



## APPLICATION FOR

STATE OF CALIFORNIA ELIGIBLE TRAINING PROVIDER LIST

# GENERAL INSTRUCTIONS

- 1.** All new and existing eligible training providers must self-register in [CalJOBS<sup>SM</sup>](#). For information about the new ETPL feature in CalJOBS<sup>SM</sup>, please refer to [Workforce Services Information Notice 13-23](#).
- 2.** General Instructions:
  - a.** Training Providers shall submit all information electronically via [www.caljobs.ca.gov](http://www.caljobs.ca.gov).
  - b.** Once on the website - Select "Not Registered Yet" link in the upper right-hand corner under the username and password login screen;  
<https://www.caljobs.ca.gov/loginintro.asp?blnStartHere=True>
  - c.** Choose "Provider" from Option 2 Create a User Account;  
[https://www.caljobs.ca.gov/folders/case/ift/registration/providerreg\\_PreReg.asp?rt%3Dprov%26](https://www.caljobs.ca.gov/folders/case/ift/registration/providerreg_PreReg.asp?rt%3Dprov%26)
  - d.** Click I wish to register my institution for the first time (create a new account) or if you need to add new programs – select to be added as a representative option and follow the prompts.
- 3.** Performance for all programs need to be at 70% for entered employment. All applicable sections of the application must be completed. The ETPL policy and procedures dated 4/4/14 may be found at [http://www.edd.ca.gov/jobs\\_and\\_training/pubs/wsd13-10.pdf](http://www.edd.ca.gov/jobs_and_training/pubs/wsd13-10.pdf)
- 4.** **The Merced County ETPL Coordinator is Alfredo Mendoza** and may be reached by phone at (209) 724-2044 or by email at [amendoza@co.merced.ca.us](mailto:amendoza@co.merced.ca.us).

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