

To: Workforce Investment Area Administrative Entities

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

Date: May 18, 2006

Subject: Eligible Training Providers Who Have Not Automated Training Data

Over the past several months, we have been working towards the automation of the State's Eligible Training Provider (ETP) information. The Sharing Career and Training Information (SCOTI) system has been enhanced and is in production to accommodate a paperless ETP process. The system has been operating for the past few months and a number of our training institutions are in the system and operating under the new automated process.

Despite numerous attempts to contact them, a number of our training providers have failed to utilize the SCOTI Eligible Training Provider On-line (ETPO) system to enter their institutions and programs. Therefore, two lists are currently being maintained for the WIA eligible training providers: a manual list housed on www.ohioworkforce.org and the SCOTI automated list. However, now that the majority of providers are using the automated system, we will soon be eliminating the manual list. During the transition from the manual list to the automated system, any providers who have not automated their information will be removed from the state's ETP list and will no longer be eligible to receive WIA funds and/or participants.

Attached is a spreadsheet of the institutions not included in the new SCOTI ETPO system. Although they appear on the manual list, they have not established an ETPO account and entered their data into the system. The training institutions are separated by the local WIA area originally approving them and their programs as eligible training providers.

We are asking each local WIA area to assist us in getting the remaining training institutions automated. We are asking you to contact the schools on your spreadsheet and inform them of the importance of being automated. In most cases, establishing an account and entering their programs takes little time. A training institution can enter the information themselves, as well as contact the ODJFS SCOTI-Help Desk staff to assist them in the entering of the data, or download the data from a template spreadsheet that is accessible via the system. We are not expecting a local WIA area to enter the data on behalf of the training institution. That is the responsibility of the institution or assistance can be obtained from the SCOTI Help Desk staff.

We are asking the local WIA areas to assist us and work with the remaining training institutions through June 23, 2006. After this date, the remaining schools that have not

been automated will be removed from the State's ETP list. We will inform the training institution and the local WIA areas, that they have been removed from the list and the process to re-establish eligibility. At that point in time, the State will no longer maintain the manual ETP list and the ETP process will be fully automated.

We appreciate your assistance in helping us contact the training institutions and assisting them in the automation of their programs. If you have any questions regarding this memo please contact me via email at weberj@odjfs.state.oh.us .

If you or the training institution has questions regarding the entering of data or establishing a training provider account, please contact the SCOTI Help Desk at 1-888-385-2588.

cc: Workforce Investment Board Chairs
Workforce Investment Board Directors
Workforce Investment Area Fiscal Agents
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One Stop Staff
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