Setting up Training Services in TEAMS

Pre-Activity

Pre-Activity: Answer the following questions:

1. What Workforce Training are you providing? (Ex. C.N.A.)
2. Is the training on the Eligible Training Provider System (ETPS) list?[1] **NOTE: Until further notice, please answer this questions as "No." The ETPS is being updated to conform to WIOA reporting requirements, so until these updates are complete, only complete FORM B.**[Check the ETPS web site and review the specific trainings offered by the Provider.] See website:
   https://apps.twc.state.tx.us/PROVIDERCERT/dispatcher?link=HREF&pageid=APP_HOME]
   Please note, this requires that not only the organization be on the ETP List, but that the exact training be on the list as well, with the same outcome (for example, Level 1 Certificate in Accounting Offered by X Community College).
   - If "Yes"- Skip to **FORM A, page 2**
     To set up a Training Service start here:
   - If "No" – Answer the following questions:
     a. Who is providing the Training service? [ex- Karol Community College]
     b. Is the entity in TEAMS as a provider? Search for that entity in TEAMS from the left menu bar.
        - If "Yes," proceed to "c."
        - If "No:"
          Add the entity to the statewide provider list.
     c. Is the provider attached to you (AEL Grantee) as a Provider under your AEL Grantee record?
        - If "Yes" - Skip to **FORM B, page 7.**
        - If "No":
          1. Add the entity to your TEAMS account as a Provider using the correct relationship type (subcontractor if there is a financial subcontract in place; otherwise collaborating organization).
          2. Proceed with **FORM B**, **page 7.**

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[1] Are you providing the exact same training service as the one offered by the Eligible Training Provider for that occupational area? [check price, courses, duration of training, completion outcomes]. Read through the multiple listings that may be listed for the same occupational title. If the exact training (price, courses, duration, outcomes) is not offered by the provider, answer "No" to this question.

FORM A: DO NOT USE UNTIL FURTHER NOTICE
10 Steps to Setting Up a Training Service in TEAMS

For Trainings in the ETPS List

Step 1

Select "Training Services" from the TEAMS Menu.

Step 2

Select "Add New Training Service".

Step 3

Enter the Start Date of the Training. Each training record has a unique start date. For example, if you have two identical trainings starting on different dates, you will need a separate Training Service record for each Training Service.

Step 4

Is the training entity on the Eligible Training Provider List?

- Select "Yes".

Step 5

Select the Training Provider from the list. This list filters from the ETPS. You will notice that there may be multiple entries for some providers as there are multiple locations with ETPS programs in the ETPS. Select the first instance of the provider from the list.

Step 6

Begin typing in the Classification of Instructional Programs (CIP) Code *name* associated with the ETP program. Once you begin typing the name, the list will begin to filter from the ETPS[2], showing all options for the provider you selected (Figure 1).

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[2] In a future planned release of TEAMS, the option for selecting an ETP will be more user friendly, displaying all details at once, rather than having to go back and forth between the CIP code and the Provider.
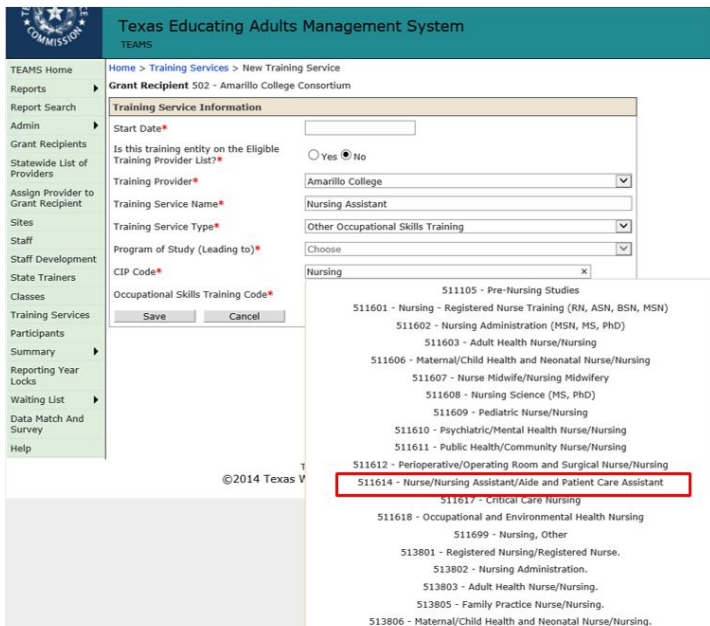
Figure 1: Selection of CIP Code

Once you select the appropriate CIP code, the Training Service Name will generate (Figure 2).
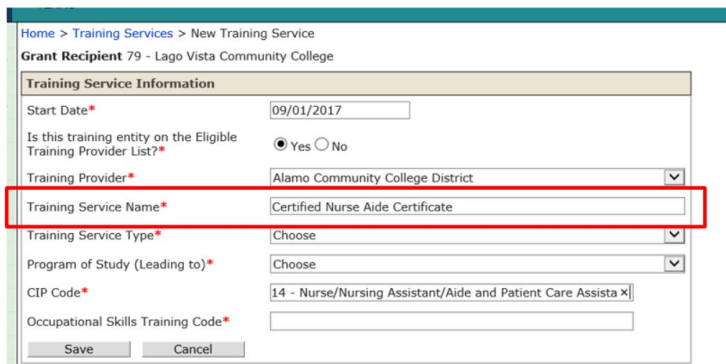

Figure 2: Generation of Training Service Name

- If the Training Service Name matches the training service from the ETPS, you've selected the correct program.[3]
- If the Training Service Name does not match, repeat Step 5.

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[3] At this time, you cannot change the name of the training program. In a future planned release of TEAMS, you will be able to modify this name once it is generated.

Step 7

Select the "Training Service Type" by selecting an item from the drop-down menu.

Figure 3: Training Service Type Selection

The training service types are:

- On-the-job training[4]
- Skill upgrading
- Entrepreneurial training
- Customized training[5]
- Other occupational skills training
- Prerequisite training
- Registered apprenticeship[6]
- Youth Occupational Skills Training.

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[4] On-the-job-training is training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job, is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training, and is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate (WIOA Sec. 3(44)).

[5] Training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. (WIOA Sec. 134(c)(3)(D)(xi)).

[6] As defined in WIOA Sec. 171(b)(1).

Step 8

Select the "Program of Study (leading to)". This value is currently listed in the ETPS as "Type of Offering" (Figure 4).

Program Email Address:	allikw1235@gmail.Com
Program Web Page Address:	---
Curriculum Web Page Address:	---
Program Credit Hours:	0
Program Contact Hours:	85
Type of Offering:	Certificate Program - Skill Set
Type of Certification or Registration Preparation:	Certified Nurse Aide
Name of Certifying or Registering Body:	Texas Department of Aging and Disability Services
Type of Licensure Preparation:	---
Name of Licensing Body:	---

Figure 4: Type of Offering in ETPS

As the values in ETPS are not currently aligned to the "Program of Study" values required by WIOA, you will need to select the value which most closely aligns (Table 1).

Table 1: Type of Offering in ETPS and Correlated Value in WIOA

Type of Offering in ETPS	Program of Study (in WIOA) Leading To…
Certificate Program – Skill Set	An industry-recognized certificate or certification
Certificate Program – Under 1 Year	An industry-recognized certificate or certification
Certificate Program – 1 or 2 Years	An industry-recognized certificate or certification
Certificate Program 2-4 Years	An industry-recognized certificate or certification
Associate Degree	An Associate Degree
Baccalaureate Degree	A Baccalaureate degree
Post-Baccalaureate Degree	n/a
Registered Apprenticeship	A certificate of completion of an apprenticeship

Step 9

Begin typing in the Occupational Skills Training Code *name* associated with the ETP program. Once you begin typing the name, the list will begin to filter from the ETPS[7], showing all options for the

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[7] In a future planned release of TEAMS, the option for selecting an ETP will be more user friendly, displaying all details at once, rather than having to go back and forth between the CIP code and the Provider.

provider you selected For reference, Occupational Skills Training Codes can be found at this website: https://www.onetonline.org/ [8].

Figure 5: Occupational Skills Training Code Selection

Step 10

Select "Save".

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[8] To understand more about Occupational Skills Training Codes, find multiple tools for exploring careers, understanding the skills required and education for specific occupations, review the ONET Resource Center at: https://www.onetcenter.org/.

All AEL funded IET programs should follow these guidelines:
FORM B
10 Steps to Setting Up a Training Service in TEAMS
For Training not in the ETPS

Step 1

Select "Training Services" from the TEAMS Menu.

Step 2

Select "Add New Training Service."

Step 3

Enter the Start Date of the Training. Each training record has a unique start date. For example, if you have two identical trainings starting on different dates, you will need a separate Training Service record for Training Service" for each.

Step 4

Is the training on the ETP List?

- Select "No."

Step 5

Select the Training Provider from the dropdown list.

Step 6

Enter the "Training Service Name." [ex. Nursing Assistant].

Step 7

Select the "Training Service Type" by selecting an item from the drop-down menu.

Figure 6: Training Service Type Selection

The training service types are:

- On-the-job training[9]

- Skill upgrading

- Entrepreneurial training

- Customized training[10]

- Other occupational skills training

- Prerequisite training

- Registered apprenticeship[11]

- Youth Occupational Skills Training.

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[9] On-the-job-training is training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job, is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training, and is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate (WIOA Sec. 3(44)).

[10] Training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. (WIOA Sec. 134(c)(3)(D)(xi)).

[11] As defined in WIOA Sec. 171(b)(1).

Step 8

Begin typing in the Classification of Instructional Programs (CIP) Code *name* associated with the ETP program. Once you begin typing the name, the list will begin to filter from the ETPS[12], showing all options for the provider you selected (Figure 7).

Figure 7: Selection of CIP Code

Step 9

Begin typing in the Occupational Skills Training Code *name* associated with the ETP program. Once you begin typing the name, the list will begin to filter from the ETPS[13], showing all options for the provider you selected For reference, Occupational Skills Training Codes can be found at this website: https://www.onetonline.org/ [14].

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[12] In a future planned release of TEAMS, the option for selecting an ETP will be more user friendly, displaying all details at once, rather than having to go back and forth between the CIP code and the Provider.

[13] In a future planned release of TEAMS, the option for selecting an ETP will be more user friendly, displaying all details at once, rather than having to go back and forth between the CIP code and the Provider.

[14] To understand more about Occupational Skills Training Codes, find multiple tools for exploring careers, understanding the skills required and education for specific occupations, review the ONET Resource Center at: https://www.onetcenter.org/.

Figure 8: Occupational Skills Training Code Selection

Steps 10

Select "Save".