



CalJobs Quick Reference Card: Provider Representatives and Local Staff: Roles and Responsibilities

Provider Representative: Step One-- Registration

Provider Representatives must register in the system before they can manage the institution they represent. Registration is conducted from the *CalJobs Home Page*. Representatives can register by:

- Clicking the Not Registered Yet? link on the CalJobs Home Page.

Select Option 2, Create a User Account, and then the Provider link, to register.

To register, providers must:

- Create a unique User Name
- Create a Password
- Create a Security Question and Response
- Input the FEID number of the institution
- **Institution defaults to Existing change to NEW.**
- Indicate the Institution Type
- Include the Contact information pertaining to the provider, such as Title, Name, Phone Number, Email Address, Institution URL

This information is saved. However, before they can create courses or programs, their account **must be reviewed by an LWIA staff member** and their access level changed from *Pending Access* to *Active*. **If the institution is new to the system, additional information can be entered on the institution.** LWIA staff can also assist by registering provider representatives.



<p>After registration, representatives will get a system message indicating that their account is currently being reviewed.</p>	<div data-bbox="802 247 1435 478"><p>Welcome</p><p>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. If you have any questions, please contact:</p><p>38000 Workforce Services Division</p><p>Phone: Email:</p></div>				
<p>Their account allows them very limited access until their status is changed. Representatives with Pending Access status can:</p> <ul style="list-style-type: none">• Review their User Profile information• Review a list of state InDemand Occupations• Access the CalJobs Education Services Directory	<div data-bbox="750 638 1487 869"><p>Services for Providers</p><table border="0"><tr><td><p><u>Manage Provider User Profile</u> Select this option to manage your user profile and contact information.</p></td><td><p><u>Demand Occupations</u> Select this option to view the current list of demand occupations.</p></td></tr><tr><td colspan="2"><p><u>Education Services</u> Find a suitable training or educational program, as well as information on training providers and schools.</p></td></tr></table></div>	<p><u>Manage Provider User Profile</u> Select this option to manage your user profile and contact information.</p>	<p><u>Demand Occupations</u> Select this option to view the current list of demand occupations.</p>	<p><u>Education Services</u> Find a suitable training or educational program, as well as information on training providers and schools.</p>	
<p><u>Manage Provider User Profile</u> Select this option to manage your user profile and contact information.</p>	<p><u>Demand Occupations</u> Select this option to view the current list of demand occupations.</p>				
<p><u>Education Services</u> Find a suitable training or educational program, as well as information on training providers and schools.</p>					



Local Staff: Step Two-- Creating the Provider

LWIA staff members are tasked with creating the initial provider information in CalJobs. This must occur before representatives can enter specific provider course details. Go to [Services for Workforce Staff > Manage Providers > Create a Provider](#).

Create a Provider Select this option to create a Provider account.	Assist a Provider Select this option to assist a Provider.
Manage Program Reapplication Select this option to manage Program Reapplications.	Create a Provider User Select this option to create a registered Provider User.

In the Provider Information section, enter all required fields:

- Status (Active)
- LWIA Region—Regional Staff must select *State* if this provider will have courses eligible for WIA enrollments. Regional Providers will never have courses that are part of the WIA enrollment process. **Important!**
- Is the provider related to a preferred employer in CalJobs? You can find it then through the [Search for Employer](#) link and connect them.
- Vendor ID is self-generated
- FEID
- Name and Address
- Type in the Zip Code first and then the City and State will prefill.
- URL (full URL, if available)

Provider Information

* Status: Active Inactive

* LWIA Region: [Search For Employer]

Linked Employer: [Search For Employer]

* Vendor ID:

* FEID:

* Provider Name 1:

Provider Name 2:

* Address 1:

Address 2:

Note: By entering the Zip Code first, the system will automatically populate the City and State fields.

* City:

* State:

* Zip:

URL:
Enter URL e.g. (http://www.companysite.com)

Type of Business:

State Use 1:

State Use 2:

State Use 3:

State Use 4:

State Use 5:



Complete the Address sections:

- Billing Address information
- Mailing Address information

If address information was provided earlier, click the appropriate links to prefill the information in these sections. Save.

Billing Address Information

Populate the Billing Address from: [Provider's Main Address](#)

• Billing Address 1:

Billing Address 2:

• Billing City:

• Billing State:

• Billing Zip:

• Attention:

Mailing Address Information

Populate the Mailing Address from: [Provider's Main Address](#) | [Provider's Billing Address](#)

• Mailing Address 1:

Mailing Address 2:

• Mailing City:

• Mailing State:

• Mailing Zip:

• Mailing Attention:

Provider Type Details:

What type of courses will this provider offer? Select the various type categories, such as: for WIA approved training providers always select:

- **PS- Approved Provider Training ITA**

If you don't select these types, you will be unable to associate courses and service codes with these types, which will impact WIA enrollments.

If you miss a provider type, you can always come back and select it later.

Provider Type Details

- ☐ **Contract Services (CS)**
 - ☐ CS - OJT
 - ☐ CS - Project
 - ☐ CS - Work Experience
- ☑ **Program Services (PS)**
 - ☑ **PS - Approved Provider Training - ITA**
 - 300 Occupational Skills Training - Approved Provider List (ITA)
 - 324 Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)
 - 416 Occupational Skills Training - Approved Provider List
 - ☑ PS - CRS
 - ☑ **PS - Non-ITA Occupational Skills**
 - 302 Entrepreneurial Training
 - 304 Customized Training
 - 305 Skills Upgrading & Retraining
 - 311 Placed In Job Corps
 - 312 Placed In Federal Training (Includes TAA and WIA)
 - 313 Placed In State And Local Training (Non TAA, WIA)
 - 314 Enrolled In Apprenticeship Training
 - 320 Private Sector Training
 - 322 Job Readiness Training
 - 328 Occupational Skills Training - Non Approv Provider (No ITA)
 - 329 Other Training Service
 - 335 TAA - Approved Occupational Skills Training - Approved by Other State
 - 353 Institutes of Higher Education Contracting Training (IHECT)
 - 398 Higher Education Waiver - Community College/University Training
 - 430 Youth Occupational Skills Training - Non-Approved Providers
 - ☑ **PS - Office Services**
 - 001 Planned Break in Service: Training, Health/Medical
 - 002 One Stop Employment And Workforce Information Service
 - 008 Self Service Resume - Update and Additions
 - 080 Complaint Process Information
 - 089 Self-Service Informed of Veteran Priority of Service
 - 101 Orientation
 - 102 Initial Assessment
 - 103 Provision Information On Training Providers, Performance Outcomes
 - 104 Workshop
 - 105 Job Finding Club
 - 106 Follow-up Services after Employment (prior to Exit)
 - 107 Provision Of Labor Market Research
 - 108 Referred to WIA Services (not Training)
 - 110 Attended Rapid Response
 - 111 TAP Workshop
 - 112 Job Fair



CRS Provider Information:

Complete required fields which concern the background of the provider. Much of this information will also appear in the CalJobs Education Services Directory, a directory of all the providers in the system and their courses:

- Institution Area
- Institution Type
- Ownership
- Description
- Main Telephone Number
- Display information online?
- Accreditation?

CRS Provider Information

Institution Name: San Jose Silicon Valley College
Institution Code: The Institution code will be created.
WIA Provider: Yes No
* Institution Area: Santa Clara County
* Institution Type: Four-year Colleges and Universities
* Institution Ownership: Public institution
Years in Business: 55
Disabled Access: Yes No
ADA Compliant: Yes No
* Institution Description: 4 year accredited college specializing in new software technology
Agency Code: 060 [Search For Agency Code](#)
* Main Telephone Number: 523 - 526 - 2222
Financial Aid Telephone Number: 323 - 112 - 1222
Main Email Address:
Is this a Community College? Yes No
* Display online to the public: Yes No
* Accreditation: Yes No
Accrediting Body: Accrediting Council for Independent Colleges ...

Additional Required Information:

- Agency Exemption Certificate?
- Agency Receipt Letter
- Financial Aid?
- Online registration?

If you are ready for this information and this provider to be active in the system, complete the **Provider Review Status** section with a status of "Approved."

Click the **Save** button at the bottom.

Career Counseling Available: Yes No
Job Placement Assistance Available: Yes No
Tutorial Services Available: Yes No
ESL Courses Available: Yes No
GED Assistance Available: Yes No
Other Additional Services Available: Yes No
On-site Child Care Available: Yes No
* State Approving Agency Exemption Certificate on File: Yes No
* State Approving Agency Receipt Letter on File: Yes No
Financial Aid Available: Yes No
* Online Registration Available: Yes No
Pell Grant Eligible: Yes, Pell Grant Eligible.
 No, not Pell Grant Eligible.
 Pell Grant Not Applicable.
Approved Apprenticeship: Yes, Approved Apprenticeship.
 No, not Approved Apprenticeship.

Provider Review Status

Approved LWIA: San Jose Silicon Valley, Workforce Investment Netw
Review Date: 11/01/2013 Today (mm/dd/yyyy)
Status: Approved
State Review Date:
State Review Status: Approved



If all information is complete, and the Status is Active, staff should be able to locate the provider through **Assist a Provider**.

To sort on any column, click a column title.

ID	Provider Name	Provider Address	Vendor Code	Region	Status	Action
9	San Jose Silicon Valley College	1612 San Jose, San Jose, CA 95113	CA2	State	Active	Profile Programs Activities

Provider Representative: Step Three—Staff Approval of Registration

After registration, providers are unable to enter course or program information. Their account is in *Pending Access* until they are **reviewed and approved by a local staff member**. Click **Edit** under the Action Column that will take you to the screen below.

Note: A local staff member may contact the representative or institution directly to verify information.

Username	Contact Name	Institution	Institution Address	Region	Access	Action
BARRYSIMMS12	Barry Simms	San Melrose College		Santa Cruz County Workforce Investment Board	Pending Access	Edit
GSGILLSMITH	Gil Smith	Pismo Beach College		Santa Cruz County Workforce Investment Board	Pending Access	Edit
GSGILSMITH	Gill Smith	Pismo Beach College		Santa Cruz County Workforce Investment Board	Pending Access	Edit
GSIPOVJESS	GSI GSI	GSI Prov University		Kings County Job Training Office	Pending Access	Edit
GSI SALLMILLER	Sal Miller	Pismo Beach College		Santa Cruz County Workforce Investment Board	Pending Access	Edit
GSI TERRISIMMS	Terri Simms	Silicon Valley Technology College		Santa Cruz County Workforce Investment Board	Pending Access	Edit

Click search for Institution, once you find Institution select it that will populate the Institution Access field with the name of the Institution. Change Access Rights to Active, enter a comment and **SAVE**.

CalJobs does allow providers to register before their provider is in the system.

Provider User Access Rights

Institution Access:
[\[Search for Institution | Remove \]](#)

* Access Rights:

Comments:

Provider Representative: Step Four -- Creating Programs for the Provider

Provider Representatives can create courses in the system once the institution is:

- Active
- Created in the system by LWIA staff.

Click **Manage Institution Programs** from their list of services. (EDD staff can also create courses in the same manner.)

Services for Providers

<p>Manage Provider Profile Select this option to manage the provider profile and contact information.</p> <p>Manage Provider User Profile Select this option to manage your user profile and contact information.</p> <p>Manage Institution Programs Select this option to manage your Institution's programs.</p>	<p>Demand Occupations Select this option to view the current list of demand occupations.</p> <p>View Reports Select this option to generate provider and program information reports.</p> <p>Education Services Find a suitable training or educational program, as well as information on training providers and schools.</p>
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Provider Representatives can only create a program that will appear in the CalJobs Education Services Directory. They can recommend it for WIA eligibility, but that decision falls on the **LWIA/EDD** staff member to determine. Representatives will click the **Add Self Service Education Program** button. **This is very important!**

Complete the required fields in the **General Information** section:

- Status (Active or Inactive)
- CIP Code (select the CIP code by conducting a search through the CIP Code link)
- Green Job Training?
- WIA Program (Does the provider wish to submit this program for WIA eligibility? Yes or No)
- Completion Level?
- Attain Credential?
- Pell Grant Eligible?

Complete the required fields in the **Service Information** section:

- Duration and Type
- Day or Night Classes?
- Weekend Classes?
- Mode of Delivery (only 1 can be selected based on course identification)



Complete the **Course information and Course Credentials** section:

- Class Time?
- Minimum and Maximum Class Size?
- Class Frequency?
- Resources Required?
- Credit Earned?
- Program Goal(s)?

Course Information

* Class Time: Hours
Lab Time: Hours
Other Time: Hours
Weekly Schedule:

* Minimum Class Size:
* Maximum Class Size:
Number of Instructors:
* Class Frequency:

* Resources Required: Yes No

Accessibility:

<input checked="" type="checkbox"/> On-Site Parking	<input checked="" type="checkbox"/> Public Transportation
<input type="checkbox"/> Disabled Student Access	<input type="checkbox"/> Sign Language
<input type="checkbox"/> Other Languages	<input type="checkbox"/> Other

Program Credentials

Continuing Education Units (CEU): Units
CEU Granting Institution:

* Credit earned program: Yes No
Number of credits: Credits
* Credit earned duration: Semester Quarter

* Program Goal:

<input checked="" type="checkbox"/> Skill Attainment	<input type="checkbox"/> Certificate
<input type="checkbox"/> Registration	<input type="checkbox"/> License
<input type="checkbox"/> Associate Degree	<input type="checkbox"/> Baccalaureate Degree
<input type="checkbox"/> Other	

Complete the **External Approvals and Program Apprenticeship** sections:

- State Approving Agency
- Other State Approving Agency Approved Programs?
- Department of Education Approved?
- Community College Chancellors Office Approved?
- Registered Apprenticeship?
- Apprenticeship Registration Date (if applicable)?

Click the **Save** button when all required fields are completed.

External Approvals

* State Approving Agency:

State Approving Agency Status:

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Temporary Approval
<input type="checkbox"/> Registered	<input type="checkbox"/> Exempt
<input type="checkbox"/> Not Applicable	

State Approving Agency Approval Expiration Date: Today (mm/dd/yyyy)

* Other State Approving Agency Approved Programs: Yes No

* Department of Education Approved: Yes No

* Community College Chancellor's Office Approved: Yes No

Community College ID:

Program Apprenticeship

* Registered Apprenticeship: Yes No

Apprenticeship registration date: Today (mm/dd/yyyy)



Complete the **Provider Representative and Qualifications** section:

- Provider Representative
- Representative Title
- Application signed date
- Date received by LWIB
- Minimum Entry Level Requirement
- Equipment Used
- Reasonable explanation regarding why it is a new program

Click the **Save** button

Provider Representative

* Provider Representative: Bill Simms

* Provider Representative Title: Dean

* Provider Representative Application signed date: 11/01/2013 Today (mm/dd/yyyy)

* Date Received by LWIB: 11/01/2013 Today (mm/dd/yyyy)

Qualifications, Prerequisites and Equipment

Describe the qualifications of all instructors in 200 words or less: They all have advanced degrees

Target Audience: Adult

* Describe the minimum entry level requirements or prerequisites in 200 words or less: Accounting 002 required

* Describe any equipment used in this program and its adequacy and availability in 200 words or less: Graphic calculators

* Please provide a reasonable explanation regarding why this is a new program: Approved for PY 2012

Save Cancel

After clicking **Save**, the screen will expand to show additional sections. Provider Representatives should complete as many of these sections as possible. The first section is **Program Service Curriculum**. Add Curriculum by adding the Add Curriculum link.

Provider: San Jose Silicon Valley College

Service Name: Accounting 304

Program Service Curriculum

Code	Course Title	Action
417887	Introduction to Accounting	Edit Delete

[Add Curriculum]

Add any related Occupational details through the **Program/ Service Occupation** link. If the related occupation title is not a Bright Outlook occupation, you will have to provide information regarding why it is in demand.

Click the **Save** button.

Provider: San Jose Silicon Valley College

Program: Accounting 304

Clipcode: 520301

BRIGHT OUTLOOK Indicates a bright outlook occupation.

Code	Occupation Title	Provider Title
<input checked="" type="checkbox"/> 13201100	Accountants and Auditors	Accounting 404
<input type="checkbox"/> 13201101	Accountants	
<input type="checkbox"/> 13201102	Auditors	
<input type="checkbox"/> 13203100	Budget Analysts	
<input type="checkbox"/> 13204100	Credit Analysts	
<input type="checkbox"/> 13206100	Financial Examiners	
<input type="checkbox"/> 13208100	Tax Examiners and Collectors, and Revenue Agents	
<input type="checkbox"/> 25101100	Business Teachers, Postsecondary	

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

Labor Market Information

Save Cancel



The next section is the **Program/ Service Cost Details** section. Add any tuition or other costs. A cost details template will appear with line items for Tuition, Books, Tools, and other cost breakdowns.

Click the **Save** button when completed.

Provider: San Jose Silicon Valley College
Program/Service: Accounting 304

Service Cost Information

Note: \$0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

* Add Cost Items [[Add Cost Items](#)]

* Total CRS Training Costs: \$ 1,615.00

* Tuition/Fee: \$ 1,400.00

* Books: \$ 200.00

* Tools: \$ 15.00

* Other Costs: \$ 0.00

Comments:

* Total Amount: \$ 1,615.00

[Save](#) [Cancel](#)

The next section is the **Program/ Service Locations**. Provide a location where the course will be offered, and then click the **Save** button. If multiple locations will offer the course, select all locations by selecting their check-box in the left column. During the actual enrollment process, staff can select the appropriate location from a list.

Program / Service Locations

Provider: San Jose Silicon Valley College
Program / Service: Accounting 304

Selected	Location Name	Location Address	Billing Address
<input checked="" type="checkbox"/>	San Jose Silicon Valley College	1612 San Jose San Jose, CA 95113	1612 San Jose San Jose, CA 95113

[Save](#) [Cancel](#)

The next section is the **Skills** section. Provide a list of potential skill attainments associated with anyone who will be taking this course.

Click the **Save** button to save the skills.

Skill Category

Select a category for additional skills:

Program Skills

[\[Check All\]](#) [\[Uncheck All\]](#)

Skill Description
<input type="checkbox"/> adjust computer operation system
<input checked="" type="checkbox"/> analyze business, scientific, or technical problems in electronic data processing systems
<input checked="" type="checkbox"/> analyze programs using workflow chart or diagram
<input checked="" type="checkbox"/> analyze test data
<input checked="" type="checkbox"/> assist co-workers with software problems
<input checked="" type="checkbox"/> calculate differential equations



If the provider representative wishes to submit this course for WIA approval, there is a confirmation statement in the next section. Read the confirmation statement and indicate that the institution agrees with it, and if the program is to be submitted for WIA eligibility approval, indicate Yes.

If the program is not to be submitted for WIA eligibility approval, merely state No. This will allow the course to appear in the Education Services Directory but the course will not show up during the WIA enrollment process.

Click the **Save** button.

Program / Service 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. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

Yes, I agree to the above statement.

* Indicate if you want to submit this program for WIA Review and Approval at this time:

Yes, submit this program for WIA Approval.
 No, do not submit this program for WIA Approval.

Save **Cancel**

All information is now completed on the course. Click the **Return to Service List** button at the bottom of the course/programs creation form, and the course will appear in a table.

Provider: San Jose Silicon Valley College
Show **Active** services

Self Service Education Program Details

To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
Accounting 304	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, managerial accounting, cost accounting.	Active	

Add Self Service Education Program

Local Staff

Step Five: Approving Courses for WIA Eligibility

Approving a course for WIA eligibility is a regional LWIA staff function. It is not a task conducted by State staff. Local LWIA staff will receive notifications through their preferred notification method and/or their Message Center when:

- Local provider representatives register
- Courses are created by local providers
- Courses have been submitted for WIA approval
- WIA courses are due for reapplication

My Staff Messages

Show Filter Criteria

There are no messages for the selected folder



Once a message is received, staff can access the provider course just created by going through **Assist a Provider**.

To sort on any column, click a column title.

ID	Provider Name	Provider Address	Vendor Code	Region	Status	Action
9	San Jose Silicon Valley College	1612 San Jose, San Jose, CA 95113	CA2	State	Active	Profile Programs Activities

The course can be found in **Provider Programs > Self Service Education Programs**. This is where all courses created by Provider Representatives will be located. It has not been approved for WIA eligibility until it is reviewed and approved by a WIA regional staff member.

Click on the Service Name, which is a link to the course information.

Program Services Support Services Contracts Self Service Education Programs

Provider: San Jose Silicon Valley College
Show services

Self Service Education Program Details

To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
Accounting 304	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, managerial accounting, cost accounting.	Active	

Click the Edit link for the **General Information** section. You will have to select a program type. The choices include:

- PS- Approved Provider Training – ITA
- PS- Training Non-ITA
- PS- Non-ITA Occupational Skills
- Not Applicable

Only PS-Approved Provider Training – ITA can be approved for WIA eligibility. If you choose any of the other Service Types, they can also be *duplicated* to appear during a WIA enrollment, but only this type pertains to WIA course eligibility.

Make sure there is a date in the State Approval Agency Expiration Date field before proceeding.

Service Type Information

Please select a service type from the options below. After you have selected a service type, you will see the associated service codes.

* Service Type:

PS - CRS

* Alternate Program Type

PS - Approved Provider Training - ITA

PS - Training Non-ITA

PS - Non-ITA Occupational Skills

Not Applicable

Associated service codes for the PS - Approved Provider Training - ITA service type:

300 - Occupational Skills Training - Approved Provider List (ITA)
324 - Adult Educ w/ Occ. Skills Training -Approved Provider List (ITA)
416 - Occupational Skills Training - Approved Provider List



Next, go to the **Program/ Service Review Status** at the bottom of the page. Click the Edit Program Review link.

Program / Service Review Status

Data indicates this item was changed 11/1/2013. [[View History](#)]

This program / service has not been reviewed.
 WIA-Program has not been enabled for ITA-Approved Status.

Local Workforce Investment Area:
Review Date:
Application Status: Applied For
Review Status: Not Reviewed
Reapplication Date:
State Review Status:
State Review Date:

[[Edit Program Review](#)]

[[Return to Service List](#)]

If the course is approved for WIA eligibility/enrollments, make certain to complete the following:

- Review Date
- Application Status = WIA Approved
- Review Status = Eligible
-

If not approved, select the option that fits for *Application Status* and *Review Status*. Only Eligible means WIA approved.

Note: Some staff may not have Eligible as an option. This is a privilege setting.

Click the **Save** button.

If not approved, the course can still appear in the Education Services Directory

Program / Service Review Status

Data indicates this item was changed 11/1/2013. [[View History](#)]

WIA-Program has not been enabled for ITA-Approved Status.

LWIA: San Jose Silicon Valley, Workforce Investment Netw

* **Review Date:** 11/01/2013 [Today (mm/dd/yyyy)]

* **Application Status:** WIA Approved

* **Review Status:** Eligible

Reapplication Date: 11/01/2014 [Today (mm/dd/yyyy)]

Case Note: [[Add a new Case Note](#) | [Show Filter Criteria](#)]

ID	Create Date	Subject	Actions
No data found.			

Program / State Approving Agency Status

State Review Date: 11/01/2013

Approved for Provider Training: Yes, Approved for Training
 No, not Approved for Training

[[Save](#)] [[Cancel](#)]

In order to review WIA eligible courses, go to **Provider Programs > Program Services** tab. Any approved, eligible WIA course will now appear here. A purple WIA icon in the *Status* column will also indicate that it is a WIA approved course.

Click the *Service Name* link to review.

Program Services | [Support Services](#) | [Contracts](#) | [Self Service Education Programs](#)

Provider: San Jose Silicon Valley College
 Show [Active] services

Program Services Details

To sort on any column, click a column title.

Service Name	Service Description	Status
Accounting 304	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, managerial accounting, cost accounting.	Active

[[Add Program Services](#)]



Edit the *Program/Service Customer Group* section to include only those customer groups that can be enrolled in this course.

The system will default to all customer groups, so extensive editing may be required.

Note: Any other edits of the course information must be done through the *Self-Service Education Programs* tab, where course creation began.

The course may now be ready to appear for WIA enrollment purposes!

Program / Service Customer Group

Customer Group Description
Adult
Older Youth
Younger Youth
Dislocated Worker
Statewide Youth
Statewide Displaced Homemaker - Adult
Statewide Incumbent Worker - Adult
Statewide Other - Adult
Statewide, Rapid Response Add'l Assistance - Dislo
Statewide Displaced Homemaker Dislocated Worker
Statewide Other - Dislocated Worker
TAA
ATAA
Adult - ARRA (Stimulus)
DW - ARRA (Stimulus)
Youth - ARRA (Stimulus)
Statewide Youth - ARRA (Stimulus)

[\[Edit Customer Group Details \]](#)

**Local Staff:
StepSix -- WIA Course Reapplication**

WIA Eligible courses must be up for review at designated intervals, oftentimes once a year or greater. Staff can receive alerts when courses are up for reapplication, or they can access **Manage Program Reapplication** within **Manage Providers**.

A drop-down filter at the top allows regional staff to filter reapplication due dates by how soon they are approaching.

Click on the *View* link in the Action column.

[Create a Provider](#)
Select this option to create a Provider account.

[Manage Program Reapplication](#)
Select this option to manage Program Reapplications.

[Assist a Provider](#)
Select this option to assist a Provider.

[Create a Provider User](#)
Select this option to create a registered Provider User.

Reapplication Criteria

Select Number of days from Reapplication Due Date: Greater than 90 days

The following Providers have programs due for reapplication.

Provider Name	Program/Service Name	Reapplication Date	Action
San Jose Silicon Valley College	Accounting 304	11/01/2014	View



This takes staff back to the **Program/Service Review Status** section, where necessary course updates can be made.

Program / Service Review Status

Data indicates this item was changed 11/1/2013. [[View History](#)]

LWIA: San Jose Silicon Valley, Workforce Investment Netw

* Review Date: 11/01/2013 Today (mm/dd/yyyy)

* Application Status: WIA Approved

* Review Status: Eligible

* Reapplication Status: Not Applied For

Reapplication Date: 11/01/2014 Today (mm/dd/yyyy)

Case Note: [[Add a new Case Note](#) | [Show Filter Criteria](#)]

ID	Create Date	Subject	Actions
No data found.			

Education Services Directory

Not all courses created by providers in the system will be WIA eligible. The system collects a great deal of valuable data on educational institutions that users will find informative. All the information collected on providers is available for view through the **Education Services Directory**.

My Dashboard | How We Can Help You | **Directory of Services**

Quick Menu

Services for Individuals

[Career Services](#)
Research specific occupations, choose a new career, or analyze your skills to find an occupation that best suits you.

[Job Seeker Services](#)
Find assistance in looking for or getting placed in a new job and learn how to develop effective Resumes and cover letters.

[Education Services](#)
Find a suitable training or educational program, as well as information on training providers and schools.


[Labor Market Services](#)
Access information about labor market trends, statistics, and economic and demographic data.


To access, go to **Services for Individuals > Education Services**

Users can review this information by accessing **Training Providers and Schools**, or **Training and Education Programs**

General information entered on the institution or the course is also available here for public use.

The directory will also show which courses are WIA eligible and which are not.

 [Training Providers and Schools](#) - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.

 [Training and Education Programs](#) - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.

Program Listing

Area (click to change): [California](#)

Program Type: Classroom and Online

Select a character below to see programs in the system that begin with that character.

A B C D E F G H I J L M N P R S T U W X Y

Results View: [Summary](#) | [Detailed](#)

Program Name	Credential	Provider Name	City	State
Accounting_304 WIA	Bachelor's Degree	San Jose Silicon Valley College CA	San Jose	CA