LOCATING AND COMPLETING THE REQUEST REVISION FORM

1. At the top of the landing page, select the **Contracts** button on the button bar
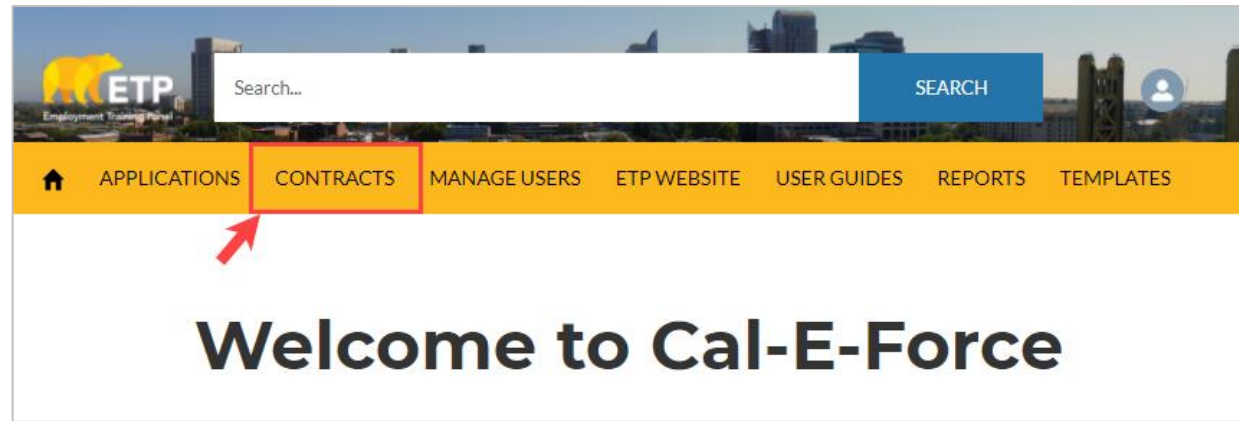
2. Click on the **View** hyperlink for the contract in which you would like to submit a revision request

   The system will take you to that contract's details page

3. Select the **Request Revisions** button on the button bar at the top of the Contract Details Page
The Request Revision form will popup

| ENROLL TRAINEES | UPLOAD TRAINEES | ADD HOURS | UPLOAD HOURS | UPLOAD CBT HOURS | UPDATE ROSTERS | ADD CBT CLASS | UPLOAD CBT CLASS | CREATE INVOICE | REQUEST REVISION | ADD WORKPLACE |

4. Please read and check the box to acknowledge the statement.

Then click the **Next** button.

Note: In order to move on to the next step, you must accept the acknowledgement.

ETP contract revisions can only be made upon mutual agreement by all parties and cannot be made after termination of the contract.

To proceed, please acknowledge you understand the following:

- All revision requests must be submitted as early as possible and prior to the end of the contract term.
- Requests must include justification. Requests received without a justification will be returned and closed without action and a new request will need to be submitted.
- All applicable required documentation must be provided (i.e. Collective Bargaining Agreement Support).
- Any request submitted by an Authorized Third Party must be reviewed and approved by the ETP Contractor
- ETP is unable to consider contract revisions that fall outside of current ETP Policy.
- Contract revision requests may be considered based on various factors, including the Contract status when the request is received.

1 ☐ I acknowledge that I understand the statements above.

2 NEXT

5. From the popup, select the checkbox(es) next to each request(s) that may apply

Then select all that applies and **Next** button

*Note: You may exit at any point by clicking the **X** at the top right hand corner and it will be saved in draft mode*

*To edit your draft revision, please refer to **Editing Draft Revision** guide*

Request to Revise the Contract (check all that may apply)

- [ ] Contractor Name
- [ ] Revise Term Start Date
- [ ] Revise Term End Date
- [ ] Add or Delete Job Number (Except for Apprentices)
- [ ] Expand or Reduce Estimated Number of Trainees in a Job Number
- [ ] Change the trainee occupation in a Job Number
- [ ] Redistribute the Estimated Number of Trainees Funding between Job Numbers
- [ ] Add or delete training courses identified in Exb. B Menu Curriculum
- [ ] Revise Range of Hours so long as there is not change to the per trainee cap on hours
- [ ] Add/Edit Health Benefits to wages
- [ ] Revise Standard Contract Language
- [ ] Revise Subcontractor Information
- [ ] Revise Participating Entities/Workplace
- [ ] Revise Waiver Information
- [ ] Revise Physical/Mailing Address
- [ ] Revise Primary Contact Information
- [ ] Other

NEXT

|	
6. Complete all required fields as prompted from your selection *Note: Each request will prompt different requirement fields* **Click** *on the link to be directed to the section*	- Contractor Name - Revise Term Start Date - Revise Term End Date - Add or Delete Job Number (Except for Apprentices) - Expand or Reduce Estimated Number of Trainees in a Job Number - Change the trainee occupation in a Job Number - Redistribute the Estimated Number of Trainees Funding between Job Numbers - Add or delete training courses identified in Exb. B Menu Curriculum - Revise Range of Hours so long as there is not change to the per trainee cap on hours - Add/Edit Health Benefits to wages - Revise Standard Contract Language - Revise Subcontractor Information - Revise Participating Entities/Workplace - Revise Waiver Information - Revise Physical/Mailing Address - Revise Primary Contact Information - Other
7. Upload all files under **Supporting Document(s)** *Note: Certain documents are* **required** *to be submitted for the change request (i.e. Subcontractor Agreement, Std. 204/205)* *Should the required document be missing, there may be a delay in processing time*	**∨ SUPPORT DOCUMENT(S)** Upload Supporting Documents ⬆ UPLOAD FILES Or drop files Last file uploaded: None NEXT

8. An Upload Files popup will appear to show to progress of the upload

   A green checkbox will appear next to the document to show the completion of the upload

   Click **Done** to exit screen

Upload Files

test.docx
11 KB

1 of 1 file uploaded   Done
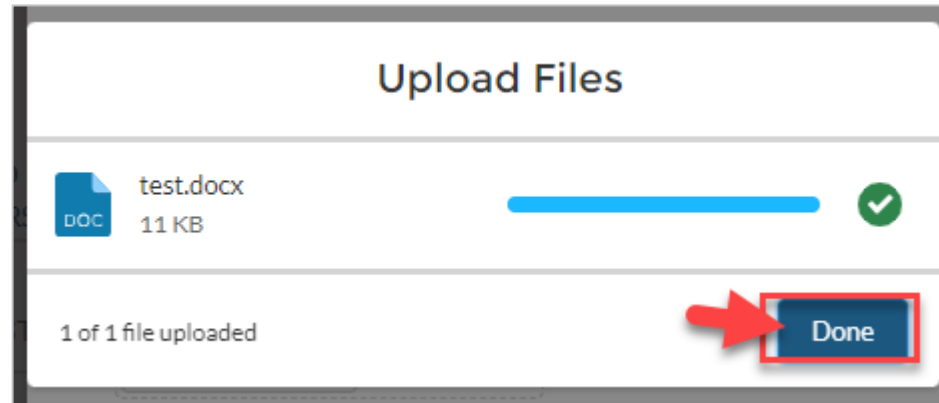
9. The file will be listed under **Last file uploaded**

   *Note: If multiple files were uploaded, the list will only display the **Last file uploaded***

∨ SUPPORT DOCUMENT(S)

Upload Supporting Documents

⬆ UPLOAD FILES   Or drop files

Last file uploaded:
test.docx
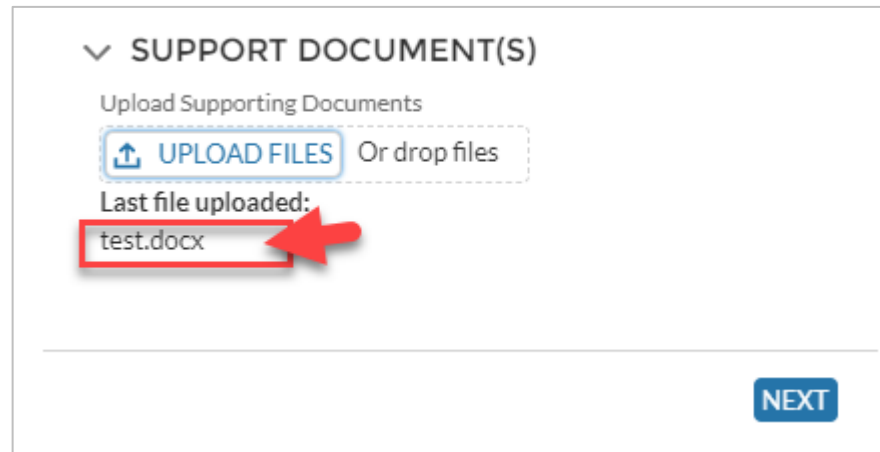
NEXT

10. Select the **Next** button to submit the request

    *Note: If wish to place the request in draft mode to edit, click the **X** at the top to exit the screen*

11. Please read and check the box to acknowledge the statement.

    Then click the **Next** button.

    Note: In order to move on to the next step, you must accept the acknowledgement.

12. A successfully submitted message will appear

    Select the **Finish** button to complete and exit the screen

    Note: Reach out to your monitoring analyst should you have any follow up questions
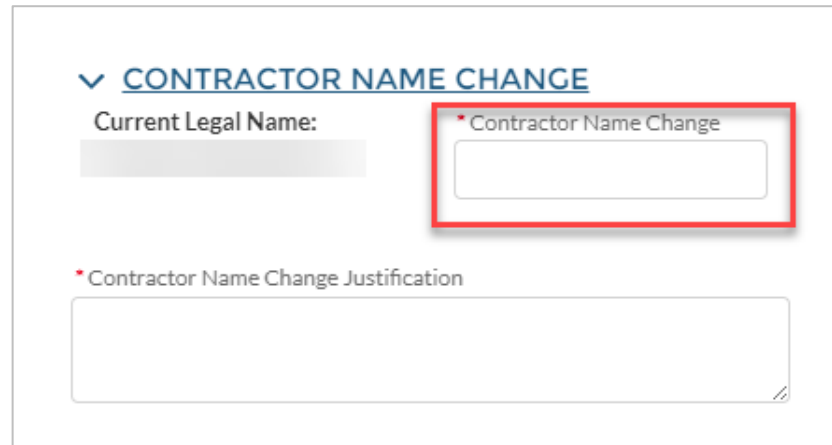
Your revision was submitted successfully.

If you have any questions, please reach out to your monitoring analyst.

FINISH
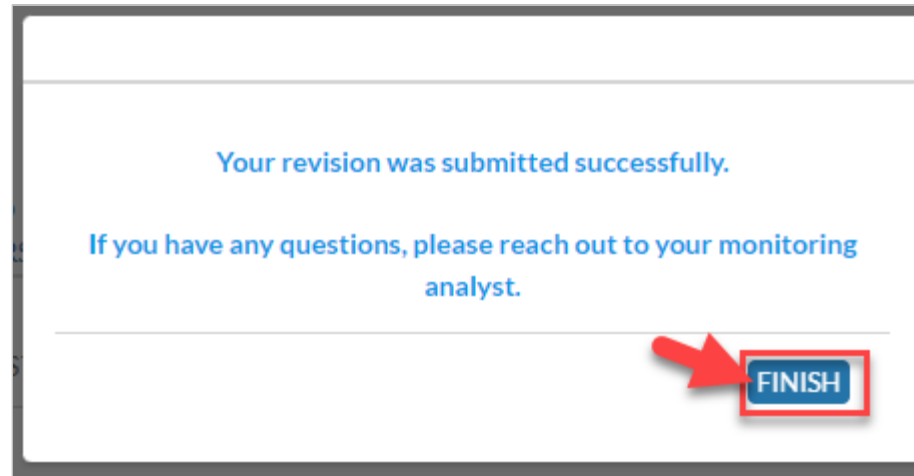
COMPLETING THE REQUIRED PROMPTED FIELDS

CONTRACTOR NAME CHANGE

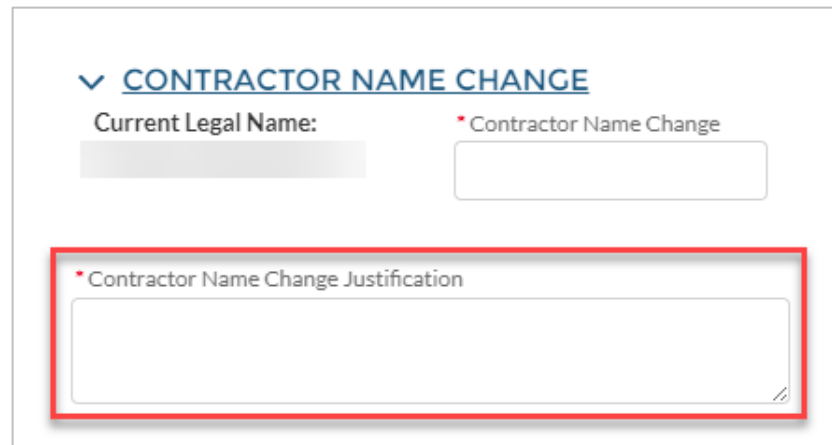|	
1. Input the name change for the contractor in the **Contractor Name Change** section *Note: The screen will display the Current Legal Name for reference*	
2. Input the justification for the change in the text box *Note: Text box has a 5000 character limit.*	
3. [Return to step 5 to continue](#) *Note: **Click** on the link to be directed to the section*	

REVISE TERM DATES

1. Select which term dates (Start Date, End Date, or both) you wish to revise

   Request to Revise the Contract (check all that may apply)

   ☑ Revise Term Start Date

   ☑ Revise Term End Date

2. Select the term date change(s) in the appropriate section from the calendar

   If inputting, dates must be formatted as MMM D,YYYY (example: Jan 1,2024) or MM DD,YYYY (example: 01/01/2024)

   Note: The screen will display the current term dates for reference

3. Input the justification for the change in the text box

   Note: Text box has a 5000 character limit

4. Return to step 5 to continue

   *Note: **Click** on the link to be directed to the section*

JOB NUMBER CHANGES

1. When one, multiple, or all of these revisions are selected, it will prompt a Job Number change

   Request to Revise the Contract (check all that may apply)

   ☑ Add or Delete Job Number (Except for Apprentices)

   ☑ Expand or Reduce Estimated Number of Trainees in a Job Number

   ☑ Change the trainee occupation in a Job Number

   ☑ Redistribute the Estimated Number of Trainees Funding between Job Numbers

   ☑ Revise Range of Hours so long as there is not change to the per trainee cap on hours

   ☑ Add/Edit Health Benefits to wages

2. Provide reason for the change in the text box

   Note: Only one text box will populate regardless of how many revision request you selected

   Text box has a 5000 character limit

   ∨ **JOB NUMBER CHANGE**

   * Details of Job Number Changes

   * Job Number Changes Justification

3. Input the justification for the change in the text box

Note: Only one text box will populate regardless of how many revision request you selected

Text box has a 5000 character limit

⌄ JOB NUMBER CHANGE

* Details of Job Number Changes

* Job Number Changes Justification

4. Return to step 5 to continue

*Note: **Click** on the link to be directed to the section*

PROVIDE REASON AND JUSTIFICATION(S) FOR THE FOLLOWING CHANGES:

1. Select one or multiple of these revision request(s)

Request to Revise the Contract (check all that may apply)

☑ Add or delete training courses identified in Exb. B Menu Curriculum

☑ Revise Standard Contract Language

☑ Revise Participating Entities/Workplace

☑ Revise Waiver Information

2. Input the details of the change in the text box(es)

   Note: A separate text box will populate for each request made

   Text box has a 5000 character limit

⌄ CURRICULUM CHANGE

* Details of Curriculum Changes

* Curriculum Justification

⌄ STANDARD CONTRACT LANGUAGE CHANGE

* Details of Contract Language Changes

* Contract Language Change Justification

3. Input the justification for the change in the text box(es)

   Note: A separate text box will populate for each request

   Text box has a 5000 character limit

∨ CURRICULUM CHANGE

* Details of Curriculum Changes

* Curriculum Justification

∨ STANDARD CONTRACT LANGUAGE CHANGE

* Details of Contract Language Changes

* Contract Language Change Justification

4. Return to step 5 to continue

   *Note: **Click** on the link to be directed to the section*

REVISE SUBCONTRACTOR INFORMATION

1. Select all that applies from the Subcontractor change list	**∨ SUBCONTRACTOR INFORMATION CHANGE** ☐ Add/Edit Administrative Subcontractor(s) ☐ Remove Administrative Subcontractor(s) ☐ Add/Edit Training Subcontractor(s)
2. Click on the links to direct you to the section for the appropriate steps	• Add/ Edit Administrative Subcontractor(s) • Remove Administrative Subcontractor(s) • Add/Edit Training Subcontractor(s)

ADD/ EDIT ADMINISTRATIVE SUBCONTRACTOR(S)

1. Select the checkbox next to **Add/ Edit Administrative Subcontractor(s)**	
2. Choose either **Yes** or **No** in response to the question 'Is there a secondary administrative subcontractor company assisting with your contract?' If **Yes** is selected, complete the fields that will prompt for the Subcontractor's data	

3. Complete all required fields

Administrative Subcontractor(s) Changes

Current Administrative Subcontractor Name (Primary):

* Is there a secondary administrative subcontractor company assisting with your contract?

○ Yes
● No

Current Administrative Cost of Service (Primary):

Current Administrative Subcontractor Description of Service (Primary):

Current Administrative Subcontractor Name (Secondary):

Current Administrative Subcontractor Address (Primary):

Current Administrative Cost of Service (Secondary):

* Administrative Subcontractor Name (Primary)

* Administrative Cost of Services (%)

* Description of Services

Administrative Subcontractor Address (Primary)

* Street Update

* City Update

* State Update

--None--

* Zip Code Update

4. Upload a new Subcontractor Agreement and any additional supporting document(s)

   Note: A new Subcontractor Agreement is **required.** A missing agreement may cause a delay in the processing time

With the change of an Administrative Subcontractor, a new Subcontractor Agreement will need to be completed and uploaded below.

Please upload your completed agreement. A missing agreement may delay future payments and revision processing.

⌄ SUPPORT DOCUMENT(S)

Upload Supporting Documents

⬆ UPLOAD FILES Or drop files

Last file uploaded:
None

5. Return to step 5 to continue

   Note: **Click** on the link to be directed to the section

REMOVE ADMINISTRATIVE SUBCONTRACTOR(S)

1. Select the checkbox to **Remove Administrative Subcontractor**	**∨ SUBCONTRACTOR INFORMATION CHANGE** ☐ Add/Edit Administrative Subcontractor(s) ☑ Remove Administrative Subcontractor(s) ☐ Add/Edit Training Subcontractor(s)
2. Select the checkbox to indicate if you wish to **Remove Administrative Subcontractor (Primary)** or **Remove Administrative Subcontractor (Secondary)**	Administrative Subcontractor(s) Changes Current Administrative Subcontractor Name (Primary): Current Administrative Cost of Service (Primary): Current Administrative Subcontractor Description of Service (Primary): Current Administrative Subcontractor Address (Primary): ☐ Remove Administrative Subcontractor (Primary) Current Administrative Subcontractor Name (Secondary): Current Administrative Cost of Service (Secondary): ☐ Remove Administrative Subcontractor (Secondary)
3. Return to step 5 to continue *Note: **Click** on the link to be directed to the section*	

ADD/EDIT TRAINING SUBCONTRACTOR(S)

1. Select the checkbox to **Add/Edit Training Subcontractor(s)**	∨ SUBCONTRACTOR INFORMATION CHANGE ☐ Add/Edit Administrative Subcontractor(s) ☐ Remove Administrative Subcontractor(s) ☑ Add/Edit Training Subcontractor(s)
2. To add, click the **Add Training Subcontractor** button	Training Subcontractor(s) Changes 📖 Training Subcontractor(s) + ADD TRAINING SUBCONTRACTOR Subcontractor Name ∨ City ∨ State ∨ Cost of Service ∨ * Subcontractor Changes Justification

3. A **New Training Subcontractor** popup will appear

   Complete all required fields that are prompt

   Select the **Submit** button

New Training Subcontractor

*Subcontractor Name

*City

*State

--None--

*Estimated Cost of Service

*Description of Service ⓘ

4. Confirm if a subcontractor agreement will be uploaded
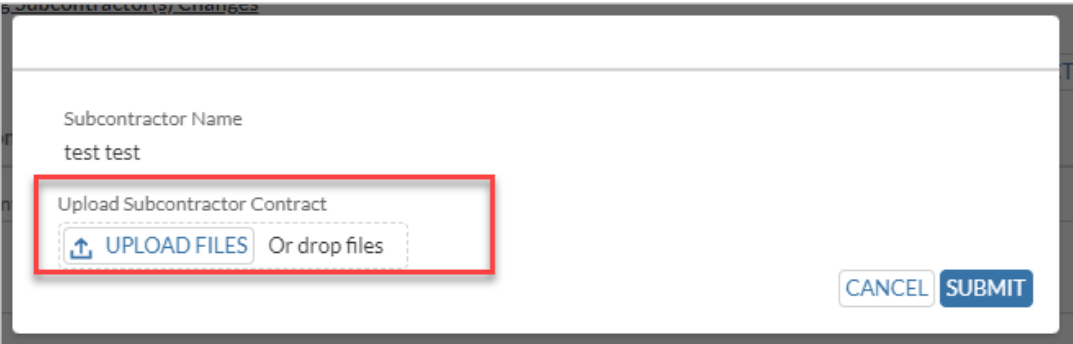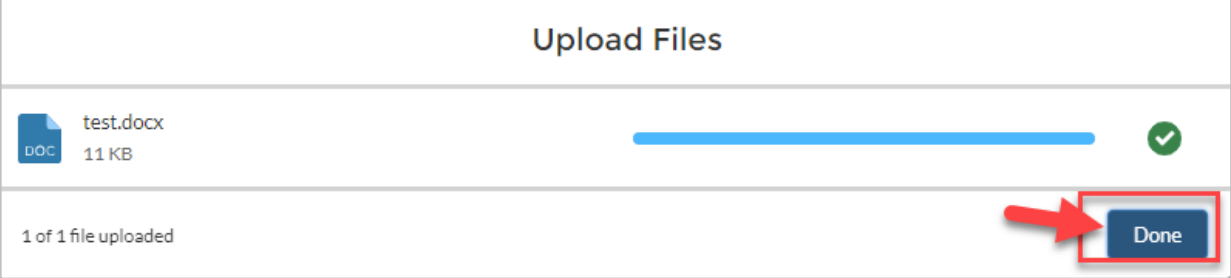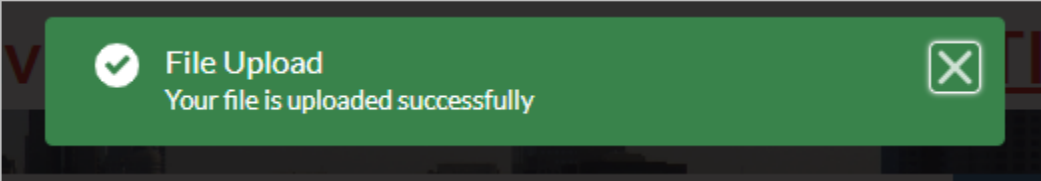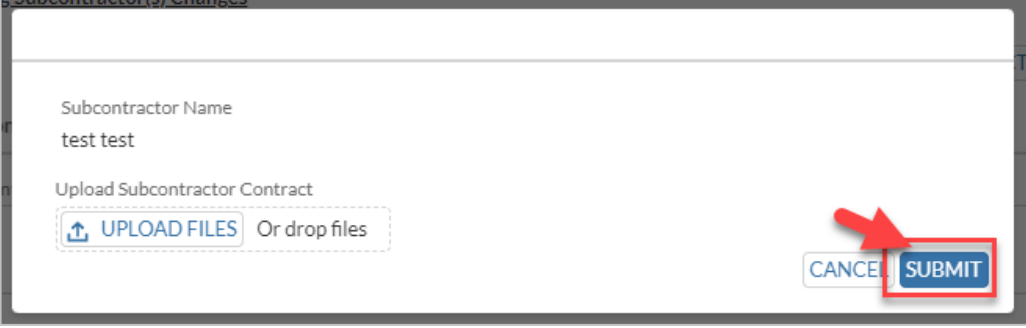
   If '**Yes**' was selected then go to step 5

   If '**No**' was selected then skip to step 8

*Do you have a subcontractor agreement to upload?

◯ Yes

◯ No

5. Upload the **Subcontractor Contract** in the next popup

6. The Upload Files popup will appear and a green checkmark will appear when the upload is complete

   Click the Done button to exit the screen

7. A successful message will appear at the top of the screen

8. Select the **Submit** button to close out of the form

9. The newly added training subcontractor will now be shown

Training Subcontractor(s) Changes

Training Subcontractor(s)   + ADD TRAINING SUBCONTRACTOR

Subcontractor Name ⌄	City ⌄	State ⌄	Cost of Service ⌄	
test test	Sacramento	CA	$50.00	▾

* Subcontractor Changes Justification

10. Input the justification for the change in the text box

Note: Text box has a 5000 character limit

Training Subcontractor(s) Changes

Training Subcontractor(s)   + ADD TRAINING SUBCONTRACTOR

Subcontractor Name ⌄	City ⌄	State ⌄	Cost of Service ⌄	
test test	Sacramento	CA	$50.00	▾

* Subcontractor Changes Justification

11. [Return to step 5 to continue](#)

*Note: **Click** on the link to be directed to the section*

REVISE PHYSICAL/ MAILING ADDRESS

1. Select the checkbox to indicate which change is being requested *Note: The current physical address and mailing address will appear for reference*	**∨ ADDRESS CHANGE** ☑ Update Physical Address ☑ Update Mailing Address Current Physical Address: Current Mailing Address:
2. Complete all of the required fields prompted	**∨ ADDRESS CHANGE** ☑ Update Physical Address ☑ Update Mailing Address Current Physical Address: Current Mailing Address: * Physical Street Update * Mailing Street Update * Physical City Update * Mailing City Update * Physical State Update * Mailing State Update --None-- --None-- * Physical Zip/Postal Code Update * Mailing Zip/Postal Code Update
3. Provide a justification for the change *Note: Text box has a 5000 character limit*	* Address Changes Justification

4. Click the links for **STD 204 – Payee Data Record** and **STD 205 – Payee Data Record Supplement** to download the forms

   *Note: The STD 204 and STD 205 are **required**. A missing agreement may cause a delay in the processing time*

   With the change of physical/mailing address, a new STD 204/205 will need to be completed.

   Download and complete the latest STD 204/205 forms:

   STD 204 - Payee Data Record
   STD 205 - Payee Data Record Supplement

   Please upload your completed form(s). An incomplete or missing form may delay future payments and revision process.

5. Complete and upload the forms in the **Support Document(s)** section

   With the change of physical/mailing address, a new STD 204/205 will need to be completed.

   Download and complete the latest STD 204/205 forms:

   STD 204 - Payee Data Record
   STD 205 - Payee Data Record Supplement

   Please upload your completed form(s). An incomplete or missing form may delay future payments and revision process.

   ∨ SUPPORT DOCUMENT(S)

   Upload Supporting Documents
   ⬆ UPLOAD FILES   Or drop files
   Last file uploaded:
   None

6. Return to step 5 to continue

   *Note: **Click** on the link to be directed to the section*

REVISE PRIMARY CONTACT INFORMATION

1. Select the checkbox to indicate which change is being requested

   ∨ PRIMARY CONTACT INFORMATION

   ☐ Update Primary Contact Phone Number   ☐ Update Primary Contact Title

   Current Primary Contact Phone Number: Current Primary Contact Title:

2. Complete all of the required fields prompted

   Note: The **current primary contact phone number** and the **current primary contact title** will be shown for reference

   ∨ PRIMARY CONTACT INFORMATION

   ☑ Update Primary Contact Phone Number   ☑ Update Primary Contact Title

   Current Primary Contact Phone Number: Current Primary Contact Title:

   *Phone   *Title Update

3. Provide a justification for the change request

   Note: Text box has a 5000 character limit

   *Primary Contact Changes Justification

4. Return to step 5 to continue

   Note: **Click** on the link to be directed to the section

OTHER

1. When **Other** is checked, a textbox will populate

   Provide details of request in the text box

   Note: Text box has a 5000 character limit

   Request to Revise the Contract (check all that may apply)

   ☑ Other

   * Details of Request

   NEXT

2. Then click **Next** to submit

   Request to Revise the Contract (check all that may apply)

   ☑ Other

   * Details of Request

   NEXT

3. Return to step 5 to continue

   *Note: **Click** on the link to be directed to the section*