

WORKFORCE SERVICES INFORMATION NOTICE

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CALJOBSSM TRAINING ACTIVITY SERVICE CODES FOR THE ETPL

The Employment Development Department is providing the Workforce Development Community with additional guidance to the Eligible Training Provider List (ETPL) Directive [WSD 15-07](#).

The following list of training activity codes are referenced in the ETPL Directive.

CalJOBS SM Service Code	Training Service Code Description	Definition
224	Pre-Apprenticeship Training	The participant enrolled in a Pre-Apprenticeship (PA) program or set of strategies designed to prepare the individual to enter and succeed in a Registered Apprenticeship (RA) program that has a documented partnership with at least one, if not more, RA programs. The PA's training and curriculum must be based on industry standards; approved by the documented Registered Apprenticeship partner(s); and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s) (TEGL 13-12). This activity code requires staff to provide justification in CalJOBS SM under case notes.
300	Occupational Skills Training - Approved Provider List (ITA)	The participant enrolled in a State Board-approved ETPL training program designed to provide the technical skills necessary to perform a specific job or group of jobs.

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

301	On-The-Job Training	A participant took part in paid training while engaged in productive work in a job. The training: (a) provided knowledge or skills essential to the full and adequate performance of the job; and (b) provided reimbursement to the employer for up to 50% of the participant's wage rate, for extraordinary costs of providing the training and additional supervision related to the training; and (c) was limited in duration that was appropriate to the occupation for which the participant was being trained, taking into account the training's content, the participant's prior work experience, and the participant's service strategy, as appropriate.
302	Entrepreneurial Training	A participant attended entrepreneurial skills training that included, but was not limited to: the elements of starting and operating a small business, business plan development, securing financing, general business law concepts, employee management, and the understanding marketing concepts.
304	Customized Training	An individual took part in an employer's customized training program. The training was designed to meet the specific requirements of an employer and was conducted with a commitment by the employer to employ an individual upon successful completion of the training. The employer paid a significant portion of the cost of training, as determined by the local board involved, taking into account the size of the employer and such other factors as local board determines appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees, relation of the training to the competitiveness of a participant and other employer-provided training advancement opportunities. In the case of customized training involving an employer located in multiple areas in the State, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines to be appropriate.
305	Skills Upgrading & Retraining	A participant was provided training for the purpose of upgrading his/her skills, and/or re-training.
306	WIOA Prerequisite Training	A participant attended pre-requisite coursework/training that a training institution requires before entry into an approved training program.
320	Private Sector Training	A participant attended a training program operated by the private sector.
323	Workplace Training & Cooperative Education	A participant attended a training program that combined workplace training with related instruction. This definition includes cooperative education programs.

325	Apprenticeship Training	A participant was enrolled into an apprenticeship program approved and recorded by the U.S. Department of Labor's Employment and Training Administration, Bureau of Apprenticeship and Training; or, by a recognized state apprenticeship agency or council, such as the California Department of Industrial Relations, Division of Apprenticeship Standards.
330	Local Board Determination	A participant enrolled in a training program that can bypass the ETPL upon the determination of the California Workforce Development Board (CWDB) for reasons such as, higher education, lack of providers, and barriers to employment etc. This activity code requires staff to provide justification in CalJOBS SM under case notes.
346	Out of State Training Provider – Other ETPL	A participant who is enrolled with a provider headquartered outside of California who does not have an in-state training facility. Provider must be listed on another state's ETPL. This activity code requires staff to provide justification in CalJOBS SM under case notes.
416	Out of School Youth – Aged 18-24 – Approved Provider List (ITA)	An out-of-school Youth participant aged 18 to 24, who was enrolled in occupational skills training, which included priority consideration for training programs that led to recognized post-secondary credentials, and that is aligned with an in-demand industry sector(s) or occupations in the Youth's local area (W Sec 129 c/2/D). Provider must be on the statewide Eligible Training Provider List (ETPL)

For information on the Eligible Training Provider List (ETPL), please refer to [WSD 15-07](#).

For questions on the ETPL, please contact WSBETPL@edd.ca.gov or 916-654-9311.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division