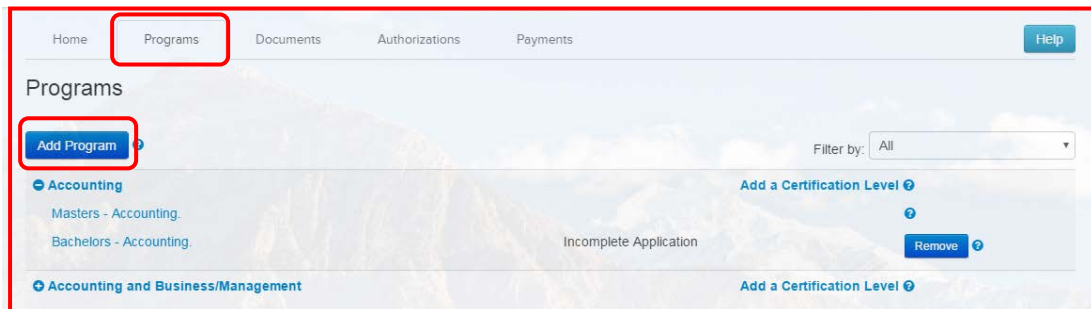


Screenshots for ETPL Application on jobs.utah.gov

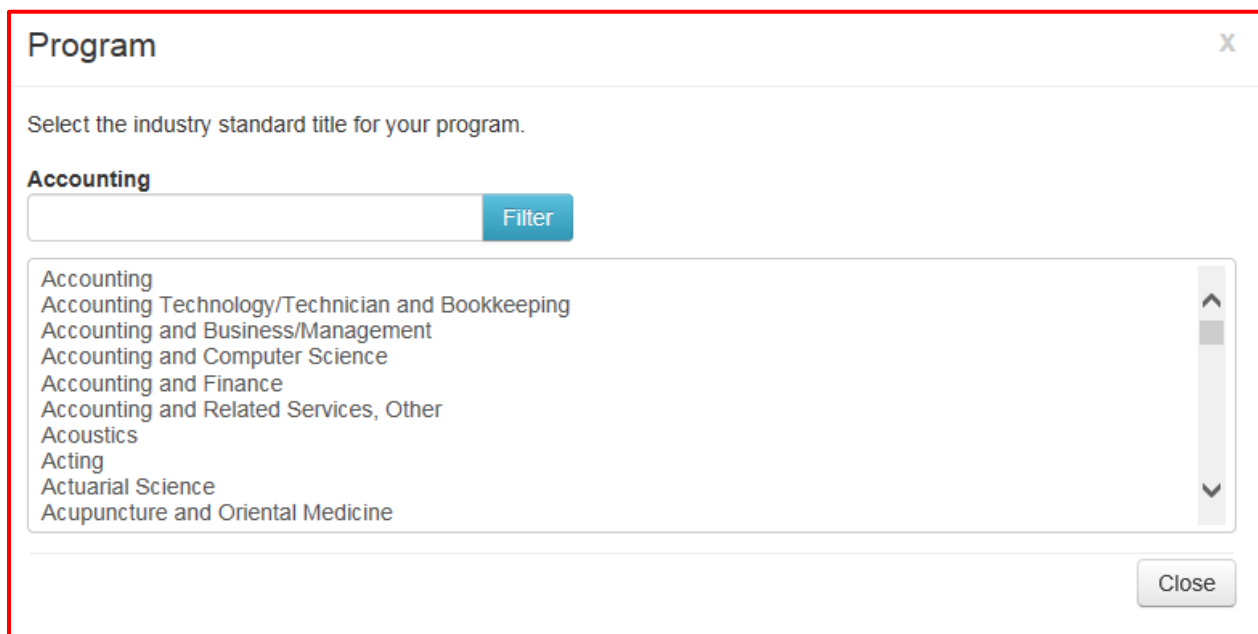
Last Updated 3/3/2016

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.

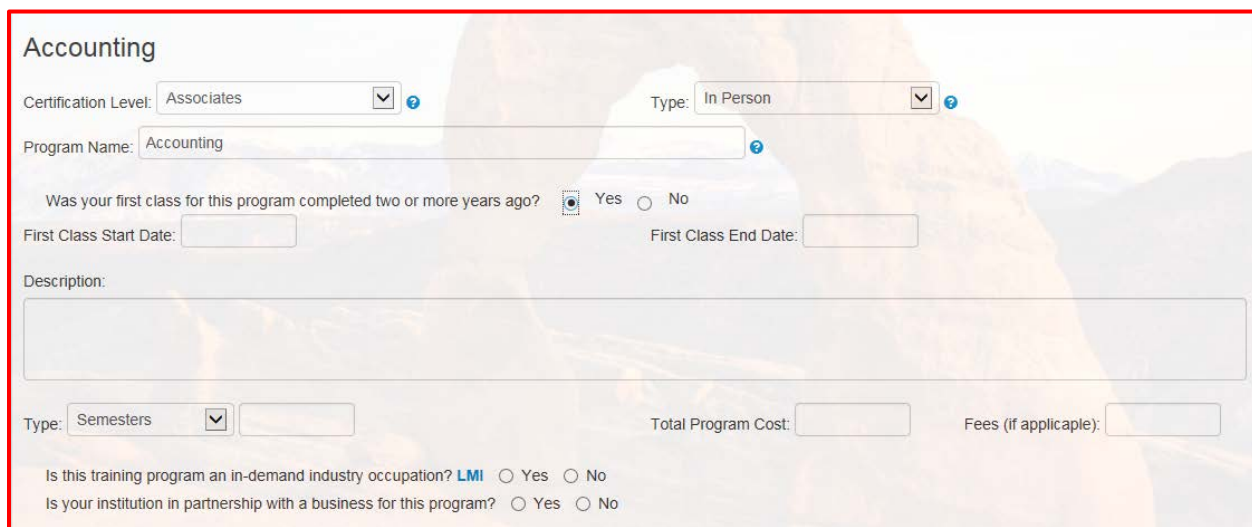
Two Years in Operation Requirement: One of the requirements is that your program of study operate for at least two years after the first class completes/graduates. Indicate the dates.

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.

A screenshot of a web application form for an "Accounting" program. The form is titled "Accounting" and contains several input fields and checkboxes. The "Certification Level" is set to "Associates" and the "Type" is "In Person". The "Program Name" is "Accounting". There are checkboxes for "Yes" and "No" for the question "Was your first class for this program completed two or more years ago?". The "First Class Start Date" and "First Class End Date" are empty text boxes. The "Description" is a large empty text area. The "Type" is set to "Semesters" and there is an empty text box next to it. The "Total Program Cost" and "Fees (if applicable)" are empty text boxes. At the bottom, there are two questions with "Yes" and "No" radio buttons: "Is this training program an in-demand industry occupation? LMI" and "Is your institution in partnership with a business for this program?".

Accounting

Certification Level: Associates Type: In Person

Program Name: Accounting

Was your first class for this program completed two or more years ago? ☒ Yes ☐ No

First Class Start Date: First Class End Date:

Description:




Type: Semesters Total Program Cost: Fees (if applicable):

Is this training program an in-demand industry occupation? [LMI](#) ☐ Yes ☐ No

Is your institution in partnership with a business for this program? ☐ Yes ☐ No

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.

For the fields below, please provide two years of data for all students attending the program of study.

	Year	Year
School Year	Select...  	Select... 
Percent of students that completed the program	<input type="text"/>	<input type="text"/>
Percentage of students that obtained unsubsidized employment in the 2nd quarter after completing the program of study	<input type="text"/>	<input type="text"/>
Percentage of students that obtained unsubsidized employment in the 4th quarter after completing the program of study	<input type="text"/>	<input type="text"/>
Median wages earned during the 2nd quarter after program completion	<input type="text"/>	<input type="text"/>
Total number of students that exited from the program of study	<input type="text"/>	<input type="text"/>
Percentage of students who received a Post Secondary Credential (if applicable)	<input type="text"/>	<input type="text"/>

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.

Documents

If applicable, add any documents specific to the program of study.

<input type="checkbox"/>	Documentation of DOPL or other required licensing - ff	2/7/2016	View
<input checked="" type="checkbox"/>	Grievance Procedure - 22	2/7/2016	View
<input type="checkbox"/>	Refund Policy - Refund	2/7/2016	View
<input checked="" type="checkbox"/>	Refund Policy - ss	2/7/2016	View

Add Document

Save

Submit For Approval

Cancel

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.

Documents

If applicable, add any documents specific to the program of study.

<input type="checkbox"/>	Documentation of DOPL or other required licensing - ff	2/7/2016	View
<input checked="" type="checkbox"/>	Grievance Procedure - 22	2/7/2016	View
<input type="checkbox"/>	Refund Policy - Refund	2/7/2016	View
<input checked="" type="checkbox"/>	Refund Policy - ss	2/7/2016	View

Add Document

Save

Submit For Approval

Cancel