

STEP 1: ENTERING PROVIDER DETAILS AND SUBMITTING PROVIDER APPLICATION

The screenshot shows the ColoradoETPL.org website interface. The top navigation bar includes the logo and 'ETPL' with a dropdown arrow. Below the navigation bar, there is a 'PERSONAL NAVIGATION' sidebar with options like 'My Activities' and 'Oversight Agency Profile'. The main content area features a blue header for '4 STEP ETPL PROCESS' and a table detailing the steps. A red arrow points to the 'ENTER PROVIDER DETAILS' button in the sidebar, which corresponds to Step 1 in the table.

The ETPL application process requires four steps. The first, that you will complete ONCE, is to update your provider record.

ETPL STEP	ACTIVITY	REQUIRED/OPTIONAL	ACTIVITY SUMMARY	WHEN COMPLETE, WHAT HAPPENS?
1	Complete your Provider Record	REQUIRED	This step includes updating Provider Details, Location(s) Details and submitting an Application to the state's appropriate oversight agency for approval	Oversight Agency review may take several days or longer. You will be notified via e-mail when next step may be taken
2	Complete a Program Record	REQUIRED	This step includes updating Program Details and submitting an Application for each program to the state's appropriate oversight agency for approval	Oversight Agency review may take several days. You will be notified via e-mail when next step may be taken
3	Complete Selection of Commuting Areas	REQUIRED	This step includes selecting the regions from which students can legitimately commute to each location that offers this program	No review required, you may proceed immediately to Step 4
4	Request Funding Eligibility Review	OPTIONAL	This step includes specifying which regions, from those selected in step 3, to send a request to the local area workforce center, to determine WIOA funding eligibility for those	Review by Local Area Workforce Center for funding eligibility determination. May take several days. You will be notified via e-mail of the result

NEXT STEP: COMPLETING YOUR PROVIDER APPLICATION

ColoradoETPL.org
Apply for the Eligible Training Provider List

ETPL

Southwest Colorado Communi...

CURRENTLY SELECTED PROVIDER

Provider Name* Provider ID Provider Org Type* Provider Oversight Agency

PROVIDER DETAILS

Complete each field as accurately as possible. Note that required fields are marked with an asterisk (*). Hover over the question mark icon for further explanation. Your provider details will be reviewed by the applicable oversight agency. You click the "Save and Close" button below to continue working at a later time. When you are satisfied with your provider details, click the "Save and Prepare Application" button below to begin the approval process.

Provider Nick Name Provider Accreditation

Provider Primary Contact Provider Org Phone* E-mail

Programs Offered General Description* Provider Training Access*

Provider Training for Barriers* IREC Documentation Upload

Provider Logo IREC Icon

Provider Tax Status* Provider Tax ID/EIN* W9 Upload

Provider County Provider Website Provider Admissions Web Page Provider Org Fax

Public Colleges and Universities

SURDS ID CCCS School Suffix CCCS System Type IPEDS ID

Enter Locations

Enter every location from which you offer programs. You must enter at least one shipping location, even if your programs are offered online (use your headquarters address). Be sure to use a unique location name that public users will understand.

Location Details

Empty.

Is Your Profile Complete?

In order to maintain your organization on the ETPL, we must verify that you are licensed, certified or authorized by the relevant oversight agency to operate training programs in Colorado. Click the "Save to Prepare Application" button when your profile is ready for oversight review. If that button is not visible, your approval status is current.

NOTE:

Save & Prepare Application will submit your application.
Save and Close will save your application.