

# Workforce Investment Act Job Training Automation System Eligible Training Provider List Users Guide

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Job Training Automation System  
Eligible Training Provider List  
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## Introduction

This chapter provides an introduction to the Eligible Training Provider List (ETPL) module of the Job Training Automation (JTA) system.

The JTA system includes a module for the Local Workforce Investment Board (LWIB) to view and add eligible training providers to the ETPL. This module allows the entry of a provider application, program application, extracts, loads, and reports. The ETPL module will appear under the Workforce Investment Act (MWIA) menu:

- 1 MOM Operations Management
- 2 MPE Performance Evaluation
- 3 MSR State Reporting
- 4 MSM System Set-up and Management
- 5 MCM Cash Management
- 6 MCR Canned Reports
- 7 MSQLA SQLAssist
- 8 MCAR Custom Ace Reports
- 9 MWtW Welfare to Work
- 10 MWIA Workforce Investment Act

Under MWIA you will find the ETPL menus:

<b>MWIS</b> <b>ETPL Entry Screens</b>	6 EPVA	Enter ETPL Training Provider Application Form
	7 EPGA	Enter ETPL Program Application
	8 EAPR	Enter ETPL Training Program Approval
<b>METP</b> <b>ETPL Extract</b>	3 XETP	Extract ETPL List Data (This is from the stateside database and a cash/expenditure logon is required.)
<b>MWIL</b> <b>ETPL Extract</b>	9 XPRD	Extract ETPL Provider Data Form
<b>METP</b> <b>ETPL Reports</b>	2 PSETP	Print ETPL Lists (This is on the stateside database and a cash/expenditure logon is required)
<b>MWIR</b> <b>ETPL Reports</b>	5 PETP	Print ETPL Eligible Participant Report
	6 PPGS	Print ETPL Program Status Report

<b>MWIL</b> <b>ETPL Loads</b>	7 LPVA Load ETPL Provider Application 8 LPGA Load ETPL Program Application 10 LETP Load ETPL Eligible Training Provider List
<b>Load Programs</b>	The ETPL module includes programs that will allow the SDA to load information from local case management systems into the ETPL module of the JTA system. The data must meet formatting and editing requirements.

## Document Flow

### Entry Screens

The Enter ETPL Provider Application (EPVA) is used by the Local Workforce Investment Board (LWIB) to collect data on training providers and determine their eligibility for listing on the ETPL.

Once the EPVA is successfully entered into the local JTA system, the next step is to enter the ETPL Program Application (EPGA). The EPGA is used to enter ETPL program information.

Once the EPGA is entered in the local JTA system, the next step is to approve the ETPL program records with the ETPL Program Approval Screen (EAPR). The EAPR is used at the local area to enter approvals/denials of the individual ETPL program records. Once the program record is approved in the local JTA system, the final step is to process the Extract ETPL/Program Data (XPRD) to transmit your records to the State JTA system.

### Extract Programs

The Extract ETPL/Program Data (XPRD) is used to extract the WIA training provider, program, and program approval date from the local JTA system to the State JTA system. State staff will then approve or deny the submitted programs utilizing the Enter ETPL Training Program Approval (ETPA) screen. If the ETPL program record is not manually approved, the Auto ETPL Program Approval (CAPV) will automatically approve programs within 30 days of successful receipt at the State level.

The Extract ETPL Data (XETP) is used to extract the ETPL training providers and programs data from the State JTA system to the local JTA system. A JTA cash/expenditure logon must be used to access the XETP screen on the State database.

### Load Programs

The Load ETPL Provider Form (LPGA) is used to upload WIA provider applications from a non-JTA system to the local JTA system. You must format your data in the correct ETPL file layout to successfully load the files.

The Load ETPL Program Form (LPVA) is used to upload WIA program application tables, WIA program curriculum table, WIA program occupations tables, and the WIA occupations recommendations from a non-JTA system to the local JTA system. You must format your data in the correct ETPL file layout to successfully load the files.

The Load ETPL Data (LETP) is used to load the files that were created by the XETP process. The LETP will load flat ASCII files from the State JTA system into the local JTA system. It will load the following records: etpl\_provr, etpl\_pgm\_currclm, etpl\_pgm\_occ, and etpl\_occ\_recmd. The LETP must be run prior to utilizing the Print ETPL List (PETP) at the local level.

## Print Programs

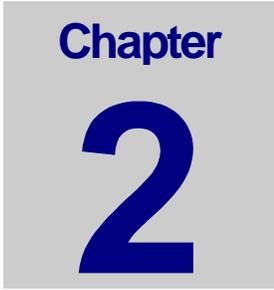
The PETP and the PSETP is used to generate either a summary report, admin detail report, or a public detail report. PETP is processed on the local JTA system and the information is only as current as the last load of the LETP. PSETP is processed on the State JTA system and the information is always current. You will need a cash/expenditure logon to access PSETP on the State JTA system.

The Print ETPL Program Status Report (PPGS) is used to generate a status report on the program applications on the local JTA system.

## Function Keys in JTA

<b>[F1]</b>	Help	Calls a scrolling window with a choice list showing help for the field in which cursor is placed.
<b>[F2]</b>	Clear	Clears all fields of the current screen.
<b>[F3]</b>	Exit	Exits from the current screen to the previous screen. May not be used if entry has been made on the screen without filing the data or if changes have been entered but not filed. To exit without saving changes, use <b>&lt;F2&gt;</b> to clear, then <b>&lt;F3&gt;</b> to exit.
<b>[F4]</b>	Go To	Used to move cursor from present field to another field within a form. Press <b>&lt;F4&gt;</b> and enter field number or text to match.
<b>[F5] or [F11] 5</b>	File	Writes the record to the database, assuming all edits and other constraints have been met.
<b>[F6]</b>	Delete	Deletes a record from the database, please check each chapter for more details.
<b>[F7]</b>	Previous Screen	In a multiple screen process, returns to the previous screen.

<b>[F8]</b>	Next Screen	In a multiple screen process, moves cursor to the next screen.
<b>[F9]</b>	Next	Moves cursor up the upper left corner of the screen and prompts for keyword of the next process user wishes to call. With this function, users may move to various processes without using the menus.
<b>[F10]</b>	Function Key Menu	Displays a window of Function keys and allows user to scroll through and select desired function. Using <b>&lt;F10&gt;</b> again closes the window.
<b>[F11] or SHIFT [F1]</b>	Previous Logical Process	Calls the program defined in the menu setup as the most logical previous process, after meeting any filing requirements on the current screen.
<b>[F12] or SHIFT [F2]</b>	Next Logical Process	Calls the program defined in the menu setup as the logical next process, after meeting any filing requirements on the current screen.
<b>SHIFT [F3]</b>	Exit to Main	Exits directly to the Main Menu.
<b>SHIFT [F4]</b>	Conditional Operators Help	Displays a help window for conditional operators, i.e. >, <, %. Only available on print report screens where choices can be made regarding grant codes, agency codes, etc...
<b>SHIFT [F5]</b>	Redraw Screen	Redraws the screen, including any information that was entered on the screen.
<b>SHIFT [F6]</b>	Switch	This key has no functionality in ETPL.
<b>SHIFT [F7]</b>	Client History	When used on an entry screen, displays client history for the is client whose data is on the screen.
<b>SHIFT [F8]</b>	Clear Field	Clears field from which the function was called, and in some cases, the related fields.
<b>SHIFT [F9]</b>	Restore	Restores and displays original data to all fields after data is changed but not filed.
<b>SHIFT [F10]</b>	Print Screen	Prints the terminal/monitor screen display.



## Enter ETPL Provider Application (EPVA) Form

This chapter provides instructions to enter an EPVA.

The Enter Eligible Training Provider List (ETPL) Provider Application form (EPVA) may be used by the Local Workforce Investment Board (LWIB) to collect data on a provider that is required to determine their eligibility for listing on the ETPL.

Fields Required to File an EPVA: 01-02, 5-9, 12-13, 15, and 19-25.

These fields are required and must be completed before a record can be added (filed). If these required fields are incomplete or contain errors, the EPVA will be considered incomplete. The system will not allow entry of the EPVA form until the EPVA form is completed and filed in the system

### Line Item Instructions

The following are line item instructions for the Training EPVA form. These instructions are intended to assist you with entry of this form. These instructions are not intended to provide information on the completion of the forms. For detailed instructions on completing forms, please refer to the *ETPL Client Forms Handbook*.

<b>01 Provider Code (FEIN)</b>	Enter the nine-digit provider code Federal Employers Identification Number (FEIN). If a FEIN code is already loaded all existing information will be displayed on the screen. This is a required field and cannot be changed.
<b>02 Subgrantee</b>	This will default to the subgrantee's code.
<b>03 Agency Code</b>	Enter a Workforce Investment Act (WIA) agency code. These codes are user defined. If you do not know what the Agency code is, you may use the <F1> key to get a help window of valid codes. This is an optional field and may be left blank.
<b>04 Local Provider Code</b>	Enter the code used by the LWIB to allow cross-referencing between the local system and the Job Training Automation system. This is an optional field and may be left blank.
<b>05 Provider Name</b>	Enter the provider name. This is a required field.

<b>06 Legal Name (If Different)</b>	Enter the legal provider name if different from the provider name. The system will default to the provider name in the Add mode. This is a required field.
<b>07 Mail Address</b>	Enter the provider's mail address. This is a required field. <b>City, State</b> After the ZIP code has been entered, the city and state will be displayed in these two fields.
<b>08 ZIP Code</b>	Enter the ZIP code for the provider's address. A lookup table will appear with the city for that ZIP code. If the correct city is displayed, use your arrow key to highlight the city, press <b>[Enter/Return]</b> , and the city and state will be filled in automatically. If the correct city is not displayed, select the <b>"Edit"</b> option. This will allow you to enter the new city for the selected ZIP code. The cursor will then move to the next part of the ZIP code, a four-digit field. If the four-digit code is known, enter it here or leave it blank by pressing the <b>[Enter/Return]</b> key.
<b>09 Main Phone</b>	Enter the provider's phone number. This may be entered without an area code if it is the same as the default area code defined by your Service Delivery Area (SDA). See program Enter System Functions Table (ESFT) for details on setting the default area code for your SDA. This is a required field.
<b>10 Main E-Mail</b>	Enter the provider's e-mail address. This is an optional field and may be left blank.
<b>11 Web Site Address</b>	Enter the provider's Web site. This is an optional field and may be left blank.
<b>12 Administrative Contact Name</b>	Enter the Administrative contact name. This is a required field.
<b>13 Administrative Contact Title</b>	Enter the Administrative contact title. This is a required field.
<b>14 Administrative Contact E-Mail</b>	Enter the Administrative contact e-mail address. This is an optional field.

<b>15 Administrative Contact Phone</b>	Enter the Administrative contact phone number if different from the main phone number. This may be entered without an area code if it is the same as the default area code defined by your LWIB. See program Enter System Functions Table (ESFT) for details on setting the default area code for your LWIB. This is an optional field and will default to the main phone number.
<b>16 Administrative Contact Fax</b>	Enter the Administrative contact fax number. This is an optional field and can be left blank.
<b>17 Admissions Phone (If Different)</b>	Enter the Admissions phone number if different from the Main phone number. This may be entered without an area code if it is the same as the default area code defined by your LWIB. See program Enter System Functions Table (ESFT) for details on setting the default area code for your LWIB. This is an optional field and will default to the main phone number.
<b>18 Financial Aid Phone (If Different)</b>	Enter the Financial Aid phone number if different from the Main phone number. This may be entered without an area code if it is the same as the default area code defined by your LWIB. See program Enter System Functions Table (ESFT) for details on setting the default area code for your LWIB. This is an optional field and will default to the main phone number.
<b>19 Accreditation</b>	Enter <b>1</b> for Yes. Enter <b>2</b> for No. This is a required field.
<b>20 Accrediting Body</b>	Enter the Accrediting Body if Accreditation is equal to <b>1</b> .
<b>21 HEA Eligible (Pell Grant)</b>	Enter <b>1</b> for Yes. Enter <b>2</b> for No. This is a required field.
<b>22 Financial Aid Available</b>	Enter <b>1</b> for Yes. Enter <b>2</b> for No. This is a required field.
<b>23 Online Registration Available</b>	Enter <b>1</b> for Yes. Enter <b>2</b> for No. This is a required field.

<b>24 Institution Type</b>	Please choose only <b>one</b> Institution. This is a required field. 1. Public 2. For-profit 3. Non-profit Religious 4. Non-profit Public Benefit 5. Mutual 6. Other
<b>25 Provider Type</b>	Please choose only <b>one</b> Provider type. This is a required field. 1. University 2. College 3. Faith Based 4. Community Based Organization (CBO) 5. Vocational 6. Post Secondary 7. ROC/P 8. Other
<b><i>If fields 26–33 are equal to “N,” then you can file at this point.</i></b>	
<b>26 Job Placement Assistance</b>	Default is set to <b>2 (No)</b> . Enter <b>1</b> for Yes. This is an optional field and the default is set to 2.
<b>27 Career Assessment</b>	Default is set to <b>2 (No)</b> . Enter <b>1</b> for Yes. This is an optional field and the default is set to 2.
<b>28 Career Counseling</b>	Default is set to <b>2 (No)</b> . Enter <b>1</b> for Yes. This is an optional field and the default is set to 2.
<b>29 Tutorial Services</b>	Default is set to <b>2 (No)</b> . Enter <b>1</b> for Yes. This is an optional field and the default is set to 2.
<b>30 ESL Courses</b>	Default is set to <b>2 (No)</b> . Enter <b>1</b> for Yes. This is an optional field and the default is set to 2.

<b>31 GED Assistance</b>	Default is set to <b>2 (No)</b> . Enter <b>1</b> for Yes. This is an optional field and the default is set to 2.
<b>32 On-Site Childcare</b>	Default is set to <b>2 (No)</b> . Enter <b>1</b> for Yes. This is an optional field and the default is set to 2.
<b>33 Other</b>	Default is set to <b>2 (No)</b> . Enter <b>1</b> for Yes. This is an optional field and the default is set to 2.
<b>EPVA Complete</b>	When all required fields have been entered, you may use the <b>&lt;F5&gt;</b> key to file the record. If there are errors or missing data in the record, you will be prompted to go to the error to correct it. This must be done prior to entering any Training Program Applications for the provider.

## Function Keys

The following function keys are available in this entry screen:

<b>&lt;F6&gt;</b>	You may only use the delete function if no WIA ETPL Program forms are linked and the EPVA has not been transferred to the State.
<b>&lt;F7&gt;</b>	Page to previous page.
<b>&lt;F8&gt;</b>	Page to next page.

All other function keys will operate in the normal mode.

## Sample Entry Screen

### EPVA—Enter ETPL Training EPVA Screen

EPVA	Enter WIA ETPL Provider Form	ADD
01	Provider Code (FEIN)	
02	Subgrantee Code	
03	Agency Code	
04	Local Provider Code	
05	Provider Name	
06	Legal Name (if different)	
07	Mail Address	
	City	
	St	
08	ZIP	
09	Main Phone	
10	Main E-mail	
11	Web site Address	
12	Administrative Contact Name	
13	Administrative Contact Title	
14	Administrative Contact E-mail	
15	Administrative Contact Phone	
16	Administrative Contact Fax	
17	Admissions Phone (If different)	
18	Financial Aid Phone (if different)	
19	Accreditation	
20	Accrediting Body	
21	HEA Eligible (Pell Grant)	
22	Financial Aid Available	
23	Online Registration Available	
24	Institution Type	
25	Provider Type	
	Additional Services	
	Math Grade	
26	Job Placement Assistance	
27	Career Assessment	
28	Career Counseling	
29	Tutorial Services	
30	ESL Courses	
31	GED Assistance	
32	On-site Childcare	
33	Other	

## Enter ETPL Program Application (EPGA)

This chapter provides instructions to enter an Eligible Training Provider List (ETPL) Program Application.

The Enter ETPL Program Application form EPGA program is used to enter program information for the purpose of validating programs for the ETPL.

Fields Required to File a Program Application: 1-3, 5, 7-14, 16-25, 28-29, 31-35, 38-39, 44-45, 47-50, 52, 54, and 64-66.

### Line Item Instructions

The following are line item instructions for the ETPL Program Application form. These instructions are intended to assist you with the entry of these forms and are not intended to provide information on the completion of the forms. For detailed instructions on completing client forms, please refer to the *ETPL Client Forms Handbook*.

<b>01 Provider Code (FEIN)</b>	Enter the nine-digit provider code Federal Employers Identification Number (FEIN). This is a required field.
<b>02 CIP Code</b>	Enter the six-digit Classification of Instructional Program (CIP). This is a required field. If the CIP code is not known, you may use the <F1> key to display a help window of valid codes.
<b>Program Code</b>	This field is auto-generated by the system from the following data elements: Classification Instructional Program Code, Mode of Delivery, Program Goal, County Code, and increment.
<b>03 Subgrantee Code</b>	This will default to the subgrantee's code.
<b>04 Agency Code</b>	Enter a WIA agency code. These codes are user defined. If you do not know what the Agency code is, you may use the <F1> key to get a help window of valid codes. This is an optional field and may be left blank.

<p><b>05 Date Received by LWIB</b></p>	<p>Enter the date the Local Workforce Investment Board received the application.</p> <p>The date may be entered in the format of MM/DD/YY or MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year. This is a required field.</p>
<p><b>06 Local Program Code</b></p>	<p>Enter the local program code that is assigned by the Local Workforce Investment Board. This is an optional field and may be blank.</p>
<p><b>Provider Name</b></p>	<p>The Provider name will be displayed.</p>
<p><b>07 Program Name</b></p>	<p>Enter the name of the training program. This is a required field.</p>
<p><b>08 Program Description</b></p>	<p>Enter the description of the program. This is a required field</p>
<p><b>09 Training Site Address</b></p>	<p>Enter the training site address. This is a required field.</p> <p><b>City, State</b></p> <p>After the Zip code has been entered, the city and state will be displayed in these two fields.</p>
<p><b>10 ZIP</b></p>	<p>Enter the ZIP code for the training site address.</p> <p>A lookup table will appear with the city for that ZIP code. If the correct city is displayed, use your arrow key to highlight the city, press <b>[Enter/Return]</b>, and the city and state will be filled in automatically.</p> <p>If the correct city is not displayed, select the <b>“Edit”</b> option. This will allow you to enter the new city for the selected ZIP code.</p> <p>The cursor will then move to the next part of the ZIP code, a four-digit field. If the four-digit code is known, enter it here or leave it blank by pressing the <b>[Enter/Return]</b> key. Enter the enrolling staff ID. If the enrolling staff ID is not known, you may use the <b>&lt;F1&gt;</b> key to display a help window. This field is required.</p>
<p><b>11 County</b></p>	<p>Enter the two-digit county code.</p> <p>This is a required field. If you do not know what the county code is, you may use the <b>&lt;F1&gt;</b> key to get a help window of valid codes. This is a required field.</p>
<p><b>12 Listed on Other State’s ETPL</b></p>	<p>Default is set to <b>2 (No)</b>.</p> <p>Enter <b>1</b> for Yes.</p> <p>This is a required field if training site is not California.</p>
<p><b>13 ADA Compliant</b></p>	<p>Enter <b>1</b> for Yes.</p> <p>Enter <b>2</b> for No.</p> <p>This is a required field.</p>

<b>14 Total Hours of Instruction</b>	Enter the total number hours of instruction. This field must be greater than zero. This is a required field.
<b>15 Credits</b>	Enter the total number of credits. This field must be greater than zero. This is an optional field and may be left blank.
<b>16 Non-Credit</b>	Enter <b>1</b> for Yes. Enter <b>2</b> for No. This is a required field.
<b>17 Credit Time</b>	Enter <b>1</b> for Semester. Enter <b>2</b> for Quarter. You may use the <b>&lt;F1&gt;</b> key to get a help window of valid codes. This is a required field if Total credits is greater than zero.
<b>18 Tuition</b>	Enter the total dollar value of all tuition costs. This field must be greater than or equal to zero. Enter 0 for no tuition. This is a required field.
<b>19 Fees</b>	Enter the total dollar value of all fees. This field must be greater than or equal to zero. Enter 0 for no fees. This is a required field.
<b>20 Expenses</b>	Enter the total dollar value of all expenses. This field must be greater than or equal to zero. Enter 0 for no expenses. This is a required field. Total Program Cost. This field will be the sum of tuition, fees, and expenses.
<b>21 Modes of Delivery</b>	Enter the mode of delivery. This is a required field. You may use the <b>&lt;F1&gt;</b> key to get a help window of valid codes. 1. Stand-up (Classroom) 2. Internet 3. Correspondence 4. Broadcast 5. Computer Based Instruction
<b>22 Program Offered Days</b>	Enter <b>1</b> for Yes. Enter <b>2</b> for No. This is a required field.

<b>23 Program Offered Evenings</b>	Enter 1 for Yes. Enter 2 for No. This is a required field.
<b>24 Program Offered Weekends</b>	Enter 1 for Yes. Enter 2 for No. This is a required field.
<b>25 Frequency of Offering</b>	Enter the Frequency. This is a required field. You may use the <F1> key to get a help window of valid codes. <ol style="list-style-type: none"> <li>1. Weekly</li> <li>2. Monthly</li> <li>3. Quarter</li> <li>4. Semester</li> <li>5. Other</li> </ol>
<b>26 BPPVE Approval Status</b>	Enter the Approval Status. This is an optional field and may be left blank. You may use the <F1> key to get a help window of valid codes. <ol style="list-style-type: none"> <li>1. Approved</li> <li>2. Temporary Approval</li> <li>3. Registered</li> <li>9. Not Applicable</li> </ol>
<b>27 BPPVE Approval Expiration Date</b>	Enter the date the BPPVE approval, temporary, or registration expires. The date may be entered in the format of MM/DD/YY or MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year. This is a required field if BPPVE is approved.
<b>28 Other BPPVE Approved Programs</b>	Enter 1 for Yes. Enter 2 for No. This is a required field.
<b>29 Registered Apprenticeship</b>	Enter 1 for Yes. Enter 2 for No. This is a required field.
<b>30 Registered Date</b>	Enter the date of the registered apprenticeship. The date may be entered in the format of MM/DD/YY or MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year. This is a required field if Registered Apprenticeship is equal to a 1.

<b>31 CDE Approved</b>	Enter 1 for Yes. Enter 2 for No. This is a required field.
<b>32 COCCC Approved</b>	Enter 1 for Yes. Enter 2 for No. This is a required field.
<b>33 Proven Effectiveness</b>	Enter 1 for Yes. Enter 2 for No. This is a required field.
<b>34 Employer Support</b>	Enter 1 for Yes. Enter 2 for No. This is a required field.
<b>35 Industry Authorized</b>	Enter 1 for Yes. Enter 2 for No. This is a required field.
<b>36 Continuing Education Units (CEU)</b>	Enter the total number of Continuing Education Units (CEU). This field must be greater than zero. This is an optional field and may be left blank.
<b>37 CEU Granting Institution</b>	Enter the CEU Granting Institution. This is a required field if CEU units are greater than zero. If CEU is left blank then this field is skipped.
<b>38 Resources Required</b>	Enter 1 for Yes. Enter 2 for No. This is a required field.
<b>39 Program Goal</b>	Enter the appropriate goal. This is a required field. You may use the <F1> key to get a help window of valid codes.  1 Skill Attainment 2 Certificate 3 Registration 4 License 5 Associate degree 6 Baccalaureate degree 7 Other

<b>40 Credentialing Body</b>	Enter the name of the Credentialing Body if the program goal is 2-6. If program goal is not 2-6 this field will be skipped.
<b>41 Projected Hourly Wage After Program Completion</b>	Enter the Projected Hourly Wage after program completion. This is an optional field and may be left blank.
<b>42 Prerequisites</b>	Enter any prerequisites. If there are none, this field will be set to none.
<b>43 Skill Sets</b>	Enter any Skill Sets. This field is optional and may be left blank.
<b>44 Curriculum</b>	Enter at least one <b>Course Code</b> you may enter up to 15, but only six will be displayed. Enter at least one <b>Course Title</b> you may enter up to 15, but only six will be displayed. This is a required field.
<b>45 Relevant Occupations SOC/O*NET Code</b>	Enter at <b>least one SOC/O*NET code</b> you may enter up to <b>six</b> . This is a required field.
<b>46 Relevant Occupation Recommendation Category</b>	Enter the Relevant Occupation Recommendation Category. You may enter up to three categories. This field is optional and may be left blank.
<b>47 On-Site Parking</b>	<b>Fields 47-52 are for Accessibility.</b> Enter <b>1</b> for Yes. Enter <b>2</b> for No. This is a required field.
<b>48 Public Transportation</b>	Enter <b>1</b> for Yes. Enter <b>2</b> for No. This is a required field.
<b>49 Disabled Student Access</b>	Enter <b>1</b> for Yes. Enter <b>2</b> for No. This is a required field.
<b>50 Sign Language</b>	Enter <b>1</b> for Yes. Enter <b>2</b> for No. This is a required field.

<b>51 Other Language</b>	Enter <b>1</b> for Yes. Enter <b>2</b> for No. This is a required field.
<b>52 Other</b>	Enter <b>1</b> for Yes. Enter <b>2</b> for No. This is a required field.
<b>53 Target Audience</b>	Enter the target audience. This is an optional field and may be left blank.
<b>54 Average Class Size</b>	Enter the average class size. This field must be greater than zero. This is a required field.
<b>55 Equipment to be Used</b>	Enter the Equipment to be used. This is an optional field and may be left blank.
<b>Fields 56-63</b>	<b>Initial Performance Information.</b> <b>These fields are optional. You may skip to field 64.</b>
<b>56 Period Begin Date</b>	Enter the begin date for performance data reporting. The date may be entered in the format of MM/DD/YY or MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year. This is an optional field. If this field is blank you will go to field 64.
<b>57 Period End Date</b>	Enter the end date for performance data reporting. The date may be entered in the format of MM/DD/YY or MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year. This is required field if field 56 has a date entered. The date must be greater than or equal to field 56. This field is optional, if field 56 is blank.
<b>58 Participant Universe</b>	Enter the participant universe. This field is optional, if field 56 is blank.
<b>59 Average Hourly Wage at Placement</b>	Enter the average hourly wage at placement. It is must be greater than zero. This field is optional, if field 56 is blank.
<b>60 Program Completion Rate</b>	Enter the number of successful completers divided by the "Participant Universe." Entry must be greater than zero. This field is optional, if field 56 is blank.

<b>61 Entered Employment Rate</b>	Enter the number of students who obtained unsubsidized employment divided by "Participant Universe." Entry must be greater than zero. This field is optional, if field 56 is blank.
<b>62 Skill/Credential Attainment Rate</b>	Enter the rate at which completers attained expected skill sets and/or credentials. Entry must be greater than zero. This field is optional, if field 56 is blank.
<b>63 Retention Rate</b>	Enter the retention rate at which participants retained employment over a set post-program period. Entry must be greater than zero. This field is optional, if field 56 is blank.
<b>64 Printed Name of Provider Representative</b>	Enter the name of the provider representative who may be contacted regarding this form. This is a required field.
<b>65 Provider Representative Title</b>	Enter the title of the provider representative who may be contacted regarding this form. This is a required field.
<b>66 Date Signed</b>	Enter the date the provider representative signed the program application form. The date may be entered in the format of MM/DD/YY or MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year. This is a required field.

**After all fields have been entered, the record may be filed by using the <File>key.**

## Function Keys

The following are the function keys that are available in this program:

<p><b>&lt;F5&gt;</b></p>	<p>For any Curriculum, Relevant Occupations, or Relevant occupation Recommendations rows that are cleared, delete the appropriate wia_pgm_currclm, wia_pgm_occ, or wia_occ_recommend records. In Add mode, generate new wia_pgm_app.pgm_cd (see below) and display for user to record.</p> <p>Generate new Program Code as follows:</p> <p style="padding-left: 40px;">Digits 1-6 = CIP code entered on screen.</p> <p style="padding-left: 40px;">Digit 7 = Mode of Delivery entered on screen.</p> <p style="padding-left: 40px;">Digit 8 = program Goal entered on screen.</p> <p style="padding-left: 40px;">Digits 9-10 = d_cnty_cd (use zip code to look up county code). If trng_site_st not = "CA", use state code.</p> <p style="padding-left: 40px;">Digits 11-12: retrieve MAX pgm_cd where wia_provr_cd = Provider Code entered on screen and pgm_cd matches digits 1-10 above. If no matching wia_pgm_app found, set digits 11-12 to "00." Else add 1 to digits 11-12 on pgm_cd found.</p>
<p><b>&lt;F6&gt;</b></p>	<p>Delete function only allowed if the wia_pgm_app.trnsfr_dt is null. Delete all wia_pgm_occ records, wia_occ_recommend records, and wia_pgm_currclm records associated with the pgm_cd and wia_provr_cd. Then delete the wia_pgm.app record.</p>
<p><b>&lt;F7&gt;</b></p>	<p>Page to previous page. If in scrolling region, page to previous page within the scrolling region.</p>
<p><b>&lt;F8&gt;</b></p>	<p>Page to next page. If in scrolling region, page to next within the scrolling region.</p>
<p><b>&lt;F18&gt;</b></p>	<p>If pressed when on the course code field, then clear the course title also. If pressed when on the soc code field, then clear the description also. If pressed when on the category field, then clear the description also. Otherwise, it will behave in the normal fashion.</p>

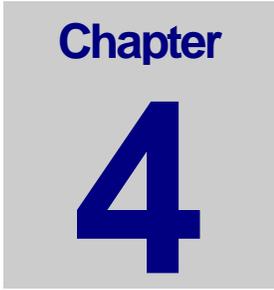
All other function keys will operate in the normal mode.

## Sample Entry Screen

EPGA            Enter WIA ETPL Program Application Form  
01 Provider Code(FEIN  
02 CIP Code                    Program Code  
03 Subgrantee Cd/Name  
04 Agency Code/Name  
05 Date Received by LWIB    MM/DD/YYYY  
06 Local Program Code  
    Provider Name  
07 Program Name  
08 Program Description  
09 Training Site Adrs  
    City            St  
10 Zip 99999-9999  
11 County  
12 On Other State ETPL  
13 ADA Compliant  
14 Total Hours Instruction  
15 Credits  
16 Non-Credit  
17 Credit Time  
18 Tuition  
19 Fees  
20 Expenses  
    Total Program Cost  
21 Mode of Delivery  
22 Program Offered: Days  
23 Program Offered: Evenings  
24 Program Offered: Weekends  
25 Frequency of Offering  
26 BPPVE Approval Status  
27 BPPVE Approval Expiration Date  
28 Other BPPVE Approved Pgms  
29 Registered Apprenticeship  
30 Registered Date  
31 CDE Approved  
32 COCCC Approved  
33 Proven Effectiveness  
34 Employer Support  
35 Industry Authorized  
36 Continuing Education Units  
37 CEU Granting Institution  
38 Resources Required  
39 Program Goal  
40 Credentialing Body

## Sample Entry Screen (continued)

- 41 Projected Hourly Wage
- 42 Prerequisites
- 43 Skill Sets
  
- 44 Curriculum                      45 Relevant Occupations (SOC/O\*NET Code)  
    Course Cd    Course Title              Code
  
- 46 Relevant Occupation Recommendation                      Description  
    SOC/O\*NET Category
  
- 47 On-site Parking
- 48 Public Transportation
- 49 Disabled Student Access
- 50 Sign Language
- 51 Other Languages
- 52 Other
- 53 Target Audience
- 54 Average Class Size
- 55 Equipment to be Used
  
- Initial Performance Information
  
- 56 Period Begin Date
- 57 Period End Date
- 58 Participant Universe
- 59 Avg Hrly Wg – Placement
- 60 Program Completion Rate
- 61 Entered Employment Rate
- 62 Skill/Credential Attainment Rate
- 63 Retention Rate
- 64 Printed Name of Provider Representative
- 65 Title
- 66 Date Signed



## Enter ETPL Training Program Approval (EAPR)

This chapter provides instructions to enter a Training Program Approval in the Job Training Automation (JTA) system.

This program is used to enter approvals/denials in order to update the Employment Training Provider List. Users will use this screen to access Eligible Training Provider List (ETPL) program records and update their approval status for publication on the listing. Upon successful completion of EAPR process the Extract ETPL/Program Data (XPRD) to transmit your records to the State.

### Line Item Instructions

The following are line item instructions for the Training Program Approval screen.

<p><b>Pending only (Yes/No)</b></p>	<p>Enter <b>Y</b> for Yes. Enter <b>N</b> for No.</p> <p>This is a required field but will default to <b>Yes</b>. If you select <b>Yes</b>, local approval status code must not equal <b>1, 2, 8 or 9</b>.</p> <p><b>Yes</b> is used to access those records that are still pending and need to be processed. <b>No</b> may be used to view records previously processed but will not allow you to change the approval code if the record has been transferred to the State. It will allow you to add a new record to change the current status of the program approval.</p>
<p><b>Provider Code</b></p>	<p>Enter the provider code. This field is optional. It is required if the Approve All field is equal to <b>Yes</b>. Conditional operators are allowed. Default is %.</p>
<p><b>Program Code</b></p>	<p>Enter the program code. This is an optional field and may be left blank.</p>

<p><b>Approve All (Yes/No)</b></p>	<p>Enter <b>Y</b> for Yes.  Enter <b>N</b> for No.</p> <p>This is a required field but will default to <b>No</b>. If you select <b>Yes</b>, a provider's code is required and conditional operators are not allowed. If you select Yes, a message will display "### records will be approved, do you want to continue? (Yes/No)". If the user enters "N", you will return to the option screen and this field will be set to No. If user selects "Y", a WIA program approval record will be added for each WIA program app record and a message will display "### records have been approved." If the criteria retrieves 50-99 records, the following message will display on the screen: "Your request has found ## records. Continue, (Y)es/(N)o ". If the user selects yes, the first record will display on the screen, else return the user to the option screen.</p> <p>Please restrict your selection to less than 100 records. If the criteria retrieves 100 or more records, the following message will display "#### records found" and return to the option screen</p>
------------------------------------	---

Sample Entry Screen

<p><b>EAPR</b></p>	<p align="center"><b>Enter Training Program Approval Option Screen</b></p>  <p>Pending only (Yes/No)    <u>Y</u></p> <p>Provider Code                    _____</p> <p>Program Code                    _____</p> <p>Approve all (Yes/No)        <u>N</u></p>
--------------------	---

Sample Entry Screen (continued)

<b>EAPR</b>	<b>Enter Training Program Approval</b>			<b>ADD</b>
				<b>Pg 1 of ##</b>
<b>WIA Agency</b>	<b>Agency Name</b>	<b>Institution Type</b>		
<b>Provider</b>	<b>Provider Name</b>	<b>Provider Type</b>		
<b>Contact</b>	<b>Contact Name</b>	<b>Phone:</b>		
<b>Program</b>	<b>Program Name</b>	<b>Program Goal</b>		
<b>Training Site</b>		<b>, Ca</b>	<b>Other State's ETPL</b>	<b>YES</b>
<b>Accreditation</b>	<b>Yes</b>	<b>Accrediting Body</b>		
<b>BPPVE Status</b>	<b>BBPVE Expiration</b>	<b>Other BPPVE Yes</b>		
<b>Registered Apprenticeship</b>	<b>Yes</b>	<b>Registered Date</b>	<b>Tuition</b>	
<b>HEA (Pell) Eligible</b>	<b>No</b>	<b>Proven Effectiveness</b>	<b>Yes</b>	<b>Fees</b>
<b>CDE Approved</b>	<b>Yes</b>	<b>Employer Support</b>	<b>Yes</b>	<b>Expenses</b>
<b>COCCC Approved</b>	<b>Yes</b>	<b>Industry Authorized</b>	<b>Yes</b>	<b>Total Cost</b>
<b>Site Visit Date</b>				
<b>Current Status/Status Update</b>		<b>MM/DD/YYYY ID</b>		
<b>Approved</b>	<b>MM/DD/YYYY</b>	<b>ID</b>		
<b>Denied</b>	<b>MM/DD/YYYY</b>	<b>ID</b>		
<b>Delist</b>	<b>MM/DD/YYYY</b>	<b>ID</b>		
<b>Withdrawn</b>	<b>MM/DD/YYYY</b>	<b>ID</b>		

## Display Record Section

<b>Site Visit</b>	<p>Enter the date of the site visit.</p> <p>This field is optional and may be left blank.</p> <p><b>Special notes:</b> The current status line will always be displayed with the latest record so the user can readily view the status of the record. If no records are available, display blanks. Set the cursor in the approval code field. If the user keys an entry in this field, move the cursor to the appropriate entry in the lower section. If there was no previous record, display the blank fields as indicated.</p> <p>For each approval code, display the most current record for each code in the order of the approval code. The approved, denied, delist and withdrawn entries will be displayed only if entries have been made with these codes.</p>
<b>Current Approval Status</b>	<p>Enter current approval status.</p> <p>This field is required if Site Visit is not updated. You may use the &lt;F1&gt; key to get a help menu of valid codes.</p> <ol style="list-style-type: none"> <li>1. Approved</li> <li>2. Denied</li> <li>8. Withdrawn</li> <li>9. Delist</li> </ol>
<b>Status Description</b>	<p>Char (10).</p> <p>Displays most current record on file.</p>
<b>Status Date</b>	<p>The status date will be displayed.</p>
<b>Approval Date</b>	<p>Enter the approval date. The date may be entered in the format of MM/DD/YY or MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year. This is a required field if the current status entry is equal to 1.</p>
<b>Approval ID</b>	<p>The approval ID will be displayed.</p>
<b>Denied Date</b>	<p>Enter the denied date. The date may be entered in the format of MM/DD/YY or MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year.</p>
<b>Denied ID</b>	<p>The denied ID will be displayed.</p>
<b>Denied Reason Code</b>	<p>Enter the denial reason code.</p> <p>This field is required if current status entry is equal to 2. You may use the &lt;F1&gt; key to get a help menu of valid codes.</p> <ol style="list-style-type: none"> <li>1. Application not complete.</li> <li>2. Application not submitted.</li> <li>3. Does not meet minimum criteria.</li> <li>4. Inaccurate information supplied.</li> <li>5. Violated WIA provision.</li> <li>6. Previously been de-barred.</li> </ol>

<b>Denied Reason Code Description</b>	The denied reason code will be displayed.
<b>Denied Comments</b>	Enter denied comments if current status entry is equal to "2." This is an optional field and may be left blank.
<b>Delist date</b>	Enter the delist date. The date may be entered in the format of MM/DD/YY or MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year. This field is required if current status entry is equal to 9.
<b>Delist ID</b>	The delist ID will be displayed.
<b>Delist reason Code</b>	Enter the delist reason code. This field is required if current status entry is equal to 9. You may use the <F1> key to get a help menu of valid codes <ul style="list-style-type: none"> <li>3. Does not meet minimum criteria.</li> <li>4. Inaccurate information supplied.</li> <li>5. Violated WIA provision.</li> <li>7. Provider requested delist.</li> <li>8. Provider out-of-business.</li> <li>9. Incomplete data submitted.</li> <li>10. Data not submitted on time.</li> <li>11. De-listed, no data given.</li> <li>13. Does not meet state eligibility.</li> <li>14. Does not meet local eligibility.</li> <li>17. Failed to comply with the law.</li> <li>18. Failed contract requirements.</li> </ul>
<b>Delist Reason Code Description</b>	The delist reason code description will be displayed.
<b>Delist Comments</b>	Enter delist comments if current status entry is equal to 9. This is an optional field and may be left blank.
<b>Withdrawn Date</b>	Enter the withdrawn date. The date may be entered in the format of MM/DD/YY or MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year. This field is required if current status entry is equal to 8.
<b>Withdrawn ID</b>	The withdrawn ID will be displayed.
<b>Withdrawn Reason Code</b>	Enter the withdrawn reason code. This field is required if current status entry is equal to 8. You may use the <F1> key to get a help menu of valid codes. <ul style="list-style-type: none"> <li>19. Local area to reconsider.</li> <li>20. Withdrawn Application.</li> </ul>
<b>Withdrawn reason Code Description</b>	The withdrawn reason code description will be displayed.
<b>Withdrawn Comments</b>	Enter withdrawn comments if current status entry is equal to 8. This is an optional field and may be left blank.

## Derived Fields

Field Name: wia\_pgm\_apprvl.trnsfr\_dt

Field Format: Date

Add't Info: This field should be set to NULL in ADD mode. It will be updated by the extract programs.

Field Name: wia\_pgm\_apprvl.opr\_id

Field Format: Char (8)

Add'l Info: User's ID.

Field name: wia\_pgm\_apprvl.entry\_dt

Field Format: Date

Source: Current system date.

After all fields have been entered, the record may be filed by using the **<File>** key.

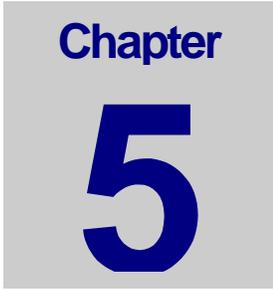
## Function Keys

The following are the function keys that are available in this program:

<b>&lt;F2&gt;</b>	The clear key will clear the screen and return the user to the option screen. If the user is not on the option screen, he will receive the prompt, "Clears to option screen, continue? (Y/N)", defaulting to <b>N</b> . If records have been added updated, and/or deleted, the user will receive the prompt, "Accept and commit approvals? (Y/N)", defaulting to <b>Y</b> .
<b>&lt;F3&gt;</b>	If records have been added updated, and/or deleted, the user will receive the prompt, "Accept and commit approvals? (Y/N)", defaulting to <b>Y</b> .
<b>&lt;F5&gt;</b>	If the Site Visit Date has been entered or updated, then the wia_pgm_app record will be updated with the change. For ADD mode, a new wia_pgm_approval record will be inserted. For UPDATE mode, the wia_pgm_approval record will be updated. The program will page to the next record.
<b>&lt;F6&gt;</b>	Allowed for records where pgm_apprvl.trnsfr_dt is null.
<b>&lt;F7&gt;</b>	Page to previous record.
<b>&lt;F8&gt;</b>	Page to next record.
<b>&lt;F14&gt;</b>	Displays the conditional operators help window.
<b>&lt;F19&gt;</b>	Restores the screen in both ADD and UPDATE modes.

Records may not be modified. All other function keys will operate in the normal mode.

**For WIA ETPL Data File Layouts, please see the WIA Draft Directive WIADD-1 (Attachment 3).**



## Extract ETPL/Program Data (XPRD)

This chapter provides instructions to extract a Workforce Investment Act (WIA) training provider, program, and program approval data from the Service Delivery Area (SDA) local Job Training Automation (JTA) system.

This program is used to extract the WIA training provider, program, and program approval data from the SDA system after the Training Provider Program Approval (EAPR) has been successfully processed.

The purpose of this program is to extract the WIA training provider, program, and program approval data from the SDA system to be sent to Workforce Investment Division (WID) in a format that matches the `etpl_provr`, `etpl_pgm`, `etpl_pgm_currclm`, `etpl_pgm_occ`, `etpl_occ_recmdnd`, and `pgm_apprvl` tables in the WID database. The extract file should have records grouped by provider code followed by a blank line. A logical record will consist of zero to one `etpl_provr` records, zero to many logical program records, zero to many `pgm_apprvl` records, followed by a blank line. Each logical program record will consist of one `etpl_pgm` record; one to many `etpl_pgm_currclm` records, one to six `etpl_pgm_occ` records and zero to three `etpl_pgm_recmdnd` records must be submitted. If an associated record was included on initial submission from an update, then the record is assumed deleted.

Description: Records are extracted on an ad-hoc basis. Providers and/or programs where the transfer date is null or the transfer date is on or before the `mod_dt` (and with an existing record in the SDA `wia_pgm_apprvl` table with an `apprvl_status_cd = "1"`), and program approvals where the transfer date is null and an `apprvl_status_cd = "1"`, will be extracted. Each time the program is run the records are written to the transfer file, which is named `LPRD_SDA_YYYYMMDD_99.xtr` where SDA is the SDA's subgrantee code, YYYYMMDD is the current date, and 99 is used for revisions. If a file for the same date already exists, the user will be prompted to make sure they really want to do a second extract for the same day.

### Line Item Instructions

<b>Run extract now</b>	Enter <b>Y</b> for Yes. Default is set to No ( <b>N</b> ). This field is required if you enter "Y" press <b>&lt;F5&gt;</b> to run extract.
<b>JTA Account</b>	Enter your JTA account (JTA Logon) This is a required field.

## Sample Entry Screen

XPRD	Extract ETPL Provider/Program Data
	Run extract now? (Y/N): N
	JTA Account:

### Extract File Layout

The extract file should have one delimited etpl\_provr record (if new or modified), followed by the associated delimited etpl\_pgm records (if new or modified), followed by its associated etpl\_pgm\_currclm, etpl\_pgm\_occ, etpl\_occ\_recommend records and/or pgm\_apprvl records (if new or modified), followed by a blank line before the set of records for the next provider code.

**For WIA ETPL Data File Layouts, please see the WIA Draft Directive WIADD-1 (Attachment 3).**

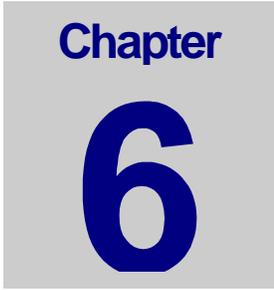
### Function Keys

The following are the function keys that are available in this program:

**<F5>—File:** The file key will generate the flat file and write it to the directory pointed to by ENV variable 'JTABASE'/transfer. The first version of the file for a given program year will be named LPRD\_YYYYMMDD.xtr. Subsequent files for the same date will have a revision number (starting at '01'), and will be named LPRD\_YYYYMMDD\_99.xtr, where 99 is the revision number. The access mode of the output file will be set to 666.

If the extract completes successfully, the message "Extraction completed" will be displayed when processing is completed. If processing completes successfully, but no records are written to the extract file, the message "No records found" will be displayed.

**Important note:** If there is an error writing to the extract file, the extract file may be incomplete. The message "Extraction completed" **must** be received before the extract file is used.



## Load ETPL Form (LPVA)

This chapter provides instructions to load flat, ASCII files into the WIA EPVA tables on the local Service Delivery Area (SDA) database.

The purpose of this program is to download data from a case management system and upload the data to the local JTA database. The SDAs must name each file with the convention LPVA\_YYYYMMDD\_99.xtr, where 99 is a sequential number to distinguish between multiple files for that month. The file must be copied into the bridge directory. This directory will be located under each SDAs runtime directory. The file format will be identical to a dbexport of the wia\_provr\_app tables. The wia\_provr\_app will have an additional “fld\_upd” field at the end followed by a delimiter. This field will indicate whether the record should be updated. All fields have vertical bars “|” as delimiters.

This program will perform the required edits before loading the data into the tables. If any record fails the required edits, a description of each error will be written to the error report and the entire record will be rejected. The program will continue processing subsequent records.

If a record with the same keys exists on the database, the program will check the fld\_upd field at the end of the record, if the field = “Y”, then the record will be updated as long as all required edits pass, else the record will be rejected.

All records with errors are written to an error file, with the same format as the input file, which can be fixed and reloaded. The file will be named the same as the input file with the extension “.err”. The status report will contain the number of records loaded and the number of errors encountered by the program. Upon completion, the program will mail the status report to the MIS operator id and rename the input file with the extension “.sav”. The error report will be available through RIOH. The RIOH file name should be “LPVA current date current time”. The RIOH screen to print or view the report should come up automatically.

### Line Item Instructions

<b>Run load now</b>	Enter <b>Y</b> for Yes. Default is set to No ( <b>N</b> ). This field is required if you enter “Y,” press <F5> to run load.
---------------------	---

## Sample Entry Screen

LPVA	Load WIA ETPL Provider
	Run load now? (Y/N): N

**For WIA ETPL Data File Layouts, please see the WIA Draft Directive WIADD-1 (Attachment 3).**

### **Edit Checks:**

### **Rules:**

1. If any required edits fail, a description of the error will be written to the error report and the record will be rejected.
2. All decimal fields must be numeric. Message: table name field name(Value) must be numeric.
3. All character fields must be  $\leq$  the length of the corresponding field. Message: table name field name (Value) must be  $\leq$  field length (Value).
4. All dates must be valid.  
Message: Field number XX (field name) value XXXXXXXX is an invalid date.
5. The number of fields must = the number of database fields in the corresponding table plus one for field update indicator. NOTE: This should be a #define and changed whenever any field is added or dropped from the table. Message: table name number of input fields (Value) must = number of database fields (Value).
6. All edits detailed in the EPVA spec should be run for each field. Each message should be preceded with the following for the error report: Field number XX (field name) value XXXXXXXX.
7. List all possible non-fatal errors for each record.

## **Load ETPL Form (LPGA)**

This chapter provides instructions to load flat, ASCII files into the WIA program application table, WIA program curriculum table, WIA program occupations table, and WIA occupations recommendation table on the local Service Delivery Area (SDA) database.

The purpose of this program is to allow SDAs to download data from their case management systems and upload the data to the local JTA database. The SDAs must name each file with the convention LPGA\_YYYYMMDD\_99.xtr, where 99 is a sequential number to distinguish between multiple files for that month. The file must be copied into the bridge directory. This directory will be located under each SDAs runtime directory. The file format will be identical to a dbexport of the wia\_pgm\_app, wia\_pgm\_currclm, wia\_pgm\_occ, and wia\_occ\_recommend tables. Each record layout will have an additional "fld\_upd" field at the end followed by a delimiter. This field will indicate whether the record should be updated. In addition, the wia\_pgm\_currclm, wia\_pgm\_occ, and wia\_occ\_recommend records will have an additional field at the beginning of the record, which will indicate the record type. The field will have a "C" for the wia\_pgm\_currclm record, or a "O" for the wia\_pgm\_occ record, or a "R" for the wia\_occ\_recommend record. All fields have vertical bars "|" as delimiters. Each wia\_pgm\_app record will be followed by all associated wia\_pgm\_currclm records (maximum of 15 per program), then all associated wia\_pgm\_occ records (maximum of 6 per program), then maximum of 3 per program), and a blank line.

This program will perform the required edits before loading the data into the tables. If any record fails the required edits, a description of each error will be written to the error report and the entire logical record will be rejected. The program will continue processing subsequent records.

If a record with the same keys exists on the database, the program will check the fld\_upd field at the end of the record, if the field = "Y", then the record will be updated as long as all required edits pass, else the record will be rejected.



5. The number of fields must = the number of database fields (plus 1 for the field indicator) in the corresponding table. NOTE: This should be a #define and changed whenever any field is added or dropped from the table.

Message: table name number of input fields (Value) must = number of database fields (Value).

6. All edits detailed in the EPGA spec should be run for each field. Each message should be preceded with the following for the error report: Field number XX (field name) value XXXXXXXX
7. List all possible non-fatal errors for each record.

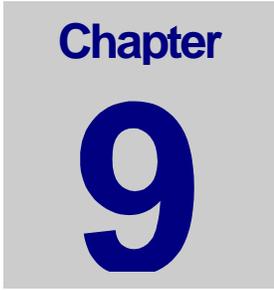


Sample file format for the etpl\_occ\_recmnd table:

**R|SDA|123456789|123456123456|44|DESCRIPTION|||**

Sample file format for the pgm\_apprvl table:

**A|SDA|123456789|123456123456||2|12/12/2000|44|COMMENTS|||**



## Load ETPL Data (LETP)

This chapter provides instructions on how to load the Eligible Training Provider List (ETPL) data from the State to the local area Job Training Automation (JTA) systems.

This program is run from the menu to load flat, ASCII file outputs from the State database into the `etpl_provr`, `etpl_pgm`, `etpl_pgm_currclm`, `etpl_pgm_occ`, and `etpl_occ_recmnd` tables on the local area database. This file is created by the State XETP (Extract ETPL Data) program. Use the LETP after you have processed the XETP (Extract ETPL Data) program. You must load this program before processing the Print ETPL List (PETP).

Each file will be named with the convention `LETP_SDA_YYYYMMDD_99.xtr`, where 99 is sequential number to distinguish between multiple files for that month. The file must be copied into the bridge directory. This directory will be located under each local areas runtime directory. All files have vertical bars "|" as delimiters.

This program will delete all existing data from all the ETPL tables to enable a clean load of the official ETPL data. This program will perform minimal edits before loading the data into the tables since the data comes directly from the State database. If any record fails the required edits, a description of each error will be will be written to the error report and the entire record will be rejected. The program will continue processing subsequent records.

All records with errors are written to an error file, with the same format as the input file, which can be fixed and reloaded. The file will be named the same as the input file with the extension ".err". The status report will contain the number records loaded and the number of errors encountered by the program. Upon completion, the program will mail the status report to the mis operator id and rename the input file with the extension ".sav". The error report will be available through the Report Input/Output Handler (RIOH).

### Line Item Instructions

<b>Run load now?</b>	Enter <b>Y</b> for Yes. Default is set to No ( <b>N</b> ). This field is required if you enter "Y," press <F5> to run load.
----------------------	---

## Sample Entry Screen

LETP

Load WIA ETPL Data  
Run load now? (Y/N): N

## Extract ETPL Data (XETP)

This chapter provides instructions on how to extract the ETPL training providers, and program data from the State Job Training Automation (JTA) system to be sent to the local JTA system.

The purpose of this program is to extract the ETPL training providers, and programs data from the State JTA system to be sent to local JTA system in a format that matches the etpl\_provr, etpl\_pgm, etpl\_pgm\_currclm, etpl\_pgm\_occ, and etpl\_occ\_recmd tables in the SDA database. The extract file should have records grouped by provider code followed by a blank line. A logical record will consist of zero to one etpl\_provr records, zero to many logical program records, zero to many pgm\_apprvl records, followed by a blank line. Each logical program record will consist of one etpl\_pgm record, one to many etpl\_pgm\_currclm records, one to six etpl\_pgm\_occ records and zero to three etpl\_pgm\_recmd records must be submitted. If an associated record was included on an initial submission but excluded from an update, then the record is assumed to be deleted. **You must use a valid cash/expenditure logon to access this menu item on the State JTA database.**

Records are extracted on an ad-hoc basis. Providers and/or programs where pgm\_apprvl.st\_apprvl\_status\_cd = "0" for MAX(status\_chg\_dt) will be extracted. Each time the program is run the records are written to the transfer file, which is named LETP\_SDA\_YYYYMMDD\_99.xtr where SDA is the SDA's subgrantee code, YYYYMMDD is the current date, and 99 is used for revisions. If a file for the same date already exists, the user will be prompted to make sure they want to do a second extract for the same day.

### Line Item Instructions

The following are line item instructions for the Extract ETPL Data screen:

<b>Run extract now? (Y/N)</b>	Enter <b>Y</b> for Yes. Enter <b>N</b> for No. This is a required field but will default to <b>No</b> . If <b>Yes</b> enter <b>&lt;F5&gt;</b> to process extract.
<b>Subgrantee Code</b>	Enter a valid subgrantee code. This is a required field.

<b>Standalone JTA Account</b>	Enter the JTA standalone account. This is only for those JTA databases, which are classified as standalone systems. This field is optional. If this field is entered, then the transfer file is copied to the \$HOME/jta_account/transfer.
-------------------------------	--

## Sample Entry Screen

<b>XETP</b>	<p><b>Extract ETPL Eligible Training Provider List Data</b></p> <p>Run extract now? (Yes/No) <u>N</u></p> <p>Subgrantee Code</p> <p>Standalone JTA Account:</p>
-------------	---

## Extract File Layout

The extract file should have one delimited etpl\_provr record (if new or modified), followed by the associated delimited etpl\_pgm records (if new or modified), followed by its associated etpl\_pgm\_currclm, etpl\_pgm\_occ, and etpl\_occ\_recmd records (if new or modified), followed by a blank line before the set of records for the next provider code.

## Function Keys

The following are the function keys that are available in this program:

<b>&lt;F5&gt;</b>	<b>F5 – File:</b> The file key will generate the flat file and write it to the directory pointed to by ENV variable 'JTABASE'/transfer. The first version of the file for a given program year will be named LETP_YYYYMMDD_99.xtr. Subsequent files for the same date will have a revision number (starting at '01'), and will be named LETP_YYYYMMDD_99.xtr, where 99 is the revision number. The access mode of the output file will be set to 666.
-------------------	---

If the extract completes successfully, the message "Extraction completed" will be displayed when processing is completed. If processing completes successfully, but no records are written to the extract file, the message "No records found" will be displayed.

**Important note:** If there is an error writing to the extract file, the extract file may be incomplete. The message "Extraction completed" **must** be received before the extract file is used.

## Print ETPL List (PETP/PSETP)

This chapter provides instructions on how to print a listing of all eligible training providers.

This program contains an option screen where the user chooses to generate either a summary report, admin detail report, or public detail report, and the report's search can be narrowed by entering various fields. After the options are entered, a choice list window will display showing all programs retrieved. At this point, the user can narrow their search further. The State version will run against the State database, which is the most current ETPL. **If you use the State screen PSETP, you must use a valid cash/expenditure logon to access the State menu.** The local version will run against the local database, which is only as current as the most recent download (LETP) from the State. The locals have the option to run either version. Timeshares will have the additional PSETP mnemonic to run the State version from their local menu. Standalones will need to dial-in to the State system to access the State version. All three reports, as well as the program choice list, will be sorted in provider name, program name order.

### Line Item Instructions

The following are line item instructions to print the Eligible Training Provider List.

<b>Retrieve Existing Report</b>	Enter <b>Y</b> for Yes. Enter <b>N</b> for No. This is a required field. Default will be set to No.
<b>Public/Admin List</b>	Enter <b>A</b> for Admin. Enter <b>P</b> for Public. Enter <b>S</b> for Summary. This is a required field. Default will be set to P for Public.
<b>Program Name</b>	Enter the Program Name. This field is optional. Conditional operators are allowed.
<b>Program Code</b>	Enter the Program Code. This field is optional. Conditional operators are allowed.
<b>Provider Name</b>	Enter the Provider Name. This field is optional. Conditional operators are allowed.
<b>Provr Code(FEIN)</b>	Enter the Provider Code (FEIN). This field is optional. Conditional operators are allowed.

<b>City</b>	Enter the city. This field is optional. Conditional operators are allowed
<b>State Provider ID</b>	Enter the state provider ID. This field is optional. Conditional operators are allowed
<b>Relevant Occupations</b>	Enter the relevant occupations. This field is optional. Conditional operators are allowed. This is a multi-select list using SOC table codes and SOC table titles.
<b>County Code</b>	Enter the county code. This field is optional. Conditional operators are allowed.
<b>Proj Hrly Wage</b>	Enter the projected hourly wage. This field is optional. Conditional operators are allowed. If data is entered it must be numeric.
<b>Cost</b>	Enter the cost. This field is optional. Conditional operators are allowed. If data is entered it must be numeric.
<b>Pell Eligible</b>	Enter <b>Y</b> for Yes. Enter <b>N</b> for No. This field is optional and will default to No.
<b>Financial Aid</b>	Enter <b>Y</b> for Yes. Enter <b>N</b> for No. This field is optional and will default to No.
<b>Program Goal</b>	Enter the program goal. This field is optional. Conditional operators are allowed.
<b>Mode of Delivery</b>	Enter the mode of delivery. This field is optional. Conditional operators are allowed.
<b>Registered Appren</b>	Enter <b>Y</b> for Yes. Enter <b>N</b> for No. This field is optional and will default to No.
<b>Accessibility</b>	Select accessibility.  A drop-down menu will give you the option of choosing one or more of the following choices:  <ol style="list-style-type: none"> <li>1 Onsite Parking</li> <li>2 Public Transportation</li> <li>3 Disabled Student Access</li> <li>4 Sign Language</li> <li>5 Other Languages</li> </ol>

<b><i>Additional Services</i></b>	Select additional services. A drop-down menu will give you the option of choosing one or more of the following choices: 1 Job placement assistance 2 Career assessment 3 Career counseling 4 Tutorial services 5 ESL courses 6 GED assistance 7 On-site child care
<b><i>Subgrantee Code</i></b>	Enter subgrantee code. This field is optional and may be left blank.
<b><i>Program Completion Rate</i></b>	Enter program completion rate. This field is optional. If data is entered it must be numeric.
<b><i>Entered Employment Rate</i></b>	Enter entered employment rate. This field is optional. If data is entered it must be numeric.
<b><i>Avg hrly Wage Placement</i></b>	Enter average hourly wage placement. This field is optional. If data is entered it must be numeric.
<b><i>Skilled/Cred Attainment Rate</i></b>	Enter skilled/cred attainment rate. This field is optional. If data is entered it must be numeric.
<b><i>Retention rate</i></b>	Enter retention rate. This field is optional. If data is entered it must be numeric

## Choice List Window Layout

### Sample PETP Screen Layout

PETP	PRINT WIA ELIGIBLE TRAINING PROVIDER LISTS
RETRIEVE EXISTING REPORT, Enter (Y)ES (N)O	
(P)UBLIC/(A)DMIN/(S)UMMARY LIST	
PROGRAM NAME	PGM CODE
PROVIDER NAME	PROVR CD (FEIN)
CITY	STATE PROVR ID
RELEVANT OCCUP	COUNTY CODE
PROJ AVG HRLY WAGE	
COST	
PELL ELIGIBLE	
FINANCIAL AID	
PROGRAM GOAL	
MODE OF DELIVERY	
REG APPRENTICESHIP	
ACCESSIBILITY	
ADDTL SRVCS	
SUBGRANTEE CODE	
PROG COMPL RATE	
ENTERED EMPLMT RATE	
AVG HRLY WAGE PLCMT	
SKILL/CRED RATE	
RETENTION RATE	

This is a multi-select choice list. The user may select multiple choices by pressing the space bar on the line for each program that they want to include in the report, then pressing the enter key. If the user only wants to select one choice, they must simply move the cursor to the line of the program they wish to select, and press **Enter**, without having to press the space bar first.

## Multi-Select Choice List

PROGRAM NAME	PROVIDER NAME	CITY	COST
000	<SELECT ALL PROGRAMS>		
001			
002			
003			
004			
005			
006			
007			
008			

## Sample Summary Report Layout

### PETP ETPL Summary Report

PETP opr_id	ELIGIBLE TRAINING PROVIDER LIST SUMMARY REPORT				run date
PROVIDER NAME	STATE PROVR ID	PROGRAM NAME	PROGRAM CODE	CITY	COST
=====	=====	=====	=====	=====	=====
!!!!!!!!!!!!!!!!!!!!!!!!!!!!	999999999	!!!!!!!!!!!!!!!!!!!!!!!!!!!!	999999999999999	!!!!!!!!!!!!!!!!!!!!!!!!!!!!	999,999
!!!!!!!!!!!!!!!!!!!!!!!!!!!!	999999999	!!!!!!!!!!!!!!!!!!!!!!!!!!!!	999999999999999	!!!!!!!!!!!!!!!!!!!!!!!!!!!!	999,999
!!!!!!!!!!!!!!!!!!!!!!!!!!!!	999999999	!!!!!!!!!!!!!!!!!!!!!!!!!!!!	999999999999999	!!!!!!!!!!!!!!!!!!!!!!!!!!!!	999,999

**Report Layout—Public**

PETP	WIA PUBLIC ELIGIBLE TRAINING PROVIDER LIST		date time
opr_id	run time		
STATE PROVIDER ID			
PROVIDER NAME			
PROVIDER TYPE			
PROGRAM NAME			
PROGRAM CD			
PGM DESCRIPTION			
PROGRAM COSTS:			
TUITION	\$99,999		\$99,999
FEEES	\$9,999		\$9,999
EXPENSES	\$9,999		\$9,999
TOTAL	\$999,999		\$999,999
MODE OF DELIVERY			
WHEN PRGRM OFFERED			
FREQ OF OFFERING			
RELEVANT OCCUPATION	CODE	DESCRIPTION	CODE
DESCRIPTION			
PROGRAM GOAL			
PROJECTED AVG HRLY WAGE	\$999.99		\$999.99
PREREQUISITES			
TRAINING ADDRESS			
CITY, STATE, ZIP			
MAILING ADDRESS			
CITY, STATE, ZIP			
MAIN PHONE	999-999-9999		999-999-9999
ADMISSIONS PHONE	999-999-9999	EXT 9999	999-999-9999 EXT 9999
FINANCIAL AID PHONE	999-999-9999	EXT 9999	999-999-9999 EXT 9999
PELL ELIGIBLE			
FINANCL AID AVAILBLE			
BPPVE APPROVAL			
CDE APPROVAL			
COCCC APPROVAL			
PROVEN EFFECTIVENESS			
EMPLOYER SUPPORT			
INDUSTRY AUTHORIZED			



**Report Layout—Public (continued)**

REPORTING PERIOD	BGN MM/DD/YYYY	BGN MM/DD/YYYY	
	END MM/DD/YYYY	END MM/DD/YYYY	
PROG COMPL RATE			
ENTERED EMPLMT RATE			
AVG HRLY WAGE PLACEMENT			
SKILL/CRED ATTAINMNT RATE			
RETENTION RATE			
CURRICULUM	CRSE CD	COURSE TITLE	CRSE CD
COURSE TITLE			

**Report Layout Administrative**

```

PETP                WIA ADMINISTRATIVE ELIGIBLE TRAINING PROVIDER LIST
date time
opr_id                run time

STATE PROVIDER ID    !!!!!!!!                PROVIDER NAME
!!!!!!!!!!!!!!!!!!!!

PROVIDER CODE        !!!!!!!!
PROVIDER TYPE        !!!!!!!!!!!!!!!!!!!!!!!    SITE VISIT MADE
MM/DD/YYYY
PROGRAM CODE        !!!!!!!!!!!!!!!                PROGRAM NAME
!!!!!!!!!!!!!!!!!!!!

SUBGRANTEE CODE     !!!                CIP CODE
!!!!!!

DATE APP RECEIVED BY LWIB  MM/DD/YYYY                DATE
APPROVED BY LWIB  MM/DD/YYYY
DATE APP RECEIVED BY STATE  MM/DD/YYYY                DATE
PLACED ON ETPL  MM/DD/YYYY
LEGAL NAME          !!!!!!!!!!!!!!!!!!!!!!!    INSTITUTION TYPE
!!!!!!!!!!!!!!!!!!!!

ADMIN CONTACT NAME    !!!!!!!!!!!!!!!!!!!!!!!    ADMIN CONTACT TITLE
!!!!!!!!!!!!!!

ADMIN CONTACT PHONE    999-999-9999 EXT 9999
CONTACT E-MAIL        !!!!!!!!!!!!!!!!!!!!!!!
ADMIN CONTACT FAX      999-999-9999
PARTICIPANT UNIVERSE  9999
BPPVE APPR EXP DATE    MM/DD/YYYY                OTHER
STATE ETPL            !!!
ACCREDITATION         !!!
CREDENTIALING BODY    !!!!!!!!!!!!!!!!!!!!!!!
ACCREDITING BODY      !!!!!!!!!!!!!!!!!!!!!!!    OTHER BPPVE
APPROVAL !!!
    
```

## Function Keys

**<F5> - File:** The FILE key will generate the report.

1. Using the selection criteria entered on the option screen, count all approved, listed etpl\_pgm records.

State: Approved, listed program = select all etpl\_pgm records where dt\_on\_etpl is not null.

SDA: Select all programs in etpl\_pgm table.

If more than 50 records found, prompt user: "XXXXX programs found. (C)hange search criteria or (G)enerate report now?" Default to C.

If no records found, display msg "No records found.", else display choice list window with retrieved program information.

If choice "Select all programs" is selected, then retrieve report for all programs on choice list.

If other choices are selected, then retrieve report for only those choices.

Pop up Report Setup window to accept user's name for report.

Using the entered selections, retrieve all approved, listed etpl\_pgm and related information from etpl\_provr, etpl\_pgm\_currclm, and etpl\_pgm\_occ records.

Pop up Report I/O Handler window to allow user to View/Print report

## Print ETPL Program Status Report (PPGS)

This chapter provides instructions on how to print a status report on the program applications on the local Job Training Automation (JTA) system.

This program contains an option screen where the report's search can be narrowed by entering various fields. The report will retrieve the latest approval information for each program retrieved. The report will be sorted by provider name and program name.

### Line Item Instructions

The following are line item instructions to print the Program Status Report:

<b>Retrieve Existing Report</b>	Enter <b>Y</b> for Yes. Enter <b>N</b> for No. This is a required field. Default will be set to No.
<b>Status Code</b>	Enter the approval status code. This field is optional. Conditional operators are allowed.
<b>Begin Date</b>	Enter the begin date the LWIB received the ETPL application. The date may be entered in the format of MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year. This is an optional field. If you enter a date it cannot be greater than today's date.
<b>End Date</b>	Enter the end date the LWIB received the application. The date may be entered in the format of MM/DD/YYYY. If a two-digit year is entered, it will be converted to a four-digit year. This is an optional field. This field is required if you entered a begin date. If you enter a date it cannot be greater than today's date or less than the begin date.
<b>Program Code</b>	Enter the program code. This field is optional. Conditional operators are allowed.
<b>Provider Code</b>	Enter the provider code. This field is optional. Conditional operators are allowed.

## Sample Entry Screen PPGS WIA ETPL Program Status Report

PPGS	PRINT WIA ETPL PROGRAM STATUS REPORT		
	RETRIEVE EXISTING REPORT, Enter (Y) (N) !		
	STATUS CODE		
	BEGIN DATE		MM/DD/YYYY
	END DATE		MM/DD/YYYY
	PROGRAM CODE		
	PROVIDER CODE (FEIN)		

## Sample Local Report PPGS WIA ETPL Program Status Report

PPGS Opr id	WIA ETPL PROGRAM STATUS REPORT						run date run time
PROVIDER NAME	PROVIDER CODE	PROGRAM NAME	PROGRAM CODE	DATE APP REC BY LWIB	----CURRENT STATUS --- CD DESCRIP DATE	OPR ID	DATE APP SENT STATE

### Function Keys

The following function key is available in this entry screen:

<F5>	The <File> key will generate the report.
------	--