

STEP 4: SUBMITTING WORKFORCE FUNDING REQUESTS

ColoradoETPL.org
for the Eligible Training Provider List

ETPL

PERSONAL NAVIGATION

My Activities
Empty.

Oversight Agency Profile

Apply Funding Requests

← BACK TO SUBMITTED FUNDING REQUESTS

Instructions to Request Funding Eligibility

1. Select a location at which this program is offered from the drop down box below;
2. Click on "Show Submitted Commuting Areas" button;
3. In the table, select checkbox(s) for workforce center region(s) from which you would like to request funding eligibility (do not select a region unless a student can legitimately commute to the location from within that region);
4. Click on "Submit Selected Funding Requests" button
5. Select the next location at which this program is offered, if applicable, from the drop down above and repeat steps 2 - 4.

When you are done, navigate back to your Program Details by clicking on the "Back to Program" button.

Locations

Longmont, CO

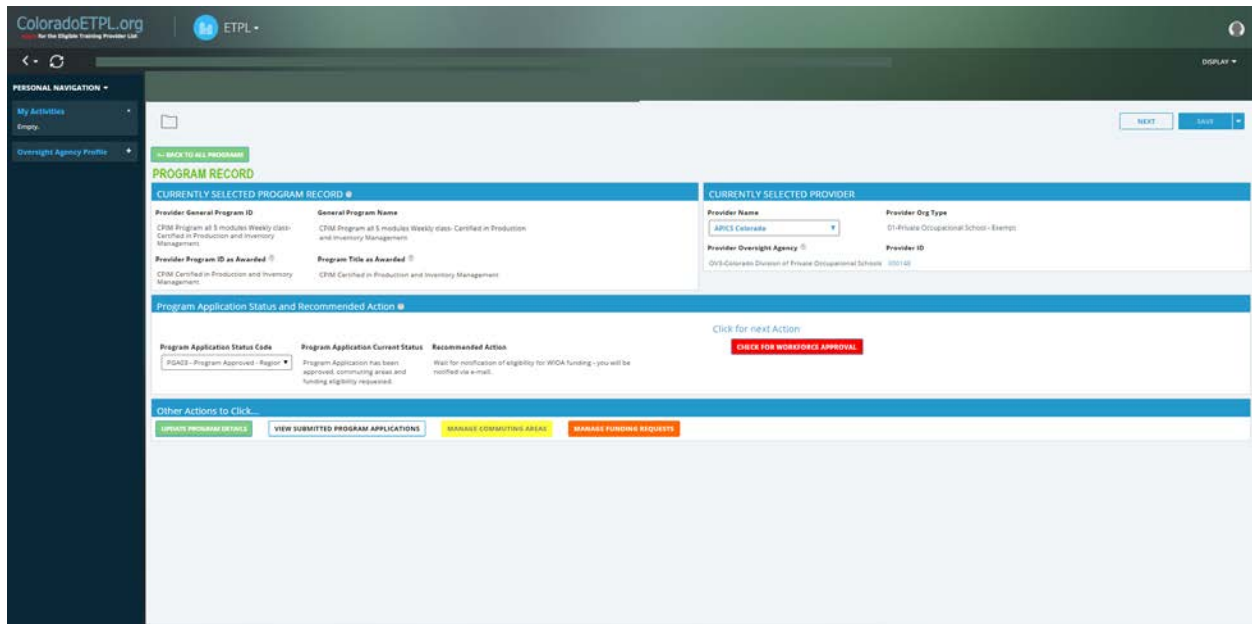
SHOW SUBMITTED COMMUTING AREAS

Select Workforce Centers to request funding eligibility

Empty.

SUBMIT SELECTED FUNDING REQUESTS

After selecting your commute areas, select the blue button “Show Submitted Commuting Areas” and the list will appear in the table. Then select the commute areas you would like to request workforce funding. Finally, select the red button, “Submit Selected Funding Requests” and your funding requests will be sent to a workforce center representative for approval or denial.



After you have completed all 4 steps, you can access your program information at any time to check the status of workforce approval or add a commute area or update your program details by selecting the name of the program.

4 STEP PROCESS DASHBOARD AFTER ALL STEPS ARE COMPLETED

4 STEP ETPL PROCESS

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 WIDA 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

You can always go back to modify or remove a program, commute or funding by coming back to the main 4 step process page. The Red button (red arrow) allows you to "Show All Programs". To Add a new program will be to click on the Green "Add New Program" (green arrow). To update a program(s) will be the blue "work on program details" button (yellow arrow).

You can also check who are the users for ETPL (grey button) " View Provider Users". If you need to add (up to 3 people - 2 users and 1 Administrator) you will need to go to the "Add me to the List" form site.