

ETPO Search for Training Provider Manual

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Search for Training Providers Help

Welcome to Search for Training Providers Help. You do not need an Eligible Training Providers Online (ETPO) account to search for eligible Training Providers.

For more information about searching for Training Providers, go to one of the following procedures.

- [Procedure: Search by Training Provider](#)
- [Procedure: Search by Training Provider's Program Subject Title](#)
- [Procedure: View Provider Information](#)
- [Procedure: View and Compare Programs](#)

For information about the pages and fields you use to search for Training Providers, go to [Search Pages](#).

Procedure: Search by Training Provider

When to Use

Use this procedure to search for a Training Provider when you know all or part of the Training Provider's name.

A *Training Provider* is an eligible institution or business that is approved to offer programs on Eligible Training Providers Online (ETPO).

Before You Begin

Before you perform this procedure:

- Start your browser.
- Go to the following URL:

<https://ohiomeansjobs.com/etpo/>

The ETPO Web site home page displays.

Steps

Perform the following steps to search for a Training Provider by the provider's name:

1. On the ETPO Web site home page, click **Search for Training Providers**.
The search options page displays.
2. Click **Search by Training Provider**. For details, go to [Search Options Page Field Descriptions](#).
The Training Provider Search page displays.
3. In the Provider Name field, type at least three characters of the Training Provider name. For details, go to [Training Provider Search Page Field Descriptions](#).

Important: To include colleges, universities, or other educational institutions that provide degrees or certificates, select the **Post Secondary Educational Institutions** check box.

To refine your search, select one or more of the following options:

- To limit your search to specific counties, click the **(Click here to select up to 5 counties from maps Of Ohio and surrounding Counties.)** link and select from 1 to 5 counties on the map.
- To limit the search to providers within a WIB (Workforce Investment Board), select it in the WIB drop down list.
- To search to determine if providers that meet other search criteria also offer a certain program, enter at least three letters of the program name in the **Program Name (optional)** field.

Caution: If you are searching for a post-secondary Title IV eligible provider located within the State of Ohio, leave the Program Name field blank.

- To exclude colleges, universities, and other post-secondary providers from your search results, verify that the Post Secondary Educational Institutions check box is not checked.
4. Click **Search**. A list of Training Provider locations that meet your search criteria displays.

Important: You must click Search to get reliable search results. Do not use the Enter key or any other keyboard shortcut.

Note: To print the search results, click the **Print Search Results** button. The printable search results page displays. Click **Print** to print the page, or **Return** to display the search results page. For details, go to [Print Provider Search Results Page Field Descriptions](#).

5. To view information about the Training Provider, click **Location Name**. The Provider General Information page displays. For details, go to [Provider General Information Page Field Descriptions](#). Review Training Provider information, then continue your search:
 - To start a new search using different search criteria, click **New Search**. Return to [step 3](#).
 - To review program lists or general information for other Training Provider locations, click **Back to Search Results**.
6. To view Training Provider location programs, click **Program List**. The Program List page displays. For details, go to [Program List Page Field Descriptions](#). On the Program List page, you can do the following:
 - To view program details, click a **Program Name**.

Important: If the Training Provider is a college or university, the Program Name column lists the school's Web site address. You must use the school's Web site to determine what programs the school offers.
 - To compare a program to others in the list, select a program **Add to Comparison List** check box, then click **View Comparison List**. You must select at least two programs. For details, go to [Procedure: View and Compare Programs](#).
 - To view additional program information on the Training Provider Web site, click the **click here** link. One of the following occurs:
 - If you searched only by Training Provider name or by Training Provider name and county in [step 3](#), the Training Provider Web site displays in a new window. Use the Training Provider Web site to find program information.
 - If you searched by Training Provider name and program in [step 3](#), the Provider Location Websites page displays. For details, go to [Provider Location Websites Page Field Descriptions](#).

Note: The click here link displays only if the Training Provider entered Web site information for the location.

- To start a new search using different search criteria, click **New Search**. Return to [step 3](#).
 - To review program lists or general information for other Training Provider locations, click **Back to Search Results**.
7. If you find a program you want to attend, contact the Training Provider at the telephone number shown on the Provider General Information page ([step 5](#)). For details, go to [Provider General Information Page Field Descriptions](#).

Related Topics

- [Procedure: Search by Training Provider's Program Subject Title](#)
- [Procedure: View and Compare Programs](#)
- [Procedure: View Provider Information](#)

Procedure: Search by Training Provider's Program Subject Title

When to Use

Use this procedure to search for a Training Provider when you know all or part of the subject title you are looking for.

A *Training Provider* is an eligible institution or business that is approved to offer programs on Eligible Training Providers Online (ETPO).

Note: Program information for post-secondary Title IV eligible providers located in the State of Ohio is no longer stored on ETPO. To search for programs provided by colleges, universities, or other post-secondary providers in Ohio, we recommend you go to [Procedure: Search by Training Provider](#). After you locate a provider, go to their Web site to determine if they offer the program you want to attend.

Before You Begin

Before you perform this procedure:

- Start your Web browser.
- Go to the following URL:
<https://ohiomeansjobs.com/etpo/>

Steps

Perform the following steps to search for a Training Provider by subject title:

1. On the ETPO Web site home page, click **Search for Training Providers**.
The Make a selection from the list of options below page displays.
2. Click **Search by Training Provider's Program Subject Title**. For details, go to [Search Options Page Field Descriptions](#).
The Training Provider Program Name Search page displays.
3. In the Keyword Search box, type at least three characters of the subject title you are searching for. For details, go to [Training Provider Program Name Search Page Field Descriptions](#).
4. Click **Search**. A list of subject titles that meet your search criteria displays.
Important: You must click Search to get reliable search results. Do not use the Enter key or any other keyboard shortcut.
5. Do the following as necessary:
 - To view program details, click a program under **Select a Subject Title from the list**. The Training Provider Program Search Results page displays. Go to [step 6](#).

- To search for program information on Training Provider Web sites for post-secondary Title IV eligible providers located in the State of Ohio, click the **click here** link. The Provider Location Websites page displays. For details, go to [Provider Location Websites Page Field Descriptions](#).

Note: The click here link displays only if the Training Provider provided Web site information for the location.

6. On the Training Provider Program Search Results page, refine the search results to providers within a region or selected counties.
 - To search by region, select the region you want to search from the Search by list. The Training Provider Program Search Results page lists the programs from the search results that are available in the selected region.
 - To search by individual counties, do the following:
 - From the Search by list, select **Individually Selecting Counties**.
 - Click (**Click here to select counties from the map.**) On the map that displays, select one to five counties you want to search. Then click **Save and Exit**. The selected counties display in the Selected Counties field.
 - Click **Search**. The Training Provider Program Search Results page displays the programs from the search results that are available in the selected counties.

For details, go to [Training Provider Program Search Results Page Field Descriptions](#).

7. To compare the program to others in the list, select a program's **Add to Comparison List** check box, then click **View Comparison List**. You must select at least two programs to compare. For details, go to [Procedure: View and Compare Programs](#).
8. To view information about the Training Provider, click **Location Name**. The Provider General Information page displays. For details, go to [Provider General Information Page Field Descriptions](#). Review provider information, then do one of the following:
 - To start a new search using different search criteria, click **New Search**. Return to [step 3](#).
 - To view the list of subject titles that matched your search criteria, click **Back to Search Results**. Return to [step 4](#).
 - To view the list of programs, click **Back to Program List**. Return to [step 6](#).
9. To view program information, click **Program Name**. The Program Description page displays. For details, go to [Program Description Page Field Descriptions](#). Review program information, then do one of the following:
 - To view the list of programs, click **Back to Program List**. Return to [step 6](#).
 - To start a new search using different search criteria, click **New Search**. Return to [step 3](#).

Procedure: Search by Training Provider's Program Subject Title

- To view the list of subject titles that matched your search criteria, click **Back to Search Results**. Return to [step 4](#). To view program details, click a **Program Name**.
10. Do the following as necessary:
- To view subject title search results on the Training Provider Program Name Search page, click **Back to Subject Title Search Results**.
 - To view all programs regardless of location, click **Display Unfiltered Search Results**.
11. If you find a program you want to attend, contact the Training Provider at the telephone number shown on the Provider General Information page ([step 8](#)). For details, go to [Provider General Information Page Field Descriptions](#).

Related Topics

- [Procedure: Search by Training Provider](#)
- [Procedure: View and Compare Programs](#)
- [Procedure: View Provider Information](#)

Procedure: View Provider Information

When to Use

Use this procedure to view general information about a Training Provider.

A *Training Provider* is an eligible institution or business that is approved to offer programs on Eligible Training Providers Online (ETPO).

Before You Begin

Before you perform this procedure, complete a successful search for Training Providers or training subjects. This procedure assumes you have completed a search and you are viewing the search results. For details, go to:

- [Procedure: Search by Training Provider](#)
- [Procedure: Search by Training Provider's Program Subject Title](#)

Steps

Perform the following steps to view Training Provider general information:

1. Perform a search by Training Provider name or by subject title, then do one of the following:
 - If you searched by Training Provider name, click **Location Name** on the Training Provider Search page. For details, go to [Training Provider Search Page Field Descriptions](#).
 - If you searched by subject title, click **Location Name** on the Training Provider Program Name Search page. For details, go to [Training Provider Program Search Results Page Field Descriptions](#).

The Provider General Information page displays. Other Training Provider information displays on the other tabs. Click each tab to view the information. For details, go to [Provider General Information Page Field Descriptions](#).

2. When you are finished viewing Training Provider information, close your browser.

Related Topics

- [Procedure: Search by Training Provider](#)
- [Procedure: Search by Training Provider's Program Subject Title](#)
- [Procedure: View and Compare Programs](#)

Procedure: View and Compare Programs

When to Use

Use this procedure to compare up to four training programs.

Before You Begin

Before you perform this procedure, complete a successful search for Training Providers or training subjects. This procedure assumes you have completed a search and you are viewing the search results. For details, go to:

- [Procedure: Search by Training Provider](#)
- [Procedure: Search by Training Provider's Program Subject Title](#)

Steps

Perform the following steps to view and compare programs:

1. Perform a search by Training Provider name or by subject title, then do one of the following:
 - If you searched by Training Provider name, the Training Provider Search page displays. Click **Program List**. The Program List page displays.
 - If you searched by subject title, the Training Provider Program Search Results page displays.
2. On the Program List page or the Training Provider Program Search page, for each program you want to compare, select the program's **Add to Comparison List** check box.
Note: You must select at least two and no more than four programs to compare.
3. Click **View Comparison List**. The Program Comparison View page displays. For details, go to [Program Comparison View Page Field Descriptions](#).
4. When you are finished viewing and comparing program information, close your browser.

Related Topics

- [Procedure: Search by Training Provider](#)
- [Procedure: Search by Training Provider's Program Subject Title](#)
- [Procedure: View Provider Information](#)

Search Pages

Search Pages

This book includes the following topics:

- [Search Options Page](#)
- [Search Options Page Field Descriptions](#)
- [Training Provider Search Page](#)
- [Training Provider Search Page Field Descriptions](#)
- [Print Provider Search Results Page](#)
- [Print Provider Search Results Page Field Descriptions](#)
- [Training Provider Program Name Search Page](#)
- [Training Provider Program Name Search Page Field Descriptions](#)
- [Provider General Information Page](#)
- [Provider General Information Page Field Descriptions](#)
- [Program List Page](#)
- [Program List Page Field Descriptions](#)
- [Program Description Page](#)
- [Program Description Page Field Descriptions](#)
- [Program Comparison View Page](#)
- [Program Comparison View Page Field Descriptions](#)

Search Options Page

Use the Make a selection from the list of options below page to begin your Training Provider search.



The screenshot shows the Ohio Workforce Systems website interface. At the top left is the logo "Ohio WorkforceSystems" with "Ohio" in a red circle. To the right is a link "Click here to Log On". Below the logo is a navigation bar with buttons for "Home", "ETP Search Help", "Training Provider Help", and "ETP Prot". The main content area features a heading "Make a selection from the list of options below" and two search options: "Search by Training Provider" and "Search by Training Provider's Program Subject Title". On the left side of the main content area is an image of a man at a computer with the text "How Can We Help You?". At the bottom of the page, there is a footer with version information and contact details.

Ohio WorkforceSystems [Click here to Log On](#)

Home ETP Search Help Training Provider Help ETP Prot

How Can We Help You?

Make a selection from the list of options below

Search by Training Provider
Click this link to search using a Training Provider.

Search by Training Provider's Program Subject Title
Click this link to search using the provider's Program Subject Title.

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For details about the fields on this page, go to [Search Options Page Field Descriptions](#).

Search Options Page Field Descriptions

(Make a selection from the list of options below Page)

Fields marked on screen with a red asterisk (*) are required fields.

Field or Button	Description
Click here to Log On	If you have an Eligible Training Providers Online (ETPO) account, click the link to log on to ETPO. Note: An account is not required for Training Provider searches.
Home	Click to view the Provider Home page.
ETP Search Help	Click to view the Search for Training Providers help in a new browser window.
Training Provider Help	Click to view the Training Provider help in a new window.
ETP Proc	Click to view the external ETP Procedures in a new window.
Search by Training Provider	Click to search for Training Providers by their institution or business names.
Search by Training Provider's Program Subject Title	Click to search for Training Providers by the title of the subject of interest.

Training Provider Search Page

Use the Training Provider Search page to search for Training Providers. The page contents change as you enter or select search criteria. After you click the Search button, search results display below the Search button.

Ohio Workforce Systems [Click here to Log On](#)

[Home](#) [ETP Search Help](#) [Training Provider Help](#) [ETP Post](#)

Training Provider Search

Keyword Search
Enter one or more keywords in the boxes below, and/or select a County. Click the Search button to locate providers that meet the entered searching criteria

Provider Name: County: WEB

(Click here to select up to 5 counties from maps of Ohio and surrounding Counties.)

Program Name (optional): Post Secondary Educational Institutions
(Check this box to include postsecondary educational institutions eligible to receive Federal funds under Title IV of the Higher Educational Act (HEA) of 1965, whose programs lead to degrees, licenses or certificates.)

3 items found, displaying 1 to 3

Provider Name	Location Name	Program List
COLLEGE OF OHIO	CENTRAL OHIO CAMPUS	Program List
COLLEGE OF OHIO	NORTHEAST OHIO CAMPUS	Program List
VILLIATEST	COLUMBUS, OHIO	Program List

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For details about the fields on this page, go to [Training Provider Search Page Field Descriptions](#).

Training Provider Search Page Field Descriptions

Fields marked on screen with a red asterisk (*) are required.

Note: The page may not display all of the fields listed in the following table, depending on your search criteria and results.

Field or Button	Description
Provider Name	Type at least three characters of the provider name for which you want to search.
County	Select the county you want to search for Training Providers.
Click here to select up to 5 counties from maps of Ohio and surrounding Counties	Click Click here to select up to 5 counties from maps of Ohio and surrounding Counties to display a map of Ohio to select counties. Use the compass to select regions that include counties outside Ohio.
WIB	Select the WIB you want to search for Training Providers.
Program Name (optional)	To include program name information in your search criteria, type at least three characters of the program name.
Post Secondary Educational Institutions	Select the Post Secondary Educational Institutions check box to include postsecondary educational institutions eligible to receive Federal funds under Title IV of the Higher Educational Act of 1965 whose programs lead to degrees, licenses, or certificates. If you do not select the check box, such institutions will not be included in your search results.
Search button	Click Search to search for Training Providers who meet your criteria.
If you click Search and obtain search results, the following fields display:	
Provider Name	View Training Providers who meet your search criteria.
Location Name	Click Location Name to view general information about a Training Provider.
Program List	Do one of the following: Click Program List to view the list of programs offered by a Training Provider location. Program List displays if the Training Provider is not a Post Secondary Educational Institution. Click a Web site address to open the Training Provider's Web site in a new browser window. A Web site address displays if the Training Provider is a Post Secondary Educational Institution. Once the Training Provider's Web site displays, navigate to locate program details.

Page navigation buttons	<p>Click the appropriate button to navigate through multiple pages of search results, if necessary.</p> <p>If multiple pages of search results are returned, navigation buttons similar to the following display:</p>  <p>The image shows a set of navigation buttons. From left to right: a double left arrow button labeled 'First'; a single left arrow button labeled 'Prev'; a button containing the numbers '1, 2, 3' with the number '3' underlined; a single right arrow button labeled 'Next'; and a double right arrow button labeled 'Last'.</p> <ul style="list-style-type: none">• Click First to go to the first page of search results.• Click Prev to go to the previous page of search results.• Click a number to go to a specific page of search results.• Click Next to go to the next page of search results.• Click Last to go to the last page of search results.
Print Search Results button	Click Print Search Results to print the search results.

Print Provider Search Results Page

If you search for Training Providers by name and click Print Search Results, a printable version of the search results displays.

Ohio WorkforceSystems [Click here to Log On.](#)

Home ETP Search Help Training Provider Help ETP Prog

Provider Search Results

SEARCH CRITERIA
Provider Name: ohio

Provider Name	Location	Program List
COLLEGE OF OHIO	123 Alphabet Street COLUMBUS, OH 43219 (614)555-5555 FRANKLIN	DOG/PET/ANIMAL GROOMING MUSIC, GENERAL
COLLEGE OF OHIO	512 Reed Ave. CUYAHOGA FALLS, OH 44223 (330)555-5555 SUMMIT	DOG/PET/ANIMAL GROOMING MUSIC, GENERAL
MILLJATEST	4200 E. 5th Avenue COLUMBUS, OH 43235 (614)387-8931 FRANKLIN	MATHEMATICS AND COMPUTER SCIENCE

[Return](#) [Print](#)

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For details about the fields on this page, go to [Print Provider Search Results Page Field Descriptions](#).

Print Provider Search Results Page Field Descriptions

Field or Button	Description
Return	Click Return to exit the printable page of search results and return to the Training Provider Search page.
Print	Click Print to print the page. A standard printer selection dialog box displays.

Training Provider Program Name Search Page

Use the Training Provider Program Name Search page to search for Training Provider programs. The page contents change as you enter or select search criteria. This topic includes the following example views:

- [Initial](#) Training Provider Program Name Search View
- Subject Title [Search Results](#) View

Initial Training Provider Program Name Search View

The screenshot shows the Ohio Workforce Systems website interface. At the top left is the logo for Ohio Workforce Systems. To the right is a link that says "Click here to Log On". Below the logo and link is a navigation bar with buttons for "Home", "ETP Search Help", "Training Provider Help", and "ETP Prog". The main heading is "Training Provider Program Name Search". Below this is a section titled "Step 1: Keyword Search" with the instruction "Enter a keyword in the box below and click the Search button to locate matching subject titles." There is a text input field and a "Search" button. At the bottom of the page, there is a footer with the text "Version 2.57 (01/29/2009)", contact information "To Contact Us, email at OMJ-HELP-DESK@fs.ohio.gov or call the OhioMeansJobs.com Help Desk at 1-888-296-7541", and a copyright notice "Copyright ©2002-2004 OOVFS. All rights reserved. [Privacy Policy](#)".

For details about the fields on this page, go to [Training Provider Program Name Search Page Field Descriptions](#).

Subject Title Search Results View

Ohio WorkforceSystems [Click here to Log On.](#)

[Home](#) [ETP Search Help](#) [Training Provider Help](#) [ETP Proc](#)

Training Provider Program Name Search

Step 1: Keyword Search
Enter a keyword in the box below and click the Search button to locate matching subject titles:

Step 2: Select Subject Title
Click on a Subject Title for a list of Providers offering that Program.

Subject Title Search Results
2 items found, displaying 1 to 2
Select a Subject Title from the list
[ANIMAL HEALTH](#)
[DOG/PRT/ANIMAL GROOMING](#)

If you do not see the program in your search results, please [click here](#) for a list of websites of two and four year colleges to see if the program is available.

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For details about the fields on this page, go to [Training Provider Program Name Search Page Field Descriptions](#).

Training Provider Program Name Search Page Field Descriptions

Fields marked on screen with a red asterisk (*) are required fields.

Note: Because the page contents change, some of the fields listed in the following table might not display.

Field or Button	Description
Keyword Search	Type at least three characters of the program name.
Search button	Click Search to search by program name.
Subject Title Search Results	View a list of subject titles that meet your search criteria. Click a subject title to view a list of providers and locations that offer the subject. For details, go to Training Provider Program Search Results Page Field Descriptions .
click here link	Click click here to view a list of institutions that may offer the program you are searching for. The Provider Location Websites Page displays.

Training Provider Program Search Results Page

The Training Provider Program Search Results page lists Training Providers and locations that offer the subject title you selected on the Training Provider Program Name Search page. From this page, you can view program information and refine your search by location. The following example views are provided:

- [Refine Search by Location View](#)
- [Search Results View](#)

Refine Search by Location View

Ohio WorkforceSystems [Click here to Log On](#)

[Home](#) [ETP Search Help](#) [Training Provider Help](#) [ETP Prog](#)

Training Provider Program Search

[Back to Subject Title Search Results](#) [Display Unfiltered Search Results](#)

Search Results for DOG/PET/ANIMAL GROOMING

2 items found, displaying 1 to 2

Provider Name	Location Name	State	Program Name	Add to Comparison List
COLLEGE OF OHIO	CENTRAL OHIO CAMPUS	OH	DOG/PET/ANIMAL GROOMING	<input type="checkbox"/>
COLLEGE OF OHIO	NORTHEAST OHIO CAMPUS	OH	DOG/PET/ANIMAL GROOMING	<input type="checkbox"/>

[View Comparison List](#)

Refine Search Results

Step 1: Select how to refine search results.

Search by:

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For details about the fields on this page, go to [Training Provider Program Search Results Page Field Descriptions](#).

Search Results View

The screenshot shows the Ohio Workforce Systems website interface. At the top left is the logo for Ohio Workforce Systems. To the right, there is a link for "Click here to Log On". Below the logo are navigation buttons for "Home", "ETP Search Help", "Training Provider Help", and "ETP Proc". The main heading is "Training Provider Program Search". Below this, there are two links: "Back to Subject Title Search Results" and "Display Unfiltered Search Results". The search results are for "DOG/PET/ANIMAL GROOMING in NORTHEAST OHIO". A table shows one item found: COLLEGE OF OHIO at the NORTHEAST OHIO CAMPUS in OH, offering a DOG/PET/ANIMAL GROOMING program. There is a "View Comparison List" button below the table. A "Refine Search Results" section shows "Step 1: Select how to refine search results." with a dropdown menu set to "Northeast Region". At the bottom, there is version information (Version 2.57 (01/29/2009)) and contact information for the help desk.

Ohio WorkforceSystems [Click here to Log On.](#)

[Home](#) [ETP Search Help](#) [Training Provider Help](#) [ETP Proc](#)

Training Provider Program Search

[Back to Subject Title Search Results](#) [Display Unfiltered Search Results](#)

Search Results for DOG/PET/ANIMAL GROOMING in NORTHEAST OHIO

1 item found.

Provider Name	Location Name	State	Program Name	Add to Comparison List
COLLEGE OF OHIO	NORTHEAST OHIO CAMPUS	OH	DOG/PET/ANIMAL GROOMING	[+]

[View Comparison List](#)

Refine Search Results

Step 1: Select how to refine search results.

Search by:

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For details about the fields on this page, go to [Training Provider Program Search Results Page Field Descriptions](#).

Training Provider Program Search Results Page Field Descriptions

Fields marked on screen with a red asterisk (*) are required.

Note: The page might display different information, depending on your selections.

Field or Button	Description
Back to Subject Title Search Results link	Click Back to Subject Title Search Results to view the list of subject titles that meet your search criteria. For details, go to Training Provider Program Name Search Page Field Descriptions .
Display Unfiltered Search Results link	Click Display Unfiltered Search Results to view the list of search results for the selected subject title before they were filtered by county or region. Note: The page updates only if you click Display Unfiltered Search Results after filtering by county or region.
Search Results for the selected subject title	View the list of providers and locations that offer the subject you selected on the Training Provider Program Name Search Page . <ul style="list-style-type: none"> To view location information, click the Location Name link. To view program information, click the Program Name link. To compare programs, click the programs you want to compare and then click View Comparison List. For details, go to Procedure: View and Compare Programs.
Refine Search Results area	
Step 1: Select how to refine search results > Search by	Select the county search option you want to use: <ul style="list-style-type: none"> Individually Selecting Counties, to select one to five counties from a map of Ohio. Note: Select counties by clicking (Click here to select counties from the map). <ul style="list-style-type: none"> Northwest Region, to search all counties in northwestern Ohio. Northeast Region, to search all counties in northeastern Ohio. Southwest Region, to search all counties in southwestern Ohio. Southeast Region, to search all counties in southeastern Ohio. Note: To search more than five counties, you must search by region.
Step 2: Select up to 5 counties using the map > Selected counties	View the list of counties selected from the map of counties. This field displays only if you select Individually Selecting Counties.

(Click here to select counties from the map.)

View a map of Ohio counties. Click from one to five counties to populate the Selected Counties field.



- Click **Selected Counties** to display the counties selected.
- Click **Remove Selected** to remove the highlighted county.
- Click **Remove All** to remove all the counties in the list.
- Click **Reset** to refresh the map so you can start over.
- Click **Save and Exit** to save your selections to the Selected Counties field and close the map window.
- Click **Cancel** to discard your selections (if any) and close the map window.

This field displays only if you select Individually Selecting Counties.

Search button

Click **Search** to search for relevant Training Providers with locations in the counties you selected.

Page navigation buttons

Click the appropriate button to navigate through multiple pages of search results, if necessary.

If multiple pages of search results are returned, buttons similar to the following display:



- Click **First** to go to the first page of search results.
- Click **Prev** to go to the previous page of search results.
- Click **a number** to go to a specific page of search results.
- Click **Next** to go to the next page of search results.
- Click **Last** to go to the last page of search results.

Provider General Information Page

Use the Provider General Information page to view information about a Training Provider.

Ohio WorkforceSystems [Click here to Log On.](#)

Home ETP Search Help Training Provider Help ETP Proc

General Info DBA Info Eligibility Info Attainment Info Certification Info Financial Info

Provider General Information

Gray shaded fields are not user editable.

Training Institution Name: COLLEGE OF OHIO Location Site: NORTHEAST OHIO CAMPUS

Address: 512 Reed Ave.

City: CUYAHOGA FALLS State: OH County: SUMMIT Zip: 44223

Telephone: (330) 555-5555 Fax Number:

Website: www.collegeofohio-ne.edu

New Search Back to Search Results Back to Program List

Version 2.57 (01/29/2009)
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For details about the fields on this page, go to [Provider General Information Page Field Descriptions](#).

Provider General Information Page Field Descriptions

The page is view only.

Field or Button	Description
Common Buttons. Some buttons may not display, depending on your search results.	
New Search	Click New Search to start a new search of the type you previously completed (search by name or search by subject title).
Back to Search Results	Click Back to Search Results to return to the original search results page.
Back to Program List	Click Back to Program List to return to the list of programs you were viewing before you clicked the link that displayed the current Provider General Information page.
General Info Tab	
Training/Institution Name	View the Training Provider business name.
Location Site	View the physical location of the Training Provider business.
Address	View the address of the location.
City State County Zip	View the address fields for the institution.
Telephone	View the location's telephone number in 10-digit format.
Fax Number	View the location's fax number in 10-digit format.
Website	View the URL (Uniform Resource Locator) of the training location or Training Provider web site.
DBA Info Tab	
Note: Information displays only if the Training Provider has done business under another name.	
Previous DBA Name	View the name or names under which an institution has previously done business.
Years	View the year or years the institution operated under the DBA name.
Eligibility Info Tab	
Type of Training/Education Institution	View the type of institution the provider operates.
Classification of Training/Education Institution	View the characteristics of the institution.
Attainment Info Tab	
Baccalaureate Degree	View whether the institution offers a baccalaureate degree and any details about the degree.
Associate's Degree	View whether the institution offers an associate's degree and any details about the degree.
Certificate	View whether the institution offers a certificate and any details about the certificate.

ETPO Search for Training Provider Manual

License	View whether the institution offers a license and any details about the license.
Competency or Skill recognized by employer	View whether the selected program teaches a skill that is sought after by employers.
Certification Info	
Accredited by	View the agency or organization name that accredits the training/education attainment.
Approved by	View the agency or organization name that approves the training/education attainment.
Registered by	View the agency or organization name that registers the training/education attainment.
Licensed by	View the agency or organization name that licenses the training/education attainment.
Certified by	View the agency or organization name that certifies the training/education attainment.
Financial Info	
Does your training/education institution have a tuition refund policy?	View whether the institution has a refund policy.
Refund Policy Terms	View refund policy details, if a refund policy exists.
Does your training/education institution have access to, or offer the following financial aid?	View the answer for each type of financial aid.
Federal Grants	View whether federal grants are available at the institution.
State Grants	View whether state grants are available at the institution.
Local Grants	View whether local grants are available at the institution.
Scholarships	View whether scholarships are available at the institution.
Fellowships	View whether fellowships are available at the institution.
Training Institution Grants	View whether training institution grants are available at the institution.


Program List Page

Use the Program List page to view a list of programs for a Training Provider location.

The screenshot shows the Ohio Workforce Systems interface. At the top left is the logo 'Ohio WorkforceSystems'. To the right is a link 'Click here to Log On.'. Below the logo are navigation buttons: 'Home', 'ETP Search Help', 'Training Provider Help', and 'ETP Prog'. The main heading is 'Search Results for Provider - 'COLLEGE OF OHIO''. Below this, it says '2 items found, displaying 1 to 2'. A table lists two programs: 'DOG/PET/ANIMAL GROOMING' and 'MUSIC, GENERAL'. Each row has an 'Add to Comparison List' button. Below the table is a 'View Comparison List' button. At the bottom of the table area are 'New Search' and 'Back to Search Results' buttons. The footer contains version information 'Version 2.57 (01/29/2009)', contact information 'To Contact Us, email at OML-HELP-DESK@dfs.ohio.gov or call the OhioMeans.jobs.com Help Desk at 1-888-296-7541', and copyright information 'Copyright ©2002-2004 ODJFS. All rights reserved. Privacy Policy'.

For details about the fields on this page, go to [Program List Page Field Descriptions](#).

Program List Page Field Descriptions

Field or Button	Description
Program Name	Click the Program Name link to view program description details.
Add to Comparison List	Select two to four check boxes for programs whose details you want to view in a comparison table.
click here	Click click here to view a list of programs and a link to the Training Provider Web site. Note: This link displays only if the Training Provider has other program information on the Web site and if the Training Provider included Web site information when setting up the program.
Page navigation buttons	If multiple pages of search results are returned, buttons similar to the following display:  <ul style="list-style-type: none"> • Click First to go to the first page of search results. • Click Prev to go to the previous page of search results. • Click a number to go to a specific page of search results. • Click Next to go to the next page of search results. • Click Last to go to the last page of search results.
View Comparison List	Click View Comparison List to view a comparison of the program details of up to four selected programs.
New Search	Click New Search to return to the Training Provider Name Search page.
Back to Search Results	Click Back to Search Results to return to the list of programs for the provider you selected from your search results.

Provider Location Websites Page

Use the Provider Location Websites page to view a list of Web site links for a Training Provider location and to access the Training Provider Web site.

Ohio WorkforceSystems [Click here to Log On.](#)

[Home](#)
[ETP Search Help](#)
[Training Provider Help](#)
[ETP Proc](#)

Provider Location Websites

4 items found, displaying 1 to 4


Institution Name	Click on a link to view website
COLLEGE OF OHIO-NORTHEAST OHIO CAMPUS	Website URL
MIKE'S MOODLE TRAINING-BERGHOLZ - AMSTERDAM CAMPUS	Website URL
MIKE'S MOODLE TRAINING-BERGHOLZ CAMPUS	Website URL
VIVEK BUSINESS-LOC4	Website URL

[Back to Search Results](#)

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For details about the fields on this page, go to [Provider Location Websites Page Field Descriptions](#).

Provider Location Websites Page Field Descriptions

Field or Button	Description
Institution Name	View the Training Provider location name.
Click on a link to view website	Click Website URL to open the Training Provider's Web site in a new window.
Page navigation buttons	<p>Click the appropriate button to navigate through multiple pages of search results, if necessary.</p> <p>If multiple pages of search results are returned, buttons similar to the following display:</p>  <p>The image shows a set of navigation buttons. From left to right: a double left arrow button labeled 'First', a single left arrow button labeled 'Prev', a button with the numbers '1, 2, 3' (where '2' is highlighted), a single right arrow button labeled 'Next', and a double right arrow button labeled 'Last'.</p> <ul style="list-style-type: none"> • Click First to go to the first page of search results. • Click Prev to go to the previous page of search results. • Click a number to go to a specific page of search results. • Click Next to go to the next page of search results. • Click Last to go to the last page of search results.
Back to Search Results	Click Back to Search Results to return to the list of programs for the Training Provider.

Program Description Page

Use the Program Description page to view details for a Training Provider program.


[Click here to Log On.](#)

Home ETP Search Help Training Provider Help ETP Proc

Program Description for COLLEGE OF OHIO

Gray shaded fields are not user editable.

Subject Code:	<input type="text" value="500901"/>	
Subject Title:	<input type="text" value="MUSIC, GENERAL"/>	
Program Name:	<input type="text" value="GENERAL MUSIC"/>	
Minimum Credit/Clock Hours for Program Completion:	<input type="text" value="120"/> <input type="checkbox"/> Credit Hours <input checked="" type="checkbox"/> Clock Hours	
Types of Attainment Given:	<input type="text" value="BACH"/>	
Program Synopsis:	<input type="text" value="General Music"/>	
Program Prerequisites:	<input type="text" value="None"/>	
Program Accreditation:	<input type="text" value="Music People"/>	

Fee Name	Fee Cost
Tuition Cost	0.00
Registration Fee(s)	0.00
Pre-screening Fee(s)	0.00
Book Fee(s)	0.00
Supplies/Materials Fee(s)	0.00
Tool Fee(s)	0.00
Testing/Exam Fee(s)	0.00
Graduation Fee(s)	0.00
Other Fee(s)	0.00
Other Fee Description	<input type="text"/>

Back to Program List Add to Comparison List View Comparison List

New Search Back to Search Results

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For details about the fields on this page, go to [Program Description Page Field Descriptions](#).

Program Description Page Field Descriptions

This page is view only.

Field or Button	Description
Subject Code	View the code that represents the kind of employment the training program supports.
Subject Title	View the title of the selected subject code.
Program Name	View the name the Training Provider uses to identify the program.
Minimum Credit/Clock Hours for Program Completion	View the minimum number of credit or clock hours required to complete the program.
Types of Attainment Given	View the type of attainment (such as a degree, certificate, or license) given upon successful program completion.
Program Synopsis	View a brief outline or summary of the program.
Program Prerequisites	View the requirements for program enrollment.
Program Accreditation	View the name of the accrediting institution or body.
Tuition Cost	View the tuition cost.
Registration Fee(s)	View the cost to register.
Pre-screening Fee(s)	View the pre-screening cost.
Book Fee(s)	View the cost for books.
Supplies/Materials Fee(s)	View the cost of supplies and materials.
Tool Fee(s)	View the cost of tools.
Testing/Exam Fee(s)	View the costs for tests or exams.
Graduation Fee(s)	View the graduation cost.
Other Fee(s)	View the total cost of other fees described in the Other Fee Description box.
Other Fee Description	View the purpose of the Other fee.
Back to Program List	Click Back to Program List to return to the list of programs for the provider location.
Add to Comparison List	Click Add to Comparison List to add the program to the list of programs you want to compare.
View Comparison List	Click View Comparison List to view a comparison of up to four selected programs.
New Search	Click New Search to return to the search page (search by name or search by title).
Back to Search Results	Click Back to Search Results to return to the list of providers returned in your search results.

Program Comparison View Page

Use the Program Comparison View page to compare two to four selected programs.

[Click here to Log On.](#)

[Home](#)
[ETP Search Help](#)
[Training Provider Help](#)
[ETP Prog](#)

Program Comparison View

Provider Name:	MVEKI_UPD_11	YET ANOTHER TEST
Program Name:	ACCOUNTING	ACCOUNTING
Subject Code:	520301	520301
Subject Title:	ACCOUNTING	ACCOUNTING
Main Campus:		
Minimum Credit/Clock Hours for Program Completion:	181 Clock Hours	181 Credit Hours
Types of Attainment Given:	ASSOC	CERTIFICATE
Program Synopsis:	Become a CPA	Become a CPA
Program Prerequisites:	none	none
Program Accreditation:	accreditation test	Federal
Program Entry:	OPEN ENTRY/EXIT	OPEN ENTRY/EXIT
Tuition Cost:	1,500.00	1,500.00
Registration Fees(s):	20.00	20.00
Pre-screening Fees(s):	0.00	0.00
Book Fees(s):	150.00	150.00
Supplies/Materials Fees(s):	50.00	50.00
Taxi Fees(s):	0.00	0.00
Testing/Exam Fees(s):	0.00	0.00
Graduation Fees(s):	100.00	100.00
Other Fees(s):	0.00	0.00
Other Fee Description:	none	None

[Back to Program List](#)

[New Search](#)
[Back to Search Results](#)

Version 2.57 (01/28/2009)

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For details about the fields on this page, go to [Program Comparison View Page Field Descriptions](#).

Program Comparison View Page Field Descriptions

This page is view only.

Field or Button	Description
Provider Name	View the Training Provider and Training Provider location information.
Program Name	View the name the Training Provider uses to identify the program.
Subject Code	View the code that represents the kind of employment the program supports.
Subject Title	View the title of the selected subject code.
Main Campus	View the Training Provider's main campus, if provided.
Minimum Credit/Clock Hours for Program Completion	View the minimum number of credit hours or clock hours required to complete the program.
Types of Attainment Given	View the type of attainment (such as a degree, certificate, or license) earned upon successful program completion.
Program Synopsis	View a brief outline or summary of the training program.
Program Prerequisites	View the requirements for program enrollment.
Program Accreditation	View the name of the accrediting institution or body.
Program Entry	View how frequently the program begins a new session.
Tuition Cost	View the tuition cost.
Registration Fee(s)	View the cost to register.
Pre-screening Fee(s)	View the pre-screening cost.
Book Fee(s)	View the cost for books.
Supplies/Materials Fee(s)	View the cost of supplies and materials.
Tool Fee(s)	View the cost of tools.
Testing/Exam Fee(s)	View the costs for tests or exams.
Graduation Fee(s)	View the graduation cost.
Other Fee(s)	View the total cost of other fees described in the Other Fee Description box.
Other Fee Description	View the purpose of the Other fee.
Back to Program List	Click Back to Program List to return to the list of programs for the provider location.
New Search	Click New Search to return to the search page from which you started (search by name or search by title).
Back to Search Results	Click Back to Search Results to return to the list of providers returned in your search results.

Version Tracking Information

The following table provides version tracking information that applies to Eligible Training Providers Online (ETPO) help content in all its deliverable formats:

- Online help outputs for five user roles
- End User Manuals (PDF) for five user roles

Issue	QDA	Date	Comments
14.0	2009Q4	June 25, 2009	ETPO QDA Updates.
13.0	2009Q3	March 26, 2009	ETPO QDA Updates.
12.0	2009Q2	December 18, 2008	ETPO QDA Updates.
11.0	2009Q2	October 30, 2008	ETPO QDA Updates.
10.0	2009Q1	August 28, 2008	ETPO QDA updates through June 26, 2008.
9.0	2008Q4	May 29, 2008	ETPO QDA Updates. Only two months in the QDA updates due to project transition.
8.0	2008Q3	March 27, 2008	ETPO QDA Updates.
7.0	2008Q2	December 20, 2007	ETPO QDA Updates.
6.0	2008Q1	September 27, 2007	ETPO QDA Updates.
5.0	2007Q4	June 28, 2007	ETPO QDA Updates.
4.0	2007Q3	March 29, 2007	ETPO QDA Updates.
3.0	2007Q2	December 28, 2006	ETPO QDA Updates.
2.0	2007Q1	September 21, 2006	ETPO QDA Updates.
1.0	2006Q4	June 29, 2006	First deployed version of ETPO help.

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