

STEP 2: CREATING A NEW PROGRAM & SUBMITTING PROGRAM APPLICATION

The screenshot shows the ColoradoETPL.org interface. The top navigation bar includes the logo and 'ETPL'. A left sidebar contains 'PERSONAL NAVIGATION' with options for 'My Activities' and 'Oversight Agency Profile'. The main content area displays a message: 'The ETPL application process requires four steps. The first, that you will complete ONCE, is to update your provider record. Once your p'. Below this is a '4 STEP ETPL PROCESS' table.

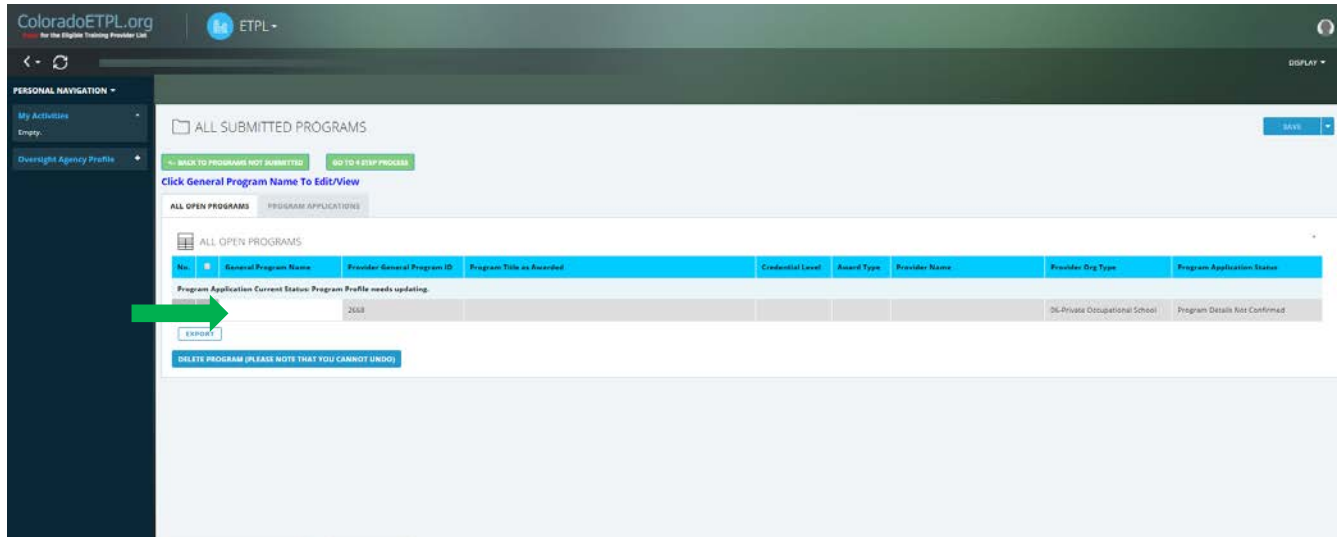
ETPL STEP	ACTIVITY	REQUIRED/OPTIONAL	ACTIVITY SUMMARY	WHEN COMPLETE, WHAT HAPPENS?
1	Complete your Provider Record	REQUIRED	This step includes updating Provider Details, Location(s) Details and submitting an Application to the state's appropriate oversight agency for approval	Oversight Agency review may take several days or longer. You will be notified via e-mail when next step may be taken
STEP 1 IS COMPLETE				
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 program at each location	Review by Local Area Workforce Center for funding eligibility determination. May take several days. You will be notified via e-mail of the result

A callout box on the left contains the text: 'Remember you can always edit your provider details at any time. Select "Update Provider Details" to make any updates/edits.' A red arrow points from this box to the 'ADD NEW PROGRAM' button in the table.

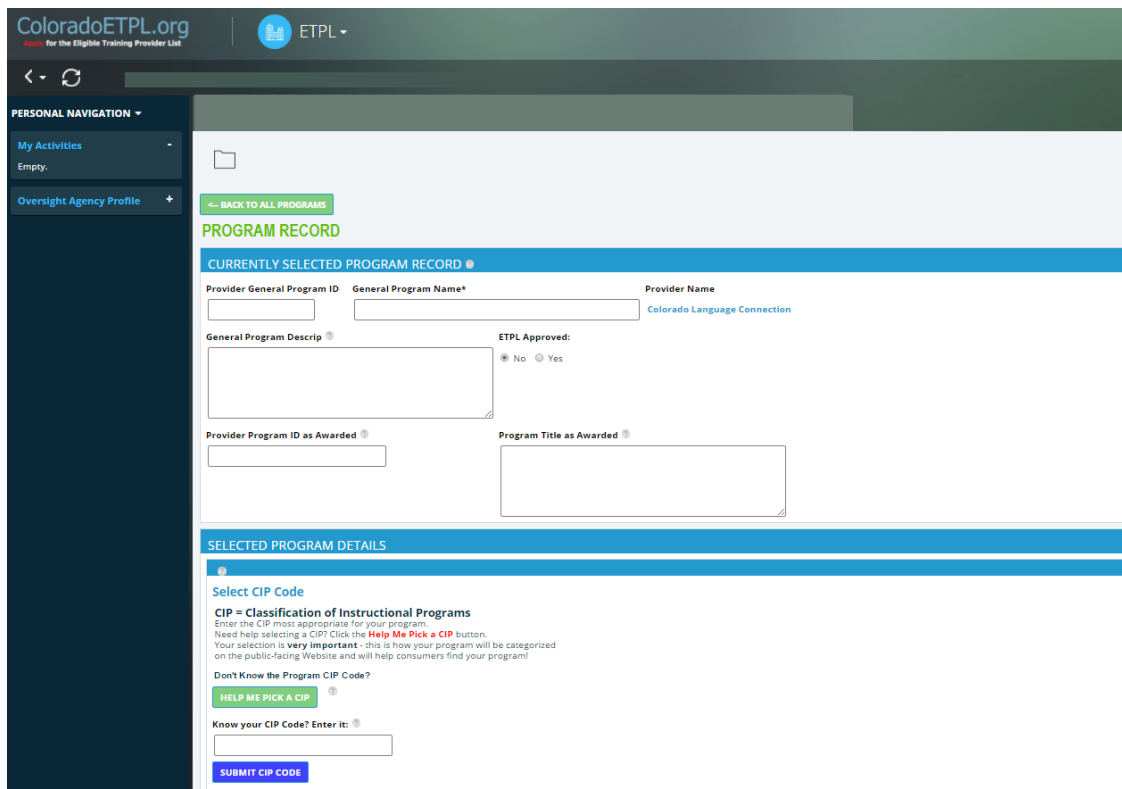
NOTE: If you are a Community College or DPOS training provider, your programs have been pre-loaded and you will see both options (Show All Programs and Add New Program).

STEP 2:

Once you click on the Green “Add New Program” button from the previous page, then you can click on the highlighted blue provider program name to open the program application. If you need to make any changes to the program details after you have saved and closed or your programs are approved, you will select the Red “Show All Programs” button and select the name of the program.



Next: Complete program application. Please fill out all information.



NOTE: Fill in all required information pertaining to your program(s). Be sure to pick the correct CIP code (Select the “Help Me Pick A CIP” button to direct you to a table to choose from).

Program Basics

Credential Level ?

Award Type ?

Program Special Characteristics ?

Program Prepares Students ?

 (+)

Program Started Date



10/1/2018



Program Agency Expiration Date ?



Program Closed date



Program Ended Date



Program Archived Date

Instructor Certification Level ?

Program Level

Program URL ?

[EDIT HYPERLINK](#)

Requirements after Program Completion ?

- Additional Coursework Required
- Licensure Required
- Post-program Examination Required
- Registration with State Required
- Work Experience Required

Program Next Steps ?

Program Business Partnership ?

Business Partner Names ?

Program Costs: Cost fields must only contain numerical digits

Program Tuition Cost ?

Program Fees Cost ?

Program Books Cost ?

Program Supplies Cost ?

Program Total Cost ?

Program Qualifies for Aid Types

 (+)

Program Enrollment information

Program Apply By Date



Program Start Term ?

Program Currently Available for Enrollment

No Yes

Program Prerequisite Skills and Knowledge ?

Contact for Enrollment ?

School Year ?

Related Career Information

Related Career Code: ONET Code Related Career Title: ONET Title MOC Code

Industry Sector: Career Cluster: Career Pathway:

Expected Skills Acquired: Occupation Info:

Employment Demand:

Program Expectations

Program Total Contact Hours: Program Attendance Options:

Units of Time for Program: # of Units of Time to Complete Program:

Program Lab Hours: Program Accessibility:

Program Total Credit Hours:

****WARNING: If you click on "Save & Continue..." and the button does not disappear or the page does not proceed, please make sure all the cost fields & number fields contain digits only (do not enter characters or \$).****

Are the Program Details Complete?

SAVE & CONTINUE...

SAVE & CLOSE

NOTE:
Save & Continue Application will submit your application.
Save and Close will save your application.