

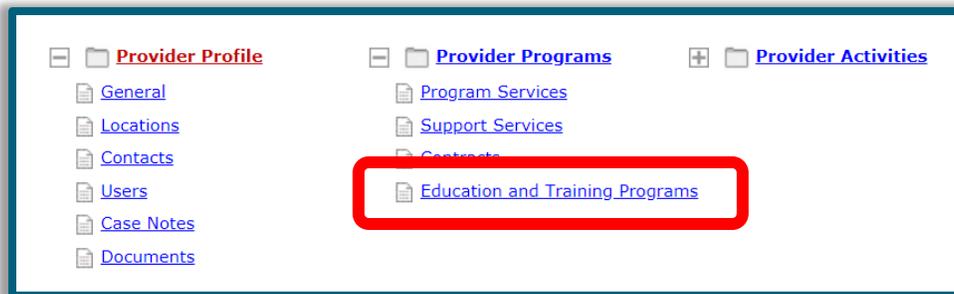


## ENHANCEMENTS TO ETPL MODULE IN CaIJOBS

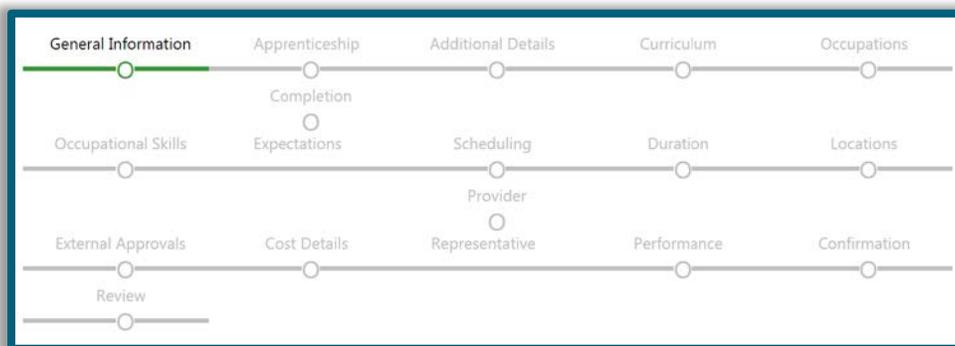
On July 11, 2019, the CaIJOBS<sup>SM</sup> Eligible Training Provider List (ETPL) module will be upgraded to make it easier for providers and staff to create and manage programs. The changes will occur after business hours and will be visible to staff on Friday, July 12, 2019. The availability of CaIJOBS will not be impacted by this event.

The key enhancements and changes to the module include the following:

- In the Provider Programs folder, the “Self Service Education Programs” section is relabeled “Education and Training Programs.”



- When adding a new program, the program wizard guides users through each step of the process.



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

- The Education and Training Programs tab displays a more detailed list of programs, including a column for changes submitted for review, and easy access to edit programs through the addition of the “Edit” link under the Action column.

Education and Training Programs					
Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Music Instruments PS - Approved Provider Training - ITA <span>WDA</span> <span>REAPP</span>	A program that generally prepares individuals to master musical instruments and performing art as solo and or ensemble performers. Includes instruction on one or more specific instruments from various instrumental groupings.		✓	Approved/Eligible	<a href="#">Edit</a> <a href="#">Deactivate</a>

- When editing a program, the program is displayed in multiple tabs, which enables the provider and staff to quickly locate the area that needs to be updated.

Scheduling	Duration	Locations	External Approvals	Cost Details	Provider Representative	Performance	Confirmation	Review
General Information	Apprenticeship	Additional Details	Curriculum	Occupations	Occupational Skills	Completion Expectations		

- A “Review” tab that displays state and local approval status.

Review						
Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	Pending (system-set only)	3/7/2021	N/A	3/7/2019 3:45 PM	N/A Cuellar-Lopez, Monica	<a href="#">Edit</a>
ITA	<span>WDA</span> Approved/Eligible	3/8/2019	2/15/2018	3/7/2019 2:41 PM	State Cuellar-Lopez, Monica	<a href="#">View</a>

The enhancements to the ETPL module help users move through the process of creating and editing programs, including the review and approval of programs by Local Area and the Employment Development Department staff.

If you have any questions about the ETPL module, please contact the State ETPL Coordinator at [WSBETPL@edd.ca.gov](mailto:WSBETPL@edd.ca.gov).

/s/JAIME L. GUTIERREZ, Chief  
Central Office Workforce Services Division