

Line Item Instructions: Community College Training Provider Application

The following are line item instructions for completing the Community College Training Provider Application form. Data provided to EDD by the Chancellor's Office has been loaded into the JTA system and will automatically populate the data fields on the form that are shaded. Data in the populated (shaded) fields cannot be manually updated or manipulated in any way. The Community College that wants to list its programs on the ETPL must provide its name and the three digit identification number that is used by the Chancellor's Office to identify the college to the Local Workforce Investment Board (LWIB). Once this information is entered into the JTA system, certain data fields will automatically be completed as described in the instructions below.

01 Provider Code (FEIN)	The FEIN number for the college will automatically display in this field once the college name and identifier are entered.
02 Subgrantee	Record the three digit code that is used to identify the LWIB. This data field is completed by the LWIB.
03 Agency Code	Record the locally defined agency code. This is an optional field and may be left blank. This data field is completed by the LWIB.
04 Local Provider Code	Enter the code used by the LWIB to allow cross-referencing between the local system and the Job Training Automation system. This is an optional field and may be left blank. This data field is completed by the LWIB.
05 Provider Name	Record the name of the Community College. This name will be displayed on the statewide ETPL. Record the three digit number that is used by the Chancellor's Office to identify the college. This data field is required to be completed by the college.
06 Legal Name (If Different)	Record the name in which the institution is legally registered, if different from the provider name in #5 above. If this data field is completed, the information must be provided by the college.
07 Mail Address City, State	The address of the college will automatically display in this field, once the college name and identifier are entered.
08 ZIP Code	The Zip code will automatically display once the college name and identifier are entered.
09 Main Phone	The main phone number will automatically display once the college name and identifier are entered.
10 Main E-mail	Record the principal electronic mail address. This optional data field is completed by the college.

11 Web site Address	Record the principal business uniform resource locator (URL) or website address. This optional data field is completed by the college.
12 Administrative Contact Name	Record the name of the individual who is the primary contact person for the application. This is a required field. This data field is completed by the college.
13 Administrative Contact Title	Record the title of the primary contact person. This is a required field. This data field is completed by the college.
14 Administrative Contact E-mail	Record the E-mail address for the primary contact person. This is an optional field. This data field is completed by the college.
15 Administrative Contact Phone	Record the telephone number for the primary contact person. This is an optional field. This data field is completed by the college.
16 Administrative Contact Fax	Record the fax number for the primary contact person. This is an optional field. This data field is completed by the college.
17 Admissions Phone (If Different)	Record the admissions phone number if different from the Main phone number. This is an optional field. This data field is completed by the college.
18 Financial Aid Phone (If Different)	Record the financial aid phone number if different from the Main phone number. This is an optional field. This data field is completed by the college.
19 Accreditation	The “Yes” box will be checked automatically once the college name and identifier are entered.
20 Accrediting Body	WASC will automatically appear in this field once the college name and identifier are entered.
21 HEA Eligible (Pell Grant)	The “Yes” box will be checked automatically once the college name and identifier are entered.
22 Financial Aid Available	The “Yes” box will be checked automatically once the college name and identifier are entered.

23 Online Registration Available	Enter 1 for Yes if the community college offers online registration Enter 2 for No if online registration is not available. This is a required field that must be completed by the college.
24 Institution Type	Public will automatically be selected in this field once the college name and identifier are entered.
25 Provider Type	College will automatically be selected in this field once the college name and identifier are entered.
26 Job Placement Assistance	Enter 1 for Yes if the college provides assistance to graduates in obtaining employment or 2 for No if it does not. This is an optional field that is completed by the college.
27 Career Assessment	Enter 1 for Yes if the college offers career assessment services or 2 for No if it does not. This is an optional field that is completed by the college.
28 Career Counseling	Enter 1 for Yes if the college offers counseling services help individuals make career choices or 2 for No if it does not. This is an optional field that is completed by the college.
29 Tutorial Services	Enter 1 for Yes if the college offers tutoring to assist individuals in learning a particular subject or 2 for No if it does not. This is an optional field that is completed by the college.
30 ESL Courses	Enter 1 for Yes if the college offers classes in English as a second language for limited English speakers or 2 for No if it does not. This is an optional field that is completed by the college.
31 GED Assistance	Enter 1 for Yes if the college offers assistance to individuals in attaining a Certificate of General Education Development or 2 for No if it does not. This is an optional field that is completed by the college.
32 On-site Childcare	Enter 1 for Yes if the college offers child care at the training site or 2 for No if it does not. This is an optional field that is completed by the college.
33 Other	Enter 1 for Yes or 2 for No. This is an optional field that is completed by the college.