California Workforce Services Network Project
Employment Training Panel

Employment Training Management System (ETMS)

Customer User Guide

Volume Two of Seven Volumes

Preliminary Application

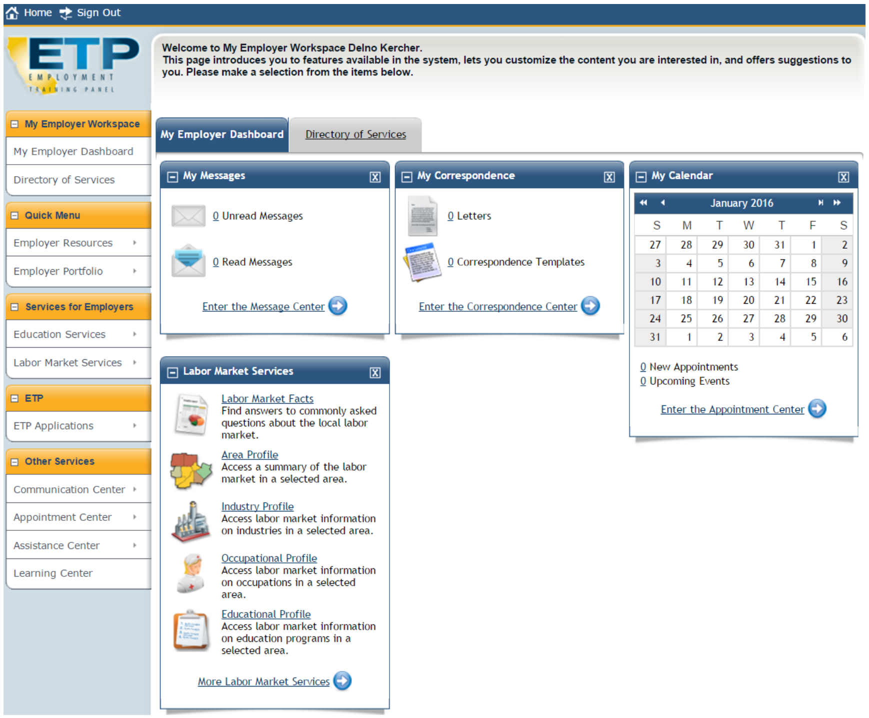
Version *1.0*
October 2016

Revision History

Revision History			
Revision #	Date of Release	Owner	Summary of Changes
1.0	10/19/2016	GSI - PMO	Initial Release

Volume Two (2) Table of Contents

Volume Two (2) Introduction



Welcome to the Employment Training Management System (ETMS) Customer Guide (Guide). The Guide is published as seven (7) Volumes and covers the key features and functions of the system. In combination with the customer videos, available on the ETP Web Site, it provides the needed training and reference materials to support the use of this web-based system.

This Volume has two (2) chapters. Chapter 4 addresses the procedures for a Single Employer or their representative(s) to submit a Preliminary Application. Chapter 5 addresses the process and required data for a Multiple Employer Contractor or their representative(s) to submit a Preliminary Application.

Guide Organization

In the Summary of the *ETMS Customer User Volume* Table the general contents for each Volume is shown.

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

Volume/Chapter Number	Title and Content Focus
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 – Customer View and Print Only)
Chapter Eleven (11)	Contract Processing (ETP Staff – Customer View and Print Only)
Volume Five (5)	**Contract Management**
Chapter Twelve (12)	Revisions – Technical Changes, Modifications and Amendments
Chapter Thirteen (13)	Monitoring
Chapter Fourteen (14)	Contract Close Out
Volume Six (6)	**Invoicing and Trainee Hours Tracking**
Chapter Fifteen (15)	Enrollment
Chapter Sixteen (16)	Trainee Hours Tracking
Chapter Seventeen (17)	Invoicing
Volume Seven (7)	**Links to Reference and Help Materials** ▪ Frequently Asked Questions ▪ Quick Reference Guides ▪ Glossary of Terms ▪ Helpful Guide to the ETP Application and Contract Process

The ETMS supports the full life cycle of the ETP Preliminary Application, Application and Contract processes. Employer organizations and their representatives (referred to as ***customer*** or ***user*** or applicant in this Guide) can determine and define their training needs and the methods to provide that training. This starts with the customer's Registration and continues with the online Preliminary Application and routed (via Submit) to the ETP staff. The Preliminary Applications are reviewed for program eligibility. Eligible customers will then continue to use ETMS to complete the Application In-Progress, followed by staff completing Application Development, Proposal Review, and finally ending with an Executed Contract. Part of the Executed Contract features involve contract management functions, invoicing for and disbursement of funds, contract revisions and tracking trainees and managing training hours. The customer will provide their inputs on training performance and invoicing directly into ETMS and this information will be used to process for payments.

After a customer successfully Registers and completes the Orientation, they will have the ability to start the Application process. The customer starts first by submitting a Preliminary-Application. Each customer will complete the following steps:

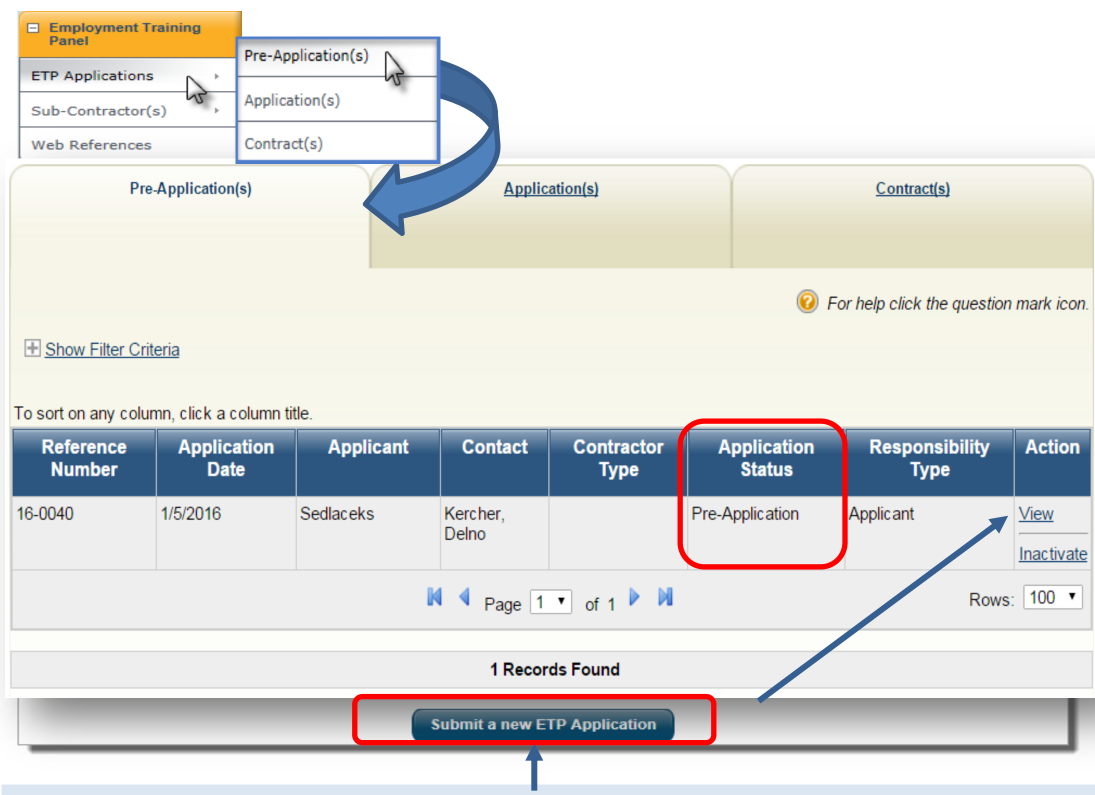
- Access the Pre-Applications tab.

- Click **View** to open the sub-tabs for the Pre-Application.
- Progress through the Tabs, and enter or adjust the required data.
- Check that all questions are completed on the final tab, and then Click the **Submit Pre-Application** button.

The ETMS is designed in a tabular format to assist in capturing the necessary information by subject area. In Volume One (1) of the Guide customers learned about the ETMS navigation features that allow them to quickly locate the Application or Contract they wish to view and edit. Using either the Left Navigation Menu or the My Employer Dashboard (Dashboard), they will Click on **Pre-Application(s)**, **Application(s)** or **Contract(s)**.

In Volume Two (2), the customer will be working with the Pre-Application(s) tab as shown in the *Pre-Application Tab* Screenshot. A listing for their Preliminary Applications will display on their Pre-Applications tab (as shown below). The customer will Select **Submit a new ETP Application** to start a Pre-Application or **View** to continue working on an existing Pre-Application.

Pre-Applications Tab



Click **View** to open and work on existing Applications, or Click the **Submit** button to start a new one.

As shown in the Graphic, the table presentation of Pre-Applications includes an Application Status column. These columns will display the statuses of the Pre-Application:

- Pre-Application – denotes that the customer is developing their submittal.

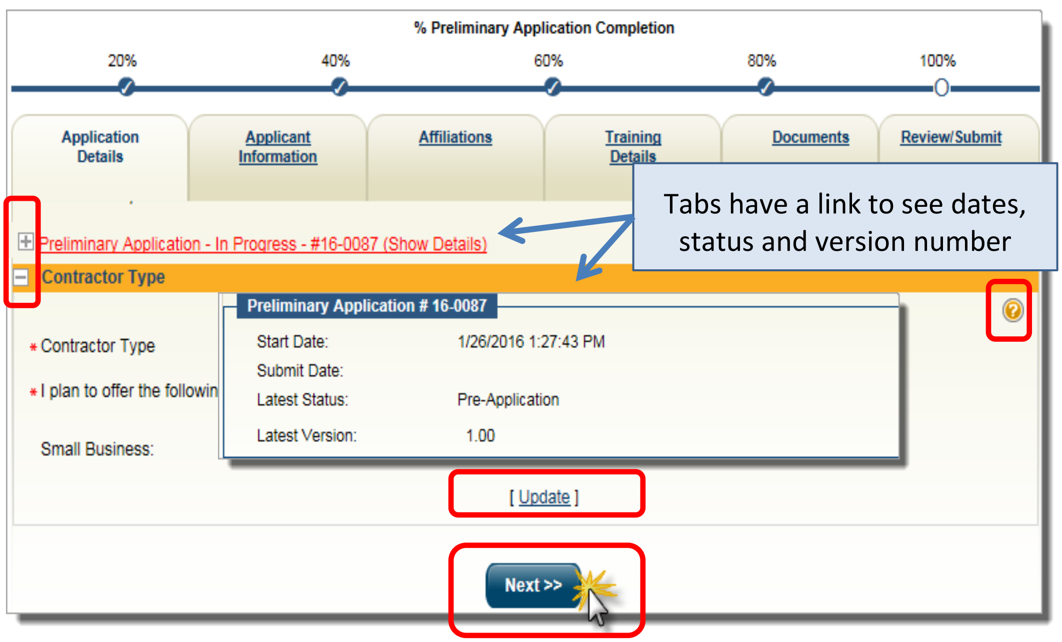
- Eligibility Review – When the customer submits their ETP Pre-Application, the system will change the Pre-Application's status to Eligibility Review Status. The ETP assessment staff will review the Pre-Application following the Eligibility Review process.
- Site Review – Once the Eligibility Review is complete, the Pre-Application will move to a Site Review Status. When the site review is completed, the Pre-Application will appear under the Application(s) tab and the Application phase begins for the customer.

Pre-Application Common Controls

Each of the tabs within the entire ETMS system uses a set of consistent common controls on many of the screens. These controls are used for user orientation and information management within the applications and contracts folders. The controls include:

- **Status (Show Details) link** –the *Application Details Tab* screenshot shown below has a link at the top that can be expanded by Clicking on the **Plus Sign**. This will open a display box containing specific Contract information including start and submit dates, the latest status and the latest version. This is a static display box, and the submit date will remain empty until the customer completes the Pre-Application submission.

Application Details Tab

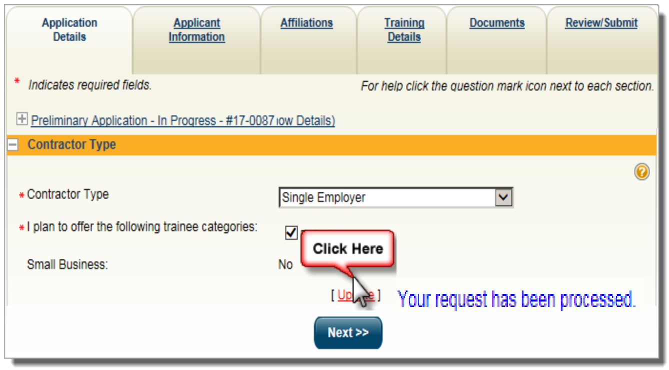


- **Expandable Section Bars** – Using expandable section bars is a major feature within ETMS to manage the amount of information on the screen. Each Tab has one or more expandable sections for entry and review of data. The sections will expand or collapse when you click anywhere on their title bar (which includes the ⊞ / ⊟ icons).

  In the Pre-Application Application Tabs there is only one (1) expanding section, Contractor Type (highlighted above). For the Applicant Information Tab, there are several expandable sections in the customer's Pre-Application review.

- **[Update]** – The user Clicks the **[Update]** link to save the data in each area on a ETMS Tab, as shown in the *Sample System Update Link* Screenshot. This is the **only** link that will save Tab contents.

Using the System Update Link



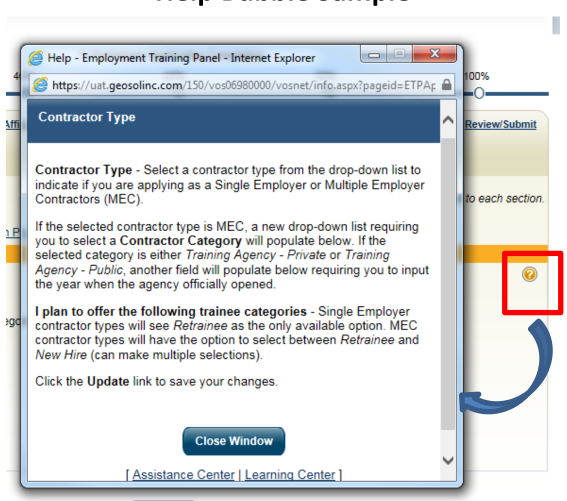
- **Next>>** - When the user Clicks **Next>>** or **<<Back**, ETMS **will not automatically** save the data in each area of the current tab. These navigation buttons take the user forward or backward through the Tabs.

- **Exit Pre-Application** - This button closes the Tabs, and returns the user to the main Pre-Applications tab.

Help Bubbles

As part of the system, ETMS has positioned Help Bubbles in many of the system sections. Provided in the *Help Bubble Sample* Screenshot below is an example of the help bubble text. Help bubbles are accessed in the system by Clicking on the **Question Mark** at the top right corner.

Help Bubble Sample



Search Companies, Address and Contact

ETMS uses many of the same search and update features. It is also designed with master lists of companies and contracts. It is important to use the search feature when you are a returning customer, so the system does not make a duplicate company. The search features for these are consistent through the system. Reference is made to these throughout both Chapter 4 and 5 of this Volume. However, this same processes would be followed at any time during the application and contract processes. For this reason, a quick reference guide and customer video on search functions is provided.

Adding Sub-Contractor(s)

The ETP program allows for Single Employer and Multiple Employer Contractors to be assisted by sub-contractor(s) during the pre-application, application, and contract phases. There are three types of Sub-Contractors: Development, Administrator, and Training Sub-Contractors as shown in the *Sample Sub-Contractor* Screenshot.

Sample Sub-Contractor

Sub-Contractors

Show Filter Criteria

To sort on any column, click a column title.

Sub-Contractor	CEAN	Type of Sub-Contractor	Address	Contact	Action	Select
ABC Company	N/A	Development	1101 J St, Sacramento, CA 95814	smith, john helper (916) 327-5267	Edit	☐
TEST COMPANY	N/A	Administrator	1001 Testing Street, Roseville, CA 95747	Jones, Joe Tester (916) 777-1000	Edit	☐
Test Profile Company	N/A	Training	1001 J Street, Sacramento, CA 95814	Tester, Joe Software Tester (916) 555-8989	Edit	☐

Once a Development Sub-Contractor has been added to the pre-application or application, they can assist the applicant with the input and development of the pre-application, application, and other contract updates and changes.

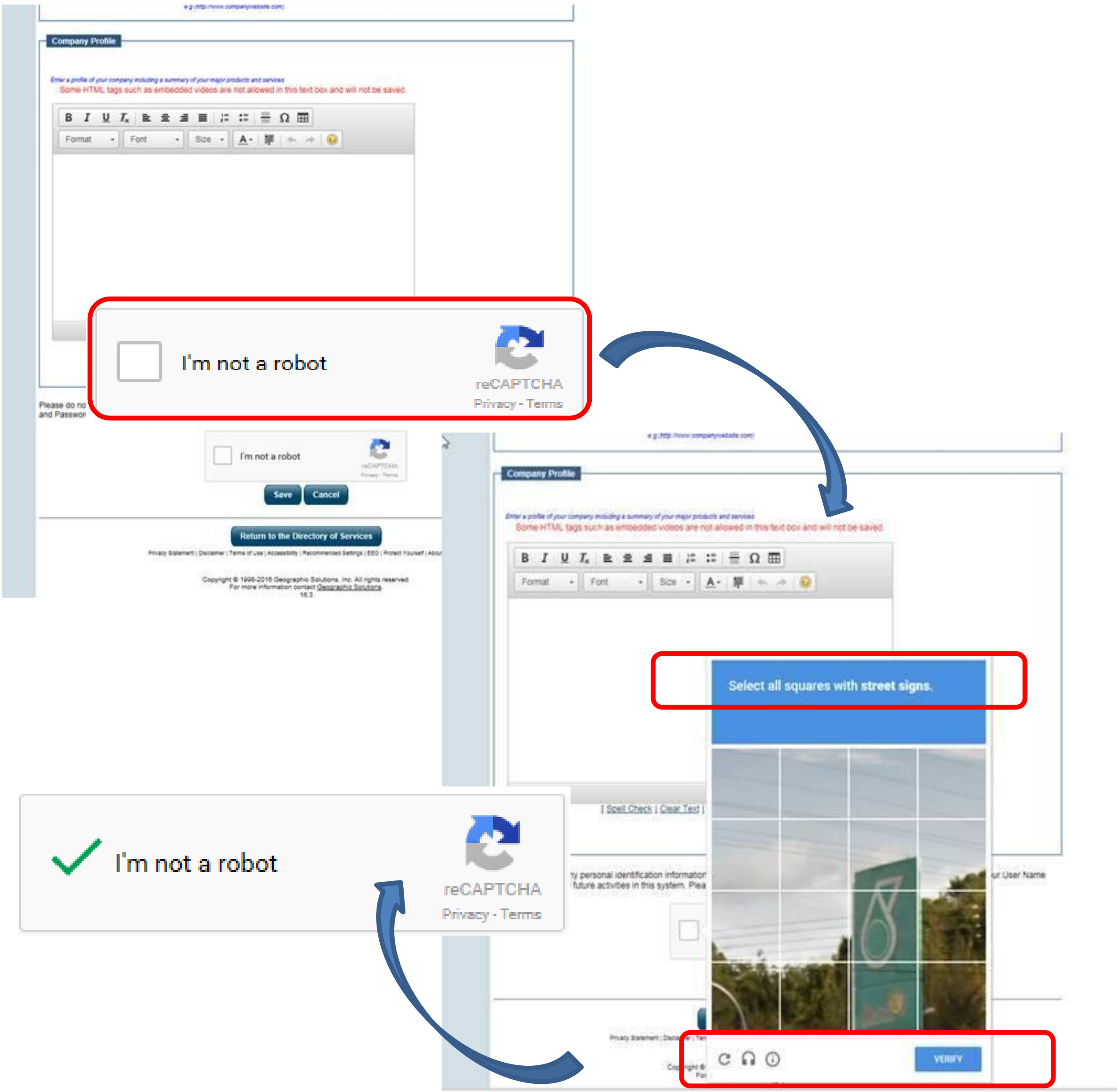
Note: The Applicant only has to login and click the **Submit** button to send the pre-application and application to ETP. Other work can be completed by the Development Sub-Contractor. An Administrative Sub-Contractor assists with the already executed contract. A Training Sub-Contractor provides the delivery of training to enrolled trainees.

Use of Customer Reference Terms

References are made within the ETMS system and supporting materials to Employers, Contractors, Employer Users, or External Users depending on where the user is at in the system. As necessary please provide the information in these areas that are relative to your role(s). ETP understands that someone other than the *employer* might complete the information required throughout the system. These includes a Multiple Employer Contractor and/or a representative of the employer.

System Security Features and Standards

As a State of California system, ETMS must meet specific security standards that are set by the State and defined in the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-18, Guide for Developing Security Plans for Information Technology Systems, and applicable risk mitigation guidance and standards. One of these requirements is to ensure the system does not allow for password or user name harvesting by another computer. A standard method is with the use of *reCAPTCHA*, a service that protects websites from spam and abuse. This tool will at times display a graphic from which a user must interact with mouse clicks. The user is instructed to Click **All Boxes** that meet a certain criteria and then Click **Verify**. It will then review the key strokes and return with the same message, but with a green check mark.



For more on ETMS Navigation Features, please watch the ETMS Training Video - How to Navigate in ETMS. This video is part of a full series of user instructional materials *available in the ETMS Learning Center and on the ETP web site.*

4 Single Employer Pre-Application [Version Number 1.0]

Chapter Contents

After a customer successfully Registers and completes the Orientation, they have the ability to start the Application process. A full series of videos is available to assist ETMS users; these are available from both within the ETMS system and also posted on the ETP website.

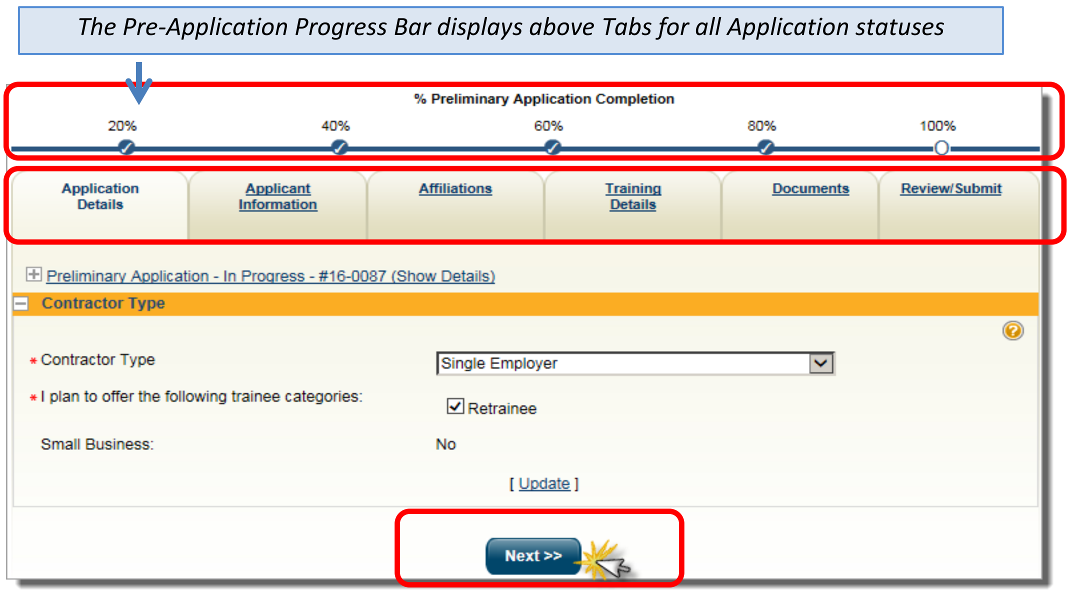
VIDEO

*For more on "Pre-Application," you can also use the training video available in the Learning Center, titled **Preliminary Application for Single Employers***

4.1 Single Employer Pre-Application Tabs

When the user Clicks on **View** or **Submit a new ETP Application**, the detailed tabs for the Pre-Application are displayed. These tabs, sometimes called subtabs, start with the Applications Details tab as shown in the *ETP Pre-Application Tabs* Screenshot.

ETP Pre-Application Tabs



The customer completes the Pre-Application by entering data on each tab, generally moving from the left tab to the right tab, and Clicking the **Next** button at the bottom of each tab to proceed.

The ETMS Pre-Application Screen displays a progress bar above the tabs, which indicates the amount of entry fields completed thus far. This percentage is determined based on the number of total questions/fields to the number that have been filled in. This progress percentage includes the number of pre-populated fields from previous data submitted. Rarely will a customer see 0% at the start as information is used from the Registration process.

For customers that have completed an ETP Pre-Application previously, the system will retain much of the basic company information. The system will fill in this basic information automatically as the customer moves through the Pre-Application tabs.

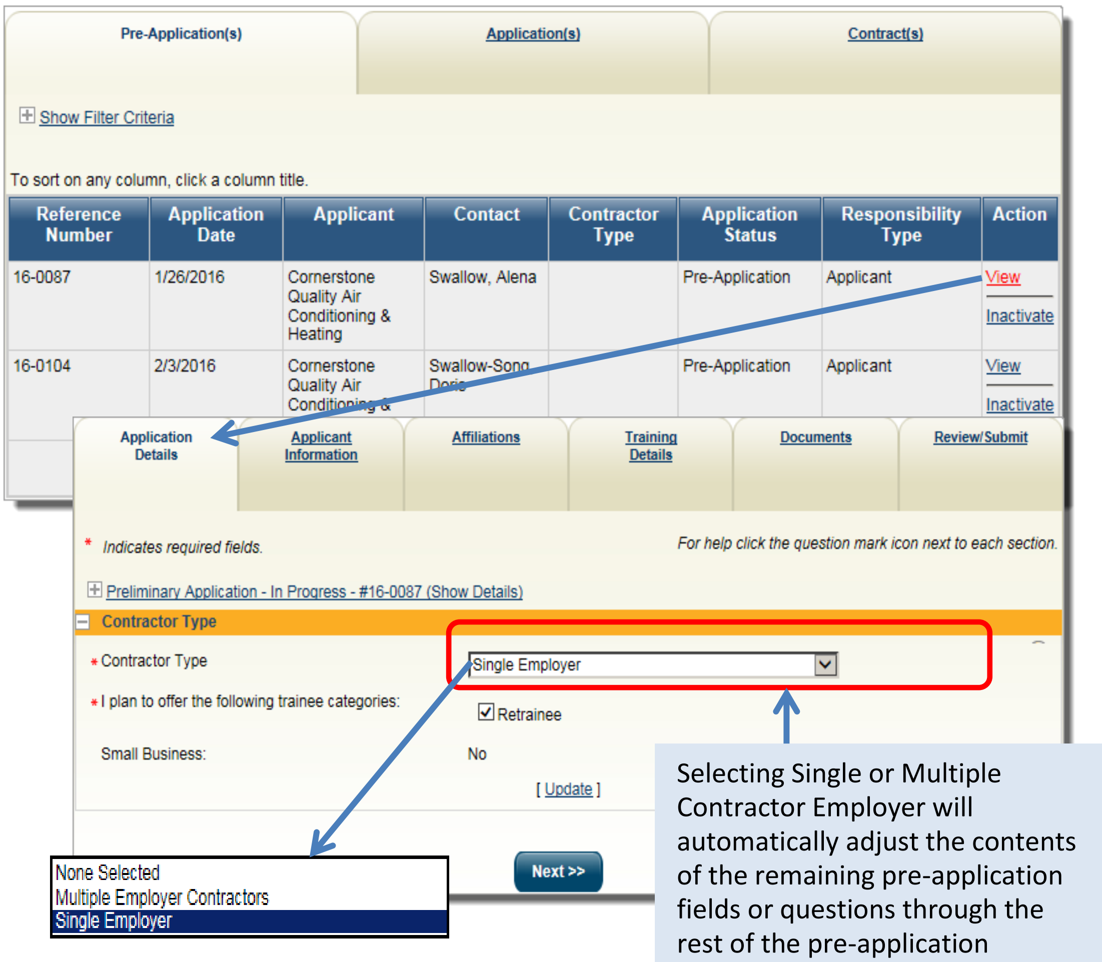
If a customer has not completed the Orientation within ninety (90) days, a pop-up will direct them review the Orientation screens, and complete the Orientation, before they can work on the Pre-Application (see Volume 1, Chapter 3, Section 4: Next Steps for details)

Note: If ETP staff opens the tabs for a customer that is still completing their Pre-Application, they will be able to see data in a view-only mode. This allows them to assist a customer and answer questions. They will not be able to modify any of the information.

4.2 The Application Details Tab

The system will open the Applicant Details Tab as shown in the *Pre-Applications – Applications details* Screenshot. On this Tab, the user will determine the overall type of contract. The selections are a Single Employer or a Multiple Employer Contract business.

Pre-Applications - Applications Details



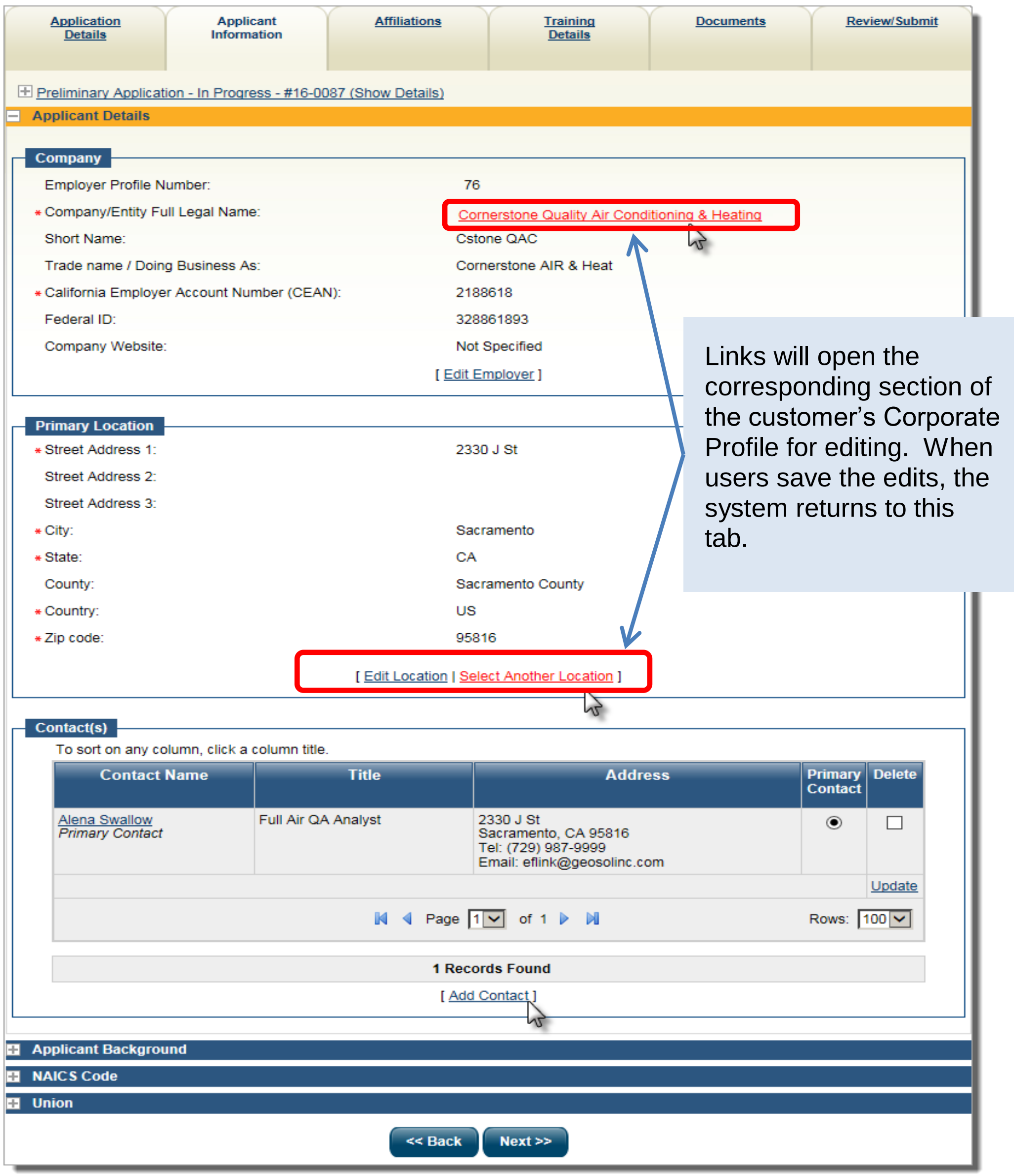
The first tab has three selections for a Single Employer:

- **Contractor Type** - On the Application Details tab, select Single Employer from the Contractor Type from the drop-down list. The Contractor Type options are Single Employer or Multiple Employer Contractor.
- **Trainee Category** - For Single Employer Applications, the only trainee option is Retrainee. Click the **Checkbox** to indicate that the employees who will receive ETP training are Retrainees or current employees. New Hires cannot be included in this category.
- **Small Business** – This data field is system populated based on the number of employees that are entered on the Applicant Information tab.

4.3 Applicant Information Tab

The Applicant Information Tab displays five (5) collapsible sections. The Primary Application status tab was previously discussed *Volume 2 – Introduction* of the Guide. To expand a window, Click on the **Plus Sign** in the section header.

Applicant Information Tab Window



Customers can edit the information displayed by clicking the corresponding links on the screen, which will open the Corporate Profile Sections in the ETMS.

Note: If you do not need to add contacts or edit other information, you can move on to the Applicant Background area, and enter the required company background data, *Section 4.3.2 - Applicant Background Tab* in this Volume and Chapter of the Guide.

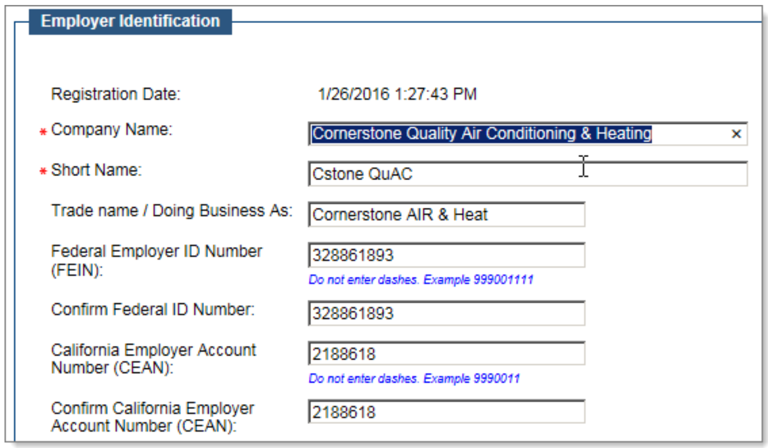
4.3.1 Applicant Details

As shown in the *Applicant Information Tab Window Screenshot* above, there are three (3) primary areas for the applicant details section; these are Employer Identification, Primary Location and Contacts.

4.3.1.1 Create or Edit Employer Identification

A user can review and edit the customer information provided during Registration as shown in the *Application Details Window – Company Information Section* Screenshot. The initial Registration date from when this information was gathered is shown at the top of the window. Any of these fields can be updated as needed.

Applicant Details Window – Company Information Section



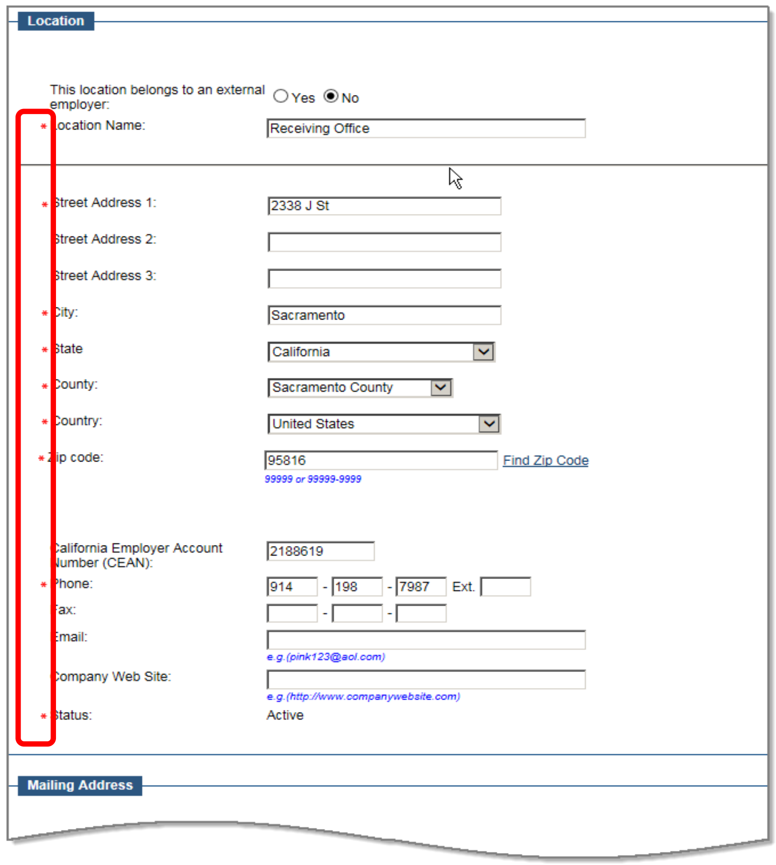
4.3.1.2 Create or Edit Location Information

The user can also create a new location, by Clicking the **Select Another Location** link. As shown on the *Location/Contact Selection* Screenshot, the user would Highlight the **Circle** and then Click the **Add Location** link.

Location/Contacts Selection Screen

Shown on the *Location Entry and Edit* Screenshot is the template to fill in for each address that will be associated with this Application and Contract.

Location Entry and Edit



There is a standard screen for users to provide location information. A red asterisk (*) denotes mandatory information requirements. There are seven (7) required location fields:

- **Location Name** – Enter a name for the location in the Location Name field. This can be an abbreviated name, nickname, etc.
- **Address** – Enter the location's street address. Enter the zip code and the system will fill in the city, state, county and country fields automatically.
- **State ID** – Enter the location's state identification number.
- **Industry Title** – The system will fill in the NAICS code and Industry Title automatically with that of the primary location. Click the **Search for Industry Code (NAICS)** link to search for and select the location's NAICS code if it is different from that of the main location.
- **Phone** – Enter the location's telephone number. The email address and company website are optional.
- **Company Web Site** - This is an optional field.
- **Status** – For customers this is a display-only field.

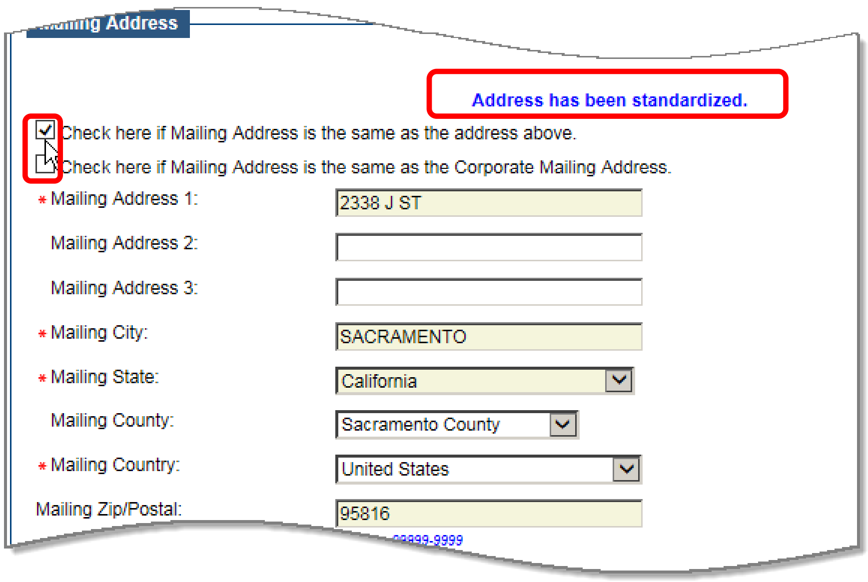
4.3.1.2.1 Create or Edit Mailing Address

Users can also edit their mailing address information, separate from their street address(es.) The user selects the first checkbox if the location's mailing address is the same as the address entered above in the Street Address section.

Select the second checkbox if the location's mailing address is the same as the company's mailing address. In either case, the system will auto-fill the Mailing Address fields.

If the user wants a unique address, the fields would be filled in. There are four (4) mandatory fields provided, as shown in the *Location Entry Screen – Mailing Address Section* Screenshot below.

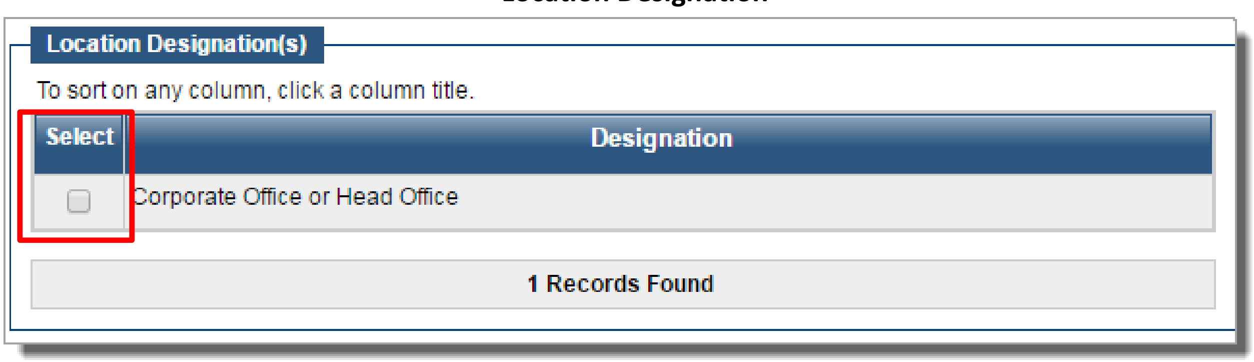
Location Entry Screen – Mailing Address Section



4.3.1.2.2 Location Designations

Select the **Checkbox** when the location is the Corporate Office or Head Office. If you are adding multiple locations, it is important to remember that only one location can be designated the Corporate Office or Head Office as shown in the *Location Designation* Screenshot below.

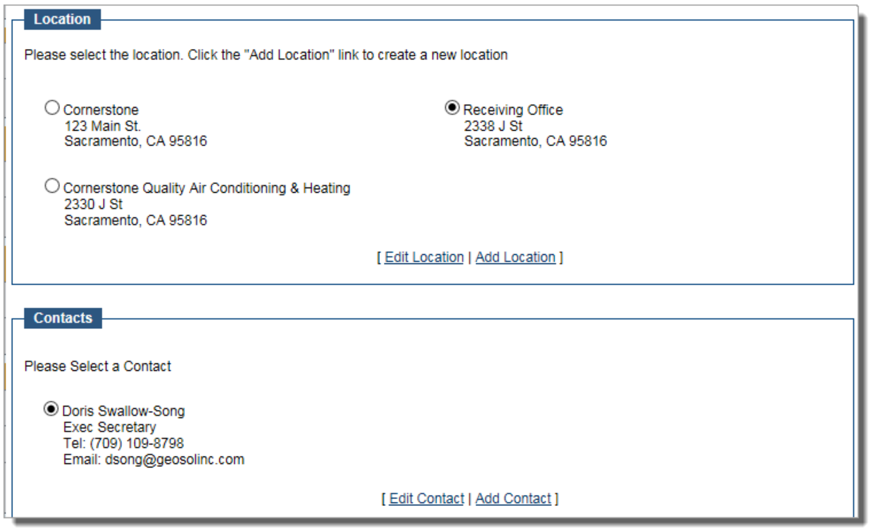
Location Designation



4.3.1.2.3 Updated Location Information

To ensure you have added a location, it will now appear on the *Locations and Contacts* Screenshot.

Locations and Contacts



4.3.1.3 Create or Edit Contact Information

From the Applicant Details Screen, the user can:

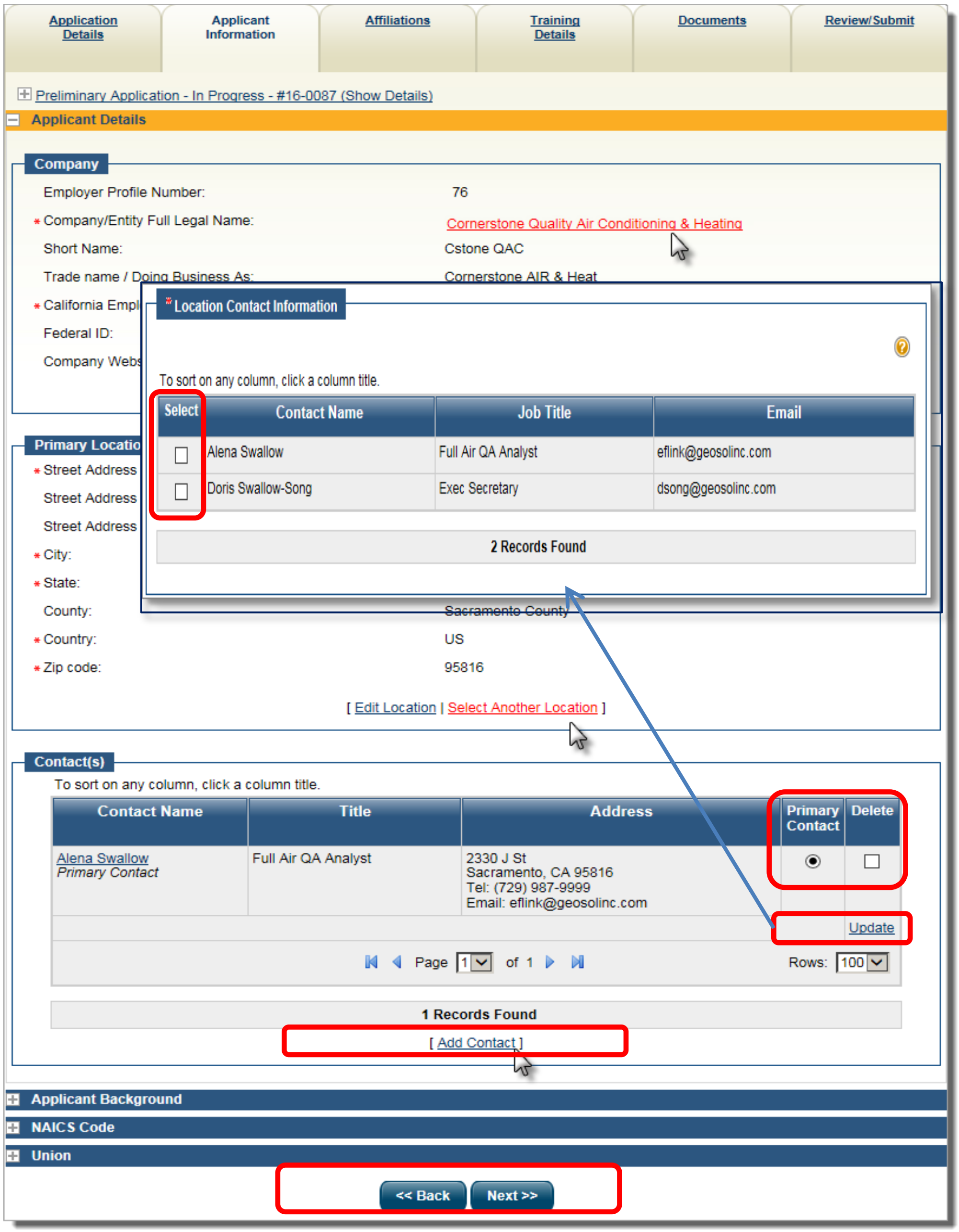
- Review the current contacts for this Contract.
- Add, delete or modify contact information.
- Change the primary contact associated with the location, as shown in the *Create and Edit Contacts* Screenshot on the next page.

Most contacts require the same information (name, address, etc.) with some variation, depending on the type of contact.

To edit an existing contact, Click on the **Contact Link** in the Contact Name column, at the bottom of the Applicant Details window. Edit the information as explained in the following sections.

To create a contact, follow the steps provided below. Click the **Add Contact** link on the Applicant Details window. This will open a Locations/Contacts screen.

Create and Edit Contacts



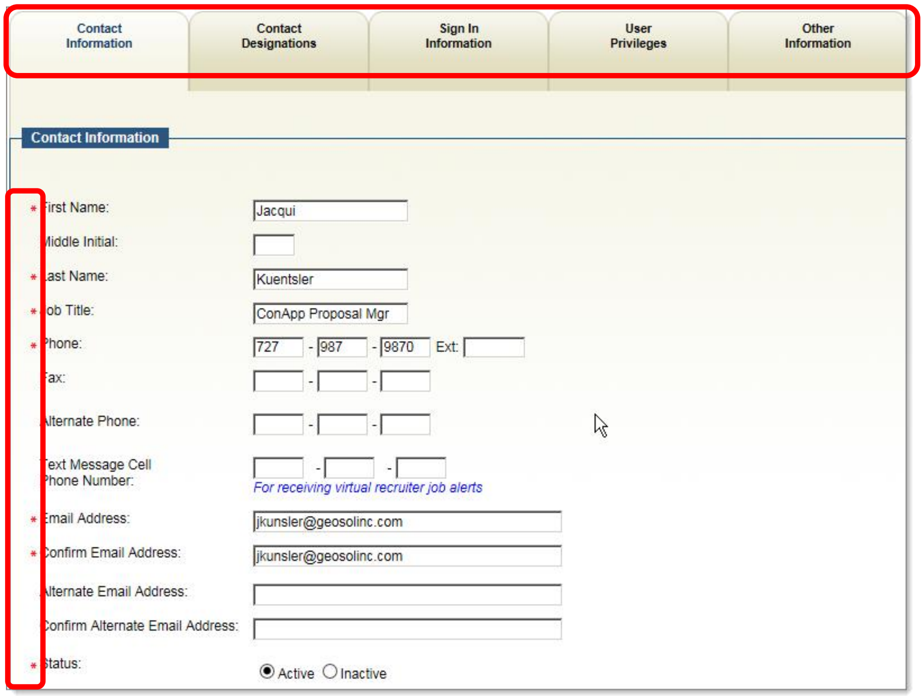
The Contact Entry Screen displays in a tabbed format. To move from one Tab to another, simply Click on a tab or use the **Next** and **Previous** buttons at the bottom of each tab. The tabs are:

- Contact Information
- Contact Designations
- Sign In Information
- User Privileges
- Other Information

4.3.1.3.1 Contact Information Tab

As shown in the *Contact Information Tab* Screenshot, the first tab provides fields to supply contact information.

Contact Information Tab



Complete the information on this tab as described below. When finished, Click the **Next** button at the bottom of the Screen to move to the Contact Designations Tab, as shown in *Section 4.3.1.3 - Create or Edit Contact Information* above in this Volume and Chapter of the Guide.

- **Name** – Enter the contact's first and last name; the middle initial is optional.
- **Job Title** – Enter the contact's job title.
- **Phone** – Enter the contact's primary phone number. Enter a phone number for faxes and a number for text messages, as well as an alternate phone number, if desired.
- **Email** – Enter the contact's email address in the fields provided.
- **Status** – Select a status by Clicking on the **Active** or **Inactive** radio button. (Placing a contact in an Inactive status will keep the contact's record in the system but the contact will not display as an option in contact lists and the contact will not have login privileges until the account is made active. This is a way of creating a contact record and suspending it.

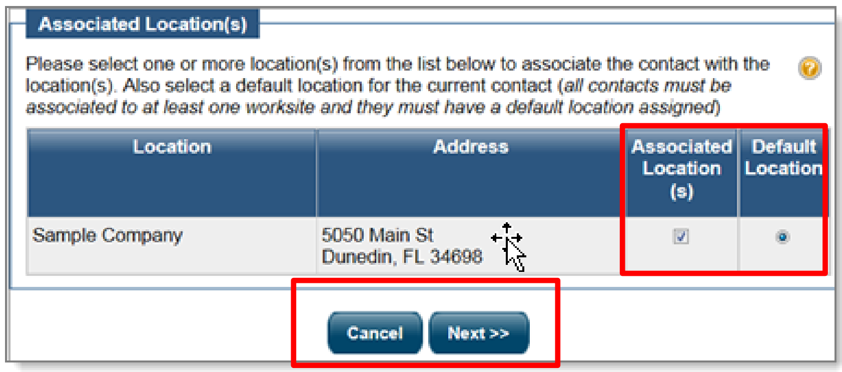
Associated Locations

In the Associated Locations section, found under the Contact Information header, select the location(s) with which the new contact is associated by Selecting each location **Checkbox** that applies, as shown in the

Associated Locations Screenshot below. If the customer has not created the contact's location yet, finish creating the contact and associate the contact with an existing location for now.

After creating and saving the new contact, create the new location by following the instructions in the *Section 4.3.1.2 - Create or Edit Location Information* in this Volume and Chapter of the Guide. Next edit the new contact's record, selecting the newly created location as the contact's associated location.

Associated Locations

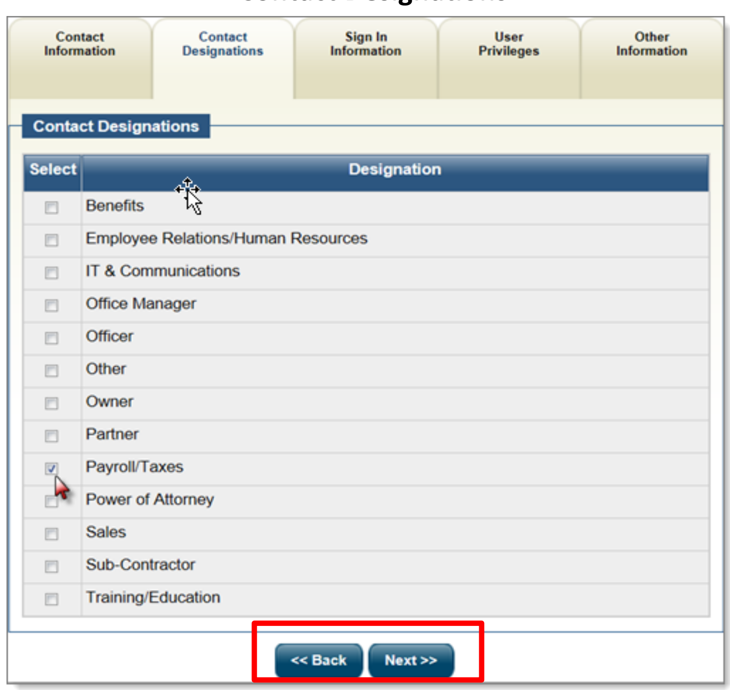


Click the **Next** button at the bottom of the Screen to move to the Contact Designations Tab.

4.3.1.3.2 Contact Designations – Contact Tab

The next contact tab shown in the *Contact Designations* Screenshot is optional and part of the standard GSI product. Our ETP users may skip this tab or select the roles that the new contact user will have. This is done by Selecting each **Checkbox** that applies. Click the **Next>>** button to continue.

Contact Designations

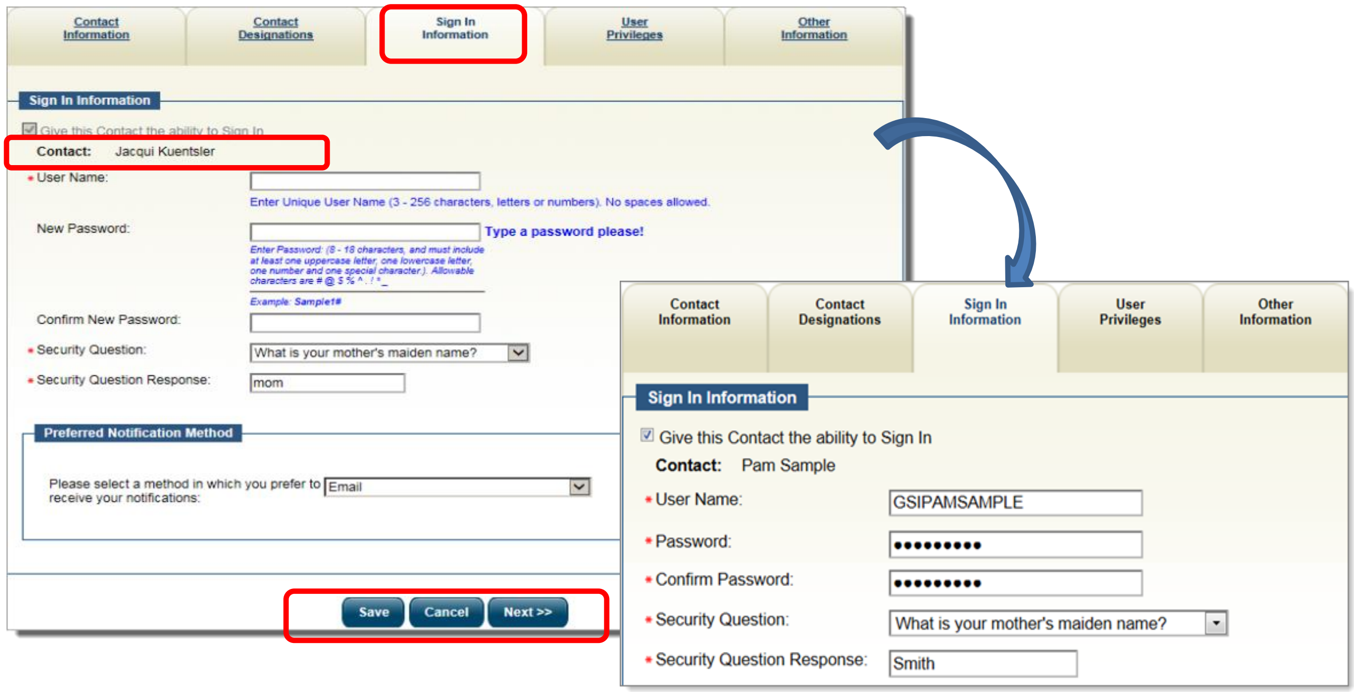


Click the **Next>>** button to continue to Sign In Information or **<<Back** to return to contact information.

4.3.1.3.3 Sign In Information – Contact Tab

As shown on the *Sign In Information Tab* Screenshot below, indicate whether the contact should have the ability to sign into the system and, if so, assign the contact a User Name and Password. ETMS allows a user to list contacts that might be important to have later approvals and/or serve as a company contact; but for which actual use of ETMS will not be needed.

Sign In Information Tab



If the contact should have the ability to sign into the system, follow the steps below.

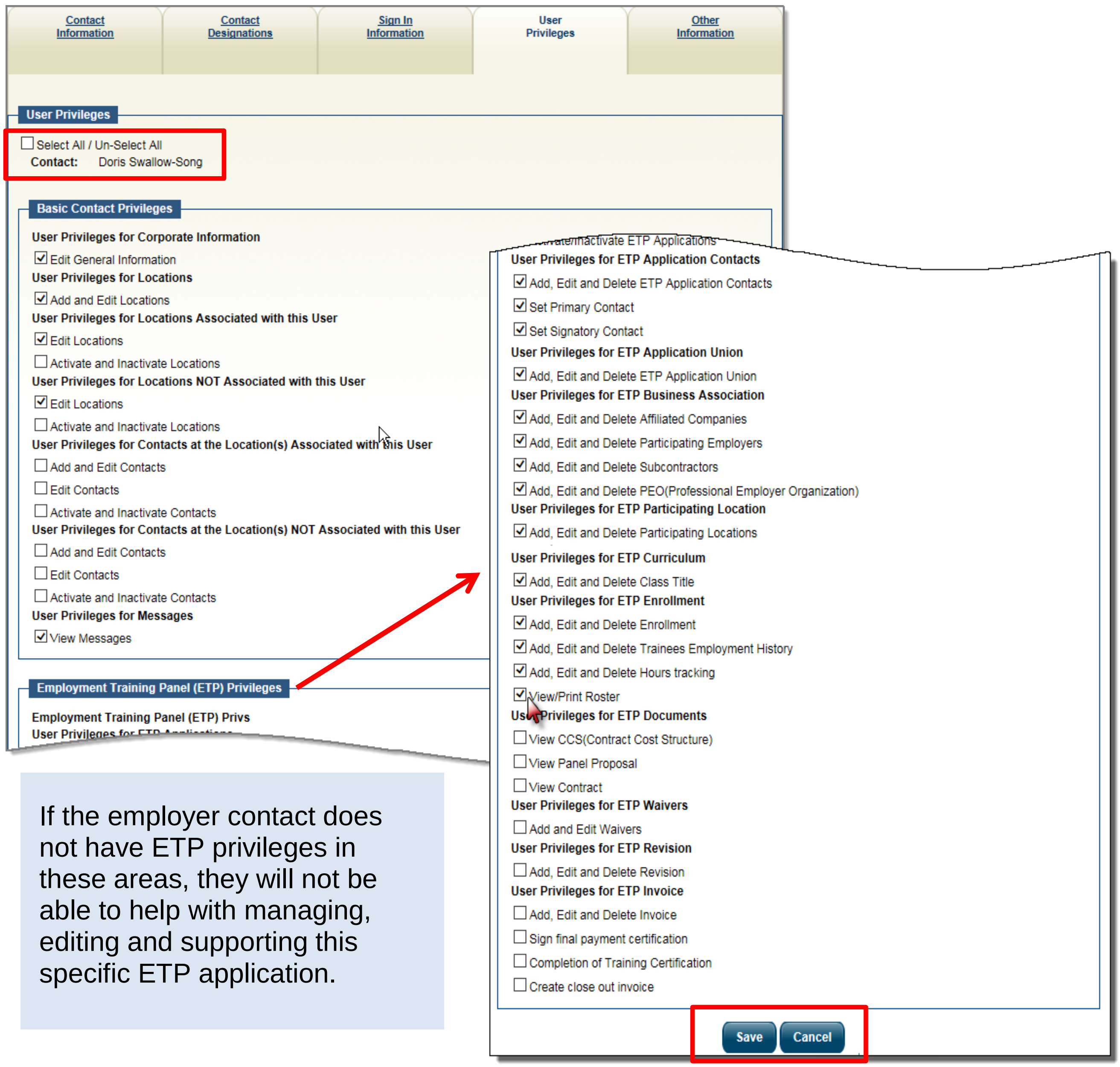
- **Give Contact Ability to Sign In** – To allow the contact to sign in, select the checkbox at the top of the screen. Clicking this checkbox will enable the other fields on the screen.
- **Deny System Access** – If the contact should not be able to sign into the system, simply Click the **Finish** button at the bottom of the screen, leaving the checkbox on this screen unchecked.
- **User Name & Password** – Enter a User Name and Password for the contact. The contact can change this information, if desired, when they log into ETMS.
- **Security Question & Answer** – Select a Security Question from the drop-down list and enter the answer to that question in the Security Question Response field. Any user can change this information, if desired, when they log into the ETMS.
- Click the **Next** button to move to the User Privileges tab.
- **Preferred Notification Method** – Use this pull-down menu and select the method you would like to be contact. Choices include notification via email, text, phone, and others. ETP recommends that users select the email option, as this is the best method to resolve application or contract questions.

By Selecting **Next>>** the system will have created the contact and the Location/Contact Selection Screen will open, displaying the newly created contact.

4.3.1.3.4 User Privileges Tab

On the *Defining User Privileges Tab* Screenshot shown below, the customer can assign or change system privileges for any contacts added to their profile. As mentioned above, the Sign In Information Tab lists the users who have the permissions to sign into the system. If they can sign in, the User Privileges tab designates the permissions they have once logged in. There are two (2) basic areas for user privileges – Basic Contract Privileges and Employment Training Panel (ETP) Privileges.

Defining User Privileges



If the employer contact does not have ETP privileges in these areas, they will not be able to help with managing, editing and supporting this specific ETP application.

Note: To select (or deselect) all, you can click the checkbox at the top. Then adjust individual privileges.

The first Section – *Basic Contact Privileges* of the Tab, as shown in the *Defining User Privileges* Screenshot, the user has seven (7) designations areas:

- User Privileges for Company Information
- User Privileges for Locations
- User Privileges for Location Associated with the User
- User Privileges for Locations **Not** Associated with this User
- User Privileges for Contacts at the Location(s) Associated with this User
- User Privileges for Contract at the Lication9s) **Not** Associated with this User
- User Privileges for Messages

The user can allow different rights for each user including:

- Add and Edit Locations or Contacts information
- Activate and Inactivate Locations or Contacts
- Edit Only Locations or Contacts information
- View Only Messages

The second Section – *Employment Training Panel (ETP) Privileges* of the Tab, as shown in the *Defining User Privileges* Screenshot, the user has ten (10) designations areas:

- User Privileges for ETP Application Contacts
- User Privileges for ETP Application Union
- User Privileges for ETP Business Association
- User Privileges for ETP Participating Location
- User Privileges for ETP Curriculum
- User Privileges for ETP Enrollment
- User Privileges for ETP Documents
- User Privileges for ETP Waivers
- User Privileges for ETP Revisions
- User Privileges for ETP Invoicing

The user can allow different rights for each user including:

- Add, Edit and/or Delete specified information under each of the major application and contract headings
- View Only Specified Information. Some items only allow users to view items as these are primary staff responsibilities, like the item under Documents.
- On this Section, the user can set and change signatory responsibilities and primary contact responsibility.

Check the **boxes** for each of the privileges the selected user will need access to.

The user also has the option of using the **Select All/Un-Select All** options to streamline the process. This option is highlighted in the red box and gives the customer flexibility to assign access with specific discrete roles.

User will Click the **Save** button to save the contact record and return to the Applicant Information tab.

At this point the user should again check and make sure new contacts and locations have been saved by quickly review the *Applicant Details Tab*. This Tab was discussed in *Section 4.3.1 – Application Details Tab* of this Volume and Chapter of the Guide.

4.3.1.3.5 Other Information – Contact Tab

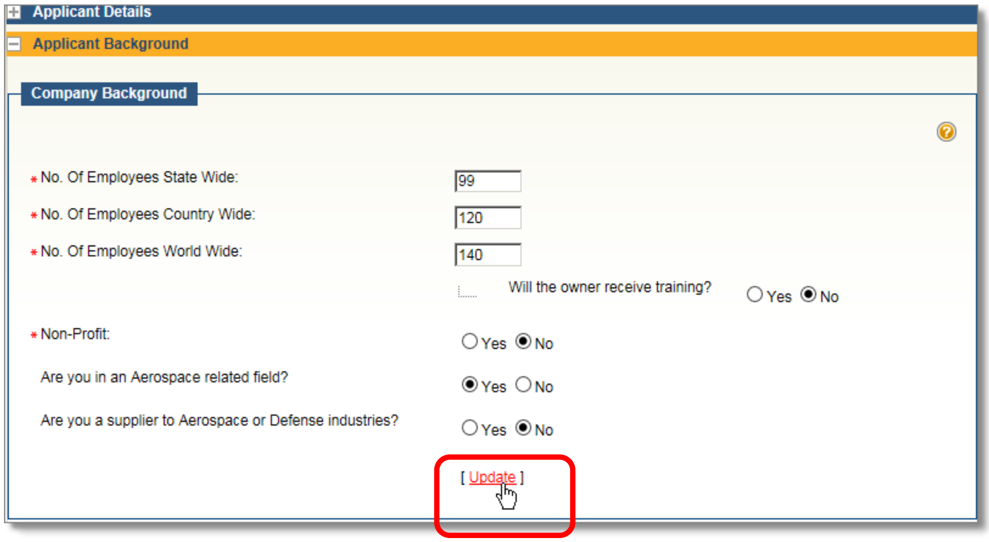
The last contact tab is shown in the *Other Information Tab* Screenshot. Here the user can view information on when this contact was created, and by whom. No input of information is required on this Tab.

Other Information Tab

4.3.2 Applicant Background Tab

The Applicant Background Tab displays basic company information.

Applicant Background Tab



There are four (4) required fields on this Tab; however, only three (3) require data to be entered. The three (3) required data entry fields pertain to the number of customer employees for State (California), Countrywide (US) and Worldwide.

The Yes/No selections will all be defaulted to No. Please review and verify.

- Will the owner receive training? This will only appear if the business is a small business
- Is the business a non-profit?
- Is the business in an Aerospace related field?
- Is the business a supplier to the Aerospace or Defense Industry?

If an affirmative would be correct, then Select **Yes.**

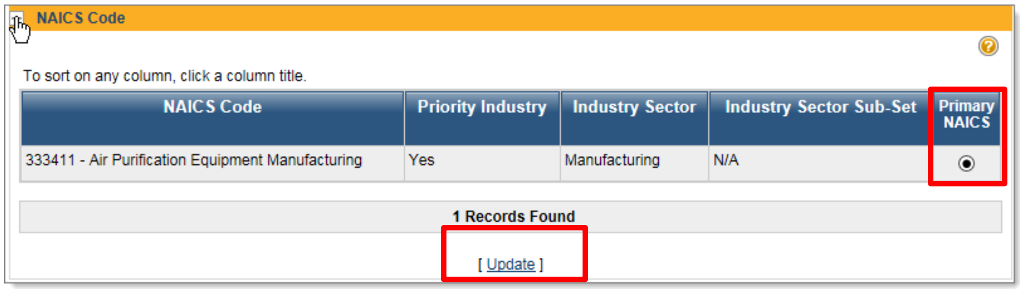
Click the **Update** link to save the information.

***Note*:** If the number of employees is 100 or less statewide, and 250 or less worldwide, the system will automatically assign a small business program attribute to the Application. This attribute will be very important for program reporting. It will also affect the range of turnover rates allowed via a waiver. Turnover rates inputs are covered later in this Volume and Chapter of the Guide.

4.3.3 NAICS Code Tab

North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. This code is used by ETP classification and reporting purposes. As trainees are associated to a trainee location (participating locations), a NAICS identification is needed for each of these locations. The NAICS Code as shown on the *NAICS Code* Screenshot, displays the company's associated NAICS Code(s) for all participating locations. If one or more code is displayed, a Primary NAICS needs be selected by the user. To designate your Primary NAICS, select the radio button for the correct NAICS in the Primary NAICS column of the table, and then click **Update**.

NAICS Code

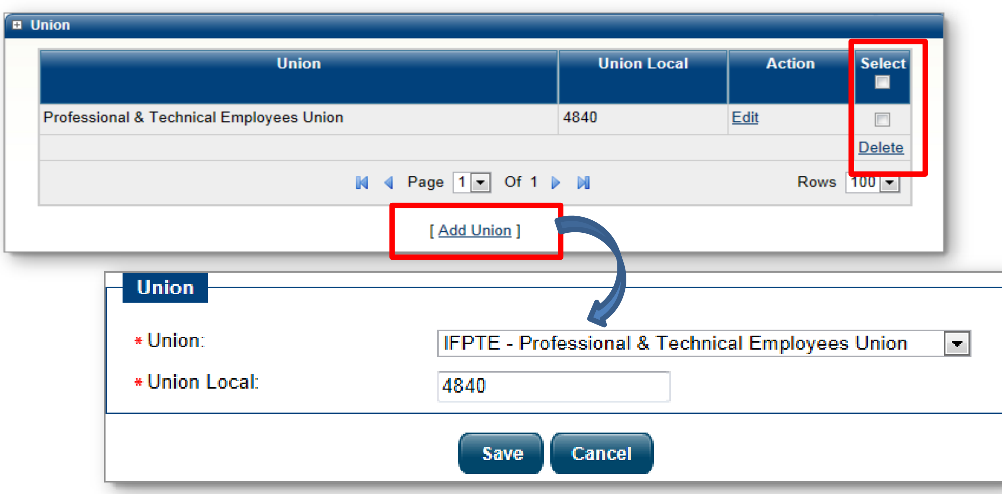


Note: If the customer is just starting the Pre-Application, **no** NAICS Codes will show in this section. NAICS Codes are added while adding Participating Locations under the Training Details Tab. Once Participating Locations are added to the Pre-Application, the NAICS Codes of each Participating Location will populate into this table.

4.3.4 Union Tab

Union information will be provided under the Union Tab as shown in the *Union Tab* Screenshot. Information would be provided here if the customer will have trainees affiliated with a union. To edit a union, Click the **Edit** link in the Action column.

Union Tab



To add a union, Click the **Add Union** link. On the Union Entry Screen that opens, select the union from the **drop-down list** and enter the Union Local identifier. Click the **Save** button to save the union to the customer's record. To delete a union from the customer's record, select the checkbox in the Select column and Click the **Delete** link. When the information on the Applicant Information Tab is correct, Click the **Next>>** button to continue to the next tab.

4.4 Affiliations Tab

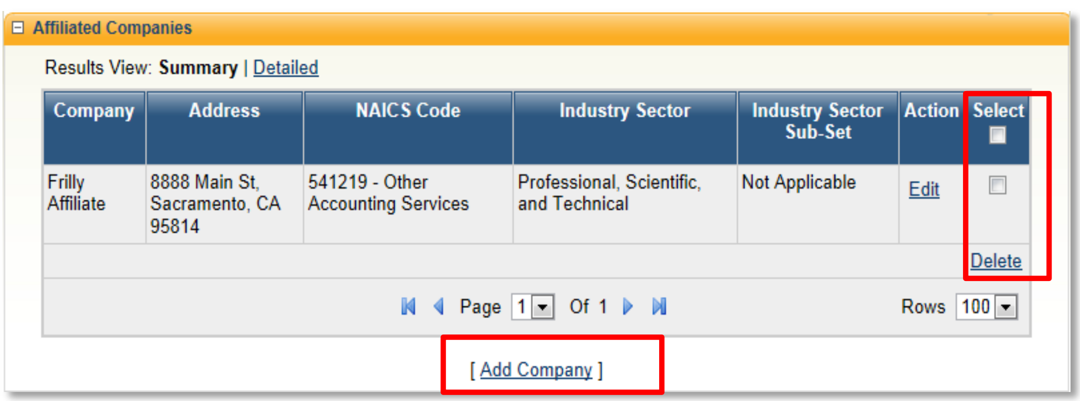
The Affiliations Tab displays, and lets customers add affiliated entities, e.g. a subsidiary, or sub-contractor(s). This information displays in three (3) separate, collapsible areas: (1) Affiliated Companies, (2) Sub-Contractors, and (3) P.E.O. – Professional Employer Organizations. To expand a window, Click on the **Plus Signs** in the header(s).

Affiliations Tab

4.4.1 *Affiliated Companies Section*

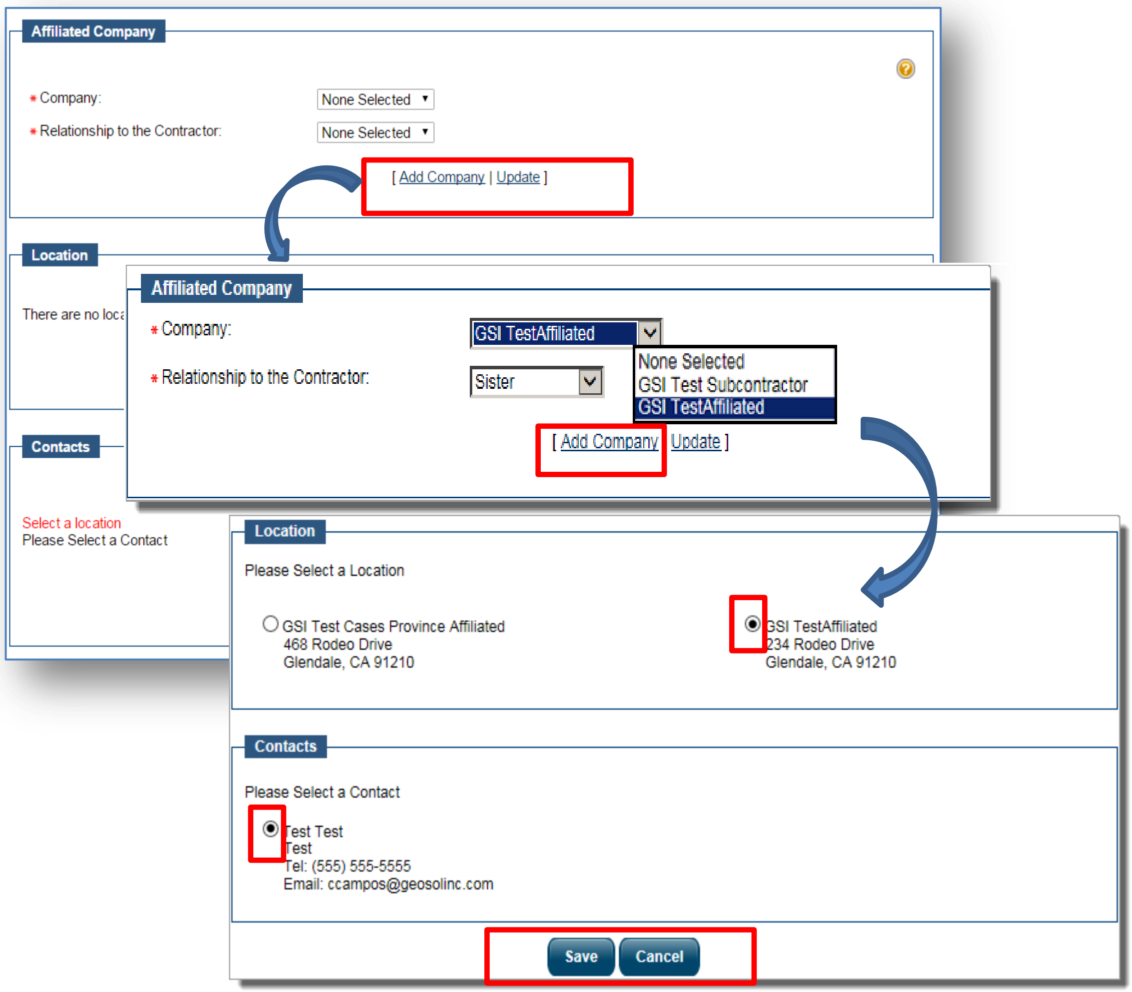
The Affiliated Companies Tab displays as a table for any affiliates already added as shown in the *Listing of Affiliated Companies* Screenshot. This can include any affiliates, such as a subsidiary company or a daughter company, or another entity controlled by the parent company or a holding company. From this main grid, the customer can elect any number of actions to take, from editing or deleting an existing company or adding another affiliated company.

Listing of Affiliated Companies



The customer can add affiliates by Clicking the Add link, and then selecting from possible affiliates already associated, via a drop-down list. They can also search to find related companies, or their affiliates. If not found in the search, users can add a new company as an affiliate. Each of these is shown it the *Affiliated Companies* Screenshot on the next page.

Affiliated Companies



If the user needs to add an affiliate, Click the **Add Company** link, and do the following:

- Select from the **Affiliated Drop-Down**, then search and select them from the results list.
- If they are not found in search, Click the **Add** link at the bottom of the lists, for an affiliate entry screen.
- Make any needed selection changes, like relationship to the contractor.
- Select the affiliate's location.
- Select the affiliate's contact (selection may change based on the location selected).
- From the displayed sections for the affiliate company, review the Location and Contacts areas.
- If correct, Click the **Save** button. The affiliated company will be display on the table of affiliates.

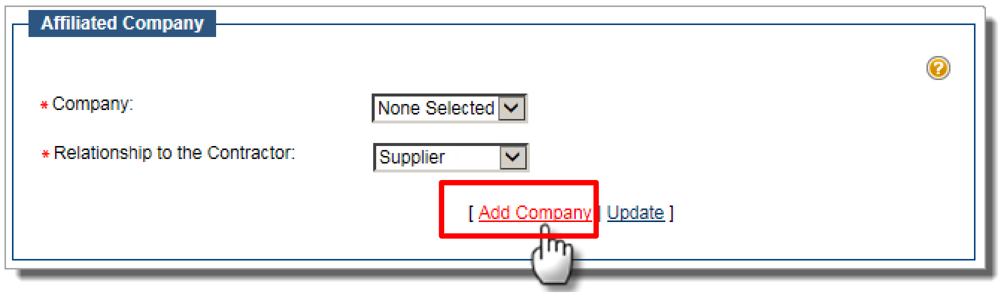
Note: If the company has been associated to the customer applicant on any other Application or contract, they will already display in the drop-down.

4.4.1.1 Search and Add an Affiliated Company (from Search Results)

If the affiliated company is not in the Company drop-down list, the customer can also add an existing company to the system using the company search. To use the Affiliated Search Screen for an affiliated company:

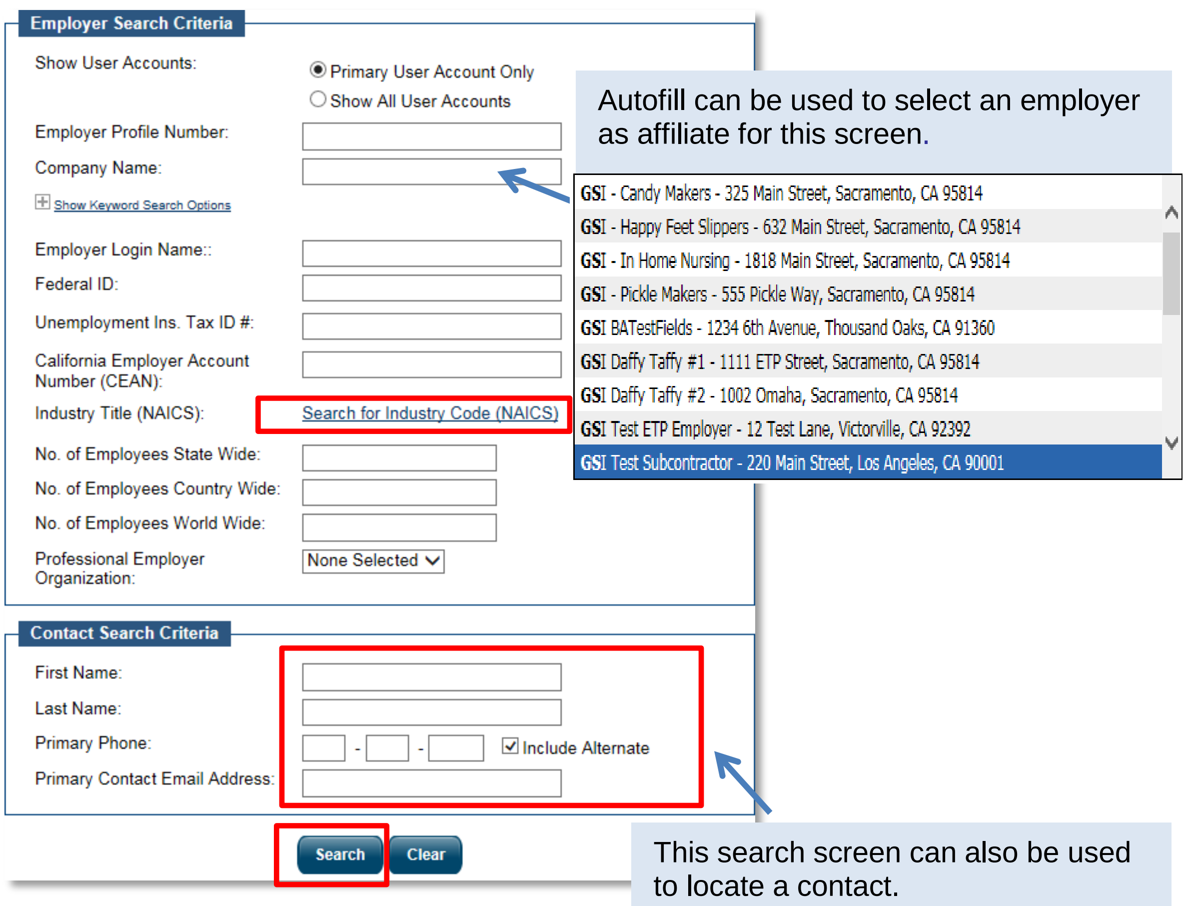
- Click the **Add Company** link, on Affiliate Selection Screen as shown in the Using the *Affiliated Company Add Link* Screenshot.

Using the Affiliated Company Add Link



- The Employer Search Screen will open as shown in the *Employer and Contact Search Menu* Screenshot.

Employer and Contact Search Menu



- Enter the necessary search criteria for the affiliate on the screen in the Employer Search Criteria and/or the Contact Search Criteria sections.
- Click the **Search** button. On the Search Results screen, as shown in the *Add Affiliated Company* Screenshot, the user will see if the desired company is listed. If found, they will select its relationship to the Applicant from the available options – Parent, Subsidiary, Supplies, Other and Sister.

Add Affiliated Company

The system will return to the Affiliated Company screen. The selected company is now in the Company drop-down list so the user can select it. This was shown in the first screenshot of this section of the Volume and Chapter of the Guide.

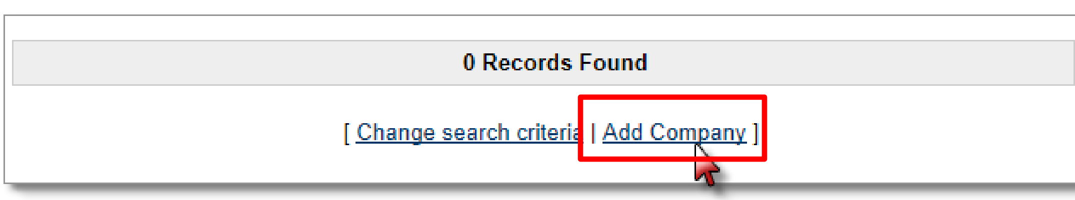
4.4.1.2 Create a New Company to Affiliate

Users can add a company to the ETMS master list of companies that can then be used during the Application and Contract processes. The added company to this master list can this be indicated as an Affiliated Company. To add a new company to the system, follow the instructions below.

- Click the **Add Company** link. This will open the Employer Search screen.

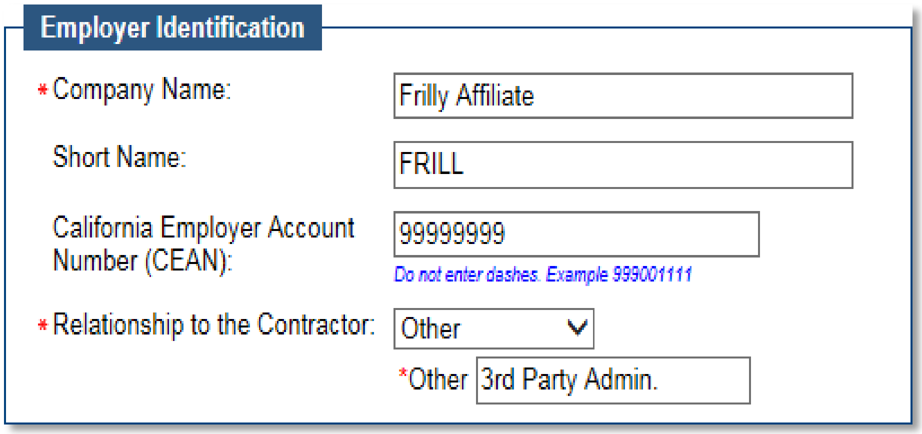
  Search for the company as described in previous section of this Volume and Chapter of the Guide.
- The Search Results screen might display, “0 Records Found”. Click the **Add Company** link on the Search Results screen.

Search Results Against Company Master List



- The system will open the Employer Identification Screen, as shown in the *Use the Employer Identification Screen to Add a Company* Screenshot on the next page.

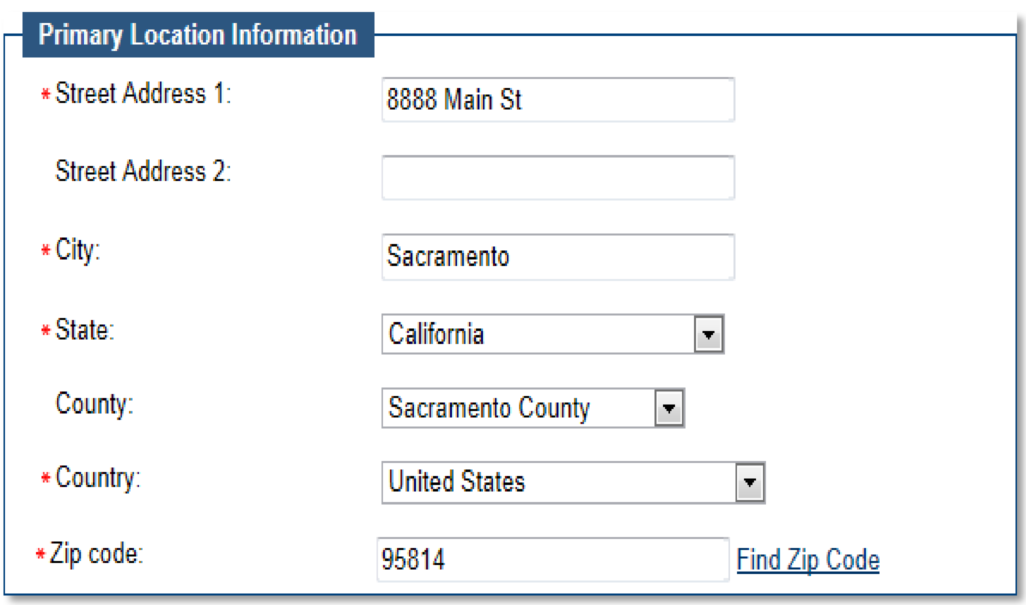
Use the Employer Identification Screen to Add a Company



Enter the information:

- **Company Name** – Enter the Company name.
- **Short Name** – Enter a short name for the company.
- **CEAN** – Enter the company's California Employer Account Number.
- **Relationship** – Select the company's relationship to the applicant from the drop-down list. The options include Parent, Subsidiary, Supplier or Other. If Other is selected an additional field will open. Enter the type of relationship in the Other field.
- Click the **Save** button the will open the Primary Location Information Screen.

Affiliated Company Entry Screen – Primary Location Identification



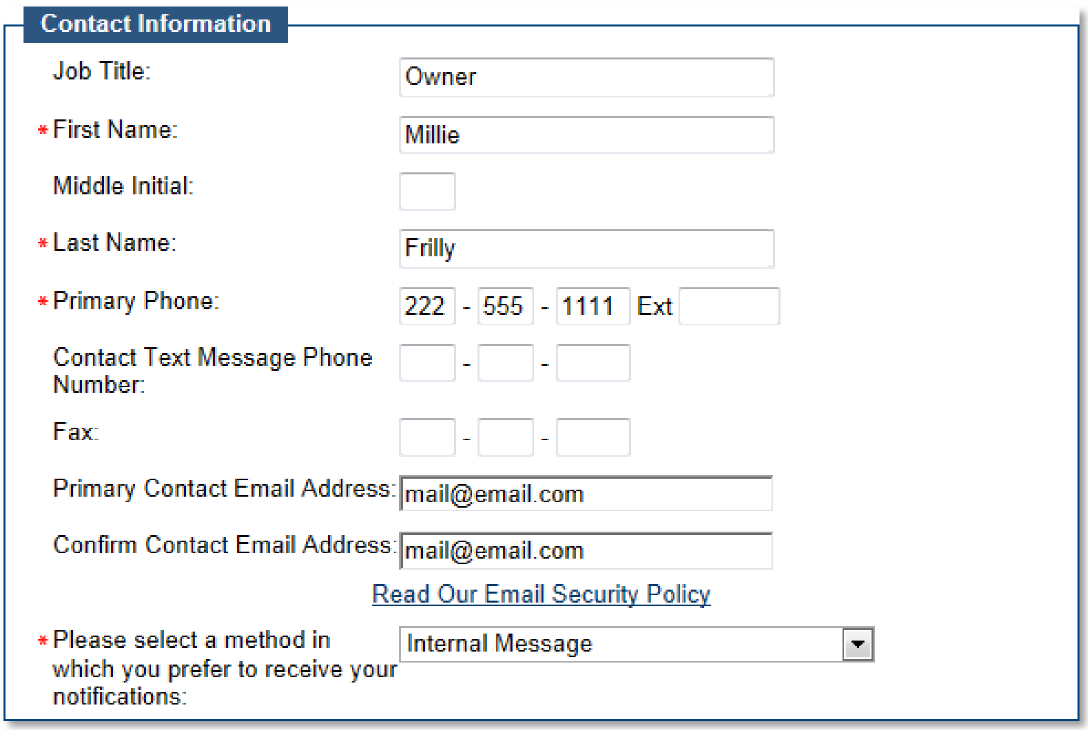
Provide the primary location information:

- **Zip Code** – Enter the company's zip code. The system will auto-populate the City and State fields.
- **Street Address** – Enter the street address.

- **Mailing Address** – Select the checkbox if the mailing address is the same as the Primary Location address. If it is different, enter the Mailing Address details in the fields provided.

Because this is a new location, contact information will need to be added as shown in *Add Company Contact Information* Screenshot.

Add Company Contact Information

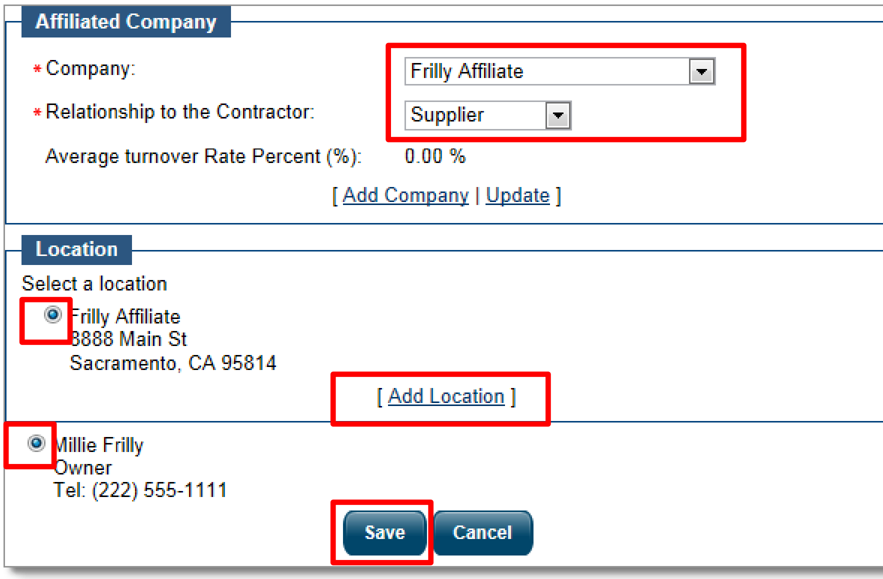


Provide the following information:

- **Job Title** – Enter the job title of the company's primary contact.
- **Name** – Enter the First Name and Last Name of the company's primary contact; the Middle Initial is optional.
- **Phone** – Enter the Primary phone number for the contact. Enter a phone number for text messages and for faxes, if desired.
- **Email** – Enter the contact's email address in the fields provided.
- **Notification Method** – Select the contact's preferred method of notification from the drop-down list.
- Click the **Save** button to save the company.

The system will return to the Affiliated Company screen as shown in the *Newly Created Affiliated Company* Screenshot. The newly created company will appear in the Company drop-down list.

Newly Created Affiliated Company

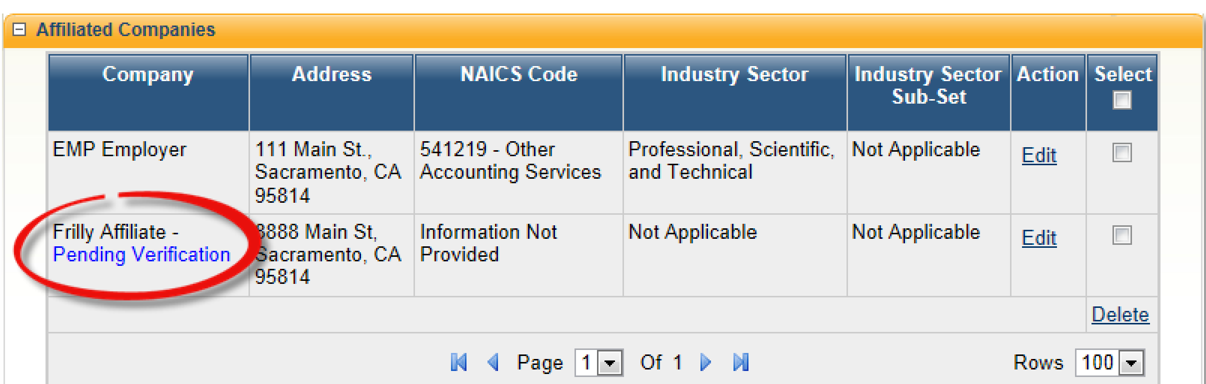


- Select the Location by <u>clicking</u> the **Radio Button** or create a new location by <u>Clicking</u> the **Add Location** link.
- <u>Select</u> the **Contact Person** and <u>click</u> the **Save** button to save the Affiliated Company.

In this example one address and one contact has been shown. This may not be the case in the actual production system.

The system will place the newly created company in a pending status until a staff member verifies the company as shown in the *Company With Pending Staff Verification* Screenshot. The customer can continue working on the Pre-Application pending the verification. However, this company cannot be placed on the Contract until the verification process is completed.

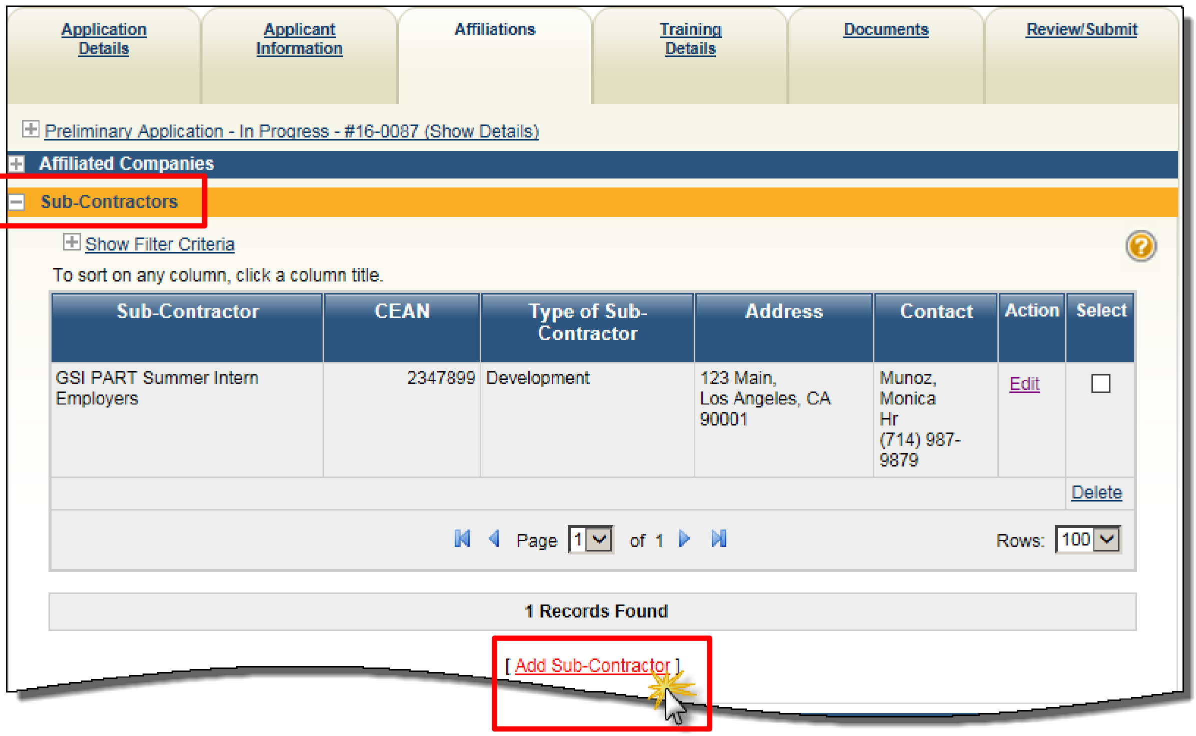
Company With Pending Staff Verification



4.4.2 Sub-Contractor Section

If the customer will not be using a sub-contractor, this section of the Tab can be skipped. If a sub-contractor will be used the user should expand the Sub-Contractors window by, Clicking on the **Plus Signs** in the header(s).

Sub-Contractors Window



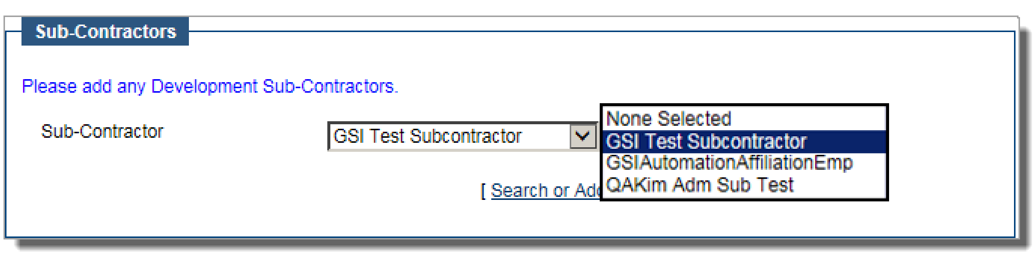
If you do need to add a sub-contractor, Click the **Add Sub-Contractor** link.

Note: There are three types of sub-contractors (Development, Administrative, and Training). At the Pre-Application stage user can add the Development Sub-Contractor, if the user is also using an Administrative and Training sub-contractor they can be added at Application or thru a revision request.

4.4.2.1 Add Sub-Contractor by the Drop-Down Selection

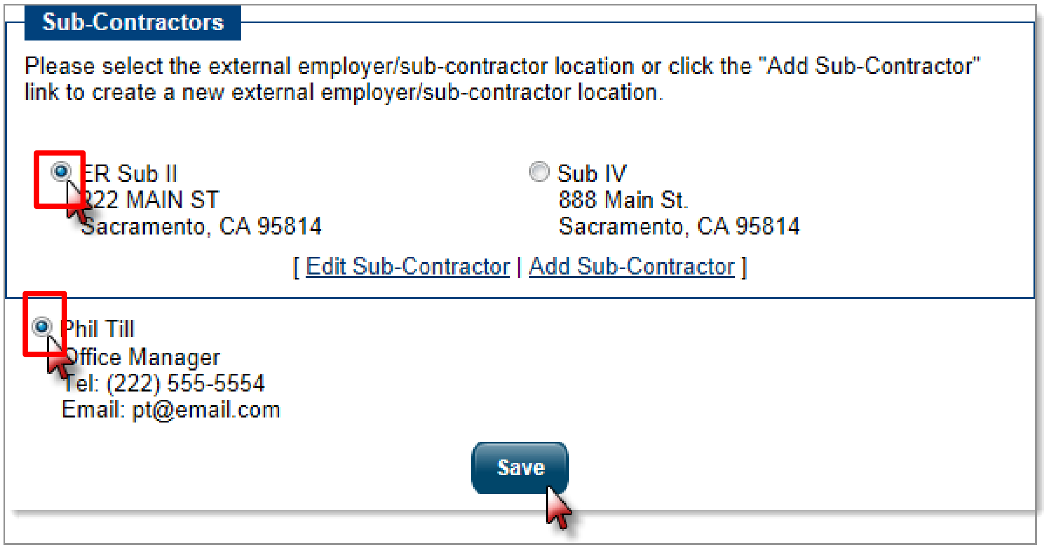
This will open a pull down menu. The user add a sub-contractor Select them from the **Sub-Contractor Drop-Down** as shown in the *Sub-Contractor Selection Screen* Screenshot**.**

Sub-Contractor Selection



From the displayed sections for the company, review the Location and Contacts areas. Make any needed selection changes and select the sub-contractor's location.

Select the Sub-Contractor's Location and Contact



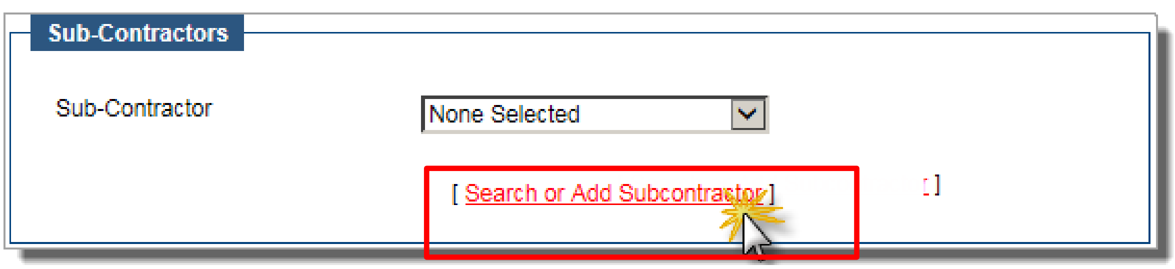
Click the **Save** button. The sub-contractor company is added to the table of sub-contractors that can be associated with this application.

4.4.2.1.1 Search and Add a Sub-Contractor

If the sub-contractor(s) that appear on the Sub-Contractor Selection Screen are not the desired ones, or if none are displayed, the user can search and select a sub-contractor company.

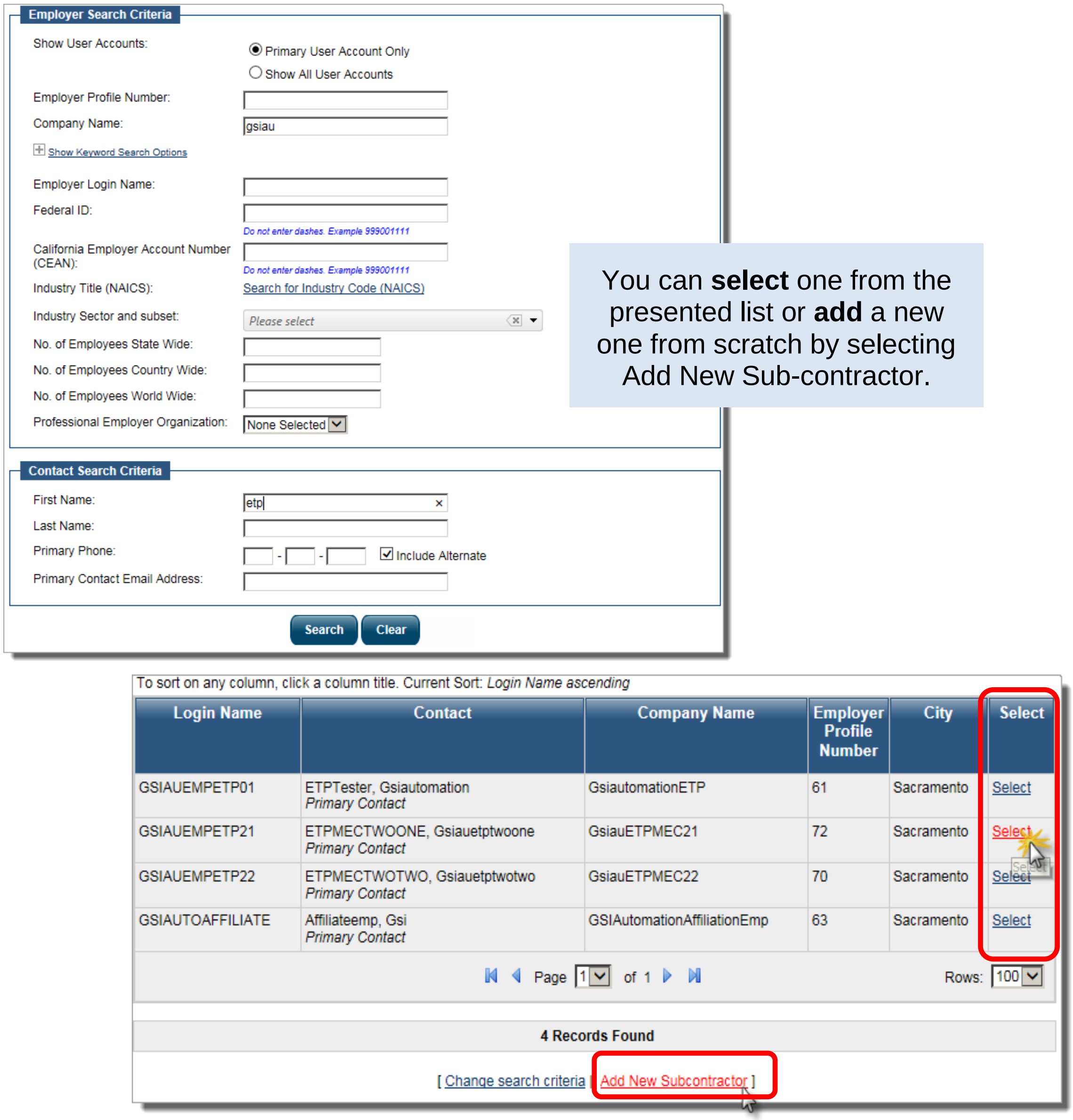
Click the **Search** or **Add Sub-Contractor** link as shown in the *Search or Add Sub-Contractor* Screenshot.

Search or Add Sub-Contractor Link



The Sub-Contractor Search Entry Screen will open as shown in the Sub-Contractor *Search and Results* Screenshot.

Sub-Contractor Search and Results

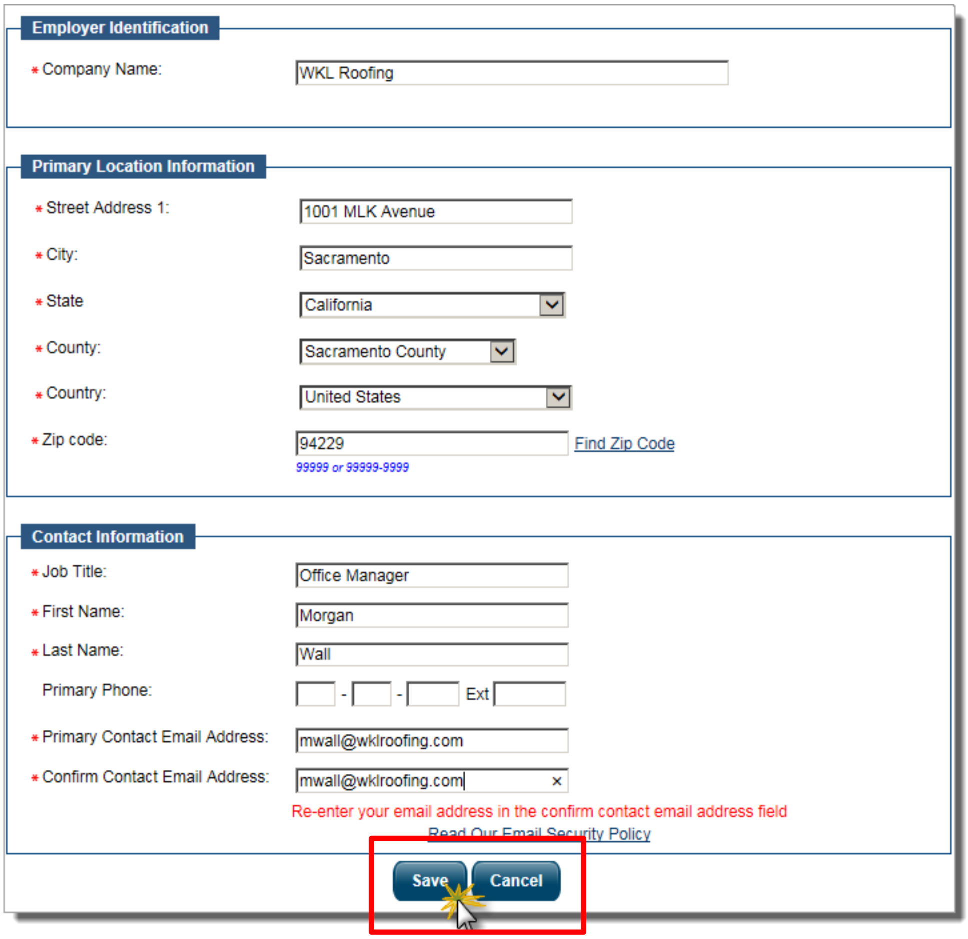


- Enter the necessary search criteria for the sub-contractor on the screen in the Employer Search Criteria and/or the Contact Search Criteria sections, and Click the **Search** button.
- Click the **Select** link for appropriate company in the list.
- Review the Location and Contacts areas, and make any needed selections.
- Click the **Save** button.

4.4.2.1.2 Add a New Sub-Contractor (When Not Found in Search Results)

If the desired sub-contractor is not shown in the Sub-Contractor Search Results, the user can add a sub-contractor. Click the **Add New Sub-Contractor** link. This is at the bottom of Search Results screen as shown in the section above. The Employer Identification Search displays as shown in the *Creating a New Sub-Contractor* Screenshot.

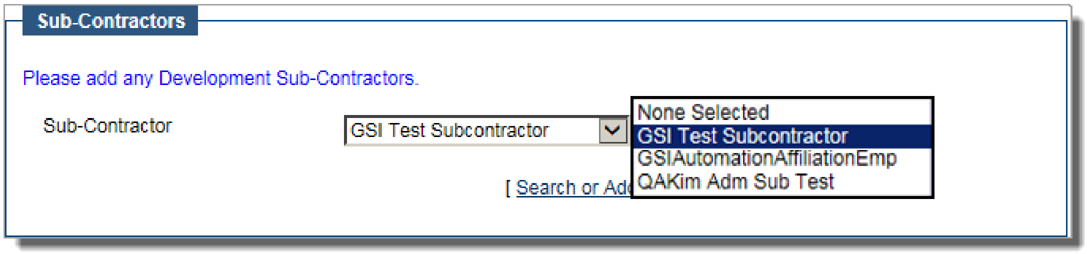
Creating a New Sub-Contractor



Enter necessary information about the sub-contractor on the screen.

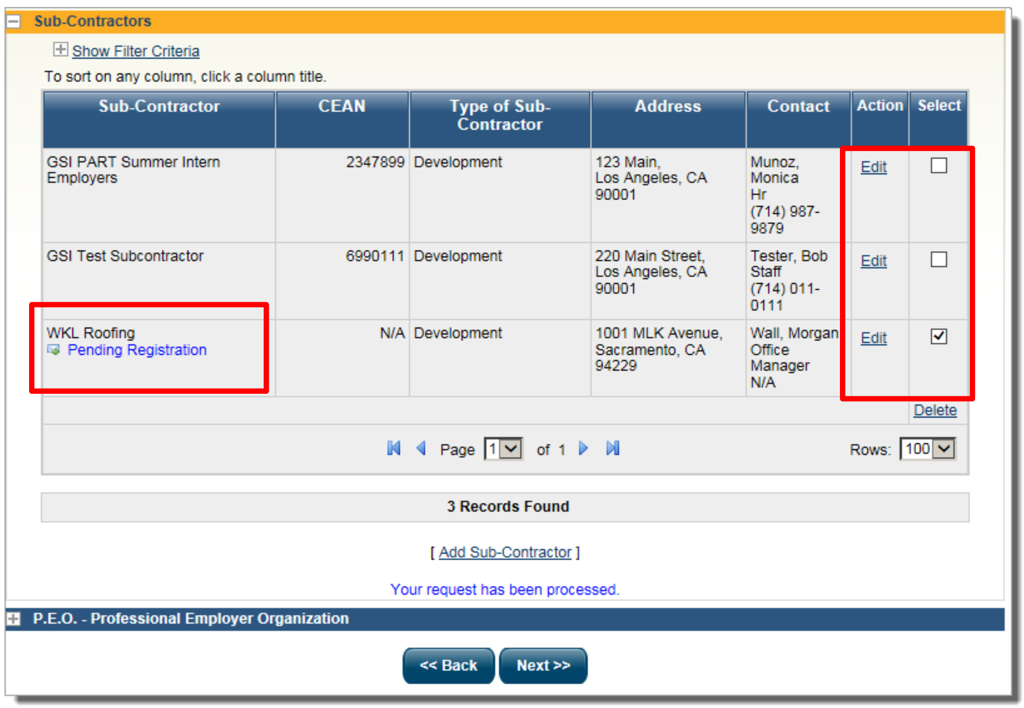
- **Employer Identificatio**n – Enter the name of the sub-contractor in the Location Name field. This can be an abbreviated name, nickname, or the full company name.
- **Primary Location Information (Address)** – Enter the sub-contractor’s primary address in the fields provided. Enter the zip code first to have the system auto-fill the City, State, County, and Country fields.
- **Contact Information** – Enter the sub-contractor’s contact for the primary location. This includes Job Title, First and Last Name, Phone, and Email address.
- Click the **Save** button to display the sub-contractor as shown in the *Sub-Contractor Selection* Screenshot.

Sub-Contractor Selection



- The sub-contractor will now be available for selection from **drop-down** or from the **Search Results**.
- Review the display and Location and Contacts areas, and make any needed edits. Click the **Save** button.
- This saves the contractor to the table in the Sub-Contractors area as shown in the *Updated Sub-Contractor Selection Screen*shot.

Updated Sub-Contractor Selection

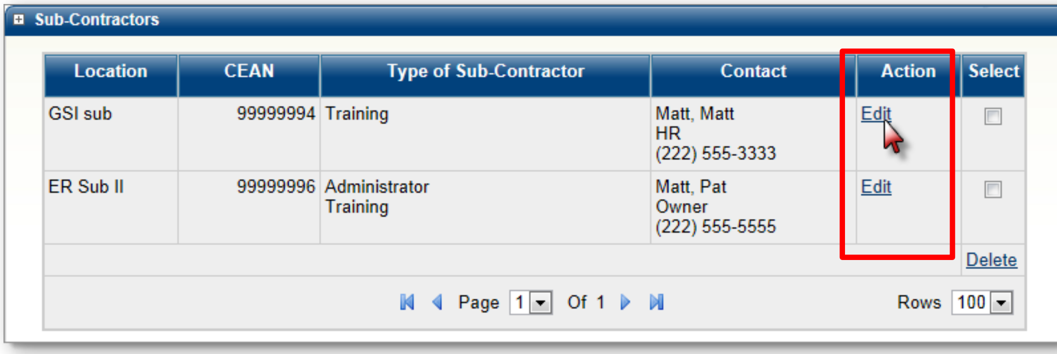


- If a new development sub-contractor is added to a Pre-Application, and they have not previously registered, the sub-contractor will need the registration process. This is indicated in the system with a “Pending Registration” note.
- Once registration is complete, staff will approve the verification and then the development Sub-Contractor can assist the customer.

4.4.2.1.3 Edit a Sub-Contractor

To edit a sub-contractor, Click the **Edit** link in the Action column as shown in the *Select a Sub-Contractor to Edit* Screenshot on the next page.

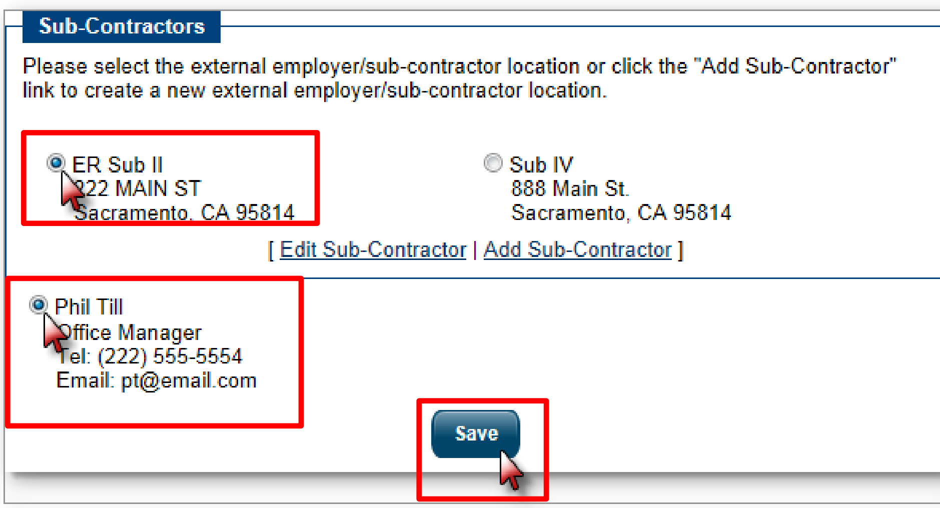
Select a Sub-Contractor to Edit



The Sub-Contractors Screen opens. To edit the sub-contractor, Click the **Edit l**ink.

- Edit the sub-contractor information in terms of location and contact information.
- Click the **Save** button. The Sub-Contractor Selection Screen will display.
- Select the sub-contractor and the contact(s) associated with that sub-contractor.
- Click the **Save** button to save the sub-contractor to the employer's Pre-Application record. It will display in the Sub-Contractor table.

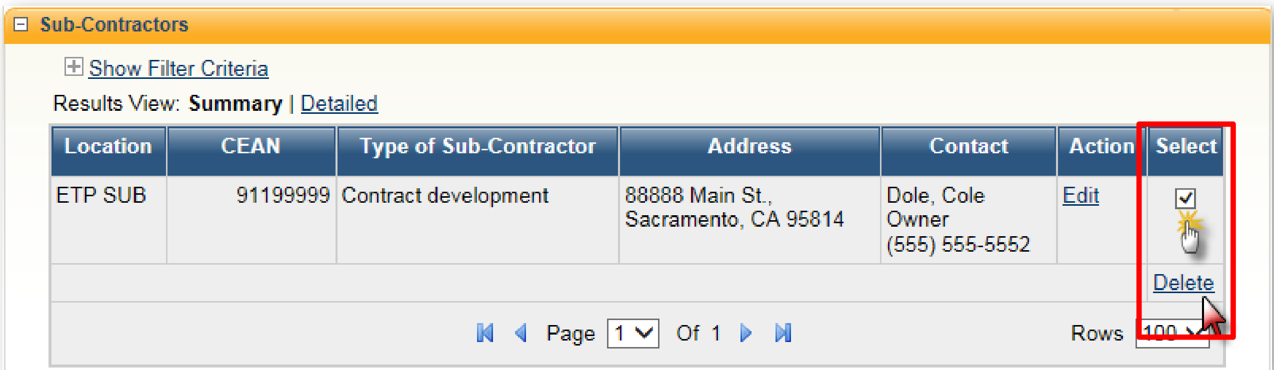
Sub-Contractor Selection Screen



4.4.2.1.4 Delete a Sub-Contractor

To delete a sub-contractor from the employer's Preliminary Application record, click the checkbox in the Select column and Click the **Delete** link as shown in the *Delete Sub-contractor* Screenshot.

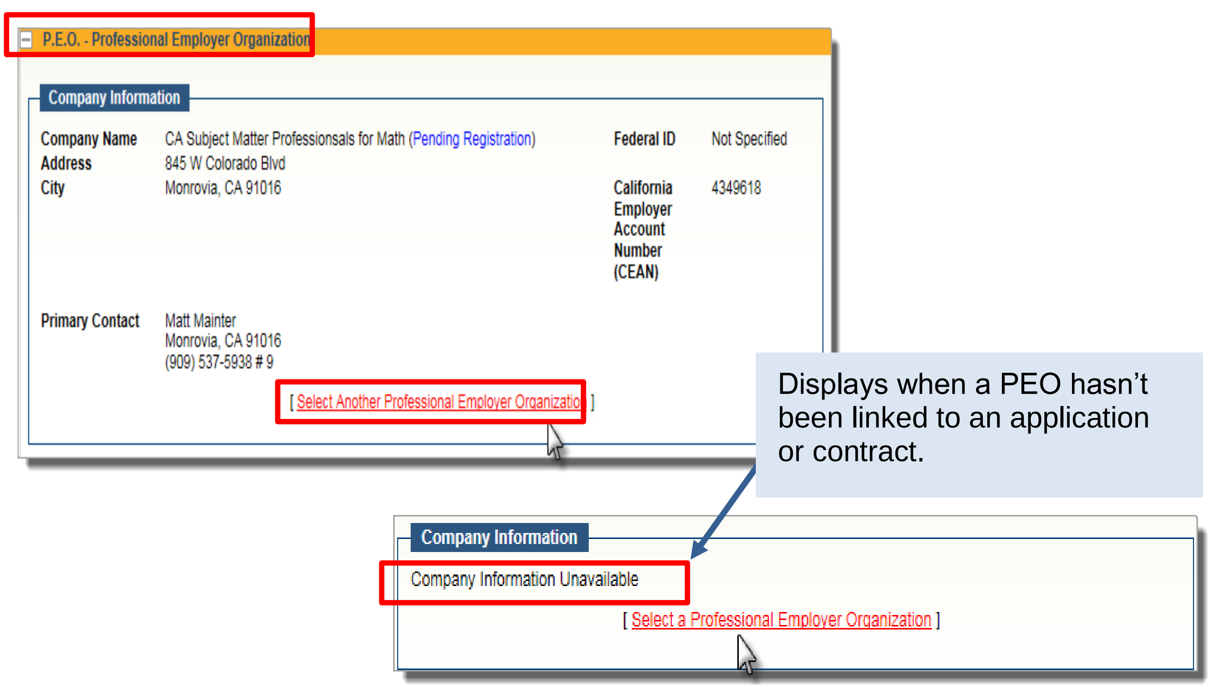
Delete Sub-Contractor



4.4.3 Professional Employer Organization Area (P.E.O.)

The Professional Employer Organization Area (P.E.O.) is the last screen area on the Affiliates Tab. This is where P.E.O.s would be added to the customer's Application or Contract. If there is no P.E.O.s, this area of the system can be skipped by the user. If the customer has identified a P.E.O. associated on an Application/Contract, it is displayed in a Company Information section as shown in the *P.E.O Displayed in Company Information* Screenshot.

P.E.O. Displayed in Company Information



4.4.3.1 Add a P.E.O.

To add a P.E.O. Click the **Select a Professional Employer Organization** link. The list of approved P.E.O.s that exists in the database will be displayed in the P.E.O. table, as shown in the *Approved P.E.O.s* Screenshot.

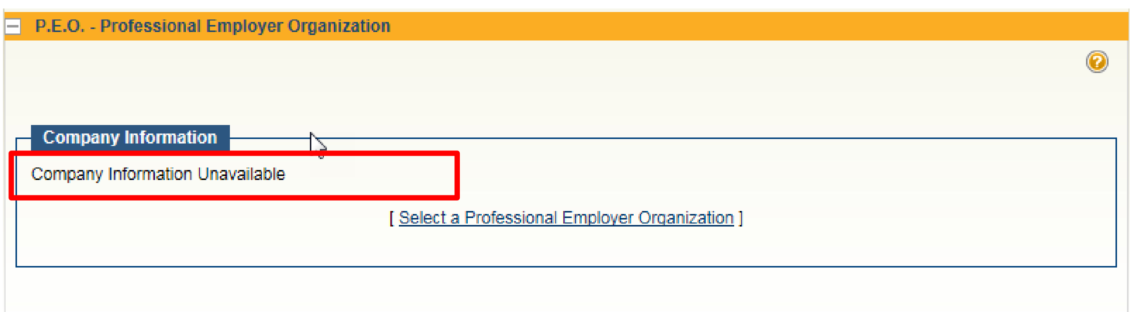
Approved P.E.O.s

Login Name	Contact	Company Name	Employer Profile Number	City	Select
GSIDCEMPLPEO	Durham, James *Primary Contact*	Dana's Employer PEO	94	Sacramento	Select
GSIQACCETPEMP1202	Tester, Cindy *Primary Contact*	GSI Test Employer	23	Beverly Hills	Select
RETTATESTER	Hanson, Retta *Primary Contact*	Hansons Thai Hawaiian	43	Salinas	Select

If approved PEOs exist, they will display above the *Add PEO* link.

If there are no approved P.E.O.s, 0 Records Found and Company Information Unavailable will be listed.

List/Add P.E.O. Selection



If you find your P.E.O. on the list, Click the **Select** link in the Select column. After selecting, the user will be returned to the previous screen with the Company Information displayed.

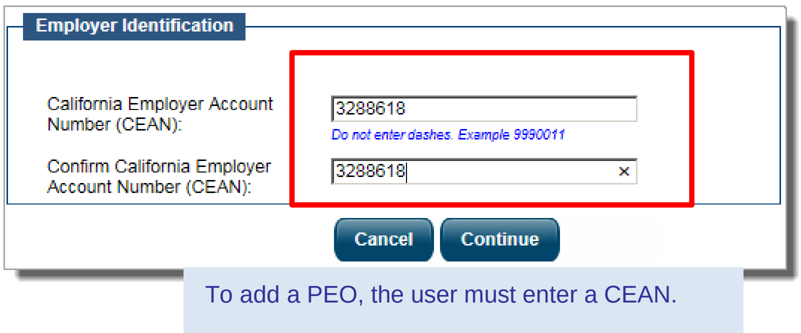
Make a P.E.O. Selection

Login Name	Contact	Company Name	Employer Profile Number	City	Select
GSIDCEMPLPEO	Durham, James *Primary Contact*	Dana's Employer PEO	94	Sacramento	Select
GSIQACCETPEMP1202	Tester, Cindy *Primary Contact*	GSI Test Employer	23	Beverly Hills	Select
RETTATESTER	Hanson, Retta *Primary Contact*	Hansons Thai Hawaiian	43	Salinas	Select

[Add a Professional Employer Organization]

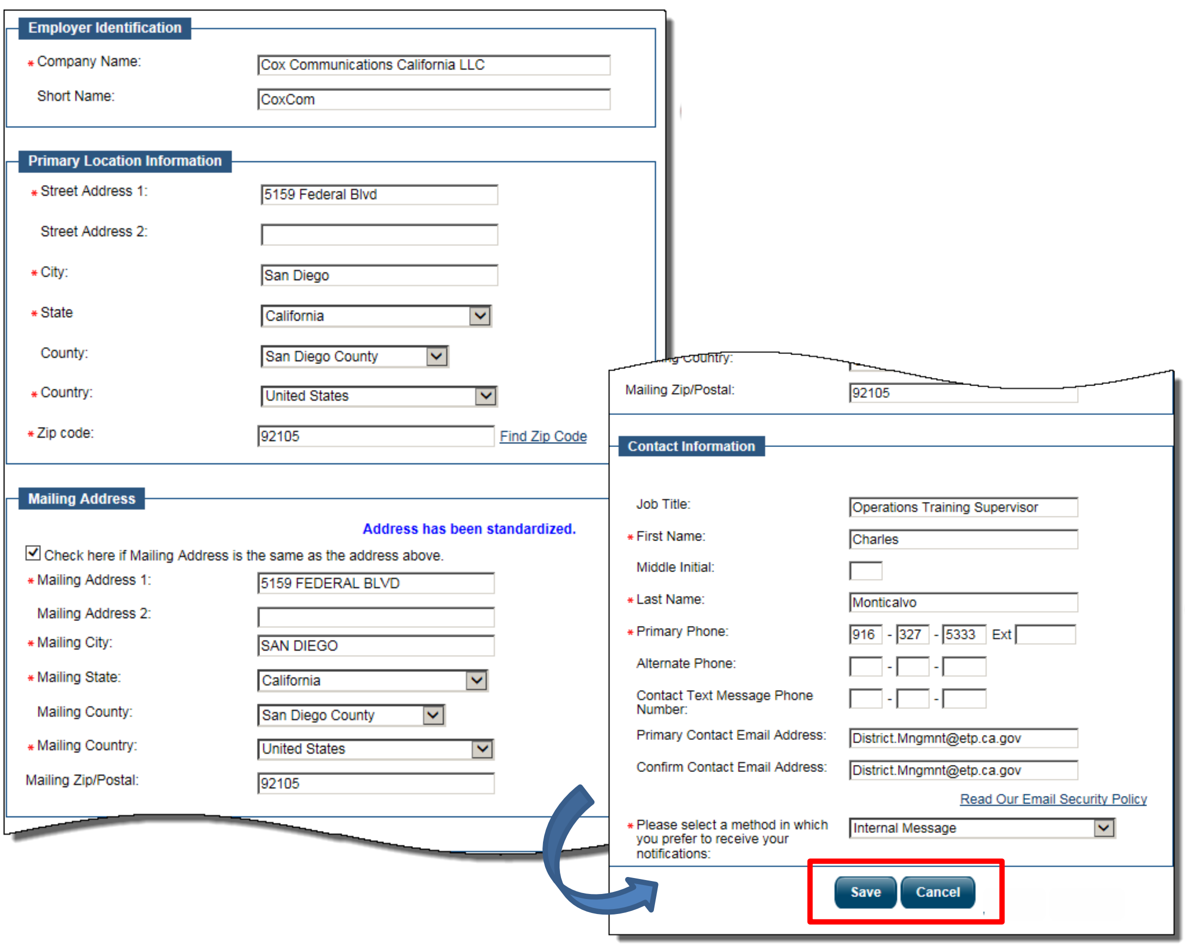
If the user doesn't find the P.E.O. on the list, they will Click the **Add a Professional Employer Organization** link as shown above. The user will be taken to the Employer Identification Screen and will need to fill in the CEAN number as shown in *Providing CEAN Number* Screenshot.

Providing CEAN Number



The user will enter the CEAN twice to confirm it is correct. The user will Click **Continue**. Next the user will then enter required information, on an Employer Identification Sections as shown in the *Adding P.E.O. Company Profile* Screenshot.

Adding P.E.O. Company Profile



Addition of this information is consistent with the other sections of this Volume Chapter of the Guide. Each of the mandatory sections should be filled in. This are indicated with an asterisk. After completion of the necessary address and contact information, be sure to click **Save**.

The user will be returned to the P.E.O. - Company Information Screen with the new P.E.O. displayed, as shown in the *P.E.O. Company Information Updated* Screenshot.

P.E.O. Company Information Area

The P.E.O. will be displayed in Company Information section with a Pending Verification until ETP staff complete the verification process.

From the displayed P.E.O. section, the customer can still:

- Click to **Select** to add another P.E.O. and repeat the selection process described above.
- From this Screen, the user can also email the P.E.O Agreement. This electronic document is forwarded to the ETP for filing with the other Application and Contract records.

To Proceed with the Preliminary Application, the user will Click the **Next** button at the bottom of the Affiliations Tab (below P.E.O. section) to proceed to the Training Details Tab as shown in the *Navigate from Affiliations to Training Details Tab* Screenshot.

Navigate from Affiliations to Training Details Tab

4.5 Training Details Tab

Provided under this Tab is information to generate the estimated value of the Preliminary Application, as shown in the *Training Details Tab* Screenshot below. This includes the user's training plan and training locations, which are displayed in two (2) separate, collapsible areas:

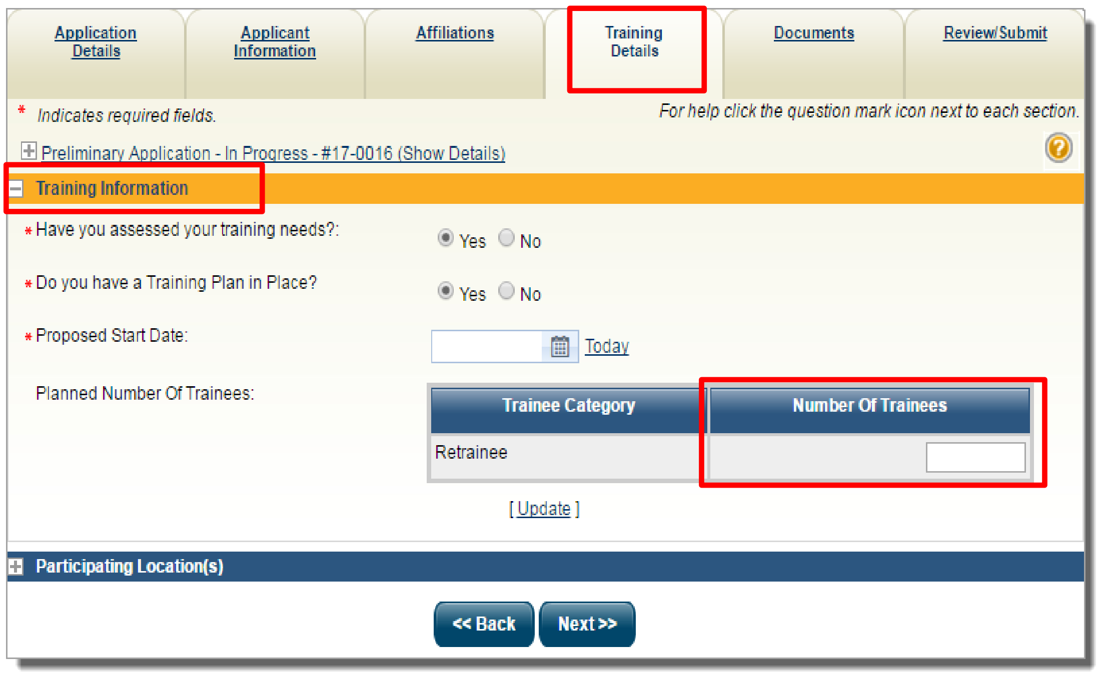
- Training Information
- Participating Locations

Next to the general company and contact information, this is the most important information area.

4.5.1 Training Information

To expand the Training Information window, Click on the **Plus Sign** in the header.

Training Details Tab



Note: The information known by the customer during the Preliminary Application process may only be general and/or estimated in nature; to the extent possible, the user should enter as many details as possible.

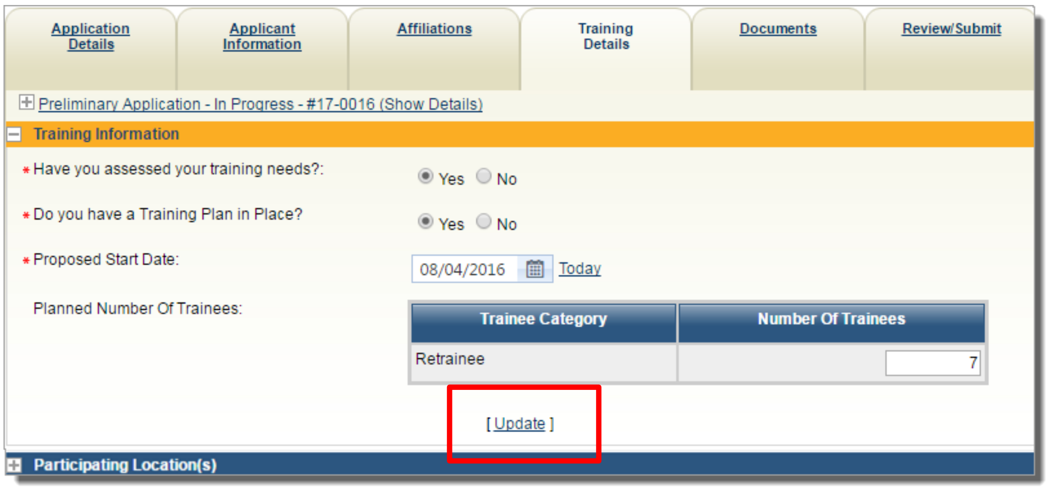
The Training Information area, as shown in the *Training Information Area* Screenshot below displays the customer's training plan details that includes general information, which focuses on training needs, number of proposed trainees and proposed start date for the training.

Add the three (3) training information items:

- **Assessed Needs –** Indicate whether the customer has assessed their training needs.
- **Plan –** Indicate if a training plan is in place, selecting **Yes** or **No**.
- **Start Date –** Enter the **proposed training start date**. This date can be updated during the Application In-Progress stage.

- **Proposed # of Trainees –** This entry field is for an estimated number of employees to be trained. The number is a general estimate until job titles have been added when an updated estimate is provided with actual numbers, which occurs when the Participating Locations section is completed (as described in the next topic below).
- Click the **Update** link to save the Training information.

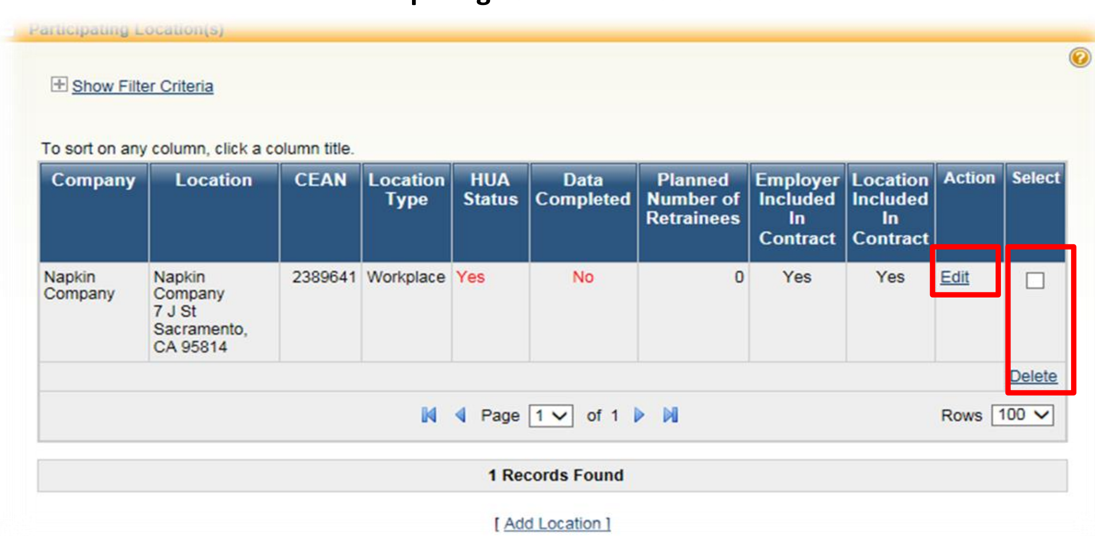
Training Information Area (Before Having Participating Locations)



4.5.2 *Participating Location(s)*

The Participating Locations will display each of the customer's location(s) where trainees will be participating in training as shown in the *Participating Locations Area Details* Screenshot. The participating location is a very important component of the ETP application process. It is from these designations that trainee ETP minimum wage and HUA status is determined among other things. This review is part of the ongoing, standard ETP process.

Participating Locations Area Details



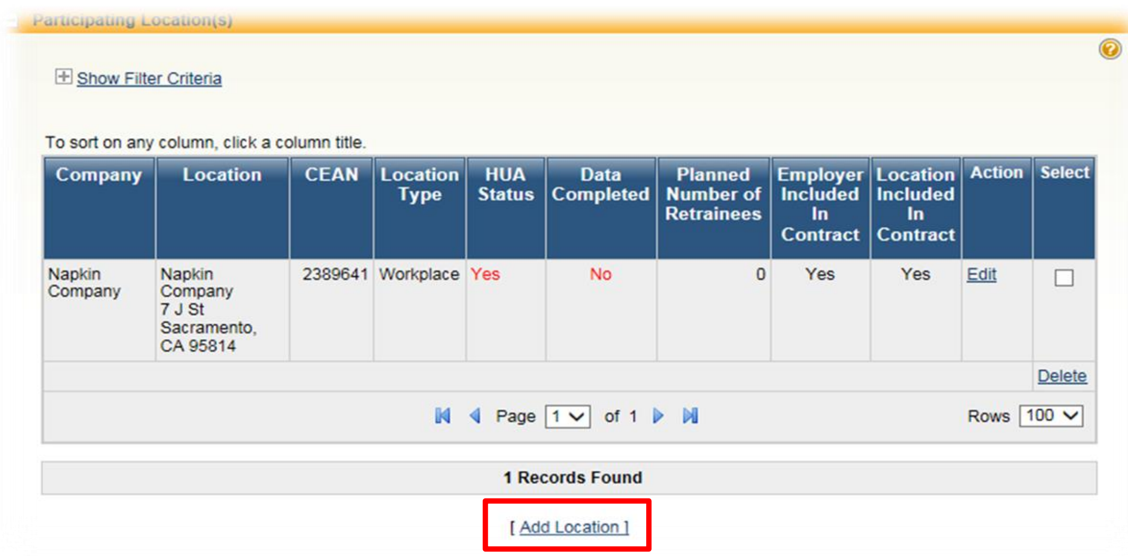
Only minimal information is required at Preliminary Application stage. To edit a Participating Location:

- Click the **Edit** link in the Action column.
- To delete a Participating Location from the Preliminary Application record, Click the **Checkbox** in the Select column and Click the **Delete** link.

4.5.2.1 Add a Participating Location

On the Location Details Tab, enter the information pertaining to the participating location, by selecting the Add Location link as shown on the *Add Participating Location* Screenshot.

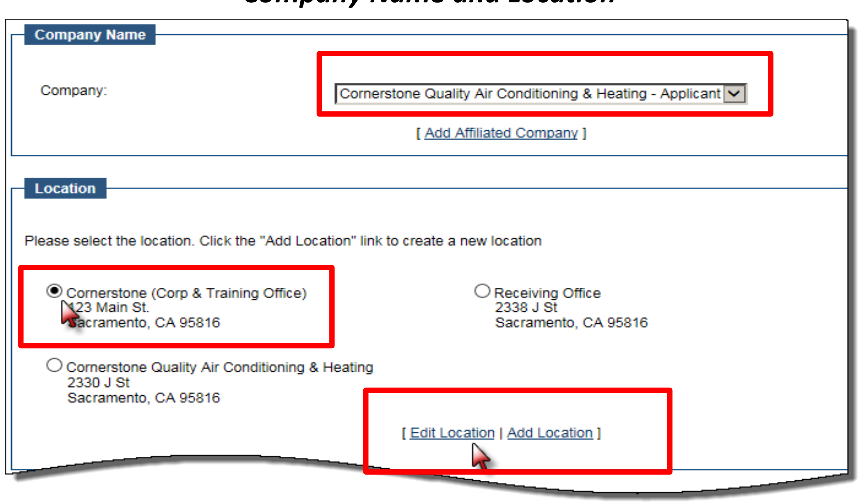
Add Participating Location



4.5.2.1.1 Participating Location – Company Name & Location

Provide the Company Name by selecting from the drop-down list. The selection from this list will auto-populate the potential locations for that company, as shown in the *Company Name and Location* Screenshot. If Affiliated Companies were added as described in *Section 4.4.1 – Affiliated Companies* of this Volume Chapter of the Guide, these will also be in the drop-down list.

Company Name and Location

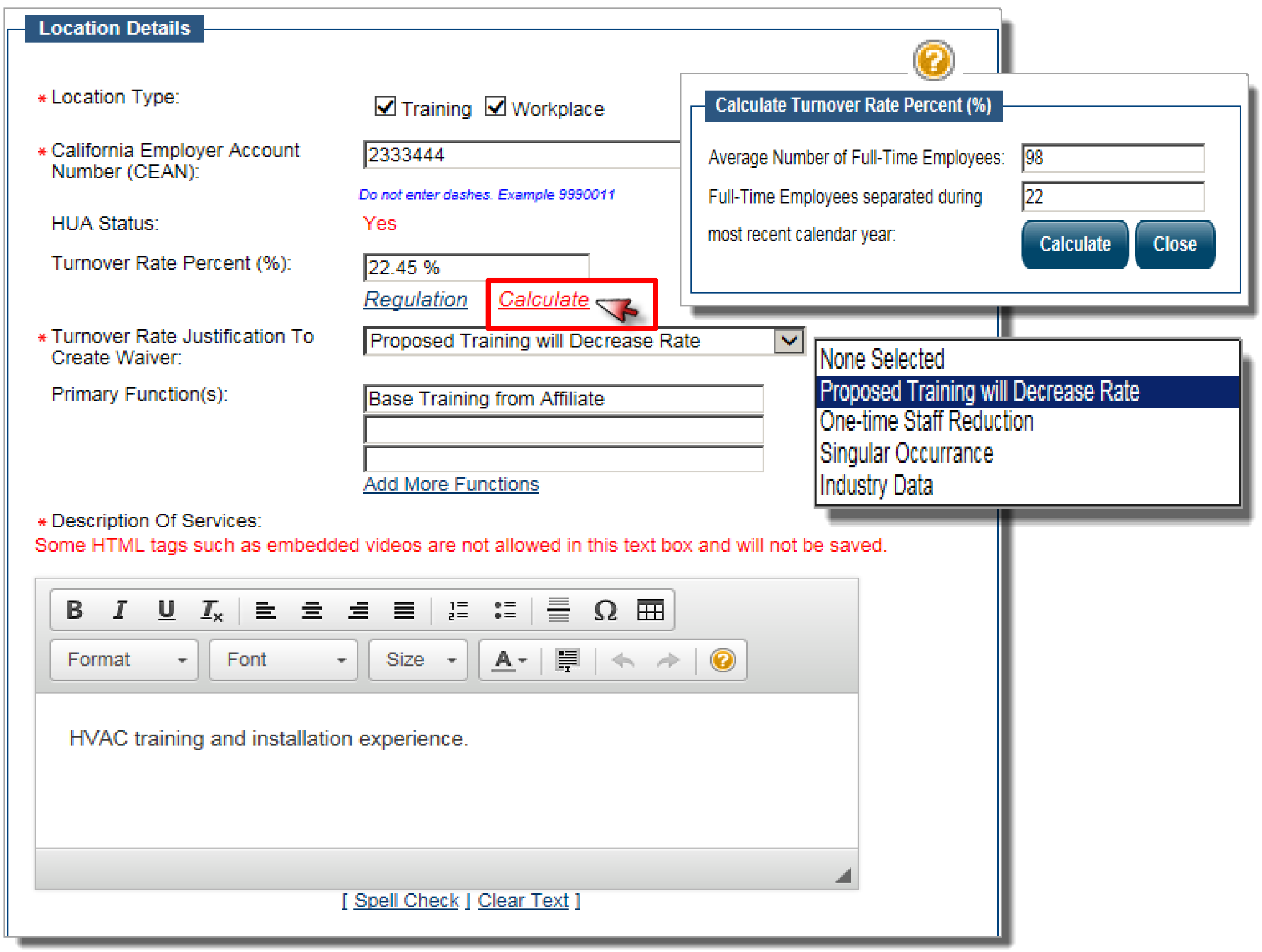


- Choose the location by selecting the corresponding radio button.
  - ✓ **Edit Location** – To edit one of the locations, select the **Radio Button** and Click the **Edit Location** link. The system will open the Location screen. Edit as needed and Click the **Save** button to save the information.
  - ✓ **Add Location** – To add a location, Click the **Add Location** link. The Location Screen will open. Enter the information about the location as described in the next section of the Volume Chapter and Guide.

4.5.2.2 Adding Participating Location Details

The next step in adding the participating location is to complete the location details as shown in the *Participating Location Details* Screenshot.

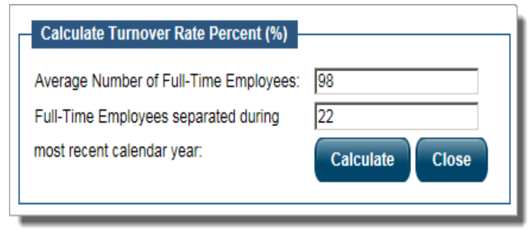
Participating Location Details



The user will fill in:

- **Type** – Select the Workplace and/or Training checkbox in the Location Type field.
- **CEAN** – The system auto-fills this field. Edit the CEAN, if necessary.

- **HUA Status** – The system auto-fills this field. This read-only field displays the location's High Unemployment Area (HUA) designation.
- **Turnover Rate** – Enter the average number of full-time employees and the number of full-time employees that have separated in the most recent calendar year.



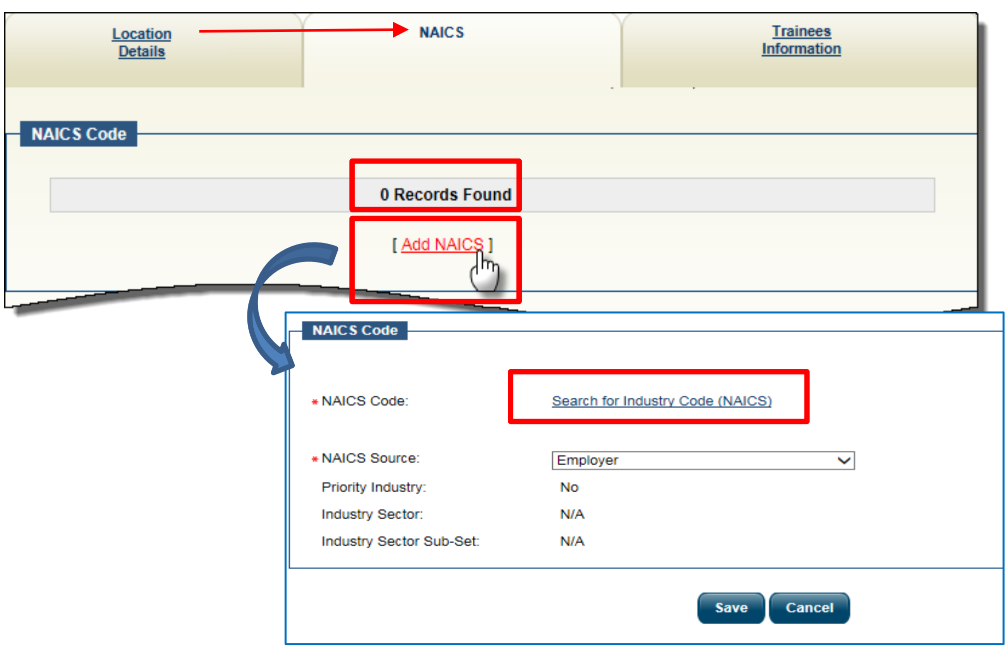
  - ✓ Click the **Calculate** link to have the system calculate the turnover rate.
  - ✓ To read the regulation governing the calculation of the turnover rate, Click the **Regulation** link. The regulation text will open in a separate window.
- **Primary Function** – Enter the Location's Primary Functions (if desired). To add additional fields in which to enter functions, Click the **Add More Functions** link.
- **Description of Services** – Enter a description of the location's services (required).
- Click the **Save** button to save the location details for the Participating Location.

This refreshes the first Location Details tab, with the new location showing as one of the radio button in the Location area. Click **Next>>**.

4.5.2.3 NAICS Code Tab for Participating Location

Each participating location in the system requires a NAICS code for identification purposes. Your NAICS code assists in determining (1) whether your company will be eligible for Out-of-State Competition, (2) if the company is in an ETP Priority Industry, and (3) the industry sector of the company. After entering a participating location is entered in ETMS, the NAICS tab for the Participating Location is opened. It will initially showed "0 Records found". These process steps are shown on the next page in the *Initial NAICS Identification and Adding Code* Screenshot.

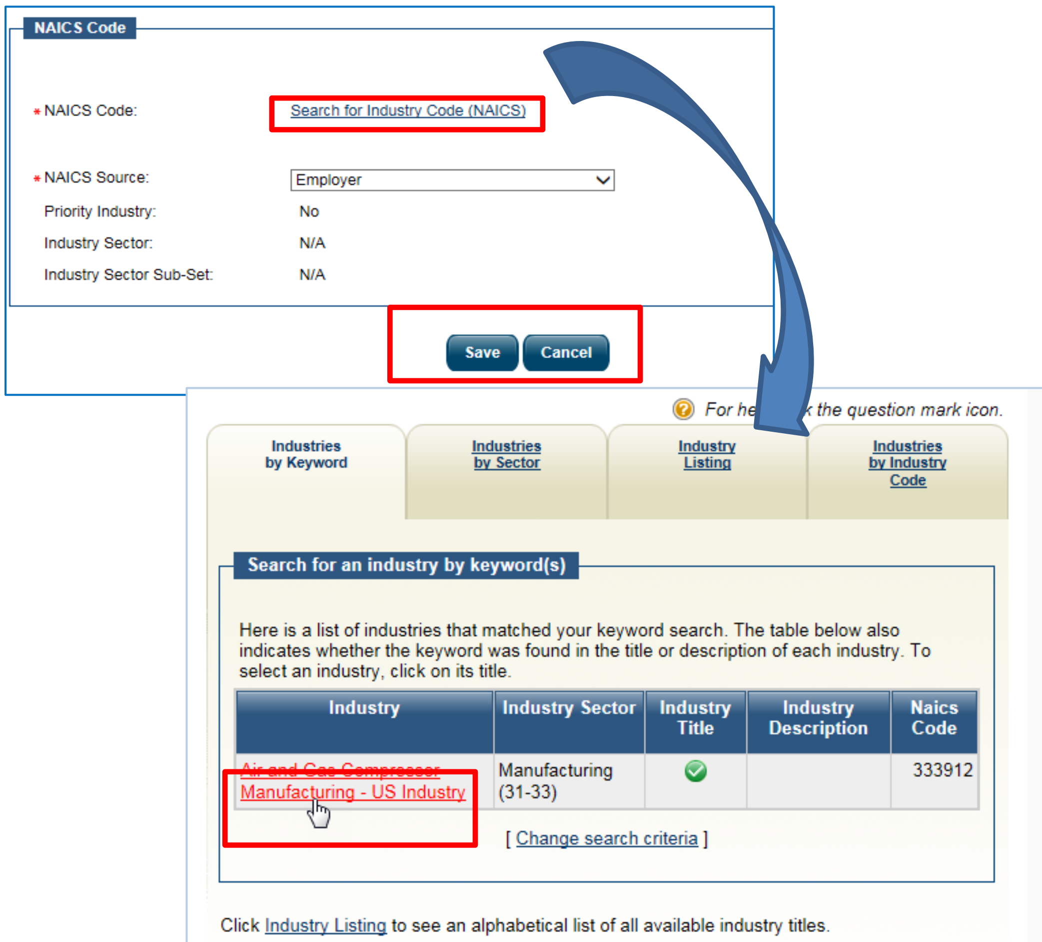
Initial NAICS Identification and Adding Code



The user will:

- Click the **Add NAICS** link.
- On NAICS Code Entry screen the will come up; use the link Search for Industry Code (NAICS) to select a NAICs code. Note: there are four (4) ways to search or enter a NAICS code as shown in *the NAICS Code Search* Screenshot below.

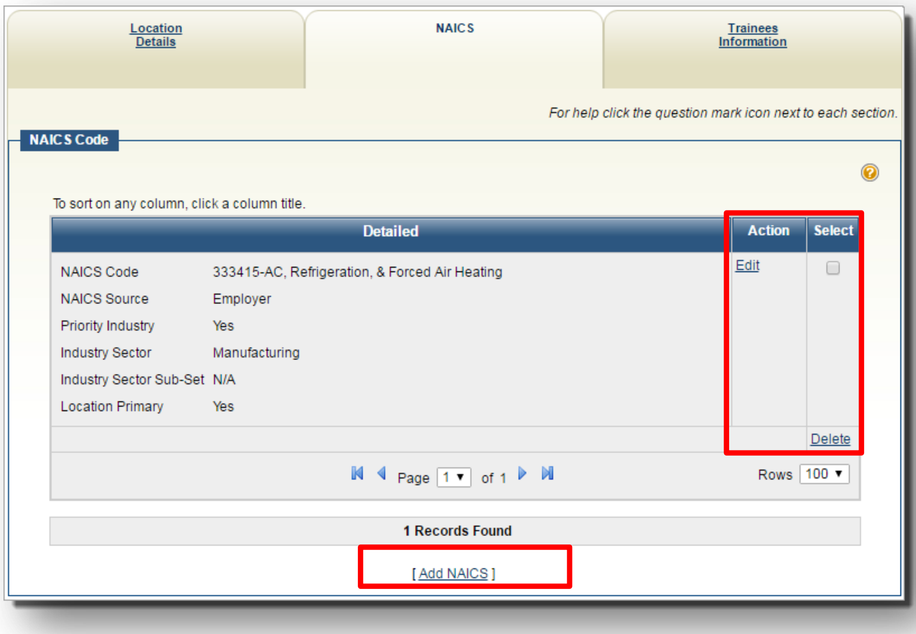
NAICS Code Search



- These search features are organized by tabs when the Search function is used:
  - ✓ Industries by Keyword
  - ✓ Industries by Sector
  - ✓ Industry Listing
  - ✓ Industries by Industry Code
- This sample shows a search by Industries by Keyword.
- Once the correct NAICS is displayed, select the **Industry Link.**
- The NAICS Source will default to *Employer* and no action is needed by the customer. If the staff adjusts the NAICS code then the title will change to *Staff.*
- Click **Save**.

The NAICS tab will display with the NAICS Code listed as shown in *NAICS Code Tab Populated* Screenshot.

NAICS Code Tab Populated



From this screen, the user can add, edit or delete the participating location's NAICS Codes.

- To edit the participating location's NAICS code, Click the **Edit** link.
- To delete a NAICS code, click on the checkbox in the Select column, and Click the **Delete** link. As the system requires a NAICS code for each participating location and if only one NAICS code is listed, it cannot be deleted but only edited.

4.5.2.4 Trainees Information Tab

This screen displays information about the trainee's Job Titles, and lets the customer add, edit or delete this information. It should be noted that no information is required on trainees that this point during Pre-Application. At Application In-Progress, information will be collected on the trainees as they are part of the calculations for contract value. The values are (1) Job Title, (2) Standard Occupation, (3) Number of Trainees for that Job Title, (4) how many hours a week they work, (5) wage information, and (6) other characteristics of the Job Title population, such as if any of those trainees are Veterans, Ex-Offenders, or At-Risk Youth.

Helpful Hints:

Customers should consider how they want to organize their training program around "general" categories of trainees. The designation of "general" job titles, aka Occupational Groups, of trainees is highly recommended when there will be a large number and type of trainees. For example, if you have typists, assistants, and secretaries all at one participating location who will all be participating in your training program, you could assign all of these trainees under the Job Title of "Assistants". This will allow you to only enter one Job Title for those occupations, rather than entering multiple Job Titles. Just be sure to adjust the wage and trainee population areas accordingly.

The customer should consider that each trainee during application development and contract performance will be identified by these titles and allow for groupings that are appropriate to how the customer will want to manage their contract. There is no defined number of required job titles; however, each application must have at least one job title by the time of application development.

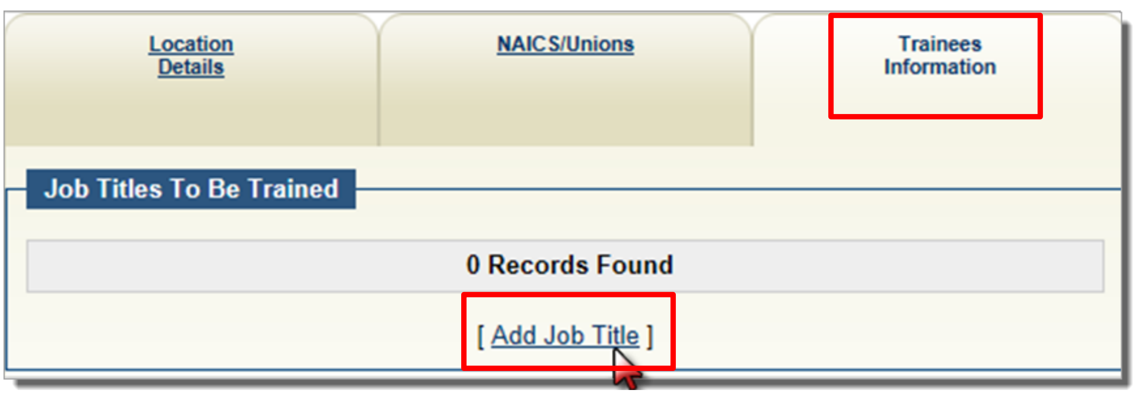
ETMS allows for complete flexibility in these designations, as there are no "programmed" system-requirement.

However, associating an Occupational Information Network Numerical Index (O'Net) code to the job title is necessary. O'Net is an industry standard occupational classification system and required for uniformity in Panel reporting on the program.

At the Preliminary Application stage, Job Titles **are not required** and this would be optional information if the customer wants to provide it. Job Titles will be required during the Application Stage and that process is covered in *Volume 3 Application In-Progress* of the Guide. These details can be skipped if the customer does not want to add job title at this time

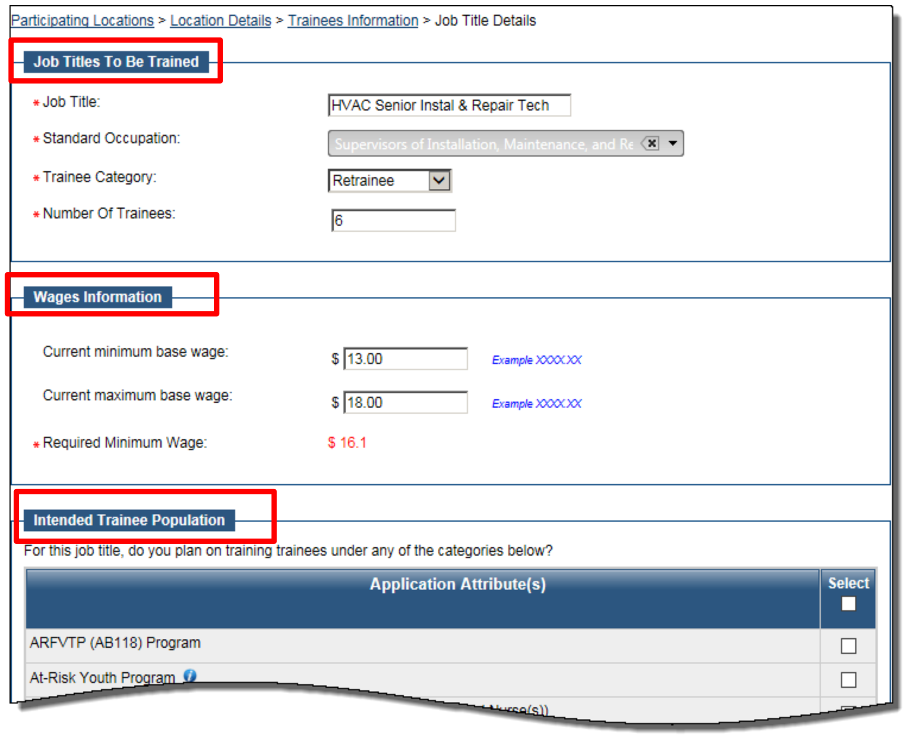
On the Trainees Information Tab, the customer will Click the **Add Job Title** link to open a separate Job Titles to Be Trained Screen as shown in the *Trainees Information Tab* Screenshot.

Trainees Information Tab (for Participating Locations)



This will open the Job Titles Details Screen. This screen has three (3) sections, (1) Job Titles To Be Trained, (2) Wages Information and (3) Intended Training Population as shown on the *Job Title Details Window* Screenshot on the next page.

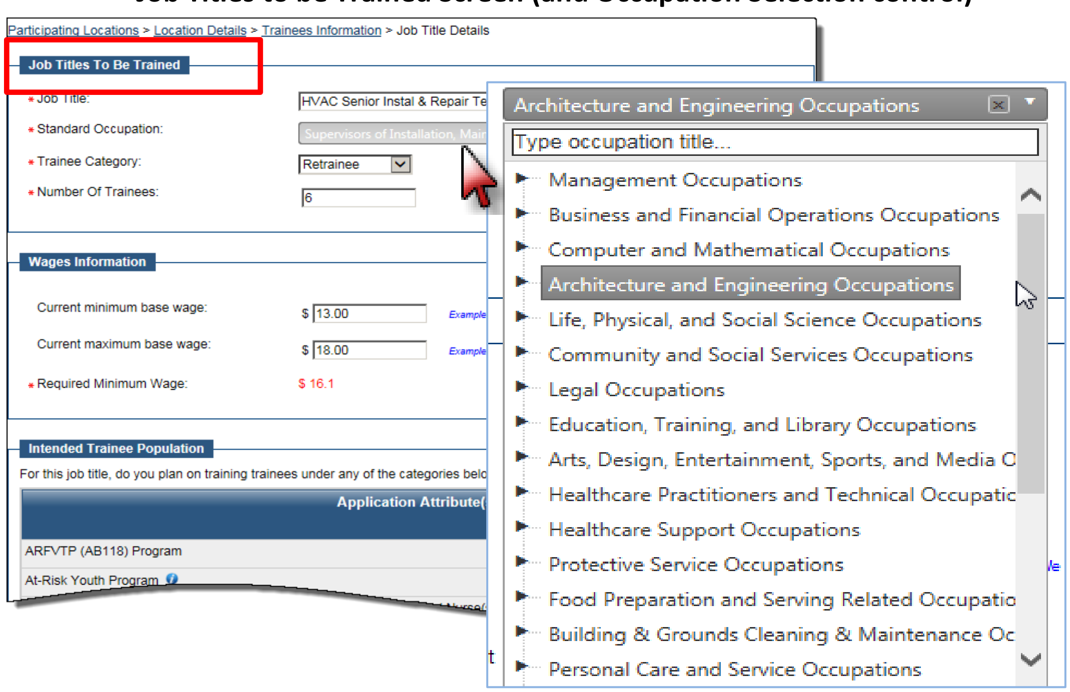
Job Title Details Window



4.5.2.4.1 Job Titles To Be Trained Section

In the Job Titles to Be Trained area, enter information about the job title, as shown in the *Jobs Titles to be Trained* Screenshot and explained below.

Job Titles to be Trained Screen (and Occupation Selection control)



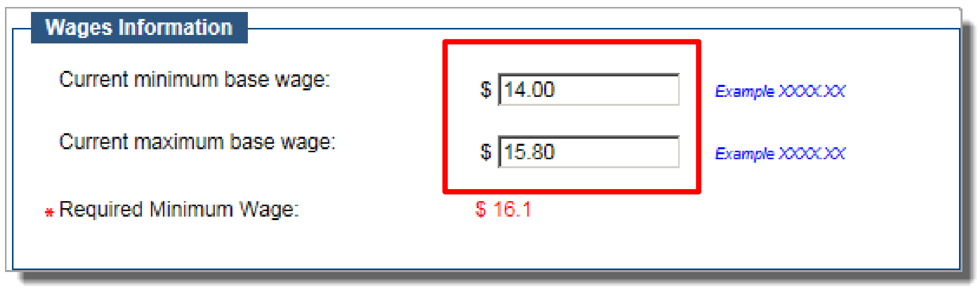
Complete the following entries:

- Enter the **Job Title** that you would like to use. Again there is no standard required by ETP.
- Click **Standard Occupation** and a drop-down list appears. Presented is an extended list of training category options. Select the one the best describes the occupation.
- Select the **Trainee Category** from the drop-down list. For Single Employer the only option is Retrainee.
- Enter in Number of Trainees as the **estimated** number of trainees.

4.5.2.4.2 Wages Information Area

The next section for trainee information is the Wage Information as shown in the *Wages Area* Screenshot.

Wages Area

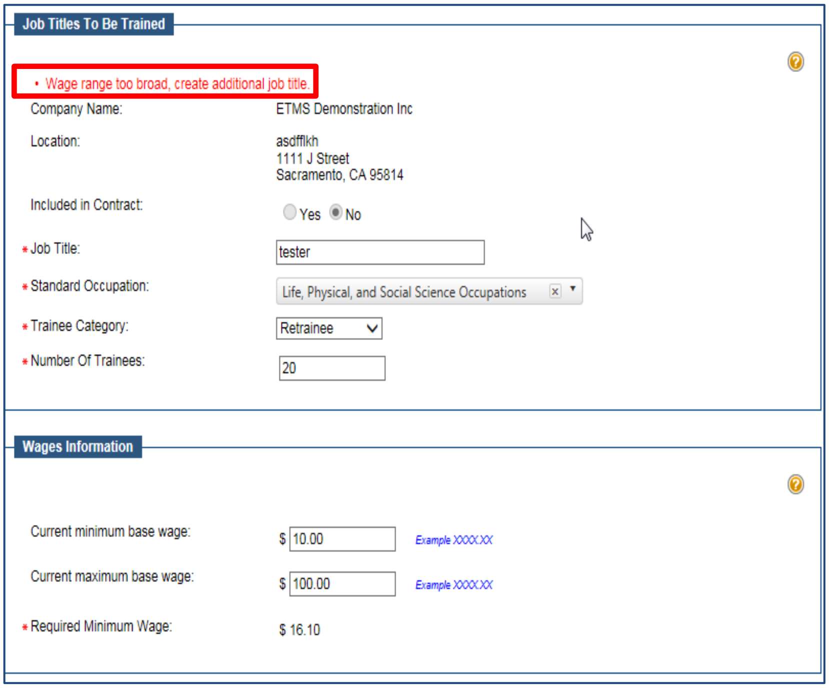


The user will fill-in wages.

- Enter the minimum and maximum base (hourly) wages of the trainees.
- The Required Minimum Wage (for the Participating Location's county) will appear on the screen. This amount is based on the location information what was provided earlier in the process and described in the Volume Chapter of the Guide.

Based on the information that is entered, additional screens may open and require the user to provide additional information. The ETMS has logic that monitors the trainee wage ranges that can qualify for ETP funding. For wage that are too high a warning will occur as shown in the *On the Wage Information Onscreen Wage Warning* Screenshot on the next page.

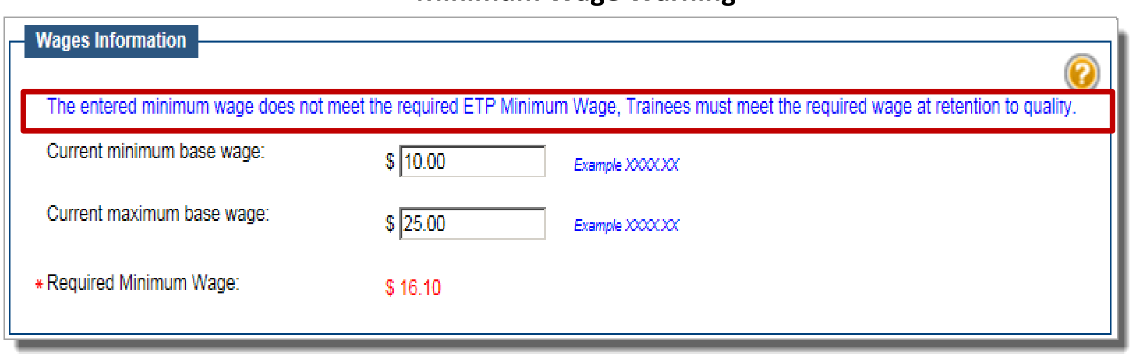
Wage Information Onscreen Wage Warning



If the Current Maximum Base Wage entered is more than $30.00 over the Current Minimum Base Wage, the system will display a warning (above the Job Title field) stating "Wage range too broad, create additional job title." At this point, the customer can also update the wage range of the first Job Title entry.

If the minimum wage entered is less than the ETP required minimum wage, then the system will display the required minimum wage in red text, as well as the blue text message shown below. For more information on the trainee wage requirements of the ETP, please see the ETP Website.

Minimum Wage Warning



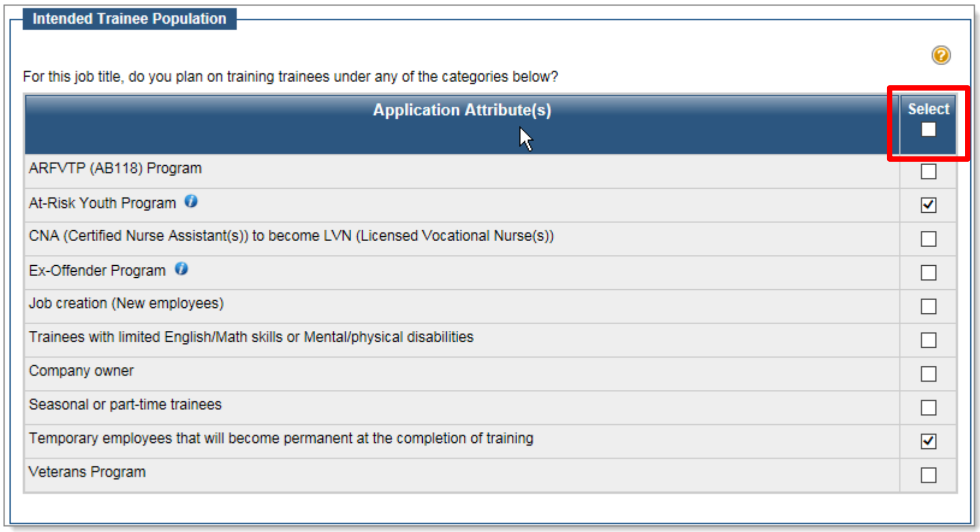
Note: The wage waiver, if applicable, will be automatically generated.

Complete the remaining Wage Information fields as shown in the Wage Information Fields Screenshot.

4.5.2.4.3 Intended Trainee Population

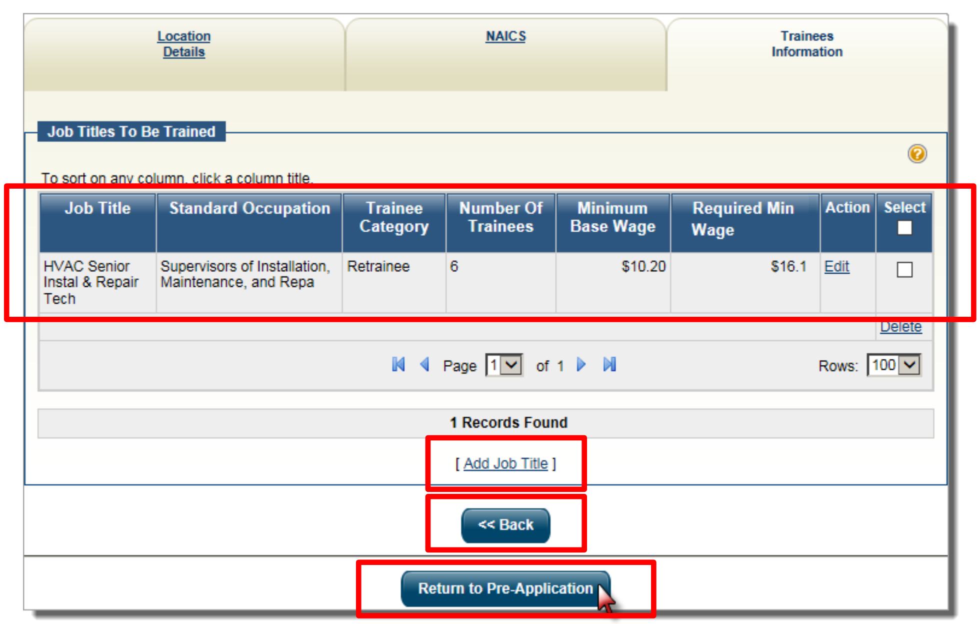
Once the job title(s) have been entered and Wage Information completed, the customer will need to provide some details on the Intended Trainee Population as shown on the *Trainee Population Section* Screenshot. Like the rest of the Trainee Details this can be skipped for the preliminary application.

Trainee Population Section



- Select each **Application Attribute(s)** that applies to the trainees. These are the programs or categories under which the trainees will receive training. The user can also use the selection all at the top of the list.
- Click the **Save** button to save the training information to the Preliminary Application. The Screen will refresh and display information that has been entered as shown in *Trainees Information Tab* Screenshot.

Trainees Information Tab



- Click the **Add Job Title** link to add another job title, or
- Click the **Return to Pre-Application** to go back to the Training Details Tab.
- Click **Back** to review or edit the information just provided.

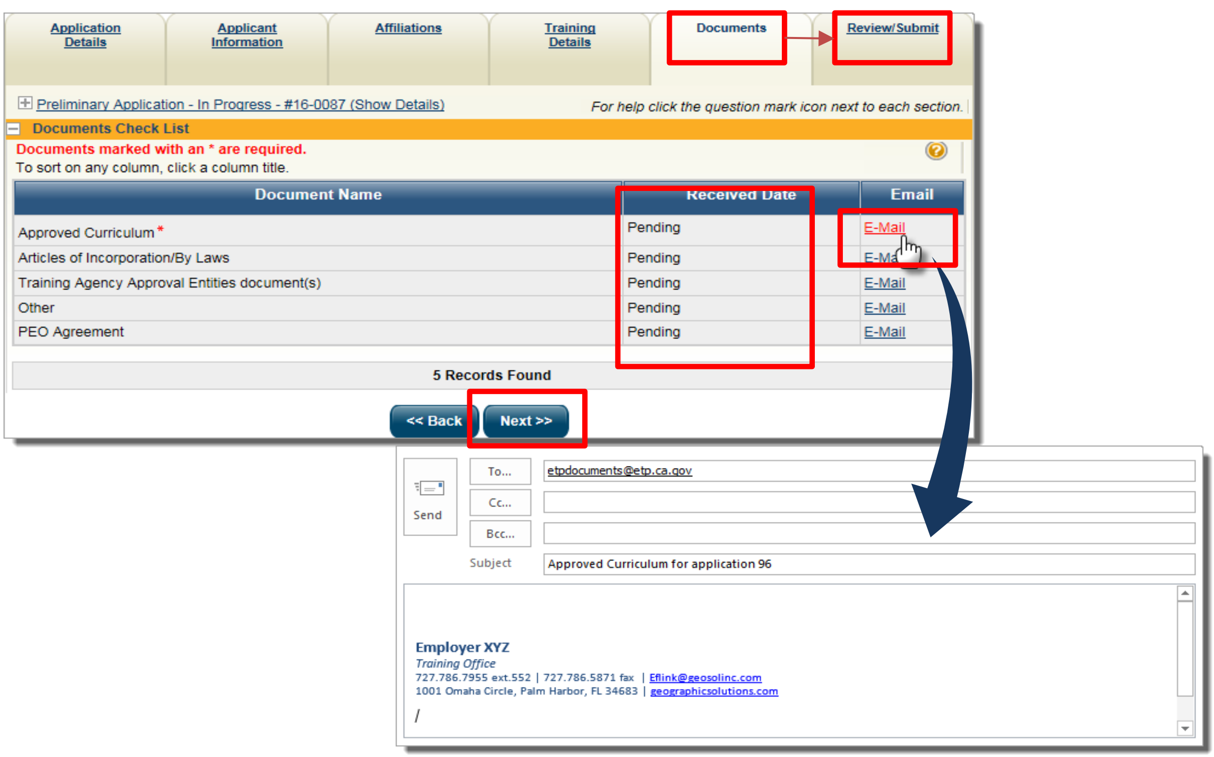
4.6 Documents Tab

From the Training Details Tab, the user can return to any other tab or move forward to the Documents or Review/Submit Tab. The Documents Tab displays a pre-defined list of **some** documents that the customers may need to submit for ETP to review as part of your application and contract process. The system or your ETP analyst will advise if a document is required. If this information is submitted, users can see it has been received. This will be noted in the Received Date Column. This column will state Pending if no documents have been received.

This tab will be used as the program evolves to allow customers to easy link and email the items. The current list is described below: If the user must send a document, the user can Click on the **E-Mail** link for the document that will be attached. An email screen as shown in the *Documents Tab – Submittal Process* Screenshot below. The document would then be included as an attachment, such as a word or pdf document.

- Articles of Incorporation/By Law – This item might be requested by those that are validating the status of the company and/or business.
- Training Agency Approval Entities Document(s) – This item might be request to document that they are a Training agency
- Other – This link can be used as the application evolves and if the document needed is not provided in the list above.
- PEO Agreement – If a contractor is using a Pay Roll service where employees are listed under an alternate CEAN then a PEO Agreement might be needed.

Documents Tab – Submittal Process



Click the **Next** button to move to the Review/Submit tab.

4.7 Review/Submit Tab

The final Pre-Application Tab is where the user will assess the completeness of the Application. The customer will also submit their Preliminary Application to the ETP for review from this Tab. For those customers that will not be completing their preliminary application in one sessions, this is a great place to reorient yourself with what was completed.

4.7.1 Required Questions Section

The Required Questions section, as shown in the *Required Questions Section* Screenshot lists data that needs completion as part of the Application process. It allows the user to navigate to that specific Application area.

Required Questions Section

The Required Questions window is a checklist of all the preceding items that have been added to the Preliminary Application. The items included in the Preliminary Application appear in the Questions column and are links that will take the user back to that section of the Preliminary Application.

A green checkmark in the Completed column indicates the user added the information to the Preliminary Application successfully.

A red X indicates the information is missing, incomplete or incorrect. To return to that item, click the corresponding link in the Questions column. After clicking the link on the Review/Submit Tab, the system will open the corresponding screen so that the user can enter or modify the required information.

Once all items are completed, the user can Click the **Submit Pre-Application** button, to submit the Application to ETP staff for the eligibility review and site visit scheduling. This is shown in the *Submit Pre-Application* Screenshot.

Submit Pre-Application

4.7.2 *After Submitting the Pre-Application*

Upon the clicking of the **Submit Pre-Application** button, the system will save the Preliminary Application and send an email to the appropriate ETP staff. The system will change the Application's status to Eligibility Review, as shown in the *Newly Submitted Application Status Change Screenshot on the next page.*

Newly Submitted Application Status Change

The user can view the Preliminary Application by Clicking the **View** link in the Action column at any time. However, the Preliminary Application is now read-only and the customer **cannot** edit it.

The link above the sections for each tab adjusts to now indicate the Pre-Application status, Eligibility Review as shown in the *Application Details Tab – At start of Eligibility* Review Screenshot.

Application Details Tab - At start of Eligibility Review

5 Pre-Application for Multiple Employer Contractor

Chapter Contents

After a Multiple Employer Contractor successfully completes Registration and Orientation, they have the ability to start the Preliminary Application process. If the user is a Single Employer, please see *Chapter 4 Single Employer Preliminary Application* of this Volume in the Guide. The Multiple Employer Contractor category encompasses a wide variety of organization types including:

- ***Chamber of Commerce***: A type of Multiple Employer Contractor that represents businesses from a certain area or population. For example, many cities have a Chamber of Commerce for all businesses in that city. Or there may be a Women's Chamber of Commerce, for all woman-owned businesses in that area. These organizations are officially organized, with Articles of Incorporation and operating By-laws. They provide training services to their member companies.
- ***Economic Development Corp***: A type of Multiple Employer Contractor that provides economic development services for a specific geographical region. EDCs usually have Articles of Incorporation and operate using a set of By-laws. They usually will represent companies within their geographic service area that share a similar industry or trade.
- ***Joint Apprenticeship Training Committee (JATC)***: A type of Multiple Employer Contractor that represents a group of employers in related by occupation, industry, and collective bargaining agreements. JATCs often support training programs for Journeymen and Apprentices in one of many construction or related trades.
- ***Professional Association:*** A type of Multiple Employer Contractor that represents a group of employers that are related by industry and/or occupation. Professional Associations are legal entities with Articles of Incorporation that operate under a set of organizational By-laws. They usually represent employers of certain industries or fields, such as architects, car dealers, and others.

- ***Trade Association:*** A type of Multiple Employer Contractor that represents a group of employers that are related by industry and/or occupation. Trade Associations are legal entities with Articles of Incorporation that operate under a set of organizational By-laws, and usually represent employers of certain industries, such as manufacturers and others.
- ***Training Agency – Private:*** A type of Multiple Employer Contractor that provides training services. Businesses that receive training need not be related by occupation or industry, but rather by the type of training they need and that the Training Agency offers. Private Training Agencies include private post-secondary vocational schools or other training centers that hold approval and/or certification for their training programs from an independent third party organization, such as the Bureau for Private Post-Secondary Education.
- ***Training Agency – Public:*** A type of Multiple Employer that provides training services. Companies that receive training need not be related by occupation or industry, but rather by the type of training they need and that the Training Agency offers. Public Training Agencies include public community colleges, universities, adult schools, and others, who hold accreditation and/or approval from an independent third party organization, such as the Western Association of Schools and Colleges.
- ***Unilateral Apprenticeship Committee:*** There is not a separate category for this – it is under the JATC category.
- ***WIOA/Workforce Innovation and Opportunity Act***: Formerly known as Workforce Investment Act, a WIOA Grant Recipient/Administrator is a type of Multiple Employer Contractor that provides training services as part of a larger training program, and serves a specific geographic area. These organizations have received WIOA grants, or are the administrating entities for WIOA grants, which are federal grants designed to invest back into the local workforce.
- **Workforce Development Board (WDB):** Formerly known as Workforce Investment Boards, a Workforce Development Board is a type of Multiple Employer Contractor that administers multiple training populations within a single geographic area (for example, a county). Participating companies need not be related by trade, occupation, or industry. WDBs need the approval of their board of directors and of local elected officials.
- ***Membership Organization:*** A type of Multiple Employer Contractor that is an established organization, a legal entity with Articles of Incorporation and operating By-laws. These organizations are composed of member companies that come together because of similarities in trade, industry, or occupations. This is essentially an association, either trade or professional.

Some features of the system are tailored to the requirements of these business types. These are noted where appropriate.

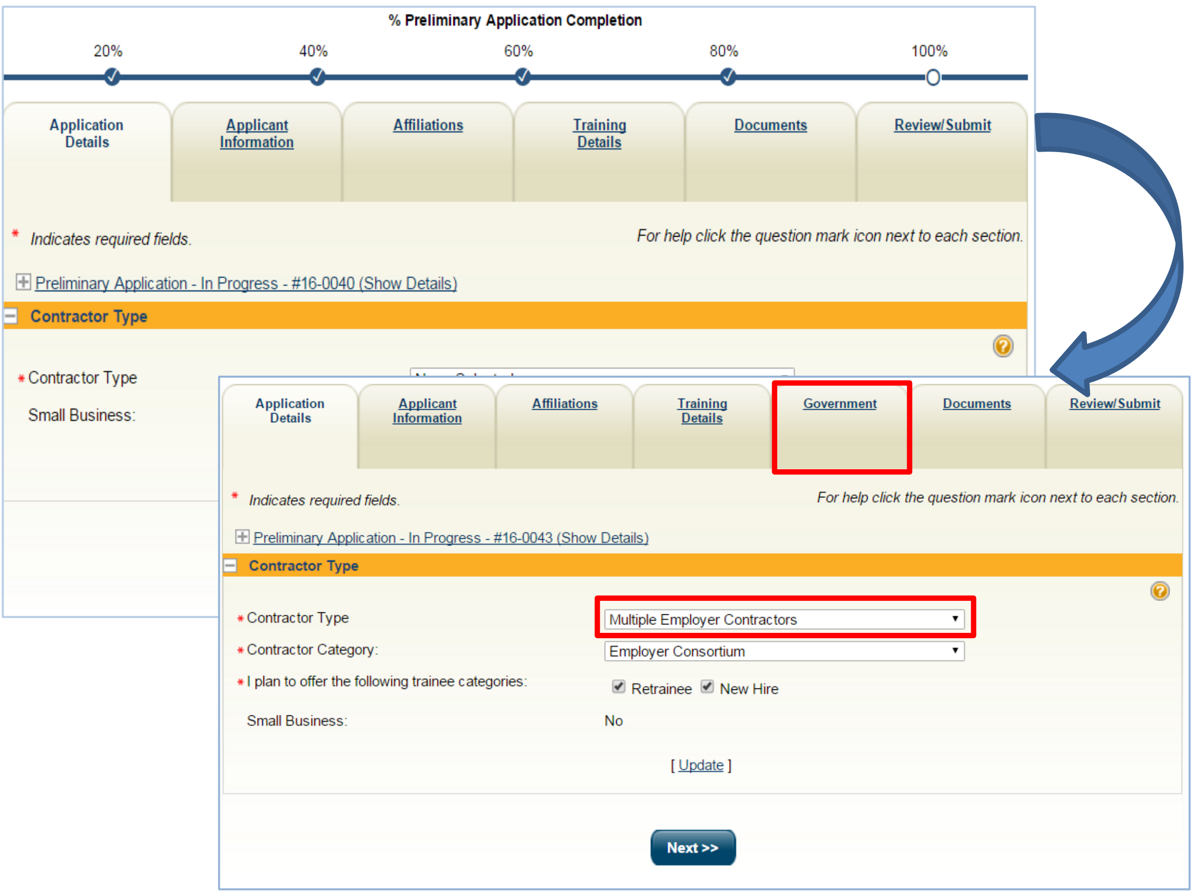
*For more on "Pre-Application," you can also use the training video available in the Learning Center, titled **Preliminary Application for Multiple Employer Contractors***

5.1 Multiple Employer Contractor Pre-Application Tabs

While many of the preliminary application steps are consistent with the Single Employer process, a few areas are different. Where appropriate, the user will be referred back to *Volume 4 – Single Employer Preliminary Application* in this Volume of the Guide. Most of the areas that cover the addition, edit and deleting of application location and contact information is the same so not repeated in detail. The indexing feature, discussed in the Guide Introduction document, will allow you to navigate back to those sections.

One place that differs for the user is the organization of the Tabs as shown in the *Multiple Employer Contractor Tab Organization* Screenshot. At the start of the process, the user will see six (6) tabs, like the Single Employer. Once the user makes the selection of **Contractor Type** as Multiple Employer Contractors, an additional seventh (7) Tab is added for Government Information.

Multiple Employer Contractor Tab Organization

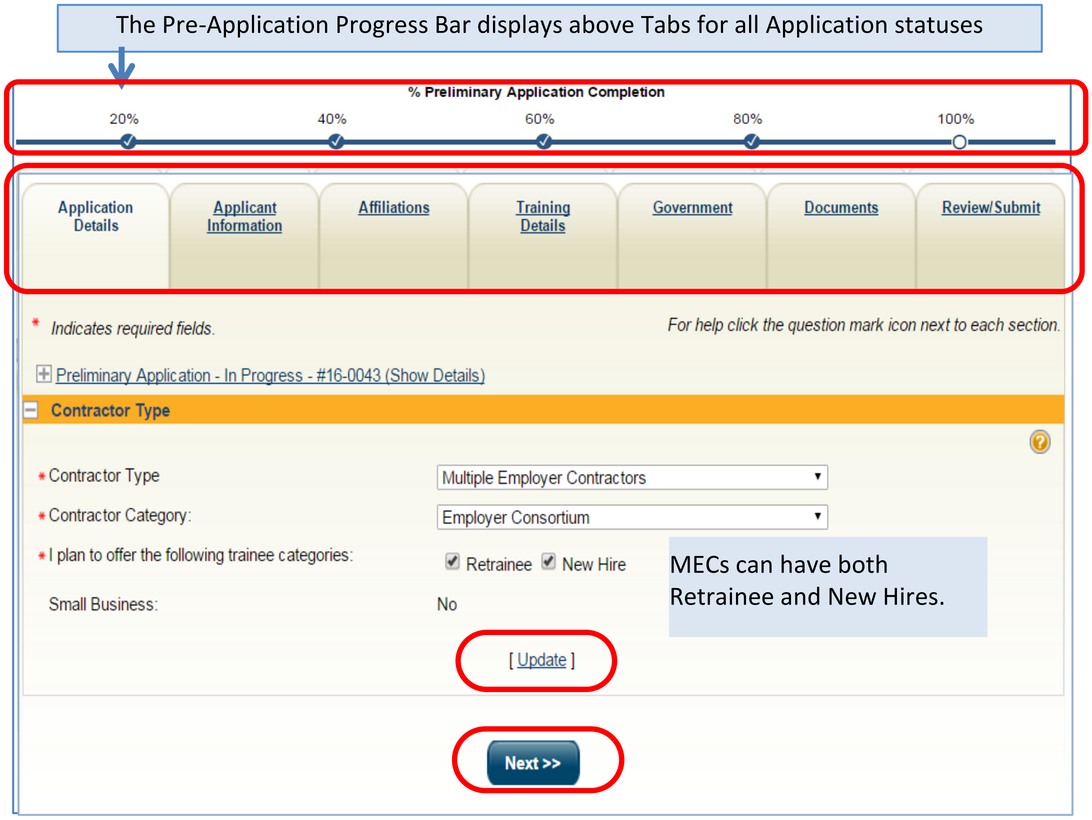


It should be noted that as the user answers preliminary application questions, additional questions appear depending on the response. These variations will be covered in this Guide.

To start the preliminary application process, the user will Click on the **View** or **Submit a new ETP Application** button and the detailed tabs for the Pre-Application are displayed.

These Tabs with the Applications Details tab were shown above and are shown in the *ETMS Pre-Application Tabs* Screenshot on the next page.

ETMS Pre-Application Tabs



The customer completes the Preliminary Application by entering data on each tab, generally moving from the left tab to the right tab, and Clicking the **Next** button at the bottom of each tab to proceed.

The ETMS Pre-Application Screen displays a progress bar above the tabs, which indicates the amount of entry fields completed thus far. This percentage is determined based on the number of total questions/fields to the number that have been filled in. This progress percentage includes the number of pre-populated fields from previous data submit. So rarely will a customer see 0% at the start, as information was used from the Registration process.

For customers that have completed an ETP Preliminary Application previously, the system will retain much of the basic company information. The system will fill in this basic information automatically as the customer moves through the Pre-Application tabs.

If a customer has not completed an Orientation within ninety (90) days a pop-up will direct them review the Orientation screens. They will need to complete the Orientation before they can work on the Preliminary Application. Information on the orientation process is provided in *Volume 1, Chapter 3 Employer Registration and Orientation* of the Guide.

Note: If the ETP staff opens the tabs while the customer is still completing their Preliminary Application, they will be able see data in a view-only mode. This allows them to assist a customer and answers questions. They will not be able to modify any of the information at this point.

5.2 Application Details Tab

The Application Details tab is the first of the ETP Pre-Application Tabs the Multiple Employer Contractor will complete as shown in the *Application Details Tab* Screenshot.

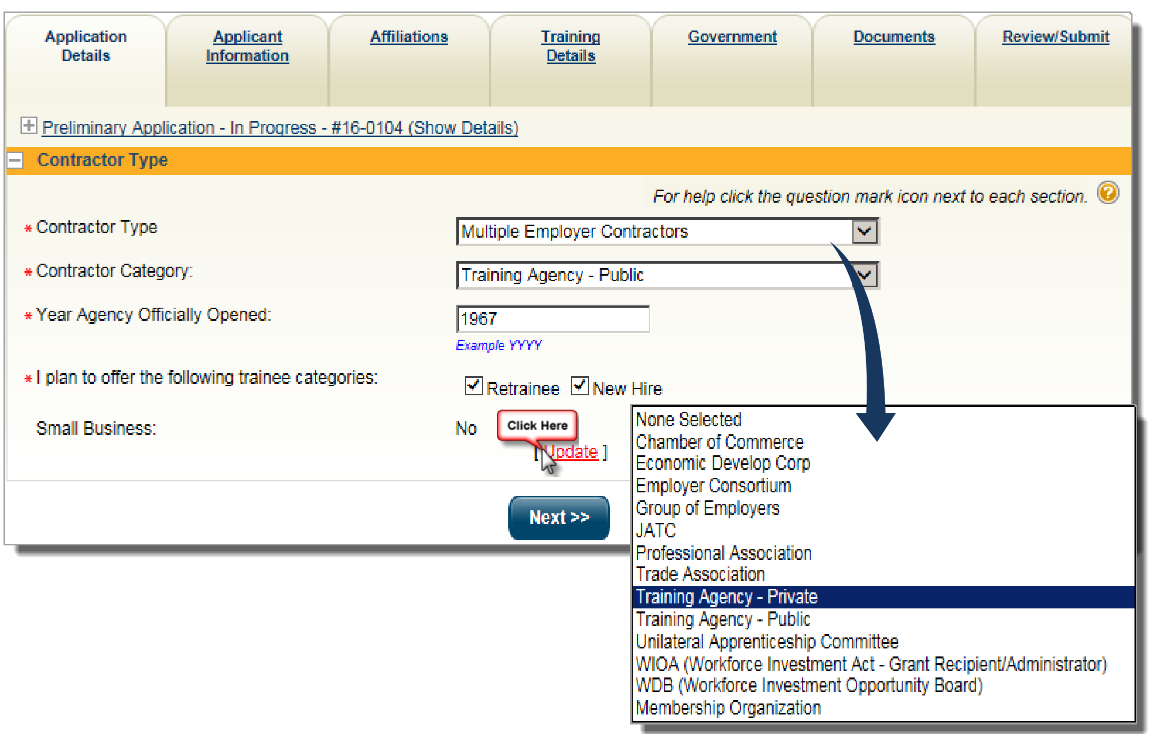
Application Details Tab

This tab has one major section *Contractor Type* from which the customer will enter the four (4) required and one (1) optional piece of information.

Contractor Type Entries

The user should type in or make appropriate selections as shown in the *Contractor Type* Screenshot:

Contractor Type

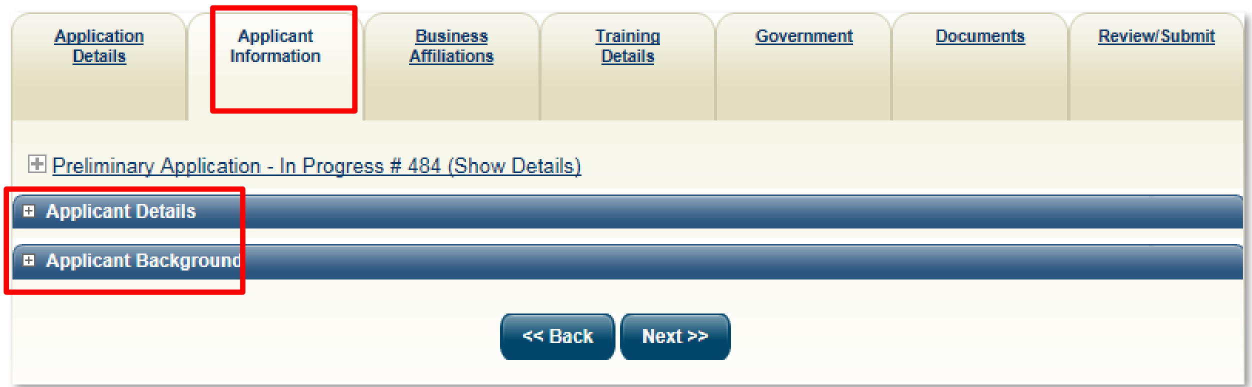


- Select **Multiple Employer Contractors** as the Contractor Type.
- Select a **Contractor Category** from the pull down menu of thirteen (13) categories as shown in the screenshot above. Examples are - Employer Consortium, Training Agency, and WDB.
  - ✓ If the Contractor Category is Training Agency Private or *Training Agency Public*, the system will ask for the year the agency officially opened (as shown above). Type in the **Year**.
  - ✓ If the Contractor Category is Workforce Investment Opportunity Board, the user will make select an LWIA/Region selection.
- Click the appropriate **I plan to offer the following trainee categories**, options. Selections are Retrainees and/or New Hires. Retrainees is selected when current employees of the participating employers are the trainees. New Hires is selected when the trainees are those who are unemployed at the start of training and are tracked by the Multiple Employer Contractor until they are hired by one of the Participating Employers in your project.
- The Small Business field is pre-selected as **No** and the Multiple Employer Contractor cannot update this field.
- Click **Update** to save the entries.
- Click **Next>>**.

5.3 Applicant Information Tab

The Applicant Information tab for a Multiple Employer Contractor has two (2) collapsible windows on which to add information – Applicant Details and Applicant Background as shown in the *Application Information Tab* Screenshot.

Applicant Information Tab



Unlike the Applicant Information tab for Single Employers, the Applicant Information tab for Multiple Employer Contractors does not display the NAICS or Union areas during their Preliminary Application stage. These will be addressed in *Volume 3, Chapter 7 Multiple Employer Contract Application in Progress.*

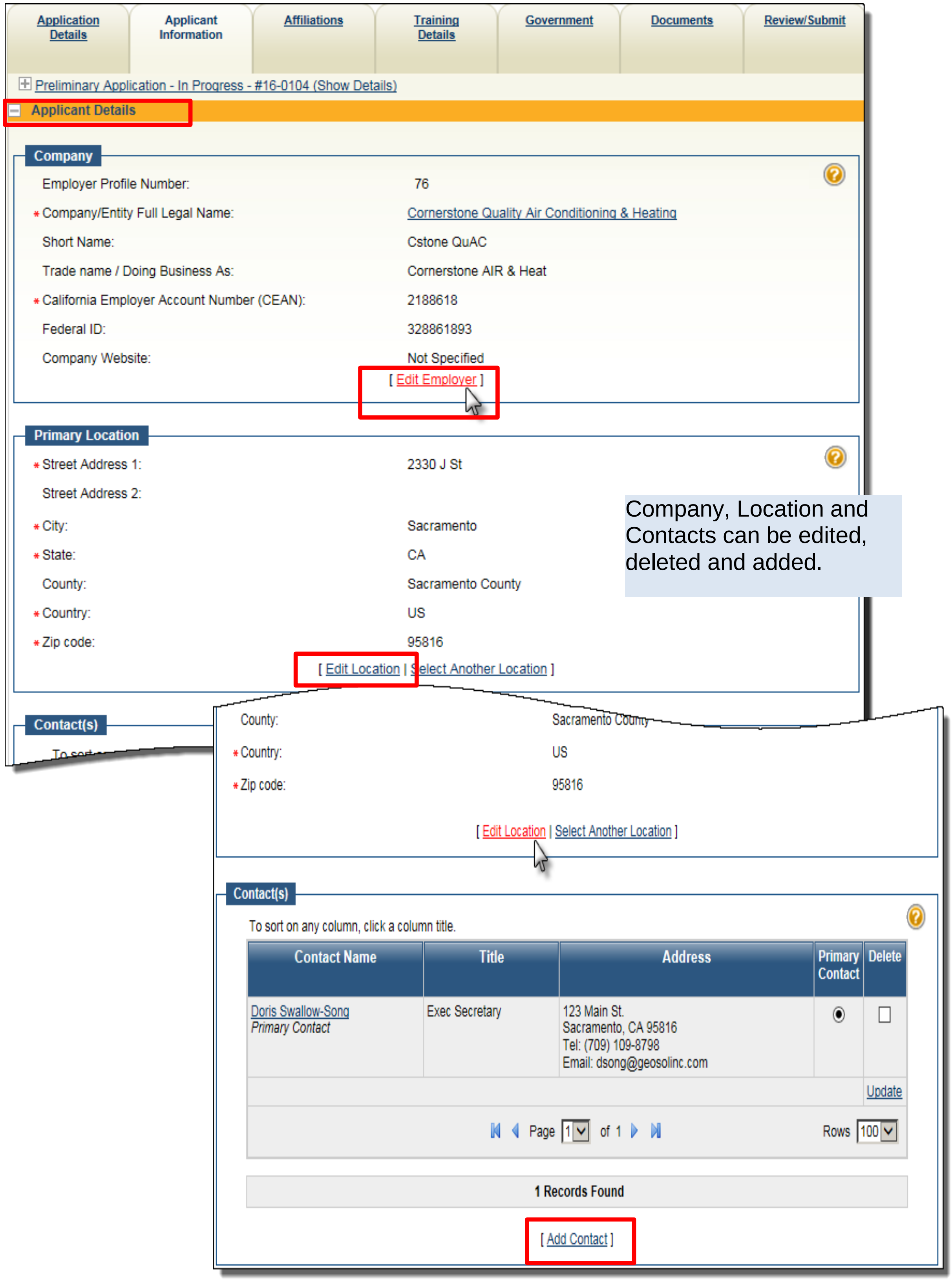
5.3.1 Applicant Details

The Applicant Details window displays basic company information captured during the Registration process as shown on the *Applicant Details* Screenshot on the next page.

The customer can edit the information displayed by clicking the corresponding links on the screen. For instance, to edit the Company Information Click the **Edit Employer** link, to edit the location information Click the **Edit Location** link, etc.

The detailed process steps to complete these changes are consistent with the processes detailed in *Chapter 4 – Single Employer Preliminary Application, Section 4.3.1 Applicant Details* of this Volume in the Guide.

Applicant Details

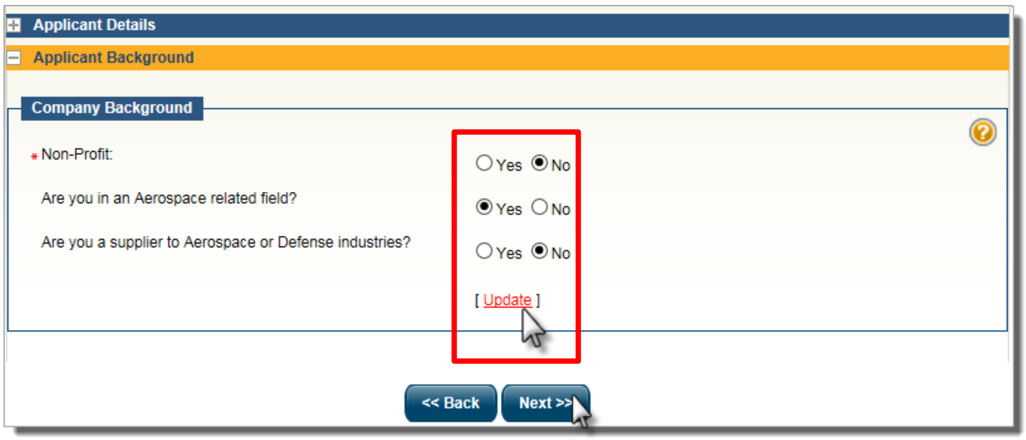


5.3.2 *Applicant Background*

In the Applicant Background area, as shown in the *Applicant Information Tab, Applicant Background Area* Screenshot, the user will:

- Indicate whether the Multiple Employer Contractors is a **Non-Profit** organization by clicking the Yes or No radio button.
- Answer the Aerospace questions by clicking the Yes or No radio buttons.

Applicant Information Tab, Applicant Background Area

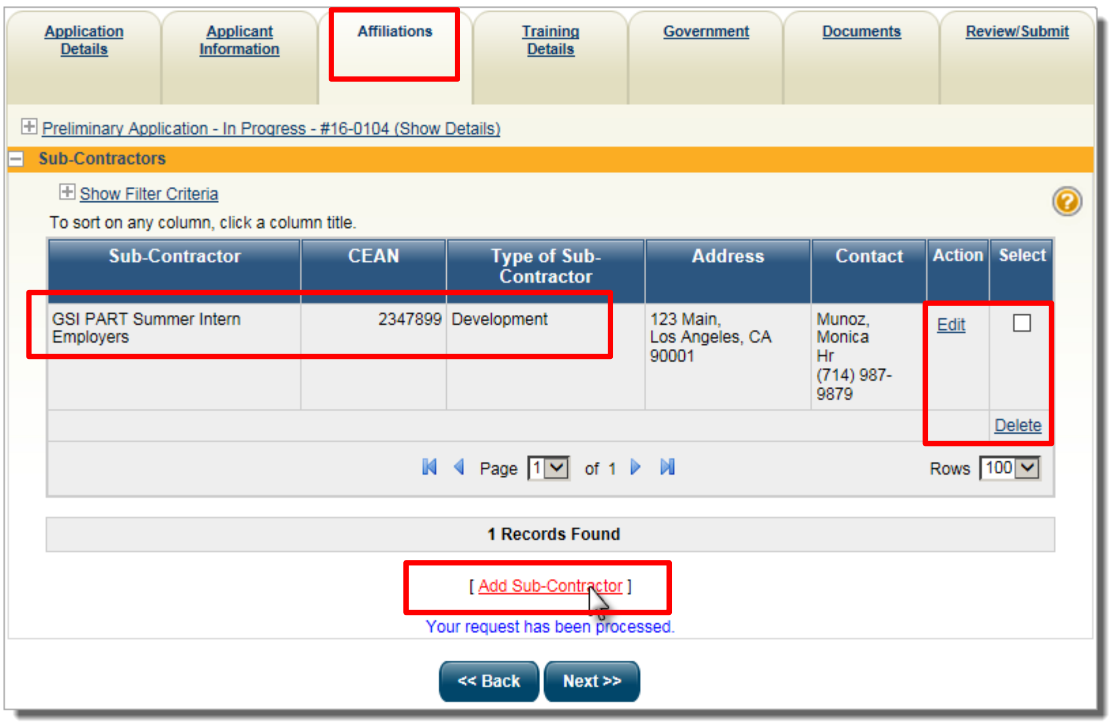


- Click the **Update** link to save the information.
- Click the **Next** button to move to the next tab.

5.4 Affiliations Tab

Unlike a Single Employer, the Affiliations Tab during the Preliminary Application Process for Multiple Employer Contractors will only present the Sub-Contractors Section. The sub-contractors are displayed in the collapsible area as shown in the *Affiliations Tab and Sub-Contractor Area* Screenshot.

Affiliations Tab and Sub-Contractor Area



As the customer starts the preliminary application, no sub-contractors will be listed. It is during this initial processing, you can search and add a new Sub-Contractor.

As the various sub-screens are opened, the user will enter the required information requested. The specific details for adding and editing a sub-contractor was provided in *Chapter 4 – Single Employer Preliminary Application, Section 4.3.2 Sub-Contractors Area* of this Volume in the Guide.

In a preliminary application, a development sub-contractor can be added if they will be assisting in the development of the application. As the application moves to the Application In-Progress phase additional sub-contractors can be added.

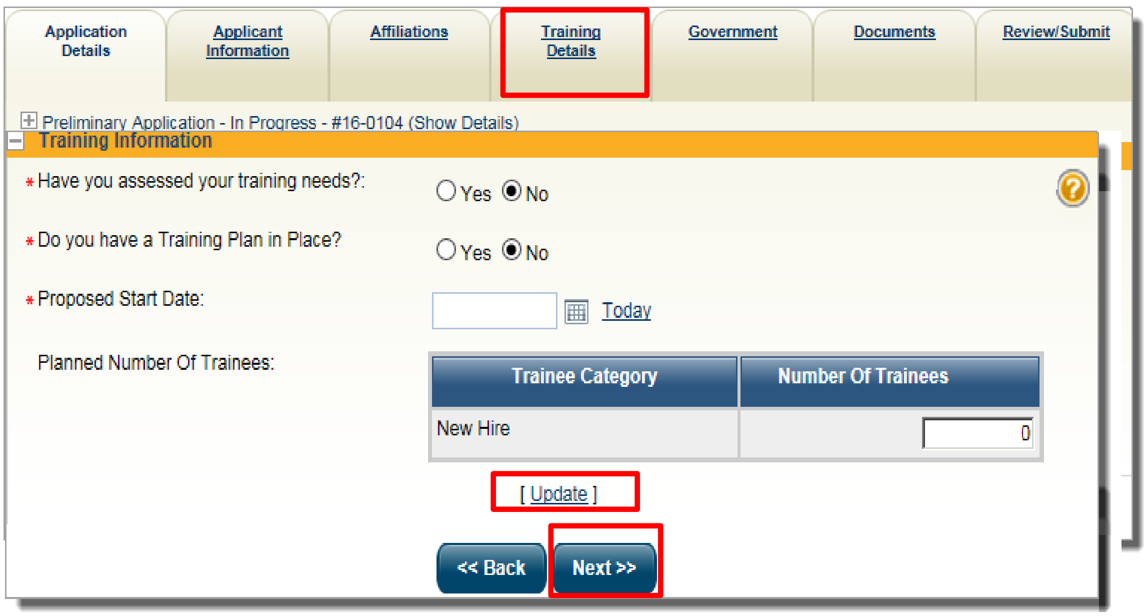
Also, during Application In-Progress, an additional Tab Section for Participating Employers will be viewable. The use of the Participating Employer section will be addressed in *Volume 3, Chapter 7 – Multiple Employer Contractor Application In-Progress* of the Guide.

5.5 Training Details Tab

Again, initial selections on the Multiple Employer Contractor Type will drive if users will need to provide additional information. These variations for Training Details are addressed in this section, as shown the *Training Details Tab* Screenshot below.

The basic Multiple Employer Contractor Training Details Tab contains only one (1) collapsible area for Multiple Employer Contractors – the Training Information area. This displays information about the Multiple Employer Contractor's training plan and the population to be trained by the Multiple Employer Contractor.

Training Details Tab



Enter the Training Information on the Screen as described below.

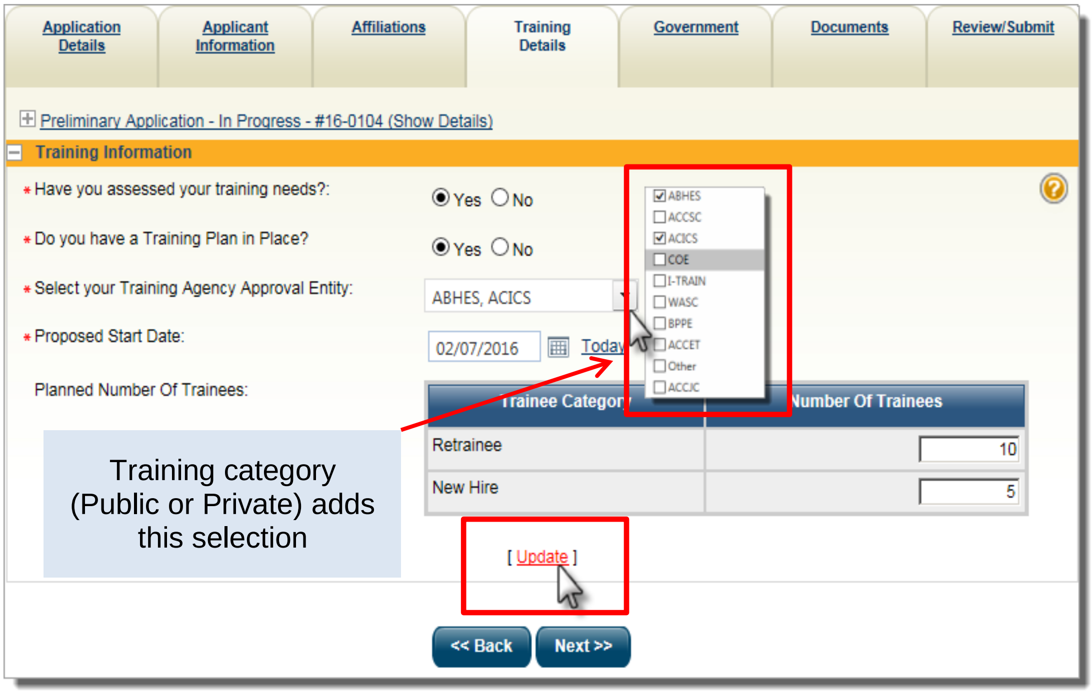
- **Have you Assessed your training needs? –** Indicate by selecting **Yes** or **No**.
- Do you have a Training Plan in Place – Indicate by selecting Yes or No
- **Proposed Start Date –** Enter the **proposed training start date**. The user can type in the date or you're the calendar link to the right. This date can be changed as the application development process continues.
- **Planned Number of Trainees –** This entry field is for an estimated number of employees to be trained. The number is an estimate, until job titles have been added, with actual numbers which occurs when the Participating Locations section is completed (as described in the next topic below).
- Click the **Update** link to save the Training information.
- Click the **Next>>** button to proceed to the Document tab.

Note: During the Application In-Progress stage, the user will associate the Participating Employers to their training plan. These trainees of the Participating Employers will define components of the training details are addressed in *Volume 3 – Application In-Progress*.

Training Approval Fields based on Contractor Category

If Public Training Agency or Private Training Agency is selected as the Contractor Category on the Application Details tab, an additional Agency Approval drop down field will appear on the Training Details tab as shown on the *Public or Private Training Agency* Screenshot.

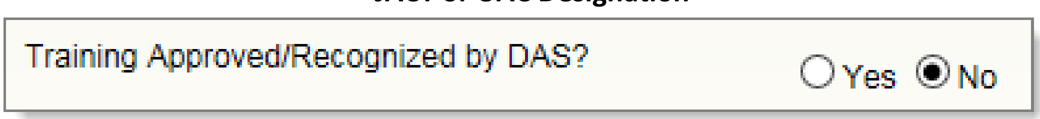
Public or Private Training Agency



If the contractor category is a Joint Apprenticeship Training Committee (JACT) or a Unilateral Apprenticeship Committee (UAC), then the additional Approved/Recognized by DAS question will appear on the Training Details tab.

The user should indicate whether the training is approved or recognized by DAS (Division of Apprenticeship Standards) by selecting the **Yes** or **No** radio button, as shown in the *JACT or UAC Designation* Screenshot.

JACT or UAC Designation



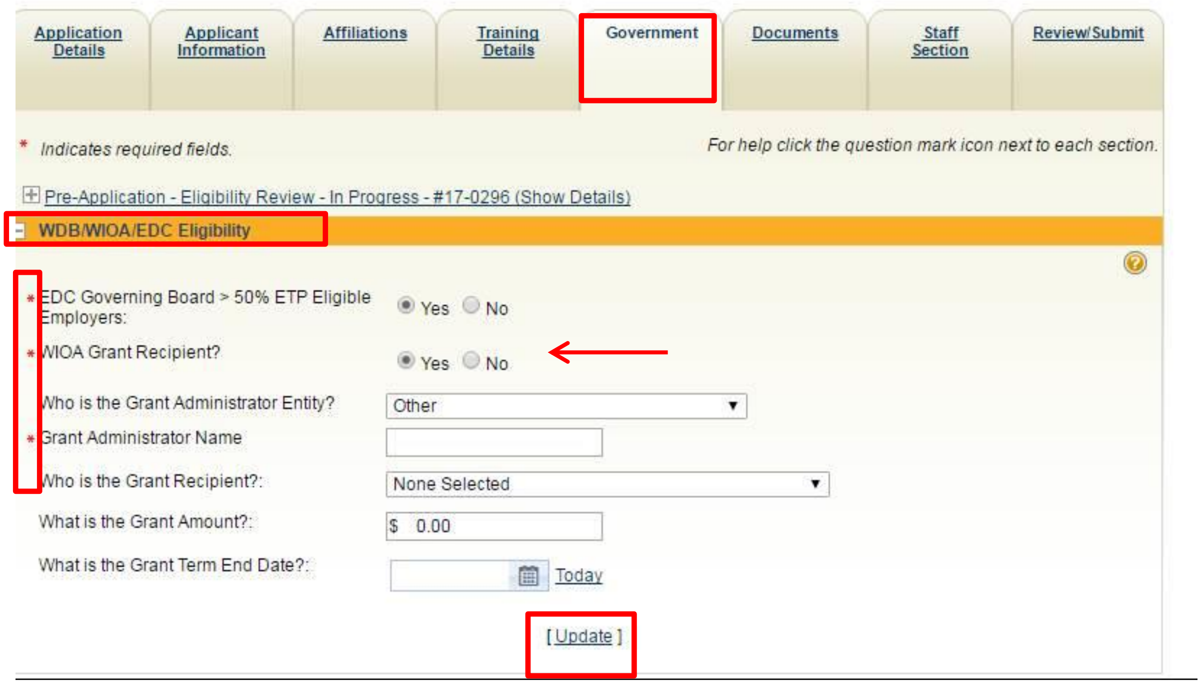
5.6 Government Tab

Multiple Employer Contractors have a Government Tab has two (2) collapsible sections:

- WDB/WIOA/EDC Eligibility
- Legislature

When the user first enters information it will only have one of the collapsible section available for entering in - the WDB/WIOA/EDC Eligibility. There are seven (7) questions that will be asked as shown on in the *Government Tab* Screenshot. Three of the questions are mandatory and five (5) of the questions will appear if the user is WIOA Grant Recipient.

Government Tab



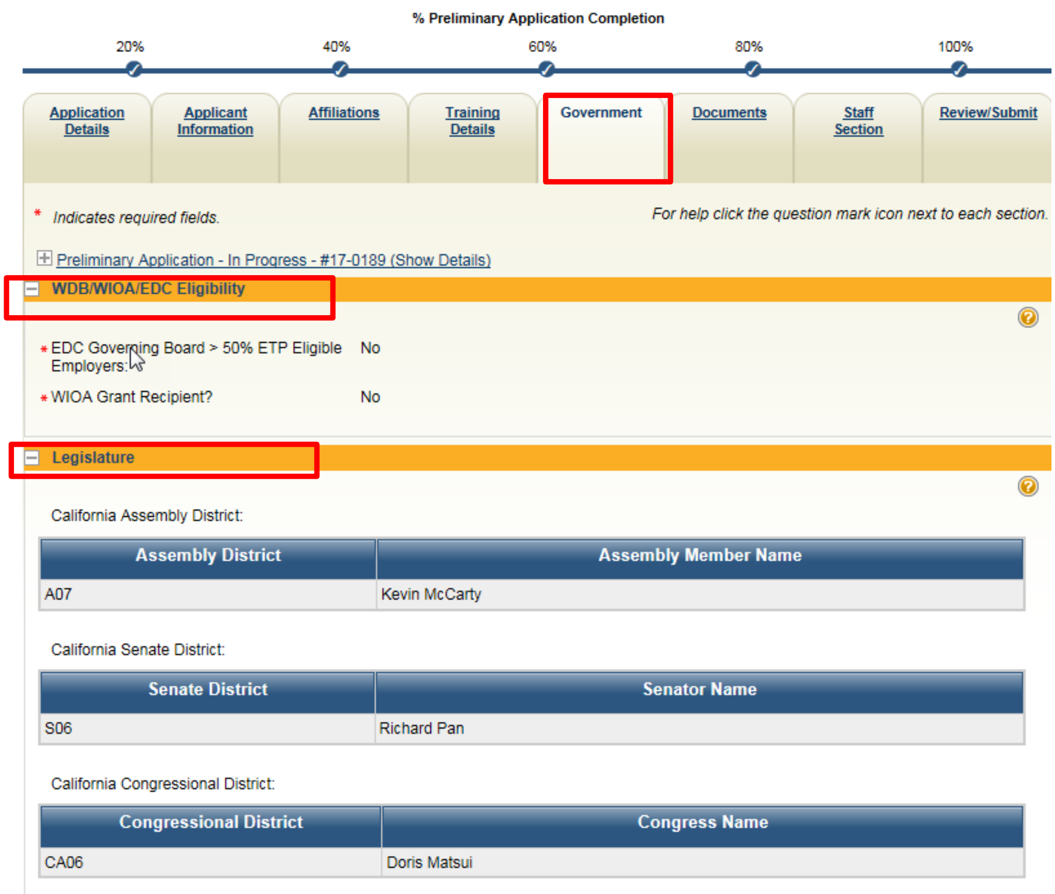
The user will do the following:

- Select **Yes** or **No** if EDC Governing Board >50% ETP Eligible applies to your business.
- Select **Yes** or **No** if WIOA Grant Recipient applies to your business.
- If the user selected **Yes** for WIOA Grants, additional questions will appear pertaining to the Grant Administrator Entity, Grant Recipient, Grant Amount, and the Grant Term End Date.
- Who is the Grant Administrator Entity: Select an **Administrator** in the drop down selection. A list of Grant Administrator is provided or the user can select other. The default selection is *Other* and this is an optional field
- Fill-In the **Grant Administrative Name**
- Using the drop down menu, select **None Selected** or **Your Company**. This is an optional field.
- Fill-In the **Grant Amount.**
- Using the calendaring field, Fill-In the **Grant Term End Date**.

- Click **Update**, then from the main Government Tab screen, Click **Next**.

When users return to this tab later in the application processing, the additional collapsible section will be displayed with related Legislative information. This information is based on the address information what was provided as part of the application development process. Please noted, as this application was not a WIOA Grant Recipient none of the additional field were shown. If the user had completed that information, it would have been displayed here.

Updated Government Tab



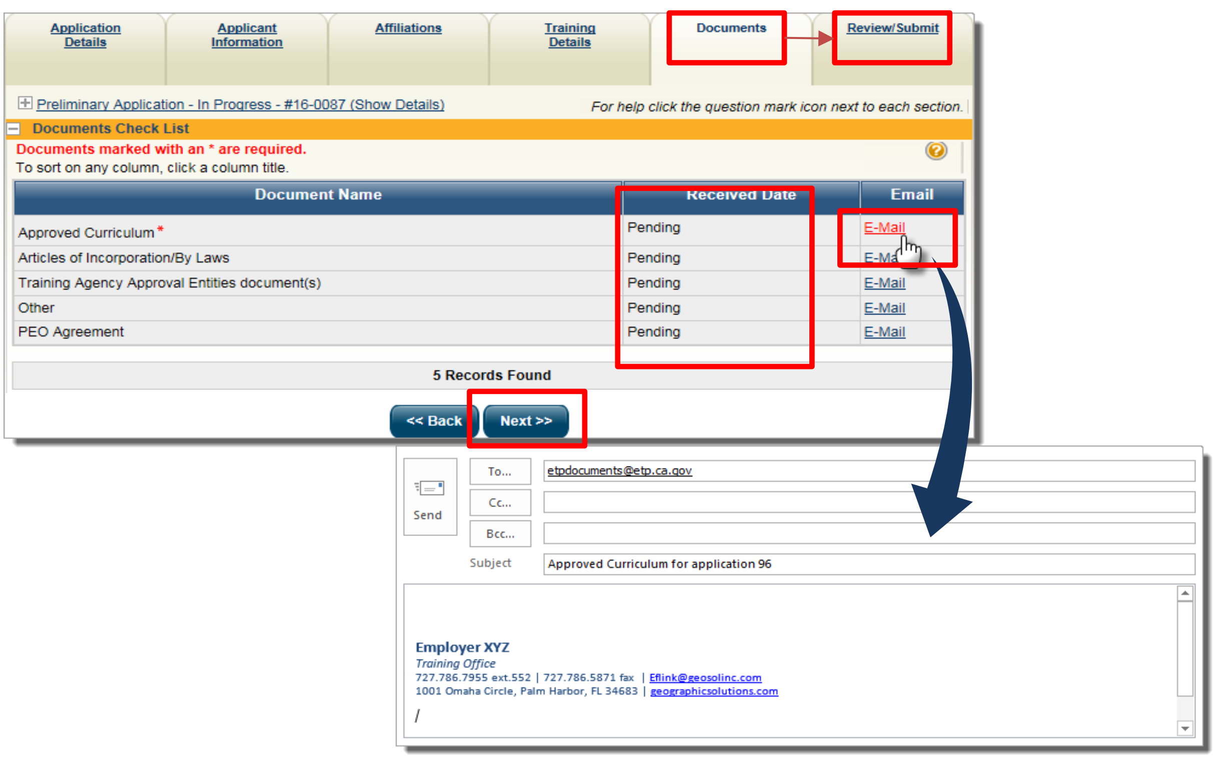
5.7 Documents Tab

From the Training Details Tab, the user can return to any other tab or move forward to the Documents or Review/Submit Tab. The Documents Tab displays a pre-defined list of **some** documents that the customers may need to submit for ETP to review as part of your application and contract process. The system or your ETP analyst will advise if a document is required. If this information is submitted, users can see it has been received. This will be noted in the Received Date Column. This column will state Pending if no documents have been received.

This tab will be used as the program evolves to allow customers to easy link and email the items. The current list is described below: If the user must send a document, the user can Click on the **E-Mail** link for the document that will be attached. An email screen as shown in the *Documents Tab – Submittal Process* Screenshot below. The document would then be included as an attachment, such as a word or pdf document.

- Articles of Incorporation/By Law – This item might be requested by those that are validating the status of the company and/or business.
- Training Agency Approval Entities Document(s) – This item might be request to document that they are a Training agency
- Other – This link can be used as the application evolves and if the document needed is not provided in the list above.
- PEO Agreement – If a contractor is using a Pay Roll service where employees are listed under an alternate CEAN then a PEO Agreement might be needed.

Documents Tab – Submittal Process



Click the **Next** button to move to the Review/Submit tab.

5.8 Review/Submit Tab

The final Pre-Application Tab is where the user will do the final assessment on the completeness of the Application and the Tab from which the use will submit the Preliminary Application to the ETP for review.

5.8.1 Required Questions Section

The Required Questions section as shown in the *Review/Submit Tab* Screenshot is a great user reference and navigation tool. It lists data that needs to be completed as part of the Application process and allows the user to navigate to that specific Application area.

Review/Submit Tab

The Required Questions window is a checklist of all the preceding items that have been added to the Preliminary Application. The items included in the Preliminary Application appear in the Questions column with links that will take the user back to that section of the Pre-Application.

A green checkmark in the Completed column indicates the user added the information to the Preliminary Application successfully.

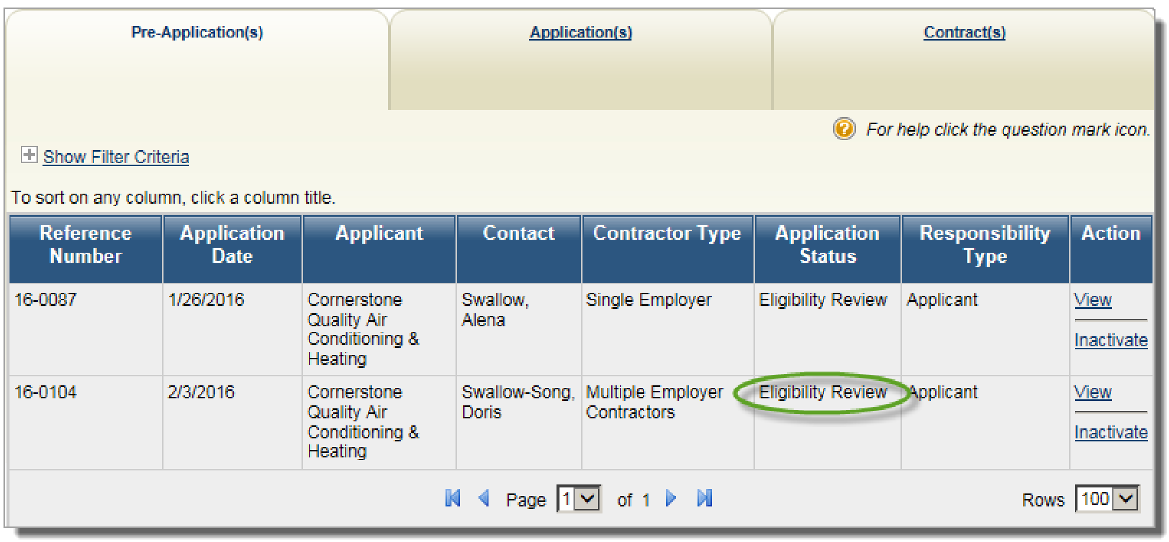
A red X indicates the information is missing, incomplete or incorrect. To return to that item, click the corresponding link in the Questions column. After clicking a link on the Review/Submit Tab, the system will open the corresponding screen so that the user can enter or modify the required information.

Once all items are completed, the user can Click the **Submit Pre-Application** button, to submit the Application to ETP staff for eligibility review and site visit scheduling.

5.8.2 Submit the Pre-Application

Upon clicking of the **Submit Pre-Application** button, the system will save the Preliminary Application and send an email to the appropriate ETP staff. The system will change the Application's status to Eligibility Review, as shown in the *Newly Submitted Application Status Change* Screenshot.

Newly Submitted Application Status Change



Pre-Application(s) | Application(s) | Contract(s)

For help click the question mark icon.

Show Filter Criteria

To sort on any column, click a column title.

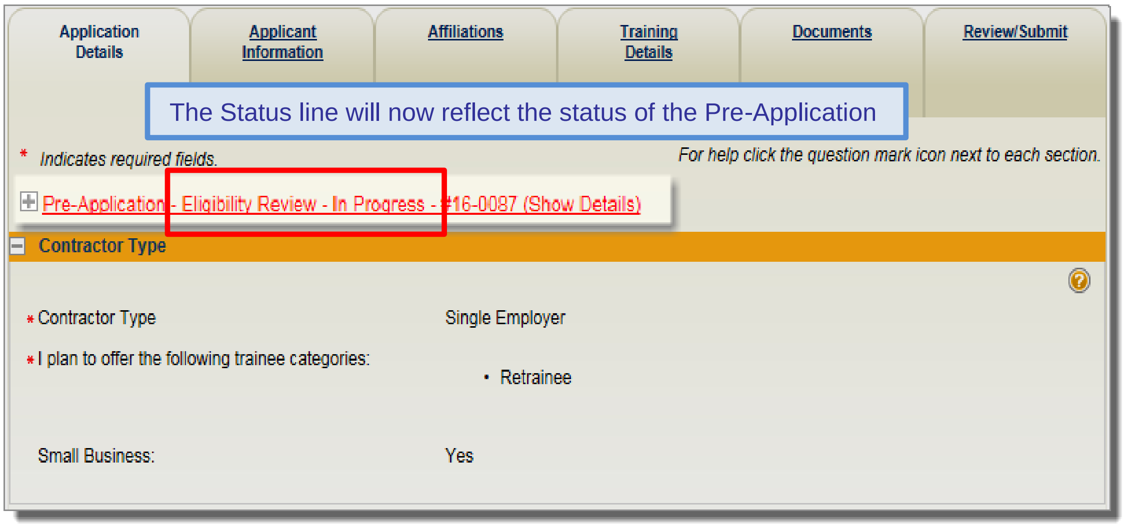
Reference Number	Application Date	Applicant	Contact	Contractor Type	Application Status	Responsibility Type	Action
16-0087	1/26/2016	Cornerstone Quality Air Conditioning & Heating	Swallow, Alena	Single Employer	Eligibility Review	Applicant	View Inactivate
16-0104	2/3/2016	Cornerstone Quality Air Conditioning & Heating	Swallow-Song, Doris	Multiple Employer Contractors	Eligibility Review	Applicant	View Inactivate

Page 1 of 1 Rows 100

The user can view the Preliminary Application by Clicking the **View** link in the Action column at any time. However, the Preliminary Application is now read-only and the customer **cannot** edit it.

Also, the link above the sections for each tab adjusts to now indicate the Pre-Application status, Eligibility Review as shown in the *Application Details Tab – At start of Eligibility Review Screenshot.*

Application Details Tab - At start of Eligibility Review



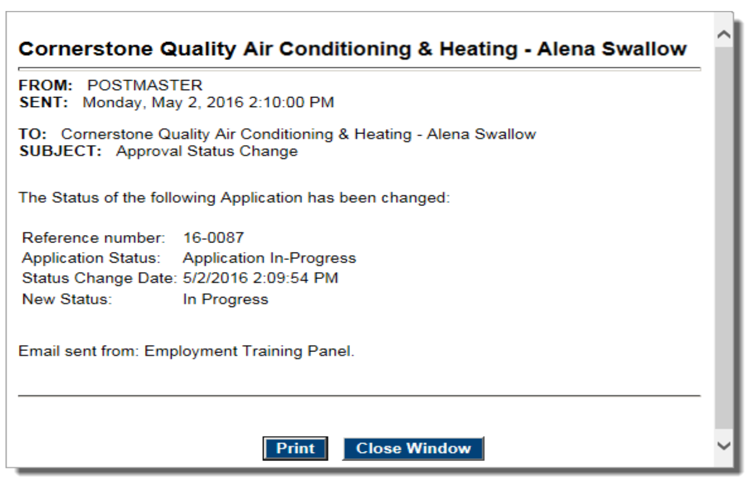
5.8.3 *Moving to Application Staff's Eligibility and Site Reviews*

As part of the Preliminary Application process there are two (2) steps that need to be taken by the ETP staff. These are the eligibility review and the site visit. When the customer submits their Preliminary Application, it moves to an eligibility review, conducted by staff.

During eligibility review (Version 2.0 of the Application), the ETP staff will review your Preliminary Application to determine if your company is eligible to participate in the ETP program. You may be contacted for additional information by ETP staff during this time.

After the eligibility review, site staff (at regional offices) perform a review and schedule a visit if appropriate. At the end of the site review (Version 3.0 of the Application), a decision to allow the Preliminary Application to move forward will open an Application In-Progress.

When staff renders this decision, the system automatically sends a notification to the customer.



During the staff eligibility and site review stages, the customer can see the Preliminary Application in a view-only mode. Once it moves to the Application In-Progress, users can open their Application in full edit mode again.