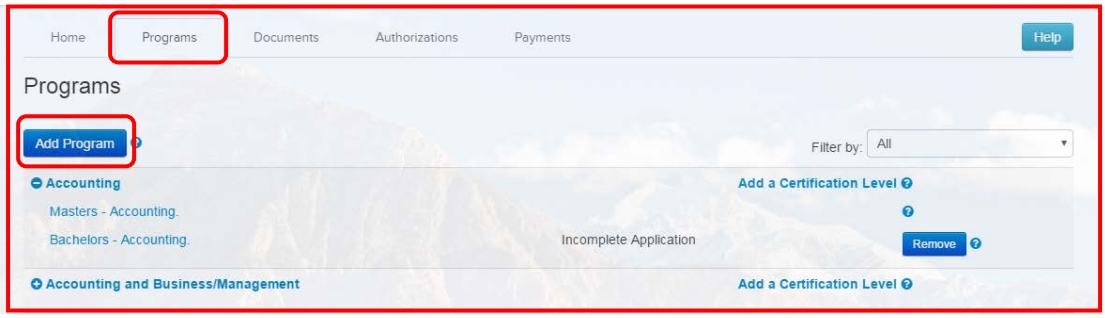
Screenshots for ETPL Application on jobs.utah.gov

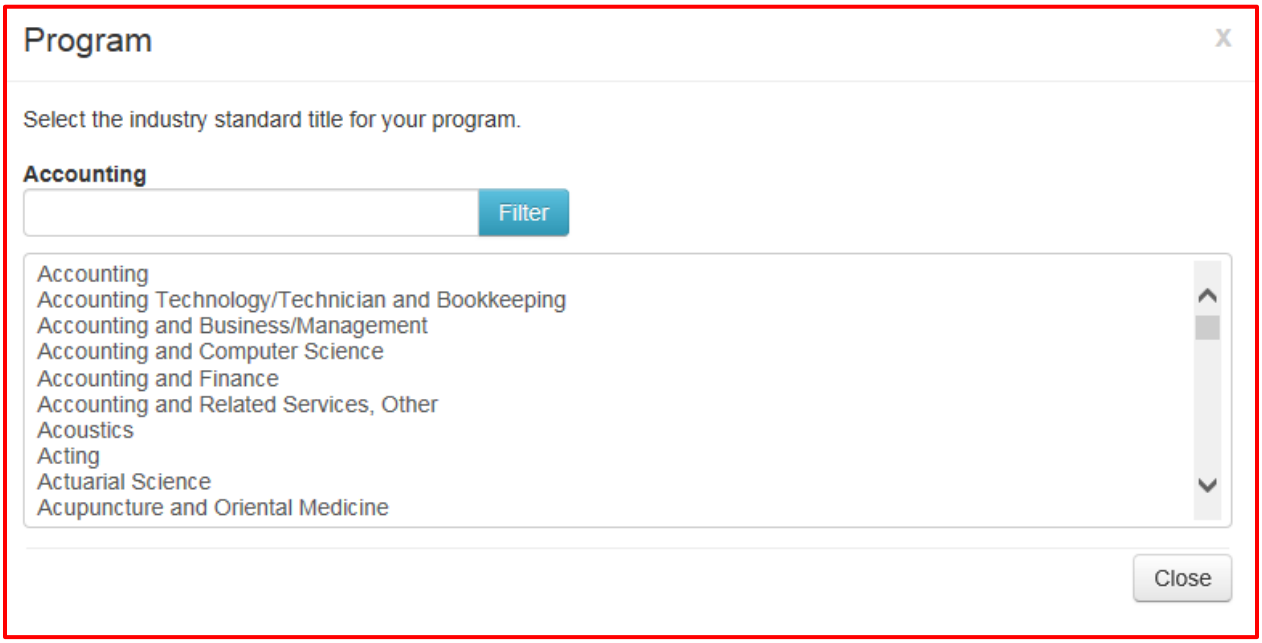
Last Updated 3/3/2016

The Programs tab is where each program you'd like to be determined eligible for is entered. This tab also shows a history of program applications and the application status.



Select "Add Program" to start a program application.

Select the industry standard title (CIP Code) for your program. You can filter for a specific type or keyword.



Once the school program has been selected, the application requires additional detail.

There are a few areas to note.

Program Name: The Program Name field defaults to the CIP Code title. If you are using the same CIP for multiple programs or you call your program something different than the CIP Code title, you can update the name here.

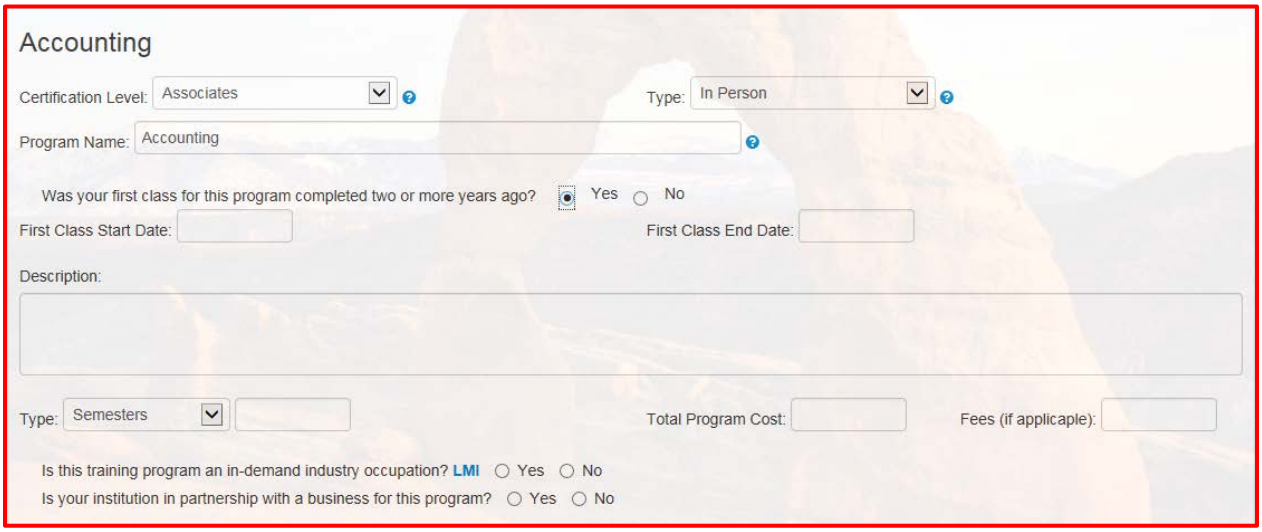
Two Years in Operation Requirement: One of the requirements is that your program of study operate for at least two years after the first class completes/graduates. Indicate the dates.

Description: You can copy and paste your information from your course catalog or any other resource into this field.

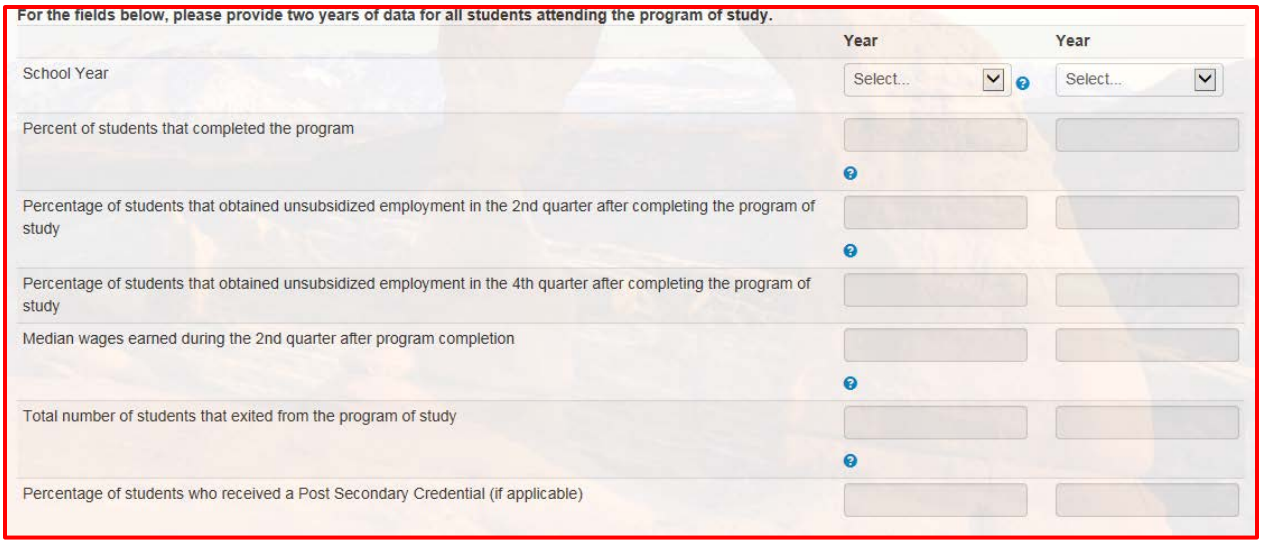
Type: Select if your program goes by hours, semesters or credits. In the empty box, enter in the number of the semesters, hours or credits needed to complete the program.

Total Program Cost and Fees: In the 'Total Program Cost' field, enter in how much the tuition costs to complete the entire program. If there are any tuition related fees enter them in the 'Fees' box.

LMI and Partnership with a Business: You will indicate if your training program is related to an occupation in demand and in a partnership with a business. If you select "Yes" you will be required to provide detail. To help answer the LMI question, you can click on the LMI link to review a report about the labor market information.



On the application, data for all students that attended the program of study for the last 2 available school years is required for program determination. School year (fiscal, performance, program, calendar, etc.). How you define completer, exiter and post-secondary credential is defined by your institution.

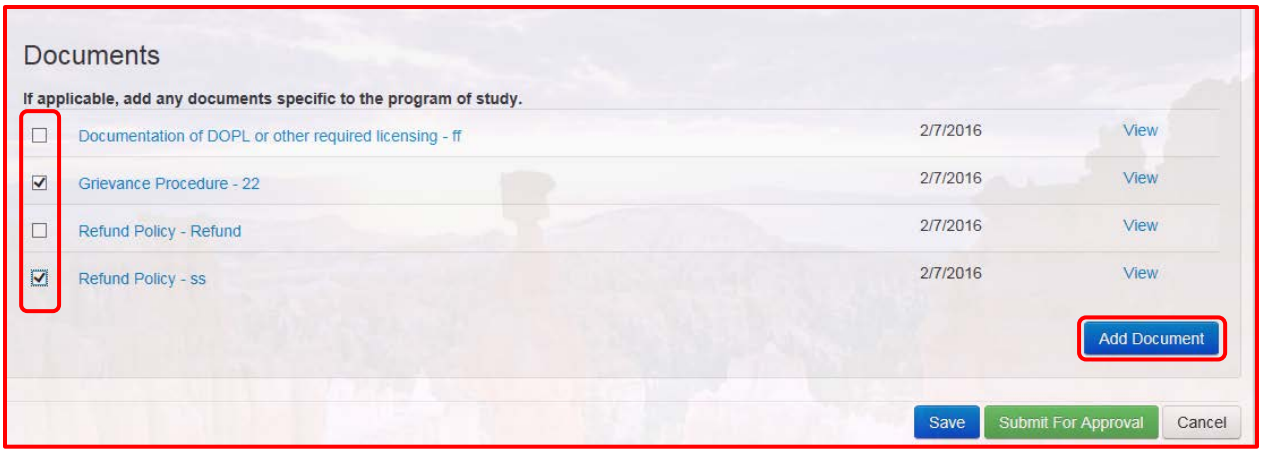


Lastly, there may be documents for the specific program of study that need to be attached to the application (i.e DOPL license). Documents can be attached to the program under the 'Documents' section by selecting 'Add Document'.

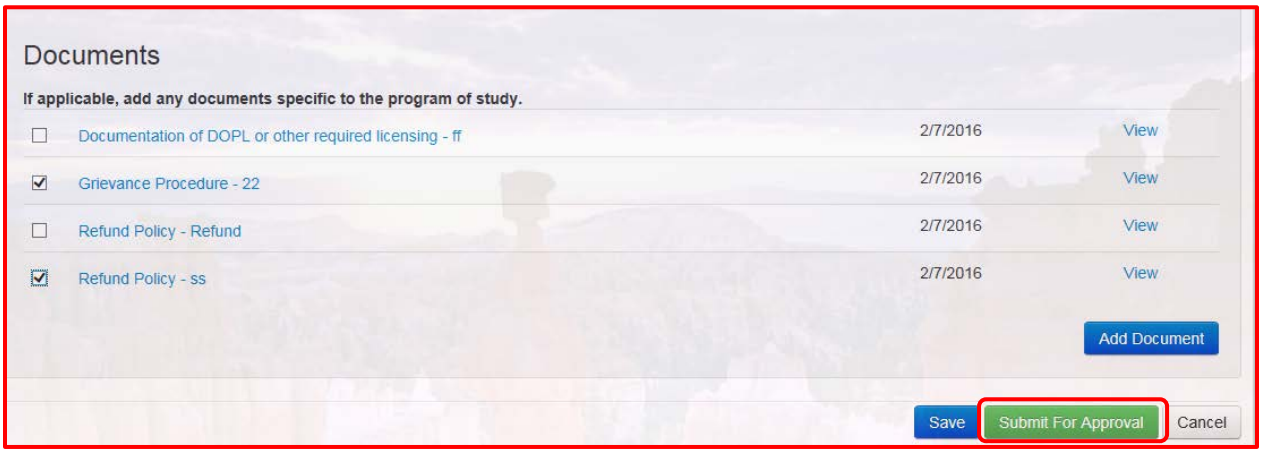
Note: There are three required documents for each institution:

1. Refund policy
2. **Grievance policy (how students file complaints on discrimination, equal opportunity etc.)**
3. Copy of your registration with the Utah Division of Consumer Protection as a Post-Secondary Proprietary School. The only acceptable reason to be registered as Exempt is if your program is governed by a licensing body. In that case, you must also upload your DOPL or other licensing body certificate and accreditation letter, if applicable.

These documents may be attached to the program on the application or uploaded on the 'Documents' tab. Previously uploaded documents will display in the Documents section and can be attached to the program application using the selected checkbox.



To upload a new document, select 'Add Document'. Select the document from your computer and Upload it to the application.

Once the application is complete, select 'Submit for Approval'. This completes the program application process. You will be notified through email of a program determination within 45 calendar days.

Note: Applications can be saved to complete at a later date using the blue 'Save' button.