

# INFORMATION NOTICE

## WORKFORCE SERVICES

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: IMPLEMENTATION OF THE NEW CALJOBS<sup>SM</sup> (PHASE 1B) ETPL  
MODULE

The purpose of this Information Notice is to alert the Local Workforce Investment Boards (Local Boards) and eligible training providers of the forthcoming release of the new CalJOBS<sup>SM</sup> Phase 1B statewide Eligible Training Provider List (ETPL) module. This module will replace the current ETPL maintained as part of the State's Job Training Automation (JTA) system.

### The New ETPL

In an effort to populate the new CalJOBS<sup>SM</sup> ETPL module with the most current and accurate information, existing training provider records will not be converted from JTA to the new CalJOBS<sup>SM</sup> system. Effective December 2, 2013, all new and existing eligible training providers are required to register in [CalJOBS<sup>SM</sup>](#) as a new provider if they want to remain on the new ETPL when it's released in May 2014. The early registration period for the State's new ETPL will allow time for current eligible training providers to set up user logins and register programs before implementation of the new CalJOBS<sup>SM</sup> Phase 1B, scheduled for **May 5, 2014**. Until that date, both ETPLs (JTA and the new CalJOBS<sup>SM</sup>) will be maintained concurrently.

The CalJOBS<sup>SM</sup> ETPL module will significantly change how training providers are placed on the new list. Training providers will be responsible for establishing an account by registering in [CalJOBS<sup>SM</sup>](#) as new providers. Local Boards will review these submissions and verify information by following the ETPL statewide policy and local procedures to approve or deny these requests. A Local Board's approval means the provider is authorized to submit its training program(s) for inclusion on the new statewide ETPL.

Once a provider's account has been approved, the provider will be allowed to enter programs for approval by completing all the required fields. Local Boards will review training programs submitted by the providers and proceed to approve or deny them according to the statewide ETPL policies and their local procedures. Providers will be notified of the approval or denial of their application.

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

## Preparing for Registration in the New ETPL

The Provider User & Staff User Guide to assist with the CalJOBS<sup>SM</sup> ETPL registration process is attached. Providers are encouraged to review the user guide to familiarize themselves with the system before registering. If providers encounter difficulties registering, they can contact their local ETPL Coordinator for assistance; a listing of these coordinators is also attached.

The following will need to occur for the successful registration of providers in the new ETPL:

- During the new ETPL registration period (December 2, 2013, through April 24, 2014), dual entry of information in both the JTA and the CalJOBS<sup>SM</sup> systems will be required. New providers and programs, and modifications to existing records must be entered into both the legacy JTA system and the new CalJOBS<sup>SM</sup> ETPL module. Dual entry will be the responsibility of both the providers and the Local Boards.
- Both systems will be shut down during the period of April 27 through May 4, 2014, for data conversion and system transition activities, aka, "go dark" period. Approval of any pending providers and programs entered into the JTA and the CalJOBS<sup>SM</sup> systems will be allowed until April 24, 2014. Pending requests for training program approval not entered before April 24 will not be processed until after the new CalJOBS<sup>SM</sup> ETPL is released on May 5, 2014.

## Role of Local ETPL Coordinators

Local ETPL Coordinators can familiarize themselves with the new ETPL system by reviewing the Provider User & Staff User Guide and other training resources that will be made available to assist with using the system. Training videos on the new ETPL module can be found in the [CalJOBS<sup>SM</sup> Resources for Workforce Partners page](#).

ETPL Coordinators and their backups have received an electronic notification from the CalJOBS<sup>SM</sup> Help Desk with the website address of a training site and login instructions for accessing this site. The training site hosts a test version of the new ETPL module. ETPL Coordinators can register as fictitious training providers and enter programs, then sign in as staff to approve or deny the providers and programs. The purpose of the site is to allow the ETPL Coordinators the opportunity to become familiar with the new system before training provider registration which began on December 2, 2013. If ETPL Coordinators encounter issues with the test site during this pre-registration period, please contact the CalJOBS<sup>SM</sup> Help Desk at 800-758-0398.

Related to the implementation of the new ETPL module, we encourage everyone to review the upcoming ETPL policy changes as they could potentially impact providers' eligibility and trigger a reapplication. The California Workforce Investment Board (CWIB) issued draft ETPL Policy Directive WSDD-94 related to these changes on December 12, 2013. For background information, see Item 3b of the [CWIB's Agenda Packet](#) from their August 13, 2013, meeting.

## New ETPL Communication Plan

The communication strategy to ensure all Local Boards and providers become aware of the upcoming transition to the new CalJOBS<sup>SM</sup> ETPL module includes notifications in the legacy JTA system, the current ETPL website, the EDD website, and alerts on EDDs Twitter and Facebook accounts, and the CalJOBS<sup>SM</sup> splash page.

Please direct questions regarding this Information Notice to the CalJOBS<sup>SM</sup> Help Desk at 800-758-0398.

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Workforce Services Division

Attachments are available on the Internet

1. [ETPL Coordinator List](#) (PDF) (106k)
2. [Provider User & Staff User Guide](#) (PDF) (5,767k)