



OHIO DEPARTMENT OF JOB AND FAMILY SERVICES  
Bureau of Workforce Services

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**Bob Taft**  
*Governor*

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To: WIA Eligible Training Providers

From: John B. Weber, Chief, Bureau of Workforce Services

Subject: Automation of the State Workforce Investment Act (WIA) Eligible Training Provider (ETP) List and Re-release of the Eligible Training Provider Online (ETPO) System

Date: March 15, 2006

You received this letter because our records indicate that you are a WIA eligible training provider, and you have program(s) currently on the state WIA ETP list at [www.ohioworkforce.org](http://www.ohioworkforce.org). This eligibility allows you to receive WIA participants whose training is paid by WIA funds.

We are transitioning from a paper driven system to an automated system. To expedite the automation you will need to access <https://scoti.ohio.gov/etpo>. Please read instructions carefully.

You will create an online user account and enter your **program(s) currently approved and deemed eligible**. We have included a list of your approved programs with this letter. You can enter only the programs that are on the enclosed list and those that are "highlighted". Do not enter programs that have a "strikethrough". The list will have a note indicating to which local Workforce Investment Boards (WIBs) you may submit your application and programs.

You will need your Federal Employer Identifier Number (FEIN) to use ETPO. If you get a message instructing you to exit the system and call the SCOTI Help Desk, disregard the message and follow the instructions to set up an online account, create your location sites and enter your programs. After entering your programs, you must submit to the appropriate WIBs.

**If you want to remain on the WIA ETP list, you need to enter your programs by April 15, 2006.** If you are not in the ETPO system by this date, your training institution and programs will not be on the ETP list. A training institution that is removed from the ETP list cannot receive WIA funds for participants. It is important that you determine if you currently have WIA participants enrolled in your training programs.

If you do not want to remain on the ETP list and do not want to receive WIA funds or participants, you do not have to take any action.

Once your training institution is removed from the ETP list, and you want to become a WIA eligible training provider at a later time, you will need to use the ETPO system to submit application and programs to a local WIB where you want to do business.

You may send your questions to the SCOTI Help Desk or use [wiaqna@odjfs.state.oh.us](mailto:wiaqna@odjfs.state.oh.us).

Enclosure: Current ETP List