



Setting up Training Services in TEAMS

A. Purpose of this Desk Aid is to:

- assist Grantees with accurately reporting IETs in TEAMS and
- ensure IET enrollments are captured in monthly performance reports.

B. Objective:

- Training services in TEAMS represent the occupational training being provided for the IET.
- Workforce Training is one of the three (3) core components of an IET. The three (3) core components of an IET are 1) AEL Activities 2) Workforce Preparation Activities and 3) Workforce Training. For an IET under 243, you may have a fourth component, "Civics."
- If a Training Service is not created in TEAMS for an IET, coursework and classes for the IET will not be reported in TEAMS as an IET.

C. Pre-Activity:

Answer the following questions:

I. **Who is providing the Occupational Training service? [ex- Karol Community College]**

II. **Is the entity in the AEL TEAMS system as an AEL provider?**

(Complete a Provider Search for the entity in TEAMS via the Statewide List of Providers. Select 'Statewide List of Providers' in the main menu.)

- **If "Yes": Is the entity attached to you (the AEL Grantee) as a Provider under your AEL Grantee record?**
 - If "Yes" skip to page 2, Part 1: FORM A.
 - If "No" follow step 2 below.
- **If "No":**
 1. Add the entity to the TEAMS AEL Statewide List of Providers.
 - Scroll to the bottom and enter entity's name and provider type.
 - Click on 'Add' button.
 2. Assign the entity to your AEL Grantee record.
 - Select 'Assign Provider to Grant Recipient' in main menu.
 - Click on 'Assign New Provider' button (Do not use 'Search').
 - Enter Provider information and click 'Save' button.
 - Proceed to page 2, Part 1: FORM A.

PART 1: FORM A

10 Steps to Setting Up a Training Service in TEAMS

Step 1

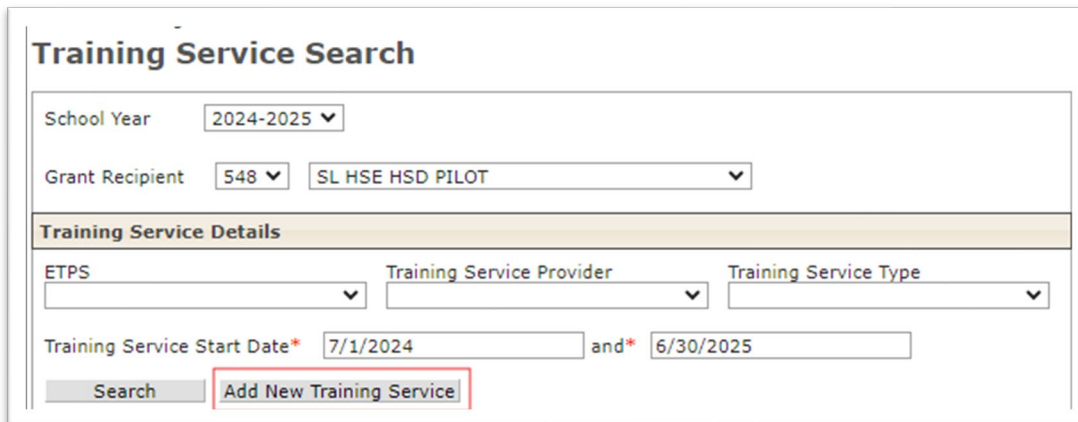
Select “Training Services” from the TEAMS left Menu bar.



The screenshot shows the TEAMS Home page. The left-hand navigation menu is visible, with 'Training Services' highlighted in red. The main content area displays a 'Welcome to TEAMS' message, a memo date of 10/7/2024, and an 'Admin Memo' section containing a notice about the Career Services Page and a reminder about TEAMS requirements. At the bottom, there are filters for Year (2024-2025), Grant Recipient (548), and SL HSE HSD PILOT, along with Edit, Delete, and Add buttons.

Step 2

Select “Add New Training Service.”



The screenshot shows the 'Training Service Search' form. It includes fields for School Year (2024-2025), Grant Recipient (548), and SL HSE HSD PILOT. Below these is a 'Training Service Details' section with dropdown menus for ETPS, Training Service Provider, and Training Service Type. There are also date fields for Training Service Start Date* (7/1/2024) and an 'and*' field (6/30/2025). At the bottom, there are 'Search' and 'Add New Training Service' buttons, with the latter highlighted in red.

Step 3

Enter the Start Date of the Training. If you have two identical trainings starting on different dates, you will need a separate Training Service record for each. (For monitoring purposes, the start date of your training service should be the start date of your Workforce Training class start date.)

Home > Training Services

Training Service Search

School Year: 2024-2025

Grant Recipient: 548 SL HSE HSD PILOT

Training Service Details

ETPS: [] Training Service Provider: [] Training Service Type: []

Training Service Start Date*: 7/1/2024 and* 6/30/2025

Search Add New Training Service

Step 4

Is the training entity on the Eligible Training Provider List (ETPL)?

- **Until further notice – you MUST Select “No.”** The TWC ETPL database is aligned to Eligible Training Providers who deliver services for participants enrolled under Title I Training Accounts. At the present time, no IET programs are listed in the ETP catalogue. **You must select “No.”** (If you have submitted your IET Program to your local Workforce Board for approval for Title I services, contact your Program Specialist for guidance.)

Training Service Information

Continue Existing Training Service

Start Date*: []

Is this training entity on the Eligible Training Provider List?*: Yes No

Training Provider*: Choose []

Training Service Name*: []

Training Service Type*: Choose []

Program of Study (Leading to)*: Choose []

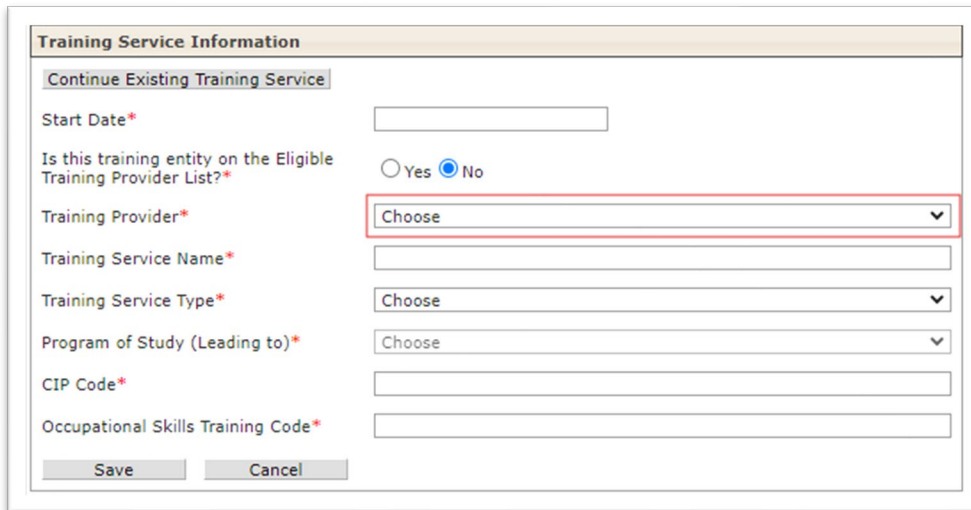
CIP Code*: []

Occupational Skills Training Code*: []

Save Cancel

Step 5

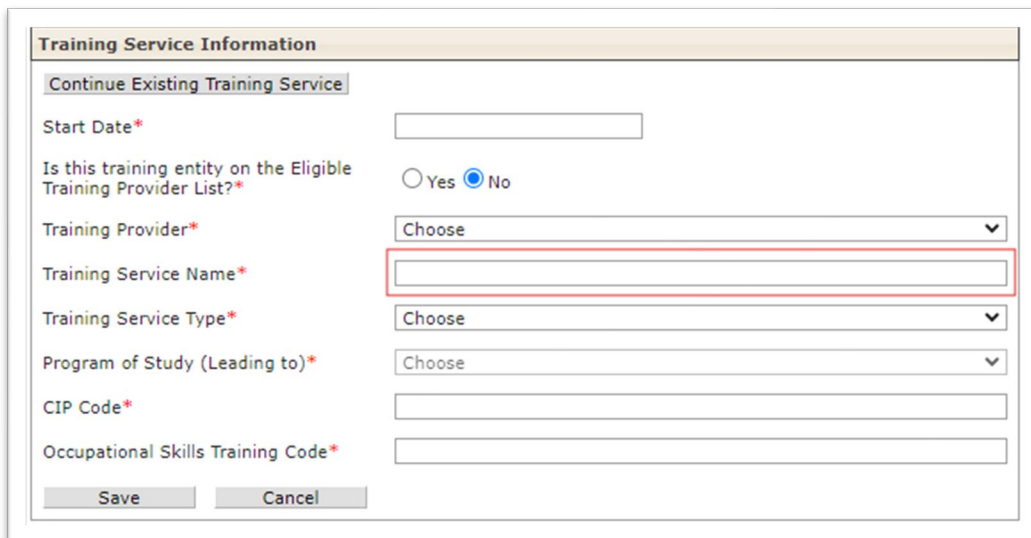
Select the Training Provider from the dropdown list. (If your training provider is not listed in the drop down, follow the instructions in C. Pre-Activity on page 1)



The screenshot shows a web form titled "Training Service Information" with a sub-header "Continue Existing Training Service". The form contains several fields: "Start Date*" (text input), "Is this training entity on the Eligible Training Provider List?*" (radio buttons for Yes and No, with No selected), "Training Provider*" (dropdown menu with "Choose" selected and highlighted by a red box), "Training Service Name*" (text input), "Training Service Type*" (dropdown menu with "Choose" selected), "Program of Study (Leading to)*" (dropdown menu with "Choose" selected), "CIP Code*" (text input), and "Occupational Skills Training Code*" (text input). At the bottom are "Save" and "Cancel" buttons.

Step 6

Enter the "Training Service Name." This may be unique to the training, such as Fall 24_HVAC Tech I.



The screenshot shows the same "Training Service Information" form as in Step 5. In this step, the "Training Service Name*" text input field is highlighted with a red box. The "Training Provider*" dropdown menu is still set to "Choose". All other fields and buttons remain the same as in the previous screenshot.

Step 7

Select the “Training Service Type” by selecting an item from the drop-down menu. The training service types are below. (See endnotes for definitions) Unless approved by TWC AEL office, the type of training selected should be “other occupational skills training.” (For definitions of the following types of trainings, see TA Tool, “What is Workforce Training.” Available 11/15/24). IET designs are commonly entered as “Other occupational skills training.”

- On-the-job training¹
- Skill upgrading
- Entrepreneurial training
- Customized training*
- Other occupational skills training
- Prerequisite training
- Registered apprenticeship
- Youth Occupational Skills Training

The screenshot displays the TEAMS interface for creating a new training service. The header includes the Texas Workforce Commission logo and the user's name, ANN SAVINO (Administrator). The breadcrumb trail is Home > Training Services > New Training Service. The form is titled 'Training Service Information' and is for Grant Recipient 554 - 231_Amarillo College. The 'Continue Existing Training Service' checkbox is unchecked. The 'Start Date' is 08/01/2024. The 'Is this training entity on the Eligible Training Provider List?' radio buttons are set to 'No'. The 'Training Provider' is Amarillo College. The 'Training Service Name' is Nursing Assistant. The 'Training Service Type' dropdown menu is open, showing options: Choose, On-the-Job Training, Skill Upgrading, Entrepreneurial Training (non-WIOA Youth), Customized Training, Other Occupational Skills Training, Prerequisite Training, Registered Apprenticeship, and Youth Occupational Skills Training. The 'Program of Study (Leading to)*', 'CIP Code*', and 'Occupational Skills Training Code*' fields are empty. 'Save' and 'Cancel' buttons are at the bottom of the form. The footer contains 'TWC Home | Report technical problems' and '©2014 Texas Workforce Commission (TWC). All rights reserved.'

¹ 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)).

Step 8

Program of Study. This item is inactive. No selection is required.

Step 9

Begin typing in the Classification of Instructional Programs (CIP) Code *name* associated with the program of study. Once you begin typing the name, the list will begin to filter showing a variety of options. Select the CIP code that matches the program. (ex. Type “nursing”)

The screenshot shows the 'Training Service Information' form in the TEARSS system. The form is for 'Grant Recipient 502 - Amarillo College Consortium'. The 'CIP Code*' field is active, and a dropdown menu is open, displaying a list of CIP codes. The code '511614 - Nurse/Nursing Assistant/Aide and Patient Care Assistant' is highlighted with a red box. Other visible codes include 511105, 511601, 511602, 511603, 511606, 511607, 511608, 511609, 511610, 511611, 511612, 511617, 511618, 511699, 513801, 513802, 513803, and 513805.

Step 10

Begin typing in the Occupational Skills Training Code *name* associated with the program. (Example “Nursing”). Once you begin typing the name, the list will begin to filter showing all options. See illustration below. (To understand more about Occupational Skills Training Codes, see multiple tools for exploring careers, understand the skills required and education for specific occupations, review the

The screenshot shows the 'Training Service Information' form in the TEARSS system. The form is for 'Grant Recipient 502 - Amarillo College Consortium'. The 'Occupational Skills Training Code*' field is active, and a dropdown menu is open, displaying a list of Occupational Skills Training Codes. The code '31114 - NURSING INSTRUCTORS' is highlighted. Other visible codes include 66008 - NURSING AIDES & ORDERLIES.

ONET Resource Center at: <https://www.onetcenter.org>.)

Part 2: Attaching IET Core Components (i.e. classes) to the Training Service

IET Core Components

An IET has three core components²:

- 1) AEL Activities
- 2) Workforce Preparation
- 3) Workforce Training

Most common structure for delivering an IET is a model where all three components are provided concurrently along the same timeline. This setup is represented as “Illustration #1.”

Reach out to your TWC AEL Program Specialist if you have questions about your IET design and the structure for reporting in TEAMS. Illustration #1: IET Core Components delivered concurrently along the same timeline.

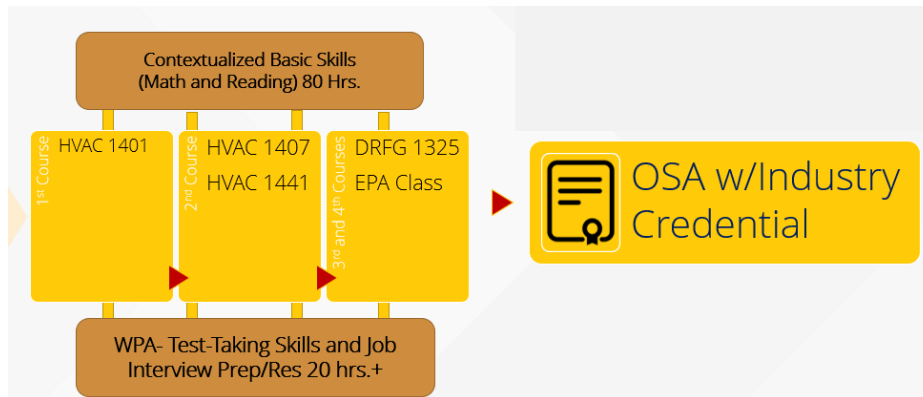


Illustration #1

[This IET had an on-ramp (bridge) to the IET that is not shown here.]

This chart below is a sample schematic of an IET. There are many ways to organize instruction. For example, Workforce Preparation Activities can be integrated into AEL activities and reflected in the class syllabus and would then not need to be set up as a separate class. Check-in with your Program Specialist with any questions.

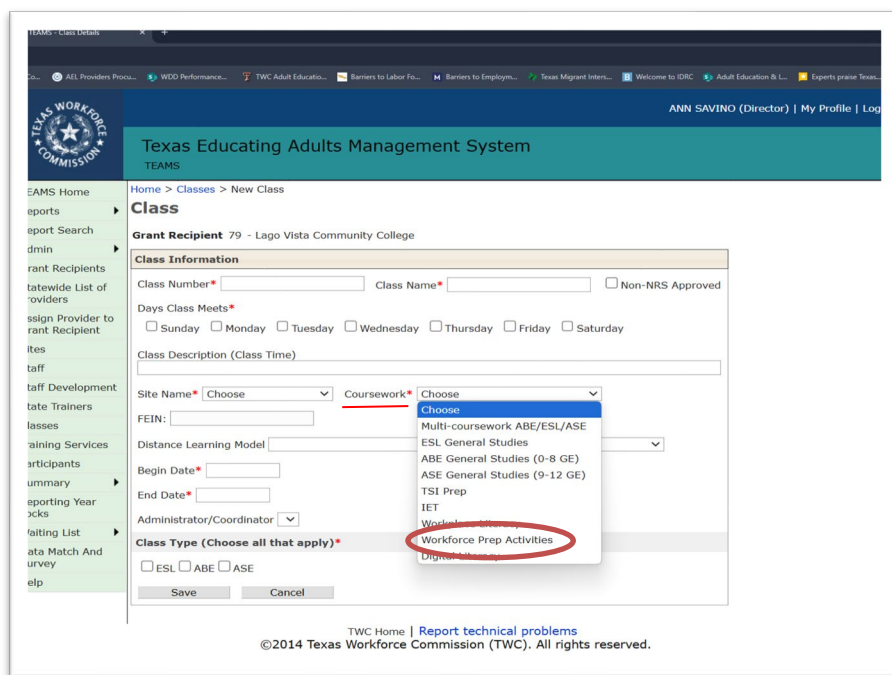
# of Classes in TEAMS	Activity Class Name	Start/End	Intensity
Class 1	<u>AEL Activities</u> Class Name: F24_AELR_Math_HVAC	7/1 to 12/6	60 hours MW 4-6 (ex. Online synchronous)
Class 2	<u>Workforce Preparation Activities</u> Class Name: F24_WPA_HVAC_WIT	11/15 to 12/6	10 hours MWF 9-10am (online or F2F)

² Three Core Components means the three required instructional and service activities of an IET program, including the following: 1) AEL Activities contextualized for Workforce Training 2) Workforce Preparation Activities and 3) Workforce Training for a specific in-demand or targeted occupation or occupational cluster, as determined by the Board.

Class 3 of WFT	<u>Workforce Training (all classes)</u>	7/15 to 12/1	240 hours
Class 4 of WFT	Class Name: HART1401F24	7/15 to 8/15	TTH 2pm-6pm
Class 5 of WFT	HART1441F24	8/20 to 9/25	
Class 6 of WFT	HART1407F24	9/30 to 11/10	
Class 7 of WFT	Drafting_1325_F24	11/10 to 12/6	
	EPACertClassF24	11/15 (8 hrs.)	

For this example, there are numerous classes created to meet the goals of the IET. Each class should be set up following standard TEAMS class creation protocols. (See TRAIN PD, the PD Portal or your specific AEL Grantee for professional development trainings on setting up class protocols.)

When selecting coursework for the AEL Activities or Workforce Training, select “IET” as coursework from the dropdown menu. See illustration below. When Workforce Preparation Activities are delivered as a separate class, select “Workforce Prep Activities” from the menu of items.



Step 1

Open “Training Services” from the left-hand menu. Locate the Training with the appropriate start date. Open the Training Service information by clicking on the Start Date active link (circled below).

TEAMS Home | Home > Training Services

Training Service Search

School Year: 2024-2025
Grant Recipient: 79 | Lago Vista Community College

Training Service Details

ETPS: | Training Service Provider: | Training Service Type: |
Training Service Start Date*: 7/1/2024 and* 6/30/2025
[Search] [Add New Training Service]

*Click on column header to sort by ascending or descending.

Training Provider	Training Service Name	Training Service Type	Start Date	CIP Code	Occ Skills Trng Cd
Zenn College	HVAC Tech I	Other Occupational Skills Training	7/15/2024	150501 - Heating, Ventilation, Air Conditioning and Refrigeration Engineering Technology/Technician.	49-9021.01 - Heating and Air Conditioning Mechanics and Installers

Step 2

Click on “Assign Classes.” (See red circle below.)

TEAMS Home | Home > Training Services > HVAC Tech I

Grant Recipient 79 - Lago Vista Community College

Training Service Information

Start Date*: 7/15/2024
Is this training entity on the Eligible Training Provider List?*: Yes No
Training Provider*: Zenn College
Training Service Name*: HVAC Tech I
Training Service Type*: Other Occupational Skills Training
Program of Study (Leading to)*: |
CIP Code*: 150501 - Heating, Ventilation, Air Conditioning and Refrigeration Engi
Occupational Skills Training Code*: 49-9021.01 - Heating and Air Conditioning Mechanics and Installers
[Edit] [Delete]

Assigned Classes

No classes were assigned for this training service.
[Assign Classes]

Training Status for Registered Participants

No participants were assigned for this training service.

Another pop-up window will appear listing classes for the Provider. Select any or all that apply for this Training Service.

*Click on column header to sort by ascending or descending.

Select	Class Name	Class Number	Provider	Site	Begin Date
<input checked="" type="checkbox"/>	F24_HART1324	WFT_FALL_24_335	Adult Ed Program	Buford Hall	7/15/2024
<input checked="" type="checkbox"/>	F24_Reading Math_HVAC	Fall 2024_HVAC_	Adult Ed Program	Kyle Learning Center	7/15/2024
<input checked="" type="checkbox"/>	F24_WPA_HVAC_WIT	F24_WPA_IET01	Adult Ed Program	Buford Hall	11/15/2024
<input checked="" type="checkbox"/>	HART1324_F24	F24_HVAC_TRAINING	Adult Ed Program	Buford Hall	8/20/2024

Save Cancel

Step 3

Review your work. Return to the lefthand menu item and select “Training Services.” Open the Training Service that you just completed setting up in TEAMS. You should see all the classes that you have attached to this particular start date for the Training Service. If the classes do not appear as below, check your work and “re-attach” classes. (Hint: Check all your IETs and ensure you have a Training Service for each unique start date of the occupational training, and that the AEL, Training, and Workforce Preparation classes are attached appropriately.

Next step: Enroll and add students.

Note on Credential denominator: Any student that is flagged with an IET activity/fund code becomes part of your “Credential Denominator” affecting your credential performance outcomes.

- TEAMS Home
- Reports
- Report Search
- Admin
- Grant Recipients
- Statewide List of Providers
- Assign Provider to Grant Recipient
- Sites
- Staff
- Staff Development
- State Trainers
- Classes
- Training Services
- Participants
- Summary
- Reporting Year Locks
- Waiting List
- Data Match And Survey
- Help

Home > Training Services > HVAC Tech I

Grant Recipient 79 - Lago Vista Community College

Training Service Information

Start Date*

Is this training entity on the Eligible Training Provider List?* Yes No

Training Provider*

Training Service Name*

Training Service Type*

Program of Study (Leading to)*

CIP Code*

Occupational Skills Training Code*

Assigned Classes

*Click on column header to sort by ascending or descending.

Class Name	Class Number	Class Provider	Site	Begin Date	Action
F24_HART1324	WFT_FALL_24_335	Adult Ed Program	Buford Hall	7/15/2024	Unassign
F24_Reading Math_HVAC	Fall 2024_HVAC_	Adult Ed Program	Kyle Learning Center	7/15/2024	Unassign
F24_WPA_HVAC_WIT	F24_WPA_IET01	Adult Ed Program	Buford Hall	11/15/2024	Unassign
HART1324_F24	F24_HVAC_TRAINING	Adult Ed Program	Buford Hall	8/20/2024	Unassign

Training Status for Registered Participants

No participants were assigned for this training service.