

Nebraska Department of Labor Eligible Training Provider List Provider Application Guide

NEBRASKA

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DEPARTMENT OF LABOR

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Common Acronyms and Abbreviations

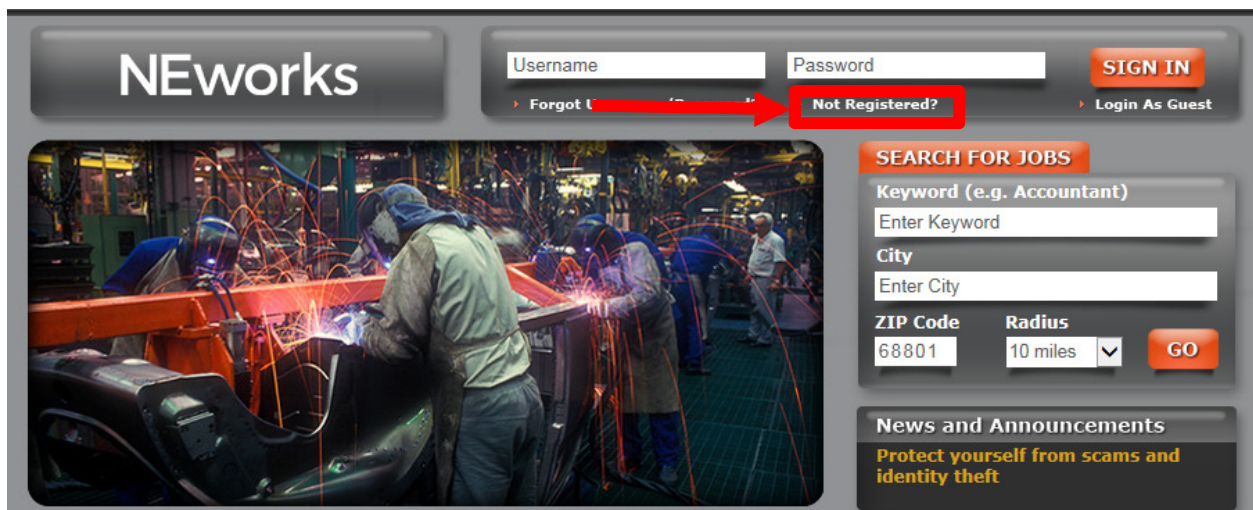
Below is a list of commonly used acronyms and abbreviations used within the Nebraska Department of Labor as it pertains to this document.

ETPL	Eligible Training Provider List
NEworks	https://neworks.nebraska.gov
LWDA	Local Workforce Development Area (under WIOA)
LWIA	Local Workforce Investment Area (under WIA)
NDOL	Nebraska Department of Labor
WIA	Workforce Investment Act of 1998
WIOA	Workforce Innovation and Opportunity Act of 2014 (supersedes WIA)

This document is to aid existing training providers through various items in their provider dashboard. Prior to submitting a new program, the program(s) must have received prior approval from your state governing/authorizing body.

I. Accessing the Log-In Page

To access your provider dashboard please visit <https://neworks.nebraska.gov>. There is a log in box where you are to enter your username and password. If you are an individual who needs online access for an existing training provider, you will need to register by clicking the “Not Registered Yet?” link found in the sign in box on the NEworks home page as seen below.



The screenshot displays the NEworks website interface. At the top left is the "NEworks" logo. To its right is a login section with fields for "Username" and "Password", a "SIGN IN" button, and links for "Forgot L..." and "Not Registered?". A red arrow points from the "Forgot L..." link to the "Not Registered?" link. Below the login section is a large image of two welders working on a car body. To the right of the image is a "SEARCH FOR JOBS" section with input fields for "Keyword (e.g. Accountant)", "City", and "ZIP Code", a "Radius" dropdown set to "10 miles", and a "GO" button. At the bottom right is a "News and Announcements" section with the text "Protect yourself from scams and identity theft".

II. New User Registration

After clicking the “Not Registered Yet?” link you will be directed to a page yielding several registration options. As an existing training provider, you will want to select the “Provider” link found in the “Option 3 - Create a User Account” box.

Option 3 - Create a User Account

If you would like to become a fully registered user with NEworks and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

Individual - Register as this account type if you are an individual and wish to search for the latest job openings, post a resumé online, find career guidance, search for training and education programs, find information on local employers, etc.

Employer - Register as this account type if you represent an employer and wish to post job openings online, search for candidates for your jobs, view local industry or labor market information, etc.

Analyst - Register as this account type if you are a labor market information or economic development professional looking to analyze area, occupation, and industry data over different geographical regions and time periods. Analyst accounts require administration approval before being allowed to access suppressed data.

Provider - Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIA approval for specific courses.

[Return to Previous Page](#)

[Home](#) [Register/Sign in](#) [Services for Individuals](#) [Services for Employers](#) [Labor Market Analysis](#)

NEworks

Note: If you are NOT an owner, official representative, or employee of a school, university, or other educational training provider, click "Cancel" to return to the account creation page.

[For help click the question mark icon.](#)

Institution Identification Type

☒ I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account.

☐ I own, represent, or work for an educational institution (school, university, etc) and need to create a new account for my institution.

[Cancel](#) [Next](#)

- As an existing training provider, you will want to select the first option stating that you “wish to be added to my institution’s existing account.” Click *Next* after making your selection.

* indicates required fields.

? For help click the question mark icon.

Login Information

* User Name: Enter Unique User Name (4 - 20 Characters, letters or numbers)

* Password: Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ & ! * _ . Allowable characters are ! @ # \$ % ^ & ! * _ .

* Confirm Password:

* Security Question: Hint to help if you have forgotten your password.

* Security Question Response:

Federal Employer ID

* Federal Employer ID No: or Social Security Number: Do not enter dashes. Example 999001111

Type of Identification: ☐ Social Security Number ☐ Federal Employer Identification Number

Institution Identification

* Institution Name:

Institution Code/BPA# (if you are a current provider):

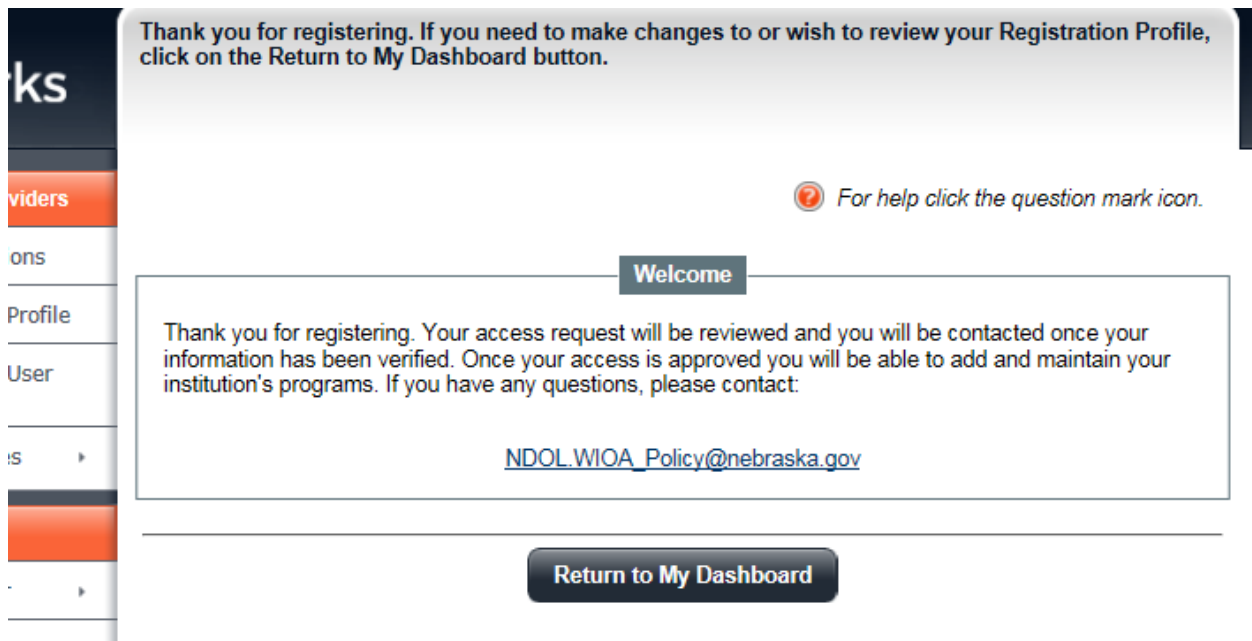
* Institution Type:

Institution Primary Location

* Address 1:

Address 2:

- All information marked with * is required.
- At the time of the submission of a new provider application only one user will be on file. Although, after an application has been approved, other users can be added by registering as seen above. The additional user(s) would select "I own, represent, or work for an educational institution (school, university, etc.) and wish to be added to my institution's existing account" and fill out the information accordingly.
- All information entered for your institution should be entered as it currently appears on the ETPL. Please visit the [Neworks provider search page](#) to access your provider information. This can be accessed by visiting <https://neworks.nebraska.gov>, click "Education and Training" Data under "Special Services", and then click "Training Providers and Schools".
- After continuing from this page, the following will appear:



- In order to access your provider information your user registration must first be approved by State staff. If you have questions regarding your user registration, please contact NDOL Policy at NDOL.WIOA_Policy@nebraska.gov
- You will not be able to access your Provider Profile until your username has been activated for use.
- To expedite username activation, email NDOL Policy following registration.

- At any time you can access your entered user information by logging in at <https://neworks.nebraska.gov> and clicking the “Manage Provider User Profile” link found in the “Services for Providers” box in the left- side bar.

Services for Providers

- Demand Occupations
- Manage Provider Profile
- Manage Provider User Profile**
- Education Services

Other Services

- Assistance Center
- Learning Center
- Customer Satisfaction Survey

* indicates required fields. For help click the question mark icon.

Login Information

Registration Date: 09/20/2016

User Name: **Name used to log into provider dashboard**

Password: [Click here to change password](#)
Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ _ ! * . Allowed characters are (), (), (#), (\$), (%), (^), (_), (!), (*), (.)

* Security Question: What is your mother's maiden name?

* Security Question Response: Pizza Hint to help if you have forgotten your password.

Institution Identification

* Institution Name: **Institution Name should match ETPL listing**

Institution Code/BPA# (if you are a current provider):

* Institution Type: Two-year, Technical, and Community Colleges

* Federal Employer ID No: or Social Security Number: **FEIN/SSN** Do not enter dashes. Example 999001111

Type of Identification: ☐ Social Security Number ☒ Federal Employer Identification Number

Institution Primary Location

* Address 1: 123 A Street

Address 2:

* City: Lincoln

* State: Nebraska

* Zip: 68501

Provider Contact Information

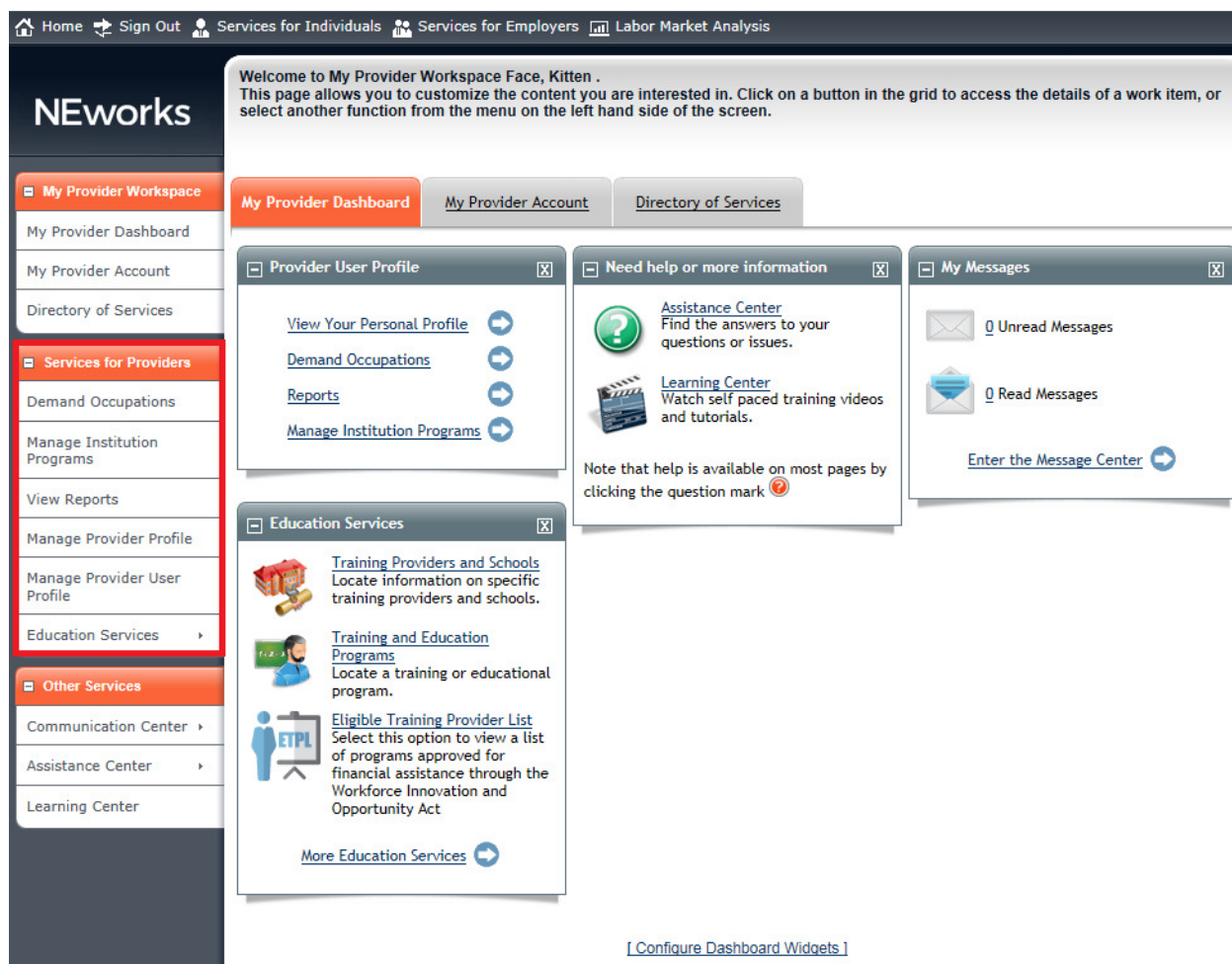
Provider User Access: **Pending Access**

Salutation: None Selected

- In the Provider Contact Information section, found at the bottom of the page, you will be able to see the status of your user access.
- After your user access is activated you will be able to click on the “Manage Provider Profile” link and manage your provider information.

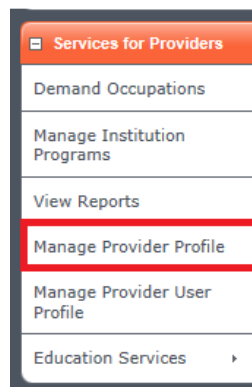
Manage Your Provider Profile

After your user profile has been made active, below shows what your provider workspace looks like after logging in at <https://neworks.nebraska.gov>



- The “Services for Providers” box contains the necessary links to edit your provider information (i.e. address, program information, costs, length, etc.), submit additional programs, as well as managing your own user profile in the case of needing to update an email or phone number, etc.

III. Provider Demographic Information



- Clicking “Manage Provider Profile” and then “Edit Provider Details” in the “Provider Details” section will allow you to view and edit the information for your institution that currently appears on the ETPL.

A screenshot of a web application's 'My Provider Workspace' page. The left sidebar shows a navigation menu with 'My Provider Workspace' (containing 'My Provider Dashboard', 'My Provider Account', and 'Directory of Services'), 'Services for Providers' (containing 'Demand Occupations', 'Manage Institution Programs', 'View Reports', 'Manage Provider Profile', 'Manage Provider User Profile', and 'Education Services'), and 'Other Services' (containing 'Communication Center', 'Assistance Center', and 'Learning Center'). The main content area is titled 'Provider Information' and contains a form with various fields. A legend indicates that red asterisks (*) denote required fields. The form fields include: 'Provider ID' (2517), 'Status' (radio buttons for 'Active' and 'Inactive'), 'LWIA Region' (a dropdown menu set to 'State'), 'Linked Employer' (a text input field with a '[Search For Employer]' link), 'Vendor ID' (NE1628), 'FEID/SSN' (123456987), 'Provider Name 1' (Pizza Cat U), 'Provider Name 2' (empty), 'Address 1' (123 A Street), 'Address 2' (empty), a note about zip codes, 'City' (Lincoln), 'State' (Nebraska), 'Zip' (68508), 'URL' (empty, with a link to enter a URL), 'Type of Business' (None Selected), and five 'State Use' fields (State Use 1 through State Use 5, all empty). A question mark icon with the text 'For help click the question mark icon.' is located in the top right corner of the form area.

- The “Status” field cannot be changed. It can only be changed by staff.
- Your “LWIA Region” should be set to State... this allows all career center staff to have access to your school within the system.

- Fields beginning with “State Use...” are not applicable (see example above on previous page). You are not required to enter or have information contained in these fields. Your Local Workforce Development Area (LWDA) may opt to add information here.
- If the billing or mailing address information is the same as your previously entered “main address”, you can populate the Billing Address or Mailing Address fields by clicking the applicable link (i.e. Provider’s Main Address).
- Be sure to include an appropriate contact person in the “Attention” field. This can be the same person.
- After completing all required fields click “Save.”
- Missing information from required fields can cause your institution to not appear in certain instances for career center staff so it is important that these required fields are complete. (This mainly affects providers who were converted from the old system.)

Billing Address Information

Populate the Billing Address from: [Provider's Main Address](#)

* Billing Address 1:

123 A Street

Billing Address 2:

* Billing City:

Lincoln

* Billing State:

Nebraska

* Billing Zip:

68508

* Attention:

Bill B

Mailing Address Information

Populate the Mailing Address from: [Provider's Main Address](#) | [Provider's Billing Address](#)

* Mailing Address 1:

123 A Street

Mailing Address 2:

* Mailing City:

Lincoln

* Mailing State:

Nebraska

* Mailing Zip:

68508

* Mailing Attention:

Bill B

Save

Cancel

- Upon returning to the “Manage Provider Profile” screen, scrolling to the bottom will show the CRS Provider Details section with “Edit CRS Provider Details” hyperlinked at the bottom. Click that to edit.

My Provider Workspace

- My Provider Dashboard
- My Provider Account
- Directory of Services
- Services for Providers**
 - Demand Occupations
 - Manage Institution Programs
 - View Reports
 - Manage Provider Profile
 - Manage Provider User Profile
 - Education Services
- Other Services**
 - Communication Center
 - Assistance Center
 - Learning Center

* indicates required fields. For help click the question mark icon.

CRS Provider Information

Institution Name: Pizza Cat U

WIOA Provider: ☒ Yes ☐ No

* Institution Type: None Selected

* Institution Ownership: None Selected

Years in Business: 4

Disabled Access: ☒ Yes ☐ No

ADA Compliant: ☒ Yes ☐ No

* Institution Description:

Is this a Community College? ☐ Yes ☒ No

* Accreditation:

Accrediting Body: None Selected

Financial Aid Available: ☒ Yes ☐ No

Pell Grant Eligible: ☒ Yes, Pell Grant Eligible.
☐ No, not Pell Grant Eligible.
☐ Pell Grant Not Applicable.

Private School License Information

Private School License: ☒ Yes, private school license.
☐ No private school license.

State License Number: 12345

License Expiration Date: 07/06/2016 Today (mm/dd/yyyy)

Open Dropdown Menus:

- Institution Type:** None Selected, Apprenticeship Programs, Aviation and Flight Schools, Four-year Colleges and Universities, Hospital or Health Programs, JTPA Programs, Law Enforcement Academies, Not Available, Other including Job Corps and Community Organizati, Private Business and Technical Schools, Public Adult Schools with occupational programs, Secondary Schools, Two-year, Technical and Community Colleges
- Accrediting Body:** None Selected, Accrediting Bureau of Health Education School..., Accrediting Commission for Career Schools/Col..., Accrediting Council for Accrediting Associati..., Accrediting Council for Independent Colleges ..., Association of Advanced Rabbinical and Talmud..., Council on Occupational Education, Distance Education and Training Council, Middle States Association of Colleges and Sch..., New England Association of Schools and Colleg..., North Central Association of Colleges and Sch..., Southern Association of Colleges and Schools, The Association of Theological Schools in the..., The Northwest Association of Schools and Coll..., Transnational Association of Christian Colleg..., Western Association of Schools and Colleges

Buttons: Save, Cancel

- It is best to answer as many questions and selections as possible, regardless of whether or not they are required to enhance functionality.
- The Accrediting Body drop-down menu references nationally recognized accrediting bodies. This may not apply to all schools.
- A list of private postsecondary career school licenses and agents approved to recruit in Nebraska can be found on the [Nebraska Department of Education](#) website. If the provider is a private postsecondary career school, a valid license is required for inclusion on the ETPL as an eligible WIOA provider.
- Be sure to click Save to keep all entered/updated information.

The General tab on your “Manage Provider Profile” page will display a summary of information you previously entered and saved.

The screenshot displays the NEworks interface. On the left is a navigation sidebar with sections: 'My Provider Workspace' (containing 'My Provider Dashboard', 'My Provider Account', and 'Directory of Services'), 'Services for Providers' (containing 'Demand Occupations', 'Manage Institution Programs', 'View Reports', 'Manage Provider Profile', 'Manage Provider User Profile', and 'Education Services'), and 'Other Services' (containing 'Communication Center', 'Assistance Center', and 'Learning Center'). The main content area has a header 'Use this folder to manage the Provider's general information.' and three tabs: 'General' (selected), 'Locations', and 'Contacts'. Below the tabs, the provider is identified as 'Pizza Cat U'. A 'Provider Details' section contains the following information:

Status:	Active
LWIA Region:	State
Linked Employer:	N/A
Vendor ID:	NE1628
Provider Name 1:	Pizza Cat U
Provider Name 2:	
Address 1:	123 A Street
Address 2:	
City:	Lincoln
State:	NE
Zip:	68508
URL:	
Type of Business:	
Bill Address 1:	123 A Street
Bill Address 2:	
Bill City:	Lincoln
Bill State:	NE
Bill Zip:	68508
Attention:	Bill B

IV. Adding Satellite Locations

- Clicking the Locations tab will display information for your institution. The previously entered information can be edited by clicking the “Edit” link in the Action column.
- If your school has satellite campuses, you can add these locations by clicking the Locations tab. Click the Add Location button and fill in all known information.

My Provider Workspace

- My Provider Dashboard
- My Provider Account
- Directory of Services

Services for Providers

- Demand Occupations
- Manage Institution Programs
- View Reports
- Manage Provider Profile
- Manage Provider User Profile
- Education Services ▶

Other Services

General **Locations** **Contacts**

Provider: Pizza Cat U

Status: Active ▼

Provider's Location Details

Location ID	Location Name	Primary Address	Contacts	Active	Action
3799	Pizza Cat U	123 A Street Lincoln NE 68508	CatFace Meowmers	Active	Edit Contacts

Add Location

* Indicates required fields.

For help click the question mark icon.

Provider Location Information

Location ID: 3799

* Status: ☒ Active ☐ Inactive

* Vendor ID: NE1628 [\[Populate with Provider's Vendor ID\]](#)

* Location Name 1: Pizza Cat U

Location Name 2:

* Address 1: 123 A Street

Address 2:

* City: Lincoln

* State: Nebraska

* Zip: 68508

URL:

Create User: Face, Kitten[815036]

Create Date: 07/06/2016

Edit User: Face, Kitten[815036]

Edit Date: 09/20/2016

Billing Address Information

Populate the Billing Address from:
[Above Address](#) | [Provider's Main Address](#) | [Provider's Billing Address](#)

* Billing Address 1: 123 A Street

Billing Address 2:

* Billing City: Lincoln

* Billing State: Nebraska

* Billing Zip: 68508

* Attention: Bill B

V. Adding Additional Contacts

Clicking “Contacts” in the Action column on the Locations tab will only display contact persons and not allow for you to edit/add contacts. To add a contact person, click the Contacts tab.

Use this folder to manage the Provider's contact information.

General **Locations** **Contacts**

Provider: Pizza Cat U

Location Status:

Display contacts associated with the selected location of:

Provider's Contact Details

Contact ID	Contact Name	Location	Telephone	Location Status	Action
2652	CatFace Meowmers	Pizza Cat U - Primary	303-030-3030	Active	Edit Locations

Add Contact

Select the location from the drop-down menu in which you would like to add a contact person for. Locations added via the “Locations” tab will display in the drop-down menu. After selecting the location, click “Add Contact.”

- Contacts added here are separate from adding users as seen in section II. New User Registration. The contact persons added on this screen will display on the ETPL for the public to see. System Users have access to provider information without their contact information being displayed on the ETPL.

NEworks

Add a new provider contact

* indicates required fields. For help click the question mark icon.

Contact Information

* Status: ☒ Active ☐ Inactive

* First Name:

Middle:

* Last Name:

Contact Title:

* Telephone: - - Ext:

Fax: - -

Selected	Location ID	Location Name	Location Address	Contact Type
<input type="checkbox"/>	3799	Pizza Cat U	123 A Street Lincoln, NE 68508	Primary

E-mail Address

Primary E-mail:

Primary

Primary

Alternate

Training

Service

Administrative

Finance

- Provide information associated with the contact person.
- Click the appropriate location check box(es) for the contact person being entered.
- Select the appropriate contact type from the drop-down menu.
- It is always best to fill in as much information as possible regardless of whether the field is required or not.
- There is a Notes field for you to enter any pertinent information regarding the entered contact person.
- Once your contact person's information is saved, it will display on the Contacts tab as seen below.

My Provider Workspace

My Provider Dashboard

My Provider Account

Directory of Services

Services for Providers

Demand Occupations

Manage Institution Programs

View Reports

Manage Provider Profile

Manage Provider User Profile

Education Services

Other Services

Communication Center

General

Locations

Contacts

Provider: Pizza Cat U

Location Status:

Display contacts associated with the selected location of:

Provider's Contact Details

Contact ID	Contact Name	Location	Telephone	Location Status	Action
2652	CatFace Meowmers	Pizza Cat U - Primary	303-030-3030	Active	Edit Locations
2655	TestData Boringname	Pizza Cat U - Finance	555-555-1389	Active	Edit Locations

Add Contact

VI. Adding Programs



	and unloading cargo or passengers; reporting delays or accidents on the road; verifying load against shipping papers; arranging transportation for personnel; and keeping records of receipts and fares.		
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Add Self Service Education Program</div>			

Return to My Dashboard

To add a program:

- Click the “Manage Institution Programs” link found in the “Services for Providers” section of the left side bar.
- Click the “Add Self Service Education Program” button link. Depending on the number of existing programs your account has, you may need to scroll to the bottom of the screen.

My Provider Workspace

- My Provider Dashboard
- My Provider Account
- Directory of Services
- Services for Providers**
 - Demand Occupations
 - Manage Institution Programs
 - View Reports
 - Manage Provider Profile
 - Manage Provider User Profile
 - Education Services
- Other Services**
 - Communication Center
 - Assistance Center
 - Learning Center

* indicates required fields. For help click the question mark icon.

Provider: Pizza Cat U

General Information

* Status: ☒ Active ☐ Inactive

* CIP Code: None Selected
[\[Search for CIP code \]](#)

* Program / Service Name:

Program / Service Description:
 (4000 characters max.)

* Green Job Training: ☐ Yes ☐ No [What is a green job?](#)

This program of study leads to:

* WIOA Program: ☐ Yes ☒ No

* Completion Level:

* Attain Credential:

Other, Specify:

Certification / License Title:

Certification / License Type: ☐ National Certification or License
☐ State Certification or License
☐ Regional Certification or License
☐ Certification or License Does Not Apply


Grievance Procedure:
 (1000 characters max.)

Refund Policy:
 (800 characters max.)

* Date Program First Offered: Today (mm/dd/yyyy)

* Pell Grant Eligible: ☐ Yes ☐ No

- When filling in your program information you will need to select the “Search for CIP Code” link in order to fill in the CIP Code information for your program of study. There are several options you may use to search for the appropriate CIP Code. In the example below, the “Programs by Keyword” tab is used to obtain the CIP Code. (see screen shots below)
- It is important to select “Yes” as the response for “WIOA Program:”... this cannot be changed after it has been submitted. If you select No and submit the program for approval it cannot be changed to Yes nor will students be able to receive funding for the submitted program.

 For help click the question mark icon.

[Programs by Keyword](#)[Programs by Program Area](#)[Program Listing](#)[Programs by Occupation](#)[Programs by Career Cluster](#)[Programs by Program Code](#)

Search for a program by keyword(s)

Type your keywords in the box and click the *Search* button.

driver

[Keyword Search Options]

Search

Click [Program Listing](#) to see an alphabetical list of all available program titles.

Type in your keyword in the box and click “Search.” The results will display. From this list, select the most appropriate option by clicking the program. It will then populate the “CIP Code:” field.

[Programs by Keyword](#)[Programs by Program Area](#)[Program Listing](#)[Programs by Occupation](#)[Programs by Career Cluster](#)[Programs by Program Code](#)

Search for a program by keyword(s)

Here is a list of programs that matched your keyword search. The table below indicates whether the keyword was found in the title or description of each. To select a program, click on its title.

Program	Program Title	Program Description	CIP Title
Driver and Safety Teacher Education. (131304)			✓
Truck and Bus Driver/Commercial Vehicle Operator and Instructor. (490205)			✓
Flagging and Traffic Control. (490207)			✓
Mobil Crane Operation/Operator. (490206)			✓

* Status: ☒ Active ☐ Inactive

* CIP Code: Truck and Bus Driver/Commercial Vehicle Operator and Instructor.
[Search for CIP code]

* Program / Service Name: Truck Driving

Program / Service Description: A program that prepares individuals to apply technical

- When entering program information, enter it exactly as it appears in your catalog and performance data shared with NDOL.
- Do not submit programs that have not been approved by your authorizing/governing body.
- It is always best to complete as many fields as possible, regardless of them being required or not.
- Once all information has been entered click Save.
- After you have saved your information, you will see a summary page with fields to add program information.

****When adding a new program you will automatically be prompted to completed sections A-D referenced below. However, any of these sections can also be later edited for an existing program by clicking “Manage Institution Programs” from the “Service for Providers” menu on the left-side of the screen. Once you are under that section, click the appropriate program name and you will then have the option to edit any of the sections listed below”****

A. Program Occupation Details

Program / Service Registered Apprenticeship

Registered Apprenticeship

Is this Education Program a Registered Apprenticeship?

[\[Edit Program Registered Apprenticeship \]](#)

Program / Service Occupations

Code	Occupation Title	Provider Title
No data available		

[\[Edit Occupation Details \]](#)

Click on “Edit Occupation Details” under Program/Service Occupations

My Provider Dashboard
My Provider Account
Directory of Services
Services for Providers
Demand Occupations
Manage Institution Programs
View Reports
Manage Provider Profile
Manage Provider User Profile
Education Services
Other Services
Communication Center

Provider: Pizza Cat U
Program: Truck Driver
Cipcode: 490205

BRIGHT OUTLOOK Indicates a bright outlook occupation.

<input type="checkbox"/> Code	Occupation Title	Provider Title
<input type="checkbox"/> 25119400	Vocational Education Teachers, Postsecondary	
<input type="checkbox"/> 53302100	Bus Drivers, Transit and Intercity	
<input type="checkbox"/> 53302200	Bus Drivers, School or Special Client	
<input type="checkbox"/> 53303200	Heavy and Tractor-Trailer Truck Drivers	
<input type="checkbox"/> 53303300	Light Truck or Delivery Services Drivers	

If any selected occupation is not noted as in bright outlook above, provide evidence that it is in demand.

Save
Cancel

From here you are able to select all applicable occupations. If none exists, click Cancel and continue completing the application or click “save” after you have entered all the appropriate selections.

B. Cost Details

To add cost information select the “Edit Cost Details” link under “Program/Service Cost Details” and follow the links as displayed

Program / Service Cost Details

Cost Title	Cost Value
No data available	
Total Amount	\$0.00

[[Edit Cost Details](#)]

Service Cost Information

Please ensure that the amounts entered are the costs for 0 Hours
Note: \$0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

* Add Cost Items

[[Add Cost Items](#)]

* Total Amount:

\$ 0.00

Save

Cancel

Code	Item
149	Total CRS Training Costs

Provider: Pizza Cat U
Program/Service: Truck Driver

Service Cost Information

Please ensure that the amounts entered are the costs for 0 Hours
Note: \$0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

* Add Cost Items

[[Add Cost Items](#)]

* Total CRS Training Costs:

\$ 0.00

* Tuition/Fee:

\$ 0.00

* Books:

\$ 0.00

* Tools:

\$ 0.00

* Other Costs:

\$ 0.00

Comments:

* Total Amount:

\$ 0.00

Save

Cancel

- Enter all known cost information (Tuition, Books, etc.)
- To add a line item not listed, click on the “Add Cost Items” link
- If an amount is entered in “Other Costs,” provide an explanation of what the other costs are in the “Comments:” box
- Save when complete

C. Select Applicable Locations


You must select the location(s) where the entered program is offered. If you’ve only submitted one campus location then this is what you will select. If you entered additional locations (via the Locations tab) then these will become options on this page.

Program / Service Locations

Address	Bill Address
No data available	

[Edit Location Details]

* indicates required fields.

 For help click the question mark icon.

Program / Service Locations

Provider:

Pizza Cat U

Program / Service:

Truck Driver

Selected	Location Name	Location Address	Billing Address
<input checked="" type="checkbox"/>	Pizza Cat U	123 A Street Lincoln, NE 68508	123 A Street Lincoln, NE 68508

Save

Cancel

D. Program / Service Skills

Click the “Edit Program Skills” link

Program / Service Skills

Selected Skills

No data available

[Edit Program Skills]

Provider: Pizza Cat U
Program: Truck Driver
Cipcode: 490205

Skill Category

Select a category for additional skills:

None Selected

Program Skills

[Check All]

[Uncheck All]

Save

Cancel

None Selected

None Selected

General Skills

Computers & Mathematics

Construction

Education & Social Services

Entertainment & Media

Financial Services

Agriculture & Wildlife

Healthcare

Legal & Protective Services

Management & Office Services

Science & Engineering

Service & Sales

Skilled Trades

Transportation

- Select the appropriate category from the drop-down menu

Skill Category

Select a category for additional skills:

Transportation
▼

Program Skills

[\[Check All\]](#)
[\[Uncheck All\]](#)

Skill Description
<input type="checkbox"/> adhere to government aviation regulations
<input type="checkbox"/> analyze factors such as weather reports to determine air routes
<input type="checkbox"/> attach or mark identification onto products or containers
<input type="checkbox"/> calculate sighting of land using chart or sounding devices
<input type="checkbox"/> captain water vessels
<input type="checkbox"/> compare shipment contents to records
<input type="checkbox"/> complete record of production
<input type="checkbox"/> compute position, set course, or determine speed of vessel
<input type="checkbox"/> conduct preflight or in-flight tests or checks of aircraft equipment
<input type="checkbox"/> coordinate flight activities with ground personnel
<input type="checkbox"/> couple or uncouple railroad cars
<input type="checkbox"/> deploy running gear on watercraft

- Select the applicable skill description options that apply.
- There is also an option to select all options within the Skill Description box. This can be done by clicking the “Check All” link. (this can be undone by clicking the “Uncheck All” link)
- Click the Save button found at the bottom of the screen when complete.

E. Confirm Your Application

Program / Service Application Confirmation

Agreed to the confirmation statement:	No
Submit program for WIOA Approval:	No

[Edit Confirmation]

- Click the “Edit Confirmation” link

Program / Service Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

☐ Yes, I agree to the above statement.

Indicate if you want to submit this program for WIOA Review and Approval at this time:

☐ Yes, submit this program for WIOA Approval.

☒ No, do not submit this program for WIOA Approval

Save Cancel

- You must agree to the statement above in order to submit your application for approval
- After selecting the check box in agreement with the statement you may submit your application by selecting the radio button next to “Yes, submit this program for WIOA Approval.”
- Click “Save” when done

Review Status: To see the status of your application, log in and look in the “Program / Service Review Status” box. Here you will be able to view any items you failed to submit in your application along with the approval status of your program.

Program / Service Review Status

This program / service has not been reviewed.

WIOA-Program has not been enabled for ITA-Approved Status.

Review Date:

Application Status: Applied For

Review Status: Not Reviewed

Reapplication Date:

Eligibility Type:

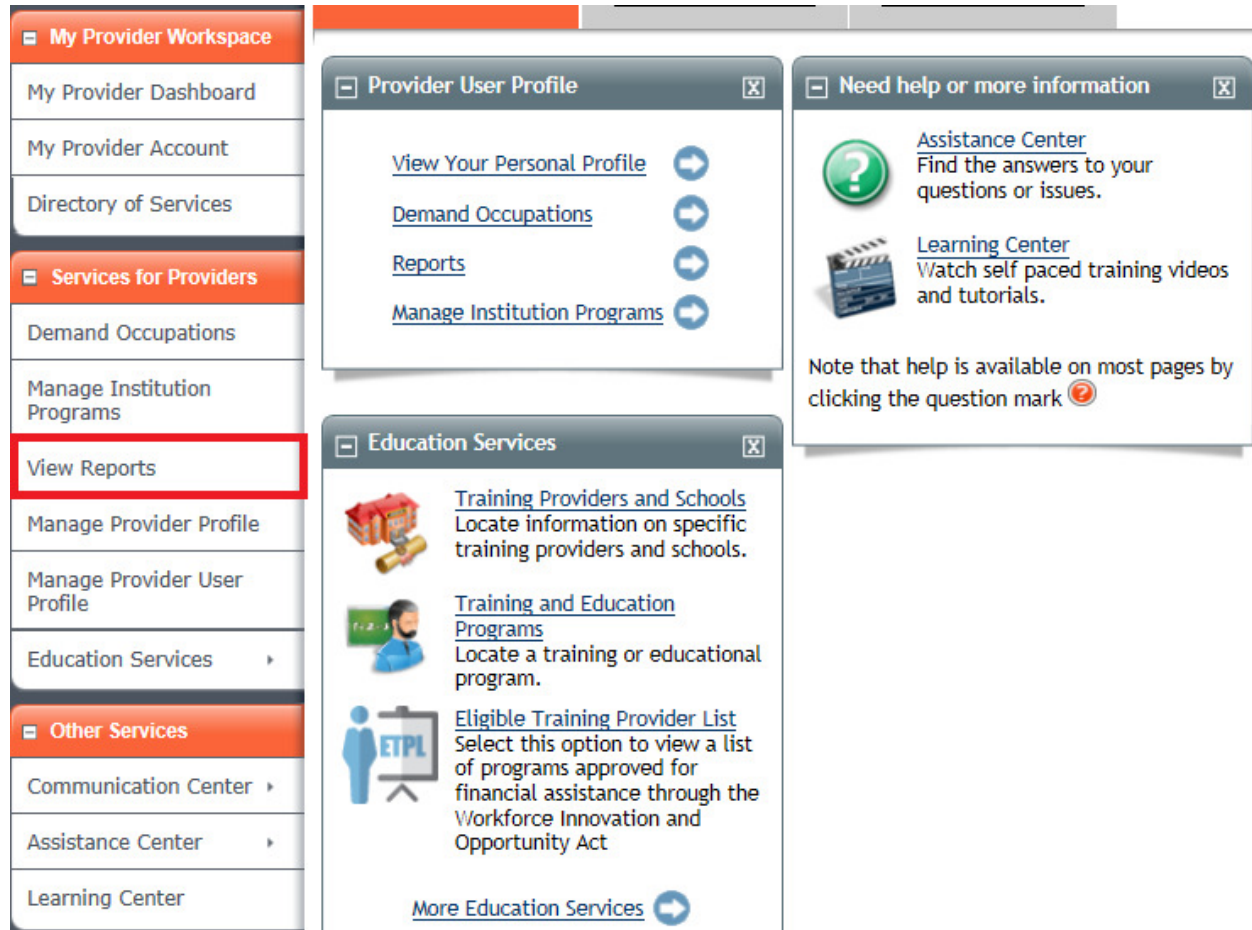
Expiration Date:

F. Submit Documentation to Nebraska Department of Labor (NDOL)

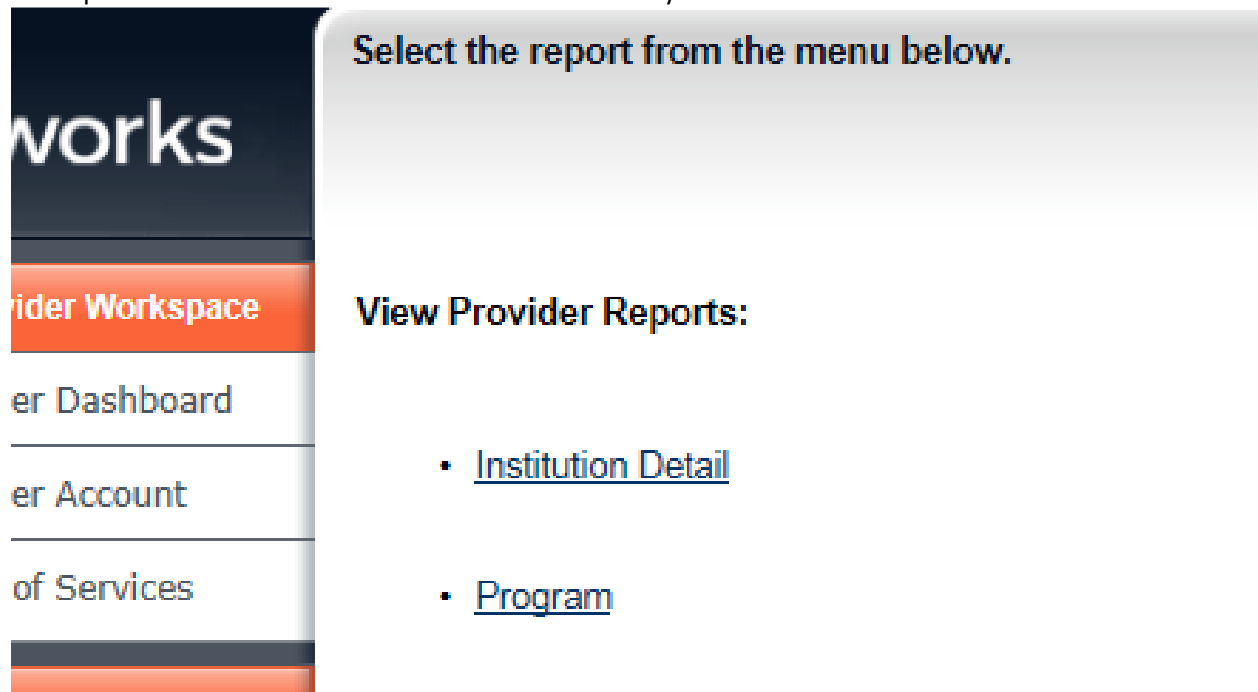
After you have submitted your program application for approval you will need to submit all supporting documentation to NDOL.

G. Checking the Status of your Applications

Once a program has been submitted, NDOL staff will be alerted that the program is awaiting review. Provider user accounts enable users to view reports that detail their contacts and locations and also review their existing programs and status of applications. Click on View Reports on the left-hand side menu to open the report options.



Select the type of report from the screen that you would like to run to arrive at a screen where you are able to filter the search area and either detail or summary report types. Detail reports will include more description fields for each result than those in summary views:



The screenshot shows a web application interface. On the left is a vertical sidebar menu with a dark blue header containing the word "works" in white. Below the header are four menu items: "ider Workspace" (highlighted in orange), "er Dashboard", "er Account", and "of Services". The main content area on the right has a light gray header with the text "Select the report from the menu below." Below this header, the text "View Provider Reports:" is displayed. Underneath, there is a bulleted list with two items: "Institution Detail" and "Program", both of which are underlined and appear to be hyperlinks.

works

ider Workspace

er Dashboard

er Account

of Services

Select the report from the menu below.

View Provider Reports:

- [Institution Detail](#)
- [Program](#)

Institution reports will give a list of contacts attached to each institution location (both Primary and Satellite).

Eligible Training Provider Reports (CRS) - by Provider Contact

Selection Criteria	
Location	
State:	<div>None Selected</div>
Provider	
Report Type:	<div><input checked="" type="radio"/> summary</div> <div><input type="radio"/> detail</div>

Display Report

Program reports will give a list of programs connected to your provider account (both those waiting for approval and those already approved).

Eligible Training Provider Reports (CRS) - by Program

Selection Criteria	
Location	
State:	<div>None Selected</div>
Program	
Active Status:	<div><input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> All</div>
Application Status:	<div>None Selected</div>
Select the type of Programs Report:	<div>None Selected</div>
Provider	
Report Type:	<div><input checked="" type="radio"/> summary <input type="radio"/> detail</div>

Display Report