California Workforce Services Network Project

Employment Training Panel

Employment Training Management System (ETMS)

Customer User Guide

Introduction

ETMS Overview of the Customer User Guide

Version 1.0

October 2016

Introduction

Welcome to the Employment Training Management System (ETMS) Customer Guide (Guide) Introduction and overview. In addition to this Introduction, this Guide is published as seven (7) Volumes and covers the key features of the system. In combination with the customer videos, available on the ETP Website, it provides the needed training and reference materials to support the use of this web-based system. This Introduction will provide a summary of the Employment Training Panel (ETP), an overview of the ETMS and directions for how to access and use the Guide.

Guide Organization

Below is the table summary of the ETMS User Guide, which includes the Volumes, Chapters and general content for each Volume.

Summary of ETMS Customer User Guide

Volume/Chapter Number	Title and Content Focus
Volume One (1)	**Overview, Navigation and Registration**
Chapter One (1)	ETMS Overview - Workflow and System Access
Chapter Two (2)	My Employer Dashboard and Left Navigation Menu Features
Chapter Three (3)	Employer Registration and Orientation
Volume Two (2)	**Preliminary Application Submittal**
Chapter Four (4)	Single Employer
Chapter Five (5)	Multiple Employer Contractor
Volume Three (3)	**Application In-Progress**
Chapter Six (6)	Single Employer
Chapter Seven (7)	Multiple Employer Contractor
Chapter Eight (8)	Processing Waivers
Chapter Nine (9)	Certification Process
Volume Four (4)	**Contract Development**
Chapter Ten (10)	Panel Proposal (ETP Staff - View Only)
Chapter Eleven (11)	Contract Processing (ETP Staff - View Only)
Volume Five (5)	**Contract Management and Monitoring**
Chapter Twelve (12)	Contract Management (Includes Revisions)
Chapter Thirteen (13)	Monitoring
Volume Six (6)	**Invoicing and Trainee Hours Tracking**
Chapter Fifteen (14)	Enrollment
Chapter Sixteen (15)	Trainee Hours Tracking
Chapter Seventeen (16)	Invoicing
Volume Seven (7)	**Links to Reference and Help Materials** ▪ Glossary of Terms

Volume/Chapter Number	Title and Content Focus
	▪ Frequently Asked Questions ▪ Quick Reference Guides ▪ Helpful Guide to the ETP Application ▪ Helpful Guide to the Contract Process

1 The Employment Training Panel

Established in 1982, the Employment Training Panel (ETP) is California's premier program supporting job creation and retention, through training. The ETP is funded by a special tax on California employers and differs from other workforce development organizations whose emphasis is on pre-employment training. ETP fulfills its mission by reimbursing the cost of employer-driven training for incumbent workers and funding the type of training needed by unemployed workers to re-enter the workforce. Overall, the ETP program helps to ensure that California businesses will have the skilled workers they need to remain competitive. Since its inception in 1982, ETP has reimbursed employers well over $1 billion for training workers in more than 80,000 businesses.

2 ETMS Overview

The ETMS supports the ETP contracting a process, which starts with the creation of a Preliminary Application, through Application Development, and ending in an executed Contract. This system is designed to build on previously submitted, added or amended information. This allows the customer to manage their Application and Contract, including tracking trainee progress, creating invoices and collecting funds for their training. It also provides a view of completed documents as they are finalized such as the Panel Proposal and the Executed Contract.

3 Using the Guide

The ETMS User Guide features directions and information, in detail, on every aspect of the ETMS. Each of the Guide's seven (7) Volumes will be available to view and download from the ETP website (etp.ca.gov) once they are complete, along with the ETMS Customer Training Videos. This Guide was created with the user in mind, and will guide the reader from the basics of registration to systematic instructions of completing an Application. The following covers information on how to access the Guide and use the built-in bookmarks allowing for an easy and quick way to access different Chapters in each Volume.
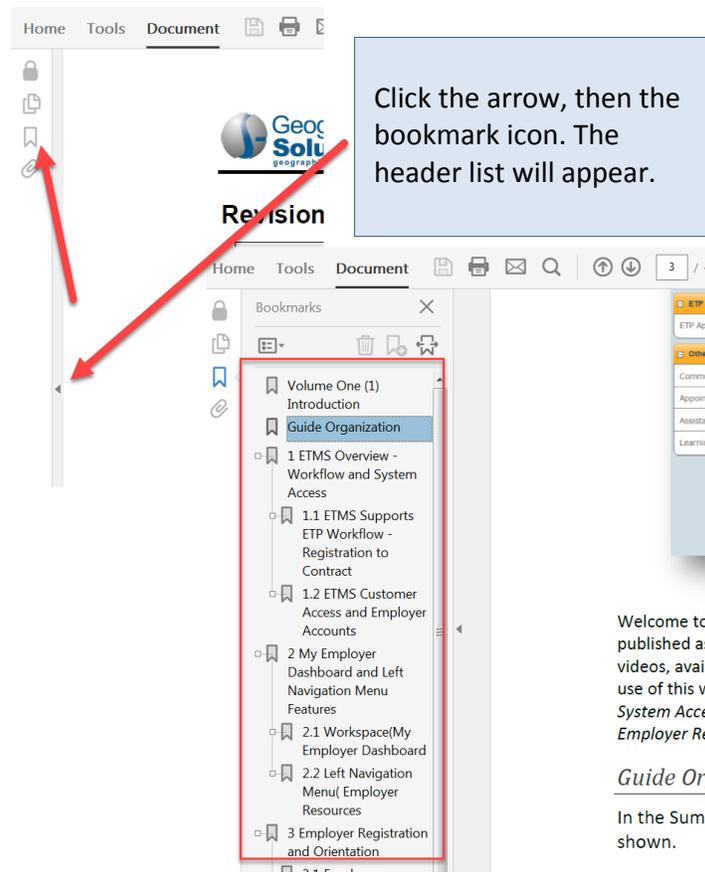
3.1 Accessing the ETMS User Guide

Go to the ETP website at etp.ca.gov, on the homepage under ETP News; follow the link for the New System Update: ETMS Training for Customers. This link will take you to the list of ETP User Guide Volumes and training videos. *Note: Volumes will be posted as they are completed*. Click the link for the Volume that you wish to access and, depending on your internet browser, the PDF document will open in either a new internet tab or window, or will ask if you would like to open or save this document. The Guide is easiest to use in its digital form and was designed with the online viewer in mind. It is not recommended to print the Guide; however, the documents may be printed.

3.2   Bookmarks and Table of Contents

Each Volume will contain a number of Chapters that can be scrolled through, or the user can skip around using the built-in bookmarks or table of contents. Both the bookmarks and table of contents are linked to pages within the PDF, clicking them will jump you to that area in the document.

To open bookmarks in the PDF click the small gray **Arrow** on center left side gray bar. This will extend out and display icons, click the **Bookmark Ribbon** icon. The bar will expand again to display the Chapter headers featured in the volume, some of which contain Subchapters as seen in the *Bookmarks in the ETMS User Guide Graphic*. Clicking on any of these Chapters or Subchapters will jump the document to that page.

Bookmarks in the ETMS User Guide

The second option to move through the Guide is with the table of contents. The table of contents can be found on the second page of each Volume, after the cover. Simply click on any of the Chapter titles to jump to that page. For reader convince, table of contents have also been placed at the start of each new Chapter, so there is no need to scroll back to the beginning of the Guide to find a Chapter link.

Table of Contents in Guide

Volume One (1) Table of Contents

Thank you for visiting our User Guide Introduction. You are now ready to proceed to the first Volume (Volume1) in the ETMS Customer User Guide, which features more information about the overview of ETMS, the registration process and navigation features. Please check our website regularly for updated information and training materials.