment & training program completers ▼ **Attain Credential:** Occupational Skills certificate or credential	Enter the Completion Level and credential attained for the program.
Is this education program in a partnership with business? ● Yes ○ No **Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):**	Per state policy, new programs must have some sort of partnership with local or regional businesses.
Next >>	When you are done entering the rest of the data, click Next. At this point, your progress has been saved. You can exit the program and resume entering data by clicking Edit.
Duration Locations External Approvals Cost Details Provider Representative General Information Apprenticeship Additional Details Occupations Performance Confirmation Review Occupational Skills Completion Expectations Scheduling	Now, you will see tabs that you can click on to easily skip to different sections of the program.

Entering an Apprenticeship Program	Steps

Apprenticeship

* **Apprenticeship Registration Date:** 11/14/2003 📅 Today

* **Apprenticeship Description:** An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects

* **Number of active apprentices:** 0

* **Instruction Method:** In-person

* **Instruction Length in Weeks:** 200

* **Technical instruction is provided by another provider:** ○ Yes ● No

Enter the required fields under the Apprenticeship tab and click Next. Enter the appropriate information into the following tabs. If there is technical instruction provided by another provider, it will ask for the address when you click Yes.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Selec ☐
13201100	Accountants and Auditors ➔		✓	☑
13201101	Accountants ➔		✓	☐

The Occupations tab will let you view ONET codes related to the program. These usually populate from the CIP code in the General Tab.

| 25101100 | Business Teachers, Postsecondary | | ✓ | ☑ |

🟡 BRIGHT OUTLOOK NATIONALLY | 🔵 BRIGHT OUTLOOK LOCALLY | 🟢 GREEN OCCUPATIONS

[**Select Occupation From ONET Table**]

If no ONET codes appear, you can click Select Occupation from ONET Table.

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

This is a high demand occupation in Alaska.

☀ **BRIGHT OUTLOOK** NATIONALLY | ⚙ **BRIGHT OUTLOOK** LOCALLY | 🍃 **GREEN OCCUPATIONS**

If a program is not marked as locally in-demand with a blue icon, provide evidence to show that it is in-demand.

Entering an Apprenticeship Program	Steps
General Information Apprenticeship Additional Details Duration Locations External Approvals Cost Details Occupations Occupational Skills Completion Expectations Scheduling Provider Representative Performance Confirmation Review	At this point, you can choose to enter additional information into the following tabs or go straight to the Confirmation tab by clicking on it.

Edu. Program Application Confirmation

Request inclusion on ETPL? ● Yes ○ No

Review

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date
Registered Apprenticeship - ITA	Pending (system-set only)	3/4/2022	N/A	3/4/2020 3:20 PM

To submit this program for review, click Yes and then click Next.

At this point, the State ETPL Coordinator will review the apprenticeship and either approve or deny the program in the Review tab.

Review

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date
Registered Apprenticeship - ITA	Registration Verified	3/4/2022	3/4/2020	3/4/2020 3:23 PM

If the apprenticeship is approved, it will show a status of "Registration Verified" under the Status column.

| Test PS - Approved Provider Training - ITA WIOA Registered Apprenticeship | A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting managerial accounting cost accounting budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations. | ✓ | Registration Verified |

The approved apprenticeship will show the WIOA icon, meaning that the program is on the ETPL.