## Eligible Training Provider Registry Program Submissions and Management User Guide:

OKJobMatch.com instructions for Oklahoma's Eligible Training Providers serving the Green Country Workforce Development Board Area.

This guide will demonstrate how training organizations that are on Oklahoma's Eligible Training Provider (ETP) Registry may submit and manage training programs in their Eligible Training Provider account on <u>OKJobMatch.com</u>. Once a training provider is approved as an ETP by the state, <u>Oklahoma Works</u>, that provider will be able to submit training programs to be considered for inclusion on the <u>Green Country Workforce Development Board</u>'s (GCWDB's) ETP Registry.

	Actions		Action Owner(s)
•	Apply to be an approved Eligible Training	Trai	ining Provider
	Provider in the State of Oklahoma.		
٠	Submit programs & request initial		
	approval.		
•	Update programs and request		
	continued/subsequent approval.		
•	Serve as a liaison between the State ETP	Stat	te ETP Registry Administrator
	Registry Administrator and the Training		
	Provider.		
•	Assist the Training Provider with program		
	management on OKJobMatch.com.		
•	Review & process Eligible Training		
	Provider applications.		
Re	view & process initial program	•	Local, initial determination: Local ETP
sul	omissions; subject to State approval.		Registry Administrator
		•	State, final determination: State ETP
			Registry Administrator
Re	view & process updated programs for	•	Local, initial determination: Local ETP
COI	ntinued/subsequent approval; subject to		Registry Administrator
Sta	ite approval.	•	State, final determination: State ETP
			Registry Administrator

The following are actions completed online at <u>OKJobMatch.com</u> and - by whom:

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*Eligible Training Provider Login Page on OKJobMatch.com – with search, login, & a "Create an Account" button on the bottom of the screen* 

## Stay Current with Online Resources:

Please review and comply with the current State and Local Area ETP Registry policies and all associated technical assistance and/or lists (e.g., Demand Occupation Registry) that apply to the management of programs within an OKJobMatch.com ETP account. These items are located on the Green Country Works website Resources > Policy, Research, & Best Practices page under the heading "Eligible Training Provider Resources."

Updates added to this section of our website will also be communicated via email and/or regular convenings, webinars, and other touchpoints. Updates will be sent/facilitated by the Local ETP Registry Administrator to the community of Oklahoma's ETP's who are potentially or are currently serving the GCWDB Area.

## Add a Provider Program

You may add one program when you add a new provider, and it is part of the user registration flow. Once the user account is approved, you can add additional programs. To add additional programs:

1. On the Provider Menu, click Manage Programs. The Provider Programs



page displays.

 **Provider Menu on OKJobMatch.com – with a "Manage Programs" option** 

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OK JobMatch	WondorceJone.c	rg., 😰 Okahoma Jebunk 🖬 Worktonce	ssuance				Home () My	Profile 0	Help © Lo
Provider Menu Edit Provider	Centrics Manage Pro	gans							A CONTRACTOR
Training Provide	ar Name								
Manage Prog	rams								
Edit Provider     Details	C.		4 4 A		J.			Ţ	
② Supplementary	Actions	Program Name or Single Course/Class Title	ADIN	Performance	Lecal Area	Updated	Approved	Renewal	Last Approve
<ol> <li>G) Credentials</li> </ol>	/ 1.01	Program A Name	· Approved	(III Performance   4)	d8 - GreenCountryRegion	jui 28, 2020	State Approved	jui 28, 2021	Oct 18, 2021
() Debarment	/ tet	Program B Name	• Approved	[III Performance   3]	68 - GreenCountryRegion	jul 28, 2020	State Approved	jul 28, 2021	Oct 18, 2021
Accreditation &      Financial Aid	/ Lat	Program C Name	• Approved	H Performance 3	68 - GreenCountryRegion	jul 28, 2020	State Approved	jul 28, 2021	Oct 18, 2021
6 Manage Programs	🖊 Edit	Program D Name	· Approved	H Performance 2	68 - GreenCountryRegion	Oct 25, 2021	State Approved	Oct 25, 2022	Oct 25, 2021
Add Program	/ tet	Program E Name	• Approved	(ill Performance 3)	68 - GreenCountryRegion	Oct 21, 2021	State Approved	0α.21, 2022	Oct 21, 2021
	🖋 Edit	Program F Name	• Terrolati	[# Performance   2]	68 - GreenCourtryRegion	Sep 23, 2021	State Removed	N/A	Sep 23, 2021
	-	Deserver C Human	· Approval	[IH Performance   2]	68 - GreenCountryRegion	Oct 25, 2021	State Approved	Oct 26, 2023	Oct 26, 2021

Manage Programs menu on OKJobMatch.com – with an option to "Add Program" (Note: Columns w/arrows indicated in screenshot are sortable.}

2. Click Add Program. The Program Description page displays.



3. Complete the fields on the Program Information page (See table for fields and descriptions, below).

**[** Table: Field Descriptions for the Program Information screen on OKJobMatch.com:



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Is the training program a single course, or is it a set of courses? (required)	<ul><li>(Option Buttons) Select one:</li><li>Single course</li><li>Multiple courses</li></ul>
Is this program preparation for an occupation that the Department of Labor considers non- traditional for men or women?	<ul> <li>(Option Buttons) Select one:</li> <li>Non-traditional for men</li> <li>Non-traditional for women</li> <li>Neither</li> <li>According to the U.S. Department of Labor, a nontraditional occupation is one in which 25 percent or less of one gender is employed.</li> </ul>
Program Name (required)	(Text) Enter the name of the program or course.
Program Synopsis (required)	(Text) Enter a brief description of the program.
Method of Delivery (required)	<ul> <li>(Option Buttons) Select one:</li> <li>Online, e-learning, or distance learning</li> <li>In Person</li> <li>Hybrid or blended</li> </ul>
Training Schedule (required)	<ul> <li>(Check Boxes) Select all that apply:</li> <li>Daytime hours</li> <li>Evening hours</li> <li>Weekends</li> <li>Other</li> </ul>
Curriculum Competency Based	(Text) If the curriculum is competency-based, describe the competencies.
Prerequisite (required)	<ul> <li>(Option Buttons) Select one:</li> <li>No prerequisites</li> <li>High school diploma</li> <li>Associate's degree</li> </ul>

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	<ul> <li>Bachelor's degree</li> <li>Courses only</li> <li>Education and Courses</li> </ul>
Total Credit/Curriculum Hours (required)	(Text) Enter the number of credit or curriculum hours.
Total Number of Training Weeks	(Text) Enter the number of weeks needed to complete the program / course.
Apprenticeship sponsors using this program	(Drop-down menu) Select the Registered Apprenticeship Sponsor using this program. (Select multiple entries from the list by holding down the Ctrl Key and clicking multiple selections.)
Training Location	(Text) Enter the street address of the training location.
ZIP (required)	(Text) Enter the ZIP code where the training is located.
County (required)	(Drop-down) Select [one] the county where the training is located.
Website	(Text) Enter link to provider/program website.
Program Length	<ul> <li>(Drop-down) Select the program length that applies:</li> <li>Quarter</li> <li>Semester</li> <li>Trimester</li> <li>Other</li> <li>The program length indicates the type of periods for the training (i.e., if the training is offered by the semester, but takes two semesters to complete, select Semester). The total length of the training is indicated by Total Credit/Curriculum Hours and/or Total Number of Training Weeks.</li> </ul>
Type of Credential (required)	(Check boxes) Select all the resulting credential(s) achieved by completing the program:

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	<ul> <li>Industry certification</li> <li>Apprenticeship certification</li> <li>Government license</li> <li>Associate's degree</li> <li>Bachelor's degree and above</li> <li>Community college certification</li> <li>Secondary school diploma</li> </ul>
	Employment
	Measurable skills gain
	• Other
Name of Credential (required) [Please note that this is a requirement even if it is not marked as such with an "*" online.]	(Text) Enter the exact name(s) of the credential(s) received when the course is completed. [This allows for the entry of a large number of characters, but if additional room is needed, please add any missing information to the program synopsis.]
Type of Financial Aid Offered (required)	(Text) Enter the type of financial aid for which this program is eligible.
Refund Policy	(Text) Enter a description of the provider's refund policy for this program.
Program Cost I	tems (required: all applicable costs)
In-State/District Tuition	(Tout) Entry the cost
	(Text) Enter the cost.
[Description]	(Text) Enter the cost. (Text) Enter a description of the cost. If district, name the district.
[Description] Out-of-State/District Tuition	(Text) Enter the cost. (Text) Enter a description of the cost. If district, name the district. (Text) Enter the cost.
[Description] Out-of-State/District Tuition [Description]	<ul> <li>(Text) Enter the cost.</li> <li>(Text) Enter a description of the cost. If district, name the district.</li> <li>(Text) Enter the cost.</li> <li>(Text) Enter a description of the cost. If district, name the district.</li> </ul>

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[Description]	(Text) Enter a description of the cost. If the fee is due for each semester and the program is more than one semester, describe.				
Books (Estimated)	(Text) Enter the cost.				
[Description]	(Text) Enter a description of the cost. If the cost for books is for one semester, and the program is more than one semester, describe.				
Supplies/Materials/Hand Tools (Not Included in Tuition)	(Text) Enter the cost.				
[Description]	(Text) Enter a description of the cost. Registry the supplies, materials, and hand tools required and the student's estimated cost. If the cost is for one semester, and the program is more than one semester, describe. Include all costs: art supplies for art classes, fuel charges for truck driving, etc.				
Testing/Exam Fees	(Text) Enter the cost.				
[Description]	(Text) Enter a description of the cost. Indicate when the testing fees are due: before or after the training, and to whom they are paid. For example, network administrator certification exams are administered by a third party and the student is required to pay the third party to take the exam.				
Graduation Fees	(Text) Enter the cost.				
[Description]	(Text) Enter a description of the cost, for example, a diploma fee.				
Other Fees	(Text) Enter the cost.				
[Description]	(Text) Enter a description of the cost. Registry and describe any other costs. If the cost for books is for one semester, and the program is more than one semester, describe.				

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In-State Total Cost	(Text) Enter the total in-state cost.
Out-Of-State Total Cost	(Text) Enter the total out-of-state cost.
	Curriculum
Certified	(Toggle Switch) Select <b>Yes</b> or <b>No</b> . If the curriculum is certified by an accrediting entity or national standardization program, select Yes. If it is not, select No.
Authorizing Entity	(Text) Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program? If yes, enter the name of the agency or authorizing entity.
Occupat	tions (required: at least 1 SOC)
[Program Type] Title	(Display Only) displays the Classification of Instructional Programs (CIP) title after the CIP is selected.
Program Type	(Text) Click <b>CIP Lookup</b> to search for and select the Classification of Instructional Programs. The CIP should be provided by the training provider.
[Occupation Title (O*Net-SOC)] Title	(Display Only) Displays the O*NET title after the O*NET is selected.
Occupation Title (O*Net-SOC)	(Text) Click <b>ONET Lookup</b> to search for and select an occupation for which this program prepares the student.
Hourly Wage 1	(Text) Enter the hourly wage for an entry-level employee in this occupation.
Required Certification 1	(Text) Enter a description of any certifications required to enter employment in this occupation.
[Occupation Title (O*Net-SOC)] Title	(Display Only) Displays the O*NET title after the O*NET is selected.

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Occupation Title (O*Net-SOC)	(Text) Click <b>ONET Lookup</b> to search for and select an occupation for which this program prepares the student.
Hourly Wage 2	(Text) Enter the hourly wage for an entry-level employee in this occupation.
Required Certification 2	(Text) Enter a description of any certifications required to enter employment in this occupation.
[Occupation Title (O*Net- SOC) Title	(Display Only) Displays the O*NET title after the O*NET is selected.
Occupation Title (O*Net-SOC)	(Text) Click <b>ONET Lookup</b> to search for and select an occupation for which this program prepares the student.
Hourly Wage 3	(Text) Enter the hourly wage for an entry-level employee in this occupation.
Required Certification 3	(Text) Enter a description of any certifications required to enter employment in this occupation.

4. Enter 1-3 O\*Net SOC (Standard Occupational Classification) Code(s) for which the program is most closely related.

Program Description page on OKJobMatch.com – bottom of the screen with option to search for and/or enter an SOC code.

Occupations					
Please provide	the specific pame of one or two occupat	ions that this training r	rogram will prepare an i	ndividual to do. Include the	ninimum entry
level wage for t	the occupation and indicate the certificat	ion, licensing and cred	entials by boards or othe	r approval required prior to	employment.
1					
Program Type					0
Browse CP codes					
Occupation Title (0*	NET Code) (required)	Hourly Wage	<b>Required Certificati</b>	on	
	Q	0.00			
Enter a keyword or O*NET	code for the occupation. <u>Search for O"NET Codes</u> (	/			

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The following screenshots show an example of searching for and entering SOC Codes for programs.

 Search <u>https://www.onetonline.org/</u> for, as an example the SOC Code and top related SOC Codes for Electricians.
 Verify SOC Code is on the GCWDB Approved Demand



A	В	C D	E F	G	н	Ĩ
265 47-0000				Construction and Extraction	on Occupations	
266	47-1000	Superviso	ors of Construction and	d Extraction Workers		- W
267		47-101	0 First-Line Superviso	ors of Construction Trades and Extraction Worke	ers	\$2
268	47-2000	Construct	tion Trades Workers			
269		47-201	0 Boilermakers			\$2
270	Ú.	47-203	0 Carpenters			\$2
271		47-207	0 Construction Equip	ment Operators		
272	0		t7 2072 Operat	ing Engineers and Other Construction Equipme	nt Operators	\$1
273		47-211	0 Electricians			\$2
274	0	47-215	o Pipelayers, Plumbe	ers, Pipefitters, and Steamfitters		
275			47-2152 Plumbe	ers, Pipefitters, and Steamfitters		\$2
276		47-221	0 Sheet Metal Worke	irs		\$1
277	47-4000	Other Co	nstruction and Relate	d Workers		
278		47-401	0 Construction and B	uilding Inspectors		\$2
279		47-404	0 Hazardous Material	ls Removal Workers		\$2
280		47-405	0 Highway Maintenar	nce Workers		\$1
281	47-5000	Extraction	n Workers			
282		47-501	3 Service Unit Operat	tors, Oil and Gas		\$1
283		47-502	0 Excavating and Load	ding Machine and Dragline Operators, Surface N	Aining	\$2

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3. Enter SOC Code for Electrician & Click +Add to enter up to two more related SOC codes, as appropriate, and click Add.

Occupations			_
Occupations	47-2111.00 - Electricians	Q	
	Enter a keyword or O®NET code for the occupation. Search for O®NET Codes (3*		
Please provide the specific name of one or two occupations that this training program will prepare an individual to do, include the minimum entry level wage for the occupation and indicate the certification, licensing and oredentials by boards or other approval required prior to employment.	Bectricians 4701100 Discretory local extension and costs description extension and flavour Excess the under it is reactioned	with calles port	0
Program Type	codes. May install or service street lights, intercom systems, or electrical control systems.	NUT I DIO VOITE	-
Q			
Revues Of codes (*			
Occupation Title (OINST Cod Strengton)	Hourly Wage Required Certification 0.00		
42/2110 On Floring			
Enter a keyword or C <sup>1</sup> NIT code for the occupation, <u>Salarin for C<sup>1</sup>NIT Codes</u> (2)	Descention Tele/DBNFT Code) and a	No. of Marco	
Electricians		0.00	
47211100	Enter a keyword or O®NET code for the occupation. Search for O®NET Codes (2*		
Electricians's install, maintain, and repair electrical winnig, equipment, and hutures, Ensure that work is in accordance with relevant codes. May Install or service street lifetis, intercom systems, or electrical control systems.			0
	Required Certification		
and the second sec			
Hourly Wage Required Certification [NOT Fequired]			
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## ADD PROGRAM PERFORMANCE

If the program has already been administered, go to the Program Performance page and complete the Program Performance for Overall (aka All Students) using raw numbers (See table for fields and descriptions).

- Any program that is covered by Higher Education Act (HEA) or is a registered apprenticeship program is not required to complete the Program Performance page for initial eligibility; however, it is encouraged. All programs must complete the Program Performance page to be considered for renewal (subsequent eligibility). If you do not wish to complete the Program Performance page at this time, click Save on the Program Description page.
- 1. From the Manage Programs screen, click on the edit button next to the program you are updating. From the Edit Program Screen menu, click **Performance**.

C i okjobmatch.com/insti	tution_programs/6625/edit?training_provider_id=	Q @ \$					
okmarks 🕤 O*NET OnLine ዄ Wor	Horce3one.org 😵 Oklahoma JobLink 🗖 Workforce Issuance	has	xe	Other book	kmarl		
OK JobMatch		A Home O My P	rofile 😡 Hel	O Log	Out		
Provider Menu Edit Provider Details	Menaza Program Edit Program						
Program Name							
Edit Program							
Describe each individual p	rogram that the training provider would like to have certified.						
	5						
(1) Edit Provider Details							
<ol> <li>Supplementary</li> </ol>	Program Information						
Credentials	Provider Status	Approved					
0	Local Area	Constraints					
(d) Debarment	Local Area	bs - ureen.countrywegion					
(5) Accreditation &	WIOA Approval:	State Approved					
Financial Aid	Is the training program a single course, or is it a	a set of courses? (required)					
A Manage Programs	Single course						
	Multiple courses						
Add Program	Is this program preparation for an occupation that the Department of Labor considers non-traditional for men or women?						
Add Program	Is this program preparation for an occupation t	that the Department of Labor considers non-traditional for men or women?					
Add Program	Is this program preparation for an occupation t	that the Department of Labor considers non-traditional for men or women?					
Add Program Edit Program & Performance	Is this program preparation for an occupation t Non-traditional for men Non-traditional for women	that the Department of Labor considers non-traditional for men or women?					

*Edit Program menu on OKJobMatch.com – with a "Performance" option with link.* 

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- 2. In the Performance Screen, click **Add Performance**. The Add Program Performance page displays.
  - If you are no longer on the Program Description page, click Programs on the Provider Menu, then click Edit beside the program to which you are adding Program Performance information. The Program Description page displays. Follow the directions, beginning with Step 1.

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30bMatch				A Home	🛛 My Profile 🧕 Help ပိ Log Ou
Frontier Mens Edit Provider	Onais Manaschosters	Edit fragram Performance			
Program Name					
Performance	9				
To add a new perf	formance set, click Add P	erformance.			
To edit an existing	performance set, click B	dit for the set you wish to update.			
Edit Provider     Details					
Supplementary Documents	Actions	Program Name	Type #	Reporting End Date	Category #
③ Credentials	۲	Program Name	Archived	Feb 05, 2018	Archived
Debarment	/ Edit	Program Name	Initial	Oec 31, 2018	Al
Accreditation & Financial Aid	🖉 tdit	Program Name	Subsequent	Dec 31, 2020	Al
Manage Programs	/ Edit	Program Name	Subsequent	Dec 31, 2019	Al
Add Program	/ tan	Program Name	Subsequere	Dec 31, 2018	All
Landerson					
Personsaide					

*Performance Screen on OKJobMatch.com – with an "Add Performance" option.* 

3. Complete the fields on the Program Performance page and click **Add**. (See table for fields and descriptions).



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Program Performance			
Field	Description		
Performance Type? (required)	<ul> <li>(Option Buttons) Select one:</li> <li>Annual – Select this only if this is the initial request for program approval. Enter the most recent performance information for the program that covers a one-year period.</li> <li>Continued – Select this for any request for subsequent/continued program approval. Enter the most recent performance information for the program that covers a one-year period.</li> </ul>		
Student Type (required)	<ul> <li>(Option Buttons) Select "Overall":</li> <li>WIOA (Do Not Select; This is for ETP Registry Administrator use only.)</li> <li>Overall (Always selected by a Training Provider.)</li> </ul>		
Begin Date (required)	(Text or Calendar Select) Enter the program performance begin date in Mmm DD,YYYY format (ex. Jul 1, 2021)		
End Date (required)	(Text or Calendar Select) Enter the program performance end date to conclude a one-year period in Mmm DD,YYYY format (ex. Jun 30, 2021) *Performance data is required to reflect a one-year period as such: July 1, 2020 – June 30, 2021, or January 1, 2021 –		
Number Served	December 31, 2021. Others may report based on the Federal reporting year, October 1, 2020 – September 30, 2021. The requirement is that you provide the most up to date data you have available. (Text) Enter the number of students enrolled in the program		
(required)	during the reporting period.		

Table: Field Descriptions for the Program Performance screen on OKJobMatch.com:

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Number Exited (required)	(Text) The total number of students who completed, withdrew, or transferred from the program during the reporting period.
Number Completed (required)	(Text) The total number of students who successfully completed the program during the program year (did not withdraw or transfer).
Number Employed in 2nd Quarter After Exit (required)	(Text) Enter the number of students who were employed in the 2nd quarter after leaving the program.
Number Employed in 4th Quarter After Exit (required)	(Text) Enter the number of students who were employed in the 4th quarter after leaving the program.
Number Who Attained Credentials (required)	(Text) Enter the number of students who earned credentials upon completion of the program.
Median Earnings in 2nd Quarter After Exit (Required)	(Text) Enter the median <u>quarterly</u> * wage students earned in the 2nd quarter after leaving the program.
Average Earnings 2nd Quarter After Exit (Required)	(Text) Enter the average <u>quarterly</u> * wage students earned in the 2nd quarter after leaving the program.
Average Earnings 4th Quarter After Exit (required)	(Text) Enter the average <u>quarterly</u> * wage students earned in the 4th quarter after leaving the program.

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