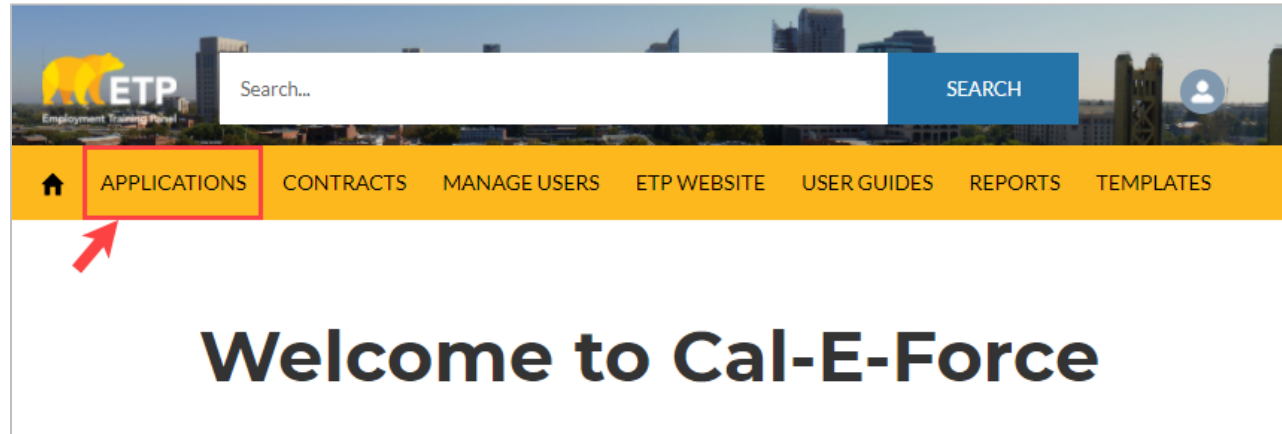


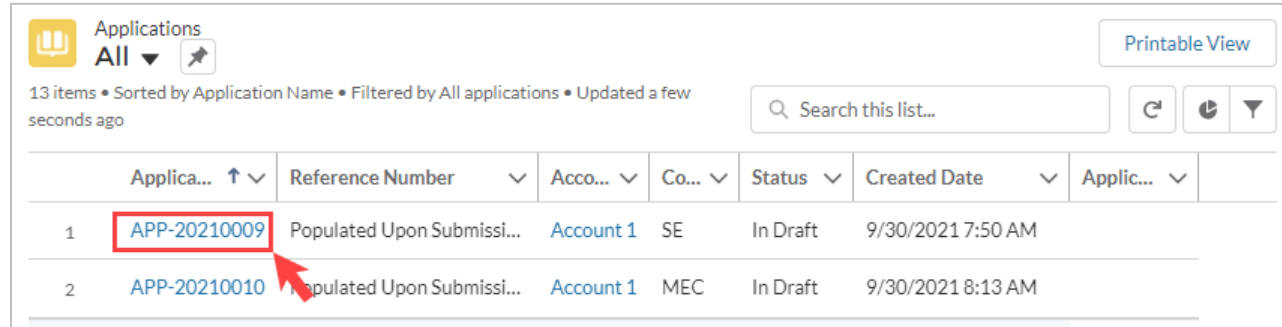
CAL-E-FORCE REFERENCE GUIDE: EDIT APPLICATION

1. At the top of the landing page, select the **Applications** button on the button bar

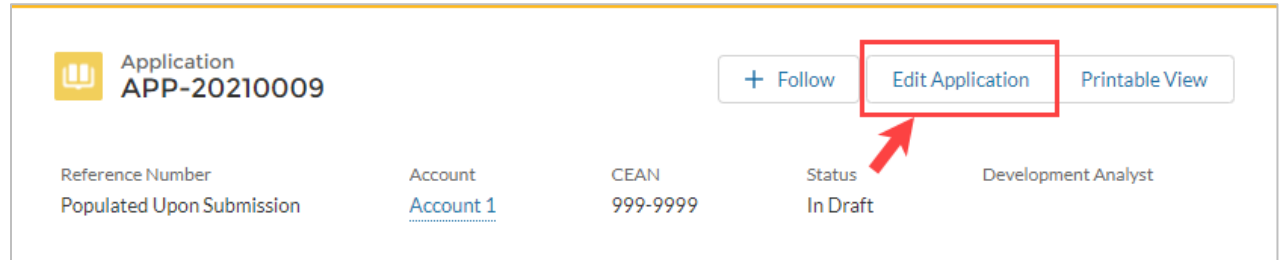


2. Select the **Application** you want to edit

**Please note you cannot edit a Submitted Application*



3. Select the **Edit Application** button



CAL-E-FORCE REFERENCE GUIDE: EDIT APPLICATION

4. Navigate throughout the application utilizing the **Next** button as necessary. Make edits to any desired pages

When making changes to a page, make sure to click the **Next button as you finish a page. This action records and saves the information*

Edit Application

* Will this be a Single Employer or a Multiple Employer Contract? ⓘ

☐ Single Employer

☒ Multiple Employer (MEC)

* Choose the MEC category that applies:

☐ Professional Association (Chambers of Commerce)

☐ Trade Association

☐ Joint Apprenticeship Training Committee (JATC)/ Unilateral Apprenticeship Committee (UAC)

☐ Economic Development Corporation

☐ Public or Private Training Agency

☐ Workforce Development Board

☒ Workforce Innovation & Opportunity Act (WIOA) Grant Recipient or WIOA Admin

Next

- As you move to the end of the application, the second to last page is a warning. To formally submit the application, click the **next** button

To go back to previous pages, click the **Previous button*

**To exit and leave the application In Draft status, exit the window by selecting the x in the upper right of the popup*

Edit Application

Click Next to submit your application. Once submitted, you will not be able to edit your application.

Click Previous to go back through your application to review and edit prior to submission.

Previous

Next

CAL-E-FORCE REFERENCE GUIDE: EDIT APPLICATION

6. Once you formally submit your application, it will be assigned a reference number. It will be reviewed on a first in, first out basis. Click the **Finish** button to exit the application

Edit Application



You successfully submitted your application for funding to the Employment Training Panel. Your Reference Number is: 22-0471

ETP reviews applications according to the Panel's fiscal year funding priorities, and will process applications in the order they are received for each funding allocation.

Thank you for your interest in the Employment Training Panel.
For status questions please contact AAU_Status_Inquiry@etp.ca.gov.

Finish