

# Workforce Inventory of Education & Training (WIET)

GETTING STARTED WITH WIET AND OWCMS

OFFICE OF WORKFORCE DEVELOPMENT

## Table of Contents

Workforce Inventory of Education and Training (WIET) Overview .....	2
Background Information .....	2
Training Providers .....	2
Types of WIET Approved Training Providers .....	2
Local Providers .....	3
About WIET .....	3
WIET Home Page Procedures .....	4
Procedure: Quick Search .....	4
Procedure: Advanced Search .....	8
Procedure: Register as a Training Provider .....	12
Procedure: Email Account Validation .....	15
WIET – Add Local Providers .....	17
Procedure: Create Local Provider .....	17
Procedure: Local Provider Search .....	19
OWCMS Procedures.....	22
Provider > Select Provider .....	22
Procedure: Add a WIA Training Service with an ITA.....	23
Procedure: Add a Training Service without an ITA.....	28
Index.....	32

## Workforce Inventory of Education and Training (WIET) Overview

### Background Information

Section 122 of the Workforce Innovation and Opportunity Act (WIOA) states, “States, in partnership with Local Boards, must identify eligible training providers and programs that are qualified to receive WIOA Title I-B funds to train adults and dislocated workers, including those with disabilities...WIOA Sec. 122 (c) specifies that states must establish an application procedure for training providers and programs to maintain their eligibility and the eligibility of their programs.”

#### Reference

U.S. Department of Labor. (2015). *ETA Advisories: Training and Employment Guidance Letter (TEGL) No. 41-14 (November 24, 2015)*. Washington, DC: United States Department of Labor, Employment and Training Administration. Retrieved from [https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_41-14\\_Change1\\_Acc.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_41-14_Change1_Acc.pdf)

### Training Providers

A WIET Approved Training Provider Minimum eligibility requirements are as follows:

- The training provider must have a valid FEIN, and be in good standing.
- The training provider must be accredited by a legitimate accrediting agency, or an approved provider that offers the ability to take a state test for a license upon completion.
- The training provider must be registered with the Ohio Secretary of State unless it is an exempted institution, such as Title IV School, Ohio Technical Center, etc.
- The training provider must not have an active exclusion on the System for Award Management, or placed on the U.S. Department of Education’s Debarment List.
- The training provider must have been in business for at least two years at the time of their registration.

### Types of WIET Approved Training Providers

There are nine classifications of Training Providers on WIET:

- Four year university eligible to receive Title IV funds from Higher Education Act (HEA)
- Two year university eligible to receive Title IV funds from Higher Education Act (HEA)
- Ohio Technical Center eligible to receive Title IV funds from Higher Education Act (HEA)
- Non-Ohio Accredited Postsecondary Vocational School
- Registered Apprenticeship program under National Apprenticeship Act
- Non-Registered Apprenticeship program
- Internship or Co-op
- Community based organization/Non-Profit
- Proprietary School/For Profit

## **Local Providers**

A local training provider is:

- A training provider that does not meet the minimum eligibility criteria to be placed upon the public facing list.
- They can be placed on the local provider list, created by the OWCMS Staff role in each area, and can be used for training purposes at the local OMJ Center's discretion.

The local providers will be available for selection in OWCMS when the training service is not part of an ITA.

## **About WIET**

The Workforce Inventory of Education and Training (WIET) application automates certifying all types of training providers, while tracking applications and programs. WIET:

- A web-based application.
- Replaces a paper-driven system.
- Shares Training Provider data with the Workforce System WIOA application.
- Provides a webpage that allows public access to search for training providers.

## WIET Home Page Procedures

### Procedure: Quick Search

#### When to Use

Use this procedure to search for a training provider when you know all or part of the training provider's name, or all or part of a program name.

#### Before You Begin

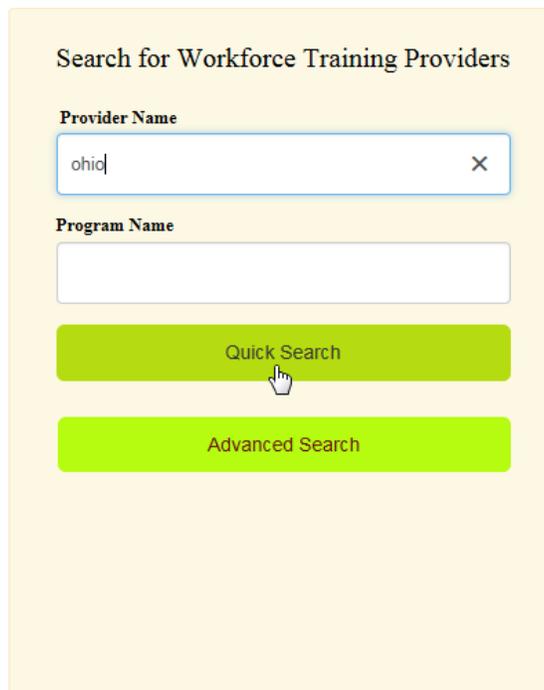
Before you perform this procedure:

- Go to the following URL: <https://owcms.ohio.gov/wiet/>  
The WIET website home webpage displays.

#### Steps

Perform the following steps to execute a quick search for a training provider by the provider's name or the offered program name:

1. On the WIET website home webpage, type at least three characters of the desired training provider's name into the *Provider Name* field, or type at least three characters of the desired training program into the *Program Name* field.



The screenshot shows a search interface titled "Search for Workforce Training Providers". It features two input fields: "Provider Name" and "Program Name". The "Provider Name" field contains the text "ohio" and has a clear button (X) on the right. Below the input fields are two buttons: "Quick Search" and "Advanced Search". A mouse cursor is pointing at the "Quick Search" button.

2. Click the **Quick Search** button.

The Training Provider Search Results webpage displays, listing all eligible training providers and programs that meet your search criteria.

Note: To save the search results, click **Save Search Results**. The search results page is opened as a PDF file in a new tab.

Provider Name	Program Name	Location/Program Info
Ohio Business College Truck Driving Academy	Truck Driver Trainee-GTIII	Ohio Business College Truck Driving Academy-Middletown Campus
Ohio Business College Truck Driving Academy	Truck Driver Trainee-GTIII	Ohio Business College Truck Driving Academy-Middletown Campus
Ohio Institute of Allied Health	General X-Ray Machine Operator	Ohio Institute of Allied Health, Inc.
Ohio Institute of Allied Health	Holistic Health Practitioner	Ohio Institute of Allied Health, Inc.
Ohio Institute of Allied Health	Massage Therapy	Ohio Institute of Allied Health, Inc.
Ohio Institute of Allied Health	Medical Assisting	Ohio Institute of Allied Health, Inc.
Ohio Institute of Allied Health	Ohio Institute of Allied Health, Inc. Nursing Education Program-Registered Nurse	Ohio Institute of Allied Health, Inc.
Ohio Institute of Allied Health	Practical Nursing Diploma	Ohio Institute of Allied Health, Inc.
Ohio Institute of Allied Health	State Tested Nursing Assistant	Ohio Institute of Allied Health, Inc.
Ohio Medical Career College	Billing & Coding Specialist Training	Ohio Medical Career College-Cincinnati Campus

3. To view information about the training provider, click the specific **Provider Name**. The training provider's website opens in a new tab. Review the training provider's website, and then continue your search:

- To start a new quick search using different search criteria, click **New Quick Search**. Return to step 1.

4. To view information about a program, click the specific **Program Name**. The Training Provider Program Detail webpage displays. For details, go to Training Provider Program Detail Page Field Descriptions.
  - To start a new quick search using different search criteria, click **New Quick Search**. Return to step 1.



Home OhioHigherEd OhioMeansJobs Ohio.gov Help ▾

### Training Provider Program Detail

Provider Name: Ohio Institute of Allied Health

Program Name	Ohio Institute of Allied Health, Inc. Nursing Education Program-Registered Nurse
Location Name(s)	Ohio Institute of Allied Health, Inc.
CIP Code	51.1601
CIP Title	Nursing - Registered Nurse Training (RN, ASN, BSN, MSN)
O*NET Code	29-1141.00
O*NET Title	Registered Nurses
Credit/Clock Hours for Program	57
Do Credit Hours Articulate (Transfer) to Another Institution?	1
Program Duration	
Program Duration - Number of Weeks/Months	12 - MONTHS
Program Term	Quarterly
Type of Attainment Given	Industry Recognized Certificate/Credential
Other Attainment Description	Student Receives A Diploma and Completion Letter Which then Allows The Student To Sit For the Licensing Exam Through The Ohio Board of Nursing
Program Synopsis	The CIAH Registered Nurse (RN) diploma offers a unique holistic focus to the standard Nursing program. Our students learn about today's fast growing complementary and alternative techniques, as well as learn hands-on techniques to utilize in your future career as a RN! In just four quarters you can receive your diploma! The RN program prepares the graduate to competently and safely provide bus
Program Website	www.oiah.edu
Program Prerequisites	1. Must be a high school graduate or possess a GED certificate. Applicant must hold a current, unrestricted licensure as a practical nurse. Applicants must submit a clean rapid 10 panel drug test. Applicant must pass Entrance Exam (ATI) with a composite score of 60 or higher or 40 in each single category. Submit a clean BCJ/FBI background check.
Program Accreditation	Council on Occupational Accreditation (COE) - Full approval through Ohio Board of Nursing.
Tuition Fee(s)	\$19,950.00
Registration Fee(s)	\$55.00
Pre-Screening Fee(s)	\$0.00
Book Fee(s)	\$4,257.00
Supplies/Materials Fee(s)	\$300.00
Tool Fee(s)	\$0.00
Testing/Exam Fee(s)	\$0.00
Graduation Fee(s)	\$0.00
Other Fee(s)	\$279.00
Other Fee Description	Lab Fee, Liability Insurance, Uniforms
Total Fees	\$24,841.00 Disclaimer: This represents an estimate of the total program cost.
Additional Fee Information	

In-Demand Occupations

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

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- To view information regarding a training provider's location, click the desired **Location/Program Info.**

The Training Provider Location Detail webpage displays. For details, go to the Training Provider Location Detail Page Field Descriptions.



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### Training Provider Location Detail

**Provider Name** Ohio Medical Career College  
**Location Name** Ohio Medical Career College-Cincinnati Campus  
**Online** No  
**Address** 149 Northland Blvd  
**City** SPRINGDALE  
**State** OH  
**Zip** 45246  
**County** HAMILTON  
**Phone** (513) 379-8581  
**Website** <http://www.omcc.edu>

### List of programs at this location

Program Name ▾	Attainment Type ▾	Program Accreditation ▾	Compare (Up to 3)
Billing & Coding Specialist Training	Industry Recognized Certificate/Credential	National Healthcare Association (NHA)	<input type="checkbox"/>
Medical Assistant	Industry Recognized Certificate/Credential	National Healthcare Association (NHA)	<input type="checkbox"/>
One Plus One Associate Degree RN Program	Associates Degree	Accrediting Council for Independent Colleges and Schools (ACICS); Ohio Board of Nursing	<input type="checkbox"/>
One Plus One Nursing Education Program	Industry Recognized Certificate/Credential	Accrediting Council for Independent Colleges and Schools (ACICS); Ohio Board of Nursing	<input type="checkbox"/>
Phlebotomy Technician Training	Industry Recognized Certificate/Credential	National Healthcare Association (NHA)	<input type="checkbox"/>
Practical Nursing Education Program	Industry Recognized Certificate/Credential	Accrediting Council for Independent Colleges and Schools (ACICS); Ohio Board of Nursing	<input type="checkbox"/>

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- Continue your training provider search.

## Procedure: Advanced Search

### When to Use

Use this procedure to search for a training provider when you want to search for one or more of the following fields: Provider Name, Program Name, Location, Type of Attainment, or Occupation.

A training provider is an eligible institution or business that is approved to offer programs on the Workforce Inventory of Education and Training (WIET).

### Before You Begin

Before you perform this procedure:

- Start your Internet browser.
- Go to the following URL: <https://owcms.ohio.gov/wiet/>  
The WIET Home webpage displays.

### Steps

Perform the following steps to execute an Advanced Search:

1. On the WIET website home page, click **Advanced Search**.  
The Advanced Training Provider Search webpage displays.

Advanced Training Provider Search

Provider Name:

Program Name:

Counties selected:

Type of Attainment Given:

Online Program:

Occupation: O'NET Code:   
O'NET Title:

Search Providers

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2. Enter the desired search criteria into one or more of the appropriate fields on the Advanced Training Provider Search webpage. For details, go to Advanced Training Provider Search Page Field Descriptions. The advanced search options are outlined below:
  - *Provider Name* - Type at least three characters of the desired training provider into the *Provider Name* search box.
  - *Program Name* - Type at least three characters of the desired program into *Program Name* search box.
  - *Type of Attainment Given* – Click the drop-down arrow for the **Type of Attainment Given** field. A drop-down menu displays that allows one or multiple selections with the following options:
    - a. Professional Degree
    - b. Doctoral Degree
    - c. Master Degree
    - d. Bachelor Degree
    - e. Associate Degree
    - f. Vocational/Technical Degree
    - g. Industry Recognized Certificate/Credential
    - h. License
    - i. Other

Note: In order to select multiple values, click on the desired first selection and hold ctrl while selecting the remaining desired values.
  - *Online Program* – Click the **Online Program** checkbox to search for programs that are offered via an online location option.
  - *O\*NET Code & Title* – Click **Search for Occupation O\*NET Codes/Titles**. The Program O\*NET Search window displays, which contain the following options:
    - Search by field
      - Click the drop-down arrow. A drop-down menu displays with the options of O\*NET Title and O\*NET Code. Select the appropriate choice.
    - Search for field
      - Type the desired search criteria in the *Search for* field.
    - Click **Search**. The O\*NET Code & Title Search Results are displayed in the Program O\*NET Search window. Select the desired O\*NET code from the results list.
    - The selection is automatically populated in the *O\*NET Code & Title* field on the Advanced Search Page.

For details, go to Program O\*NET Search Page.

- Ohio Map with JobsOhio Regions or Counties
  - Click **Select Ohio Counties from Ohio Map**. The Select Counties from Ohio Map webpage displays. Select either the **JobsOhio Regions Map** or **Ohio Counties Map** radio button. For details, go to Select Counties from Ohio Map Page.

**Note:** If JobsOhio Regions is selected, only one JobsOhio region can be selected for each search. If Ohio Counties is selected, 1-8 counties may be selected for each search. For more details regarding the makeup of the JobsOhio Regions please visit: <http://jobs-ohio.com/network/>

- Once all desired search criteria is entered on the Advanced Training Provider Search Page, click **Search Providers**. If all search criteria requirements have been met the Advanced Training Provider Search Results webpage displays. For details, go to Advanced Training Provider Search Results Page.

**Note:** If the search criteria requirements have not been met an error message will display in order to assist in meeting the search criteria requirements.

- The Advanced Training Provider Search Results page will display. There are two unique Advanced Training Provider Search Results pages, and they are outlined below:
  - Advanced Training Provider Search Results – Version 1  
Version 1 will display if the search criteria did not include Program Name or Occupation. The Advanced Training Provider Search Results will display all results that met the search conditions. The results will be listed as Provider Name, Location Info, and Provider Rating.

### Advanced Training Provider Search Results

Provider Name ↕	Location Info ↕	Provider Rating
Career and Technology Education Centers of Licking County (C-TEC)	Career and Technology Education Centers of Licking County (C-TEC)	☆
Eastland-Fairfield Career & Technical Schools	Adult Workforce Skilled Trades	☆
Eastland-Fairfield Career & Technical Schools	Eastland Career Center	☆
Eastland-Fairfield Career & Technical Schools	Fairfield Career Center	☆
Knox Technical Center	Knox Technical Center - Main Campus	☆
Knox Technical Center	Knox Technical Center Extension	☆
Pickaway-Ross Career & Technology Center	Pickaway-Ross CTC - Chillicothe Campus	☆
Pickaway-Ross Career & Technology Center	Pickaway-Ross CTC - Circleville Campus	☆
Pickaway-Ross Career & Technology Center	Pickaway-Ross CTC - Crouse Chapel Rd. Campus	☆

- Advanced Training Provider Search Results – Version 2  
Version 2 will display if the search criteria included Program Name, Occupation, or both. The Advanced Training Provider Search Results will display all results that met the search conditions. The results will be listed as Type of Attainment Given, Program Name, Program Occupation, Provider Name, Provider Rating, Location Name, Program Accreditation, and Add to Comparison List.

**Note:** The **Add to Comparison List** checkbox must be selected by the desired programs to compare. Two or three programs can be selected and compared by clicking **Compare Programs**. For more details, go to Program Comparison Page Field Descriptions.

### Advanced Training Provider Search Results

Type of Attainment Given	Program Name	Program Occupation	Provider Name	Location Name	Program Accreditation	Provider Rating	Add to Comparison List (up to 3)
Bachelors Degree	Accounting	43-3031.00 Bookkeeping, Accounting, and Auditing Clerks	Heidelberg University	Tiffin, Ohio	Higher Learning Commission	☆	<input type="checkbox"/>
Associates Degree	Accounting	43-3031.00 Bookkeeping, Accounting, and Auditing Clerks	Bowling Green State University Firelands	Bowling Green State University Firelands	NA	☆	<input type="checkbox"/>
Associates Degree	Accounting and Human Resources, AAB	43-3031.00 Bookkeeping, Accounting, and Auditing Clerks	Davis College	Davis College	North Central Association of Colleges and Schools, The Higher Learning Commission	☆	<input type="checkbox"/>
Associates Degree	Associate Degree in Information Management Specialist w Elective in Accounting	43-1011.00 First-Line Supervisors/Managers of Office and Administrative Support Workers	ETI Technical College	ETI Technical College	ACCSC< OBCCS	☆	<input type="checkbox"/>
Associates Degree	Accounting & Business Administration	43-3031.00 Bookkeeping, Accounting, and Auditing Clerks	Laurel Technical Institute	Laurel Technical Institute (Meadville)	Accrediting Council for Independent Colleges & Schools	☆	<input type="checkbox"/>
Associates Degree	Accounting & Business Administration	43-3031.00 Bookkeeping, Accounting, and Auditing Clerks	Laurel Technical Institute	Laurel Technical Institute (Sharon)	Accrediting Council for Independent Colleges & Schools	☆	<input type="checkbox"/>
Associates Degree	Accounting	43-3031.00 Bookkeeping, Accounting, and Auditing Clerks	Marion Technical College	Marion Technical College	The Higher Learning Commission	☆	<input type="checkbox"/>
Associates Degree	Accounting	43-3031.00 Bookkeeping, Accounting, and Auditing Clerks	Terra State Community College	Terra State Community College	none	☆	<input type="checkbox"/>
Associates Degree	Accounting/Financial Services	43-3031.00 Bookkeeping, Accounting, and Auditing Clerks	Terra State Community College	Terra State Community College	none	☆	<input type="checkbox"/>
Vocational/Technical Degree	Computer and Accounting Office Specialist	43-3031.00 Bookkeeping, Accounting, and Auditing Clerks	Wayne County Schools Career Center	Wayne County Schools Career Center	Council on Occupational Education	☆	<input type="checkbox"/>

☆ = In-Demand Occupations

New Advanced Search

Save Search Results

Compare Programs

5. Continue your training provider search.

## Procedure: Register as a Training Provider

### When to Use

Use this procedure to register as a training provider. Once approved, you can add training programs, training locations, and add additional contacts for use on the Workforce Inventory of Education and Training (WIET).

### Before You Begin

Before you perform this procedure, obtain the following information:

- Federal Employer Identification Number (FEIN)
- Address
- Institutional information (Institution type, Ohio Secretary of State Registration, etc.)
- Accreditations
- Financial aid information
- Graduation rate data
- Employment following graduation data

### Steps

Perform the following steps to register as a training provider:

1. Start your Web browser and open the WIET website (<https://owcms.ohio.gov/wiet/>).  
The WIET website home page displays.
2. Click the **Register as a Training Provider** link.  
The Training Provider Registration webpage displays.
3. Enter your institution's FEIN in the Please enter a valid FEIN field box. Click on the **Submit** button.
  - If the FEIN you entered is not found in WIET the Training Provider Registration webpage displays the following message:
  - "If the FEIN you entered is found in WIET the system will generate an error message stating 'A Training Provider has already registered with the same FEIN. You may contact the following individual for more information on the Training Provider:', and provides you with the provider's contact name, phone number, and email."

- Otherwise, complete all required and applicable fields, and then click **Submit**.

Training Provider Registration

**Provider Information**

\*Provider Name:

FEIN: 968784326

\*Address:

\*Zip:

Select	City	County	State
<input checked="" type="radio"/>	COLUMBUS	FRANKLIN	OH

Website:

Phone:

\*Type of Training/Education Institution:

\*Public or Private?  Public  Private

\*Non-Profit or For Profit?  Non-Profit  For Profit

Faith Based:

\*Accredited By:

In Financial Aid and/or Grants available?  Yes  No

Are Scholarships available?  Yes  No

\*Are you registered with the Ohio Secretary of State?  Yes  No

\*Are you on US Department of Education's Debarment List?  Yes  No

\*Number of Years in Business:

\*Graduation Rate:

% Graduates Employed within 6 Months of Graduation:

% Graduates Employed within 12 Months of Graduation:

\*Average Annual Wages at Placement:

**Contact Information**

\*First Name:

Middle Initial:

\*Last Name:

\*Address:

\*Zip:

Select	City	County	State
<input checked="" type="radio"/>	COLUMBUS	FRANKLIN	OH

\*Phone:

Fax Number:

\*Email Address:

\*Re-type Email Address:

Primary Contact:  The Primary Contact will have the ability to add, update, and delete other Contacts.

\*User Name:

\*Password:

\*Re-type Password:

\* - Required

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- If the provider's information does meet the requirements for automatic approval, the Registration Confirmation – Approved webpage will display.  
**Automatic Approval Criteria is as follows:**
    - Valid FEIN and institution is in good standing
    - Institution is accredited by one of the listed accrediting agencies in the drop-down menu
    - Institution is registered with the Ohio Secretary of State
    - Institution is not on the U.S. Department of Education's Debarment List
    - Institution has been operating for at least 2 years
  - If the provider's information does not meet the requirements for automatic approval, the Registration Confirmation – Pending Approval webpage displays. For details, go to Registration Confirmation – Pending Approval Page.
    - WIET generates the WIET Provider Contact Account Information email and sends it to the email address listed as the contact for the training provider.
      - If the training provider account is approved, the provider's contact will receive the WIET Provider Contact Email Validation email. You must click on the validation link within 8 days. Once you validate your email, you are permitted to login to WIET.
      - If the training provider account is declined, the provider's contact will receive the WIET Training Provider Account Declined email.
5. Once your Training Provider Account has been approved and you have validated your email address, you can login to WIET to add programs and locations.

## Procedure: Email Account Validation

### When to Use

Use this procedure to confirm your email address after you have been approved as a training provider in WIET.

**Important:** You must confirm your email address in order to for your login credentials to be activated.

### Before You Begin

Before you perform this procedure:

- Register as a Training Provider.
- Receive the WIET Provider Contact Email Validation email message at the email address you provided at registration.

### Steps

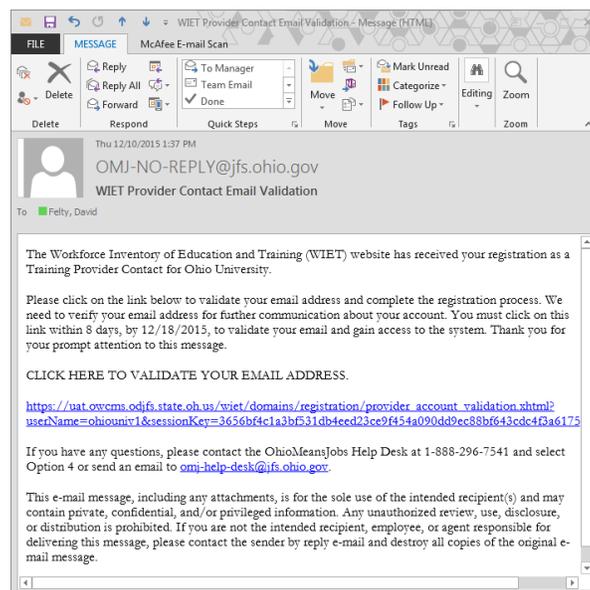
Perform the following steps to confirm your account registration email address:

1. Start your email application.
2. Review your email messages. The email message you need to find has a subject line similar to the following:

#### **WIET Provider Contact Email Validation**

- If the email has not arrived, stop this procedure and try again later.

3. Open the email.
4. Click the URL that displays below **CLICK HERE TO VALIDATE YOUR EMAIL ADDRESS.**



5. A browser window displays, opened to the WIET – Provider Contact Account Confirmation webpage. This page confirms that your email address has been validated.
6. Login to WIET and add your institution's locations and programs.

## WIET – Add Local Providers

### Procedure: Create Local Provider

#### When to Use

Use this procedure to create a new local training provider in WIET.

#### Before You Begin

There are no prerequisite activities.

#### Steps

Use the following steps to perform a search for a local training provider.

1. Access the WIET website, and login to WIET with your OWCMS Username and Password.  
The OWCMS Staff Home webpage displays.
2. Click **Create Provider**.  
The Staff – Create Provider webpage displays.

**Staff - Create Provider**

\*Provider Name

\*Address

\*Zip

Select	City	County	State
<input checked="" type="radio"/>	COLUMBUS	FRANKLIN	OH

Phone

\*Staff Email

\*Re-type Staff Email

\* = Required

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3. Enter the necessary data into the fields on the Staff – Create Provider webpage. The input fields are outlined below:
  - Provider Name: Enter the local training provider’s institutional name into the Provider Name field.

- Address: Enter the local training provider’s street address into the Address field.
- Zip: Enter the local training provider’s zip code into the Zip field.
- City, County, and State: Select the radio button with the correct City, County, and State combination.

Note: The City, County, and State combinations are system generated based upon the entered zip code.

- Phone: Enter the local training provider’s telephone number into the Phone field.
- Staff Email: Enter your email address into the Staff Email field.
- Re-Type Staff Email: Re-enter your email address into the Re-Type Staff Email field to ensure accuracy.

4. Once all local provider information has been entered, click **Save**.  
A green message will appear in the upper-left portion of the Staff – Create Provider webpage in order to notify you that the local training provider has been saved successfully.

The screenshot shows the 'Staff - Create Provider' form in the OWCMS system. At the top, a navigation bar includes links for Home, OWCMS Staff Home, OhioHigherEd, OhioMeansJobs, Ohio.gov, FELTYD, and Help. A green message in the upper-left corner states 'Staff provider information saved successfully.' The form fields are as follows:

- \*Provider Name:** Felty's Computer Training
- \*Address:** 4020 E 5th Ave.
- \*Zip:** 43219
- Select:** A table with columns for City, County, and State. The selected row is COLUMBUS, FRANKLIN, OH.
- Phone:** (111) 111-1111
- \*Staff Email:** David.Felty@jfs.ohio.gov
- \*Re-type Staff Email:** David.Felty@jfs.ohio.gov

At the bottom of the form, there are 'Save' and 'Return to Staff Home' buttons. A footer contains links for About Us, Contact Us, Privacy Policy, Site Index, and Help, along with browser compatibility information and a copyright notice for 2015 ODJFS.

5. Continue performing OWCMS Staff tasks as necessary.

## Procedure: Local Provider Search

### When to Use

Use this procedure to search for a specific local training provider.

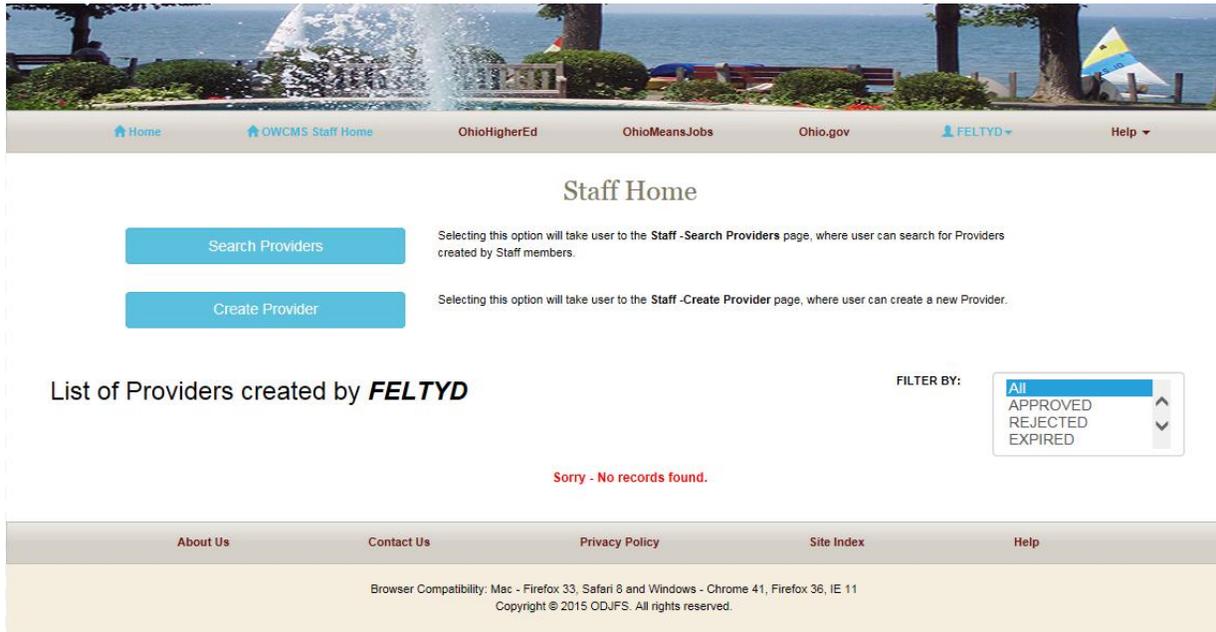
### Before You Begin

There are no prerequisite activities.

### Steps

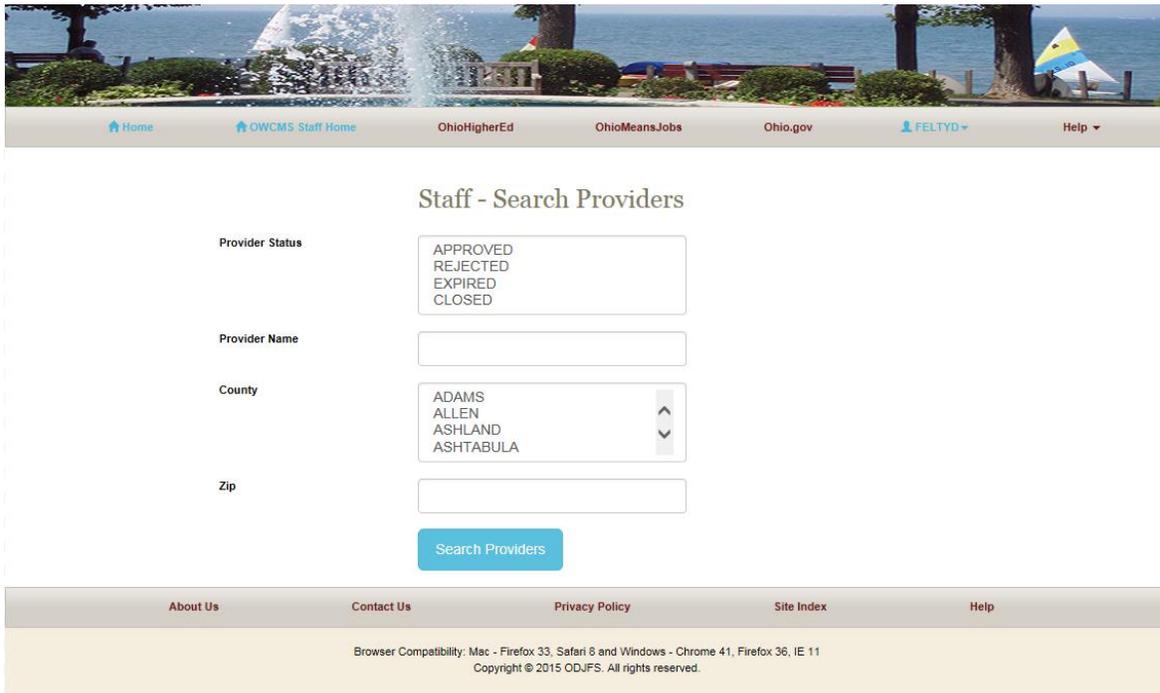
Use the following steps to perform a search for a local training provider.

1. Access the WIET website, and login to WIET with your Novell ID and password. The OWCMS Staff Home webpage displays.



2. Click **Search Providers**.

The Staff – Search Providers webpage displays.



3. Input or select the desired search criteria in the available search fields. The individual search fields are outlined below:

- **Provider Status** – The Provider Status selection box allows the user to search for training providers by status. The following outlines the selectable options:
  - Approved
  - Rejected
  - Expired
  - Closed
- **Provider Name** – Enter at least three letters of the desired training provider into the Provider Name field.
- **County** – The County selection box allows the admin user to search for training providers by county.
- **Zip** – The Zip field allows the admin user to search for training providers by zip code.

4. Enter or select at least one of the search criteria, and click **Search Providers**.  
The Provider Search Results webpage displays.

Provider Search Results

Provider Name	Provider Status	County	Zip	Update
Aim National Lease	APPROVED	TRUMBULL	44420	
ARTIFLEX MFG. LLC	APPROVED	WAYNE	44681	
Ball Corporation	APPROVED	TRUMBULL	44425	
Bull Moose Tube	APPROVED	TRUMBULL	44438	
CERCO I, INC.	APPROVED	WAYNE	44676	
Charles Manufacturing	APPROVED	TRUMBULL	44483	
Classic Optical	APPROVED	TRUMBULL	44473	
Color 3	APPROVED	TRUMBULL	44483	
Dawn Inc	APPROVED	TRUMBULL	44481	
Dinesol Plastics	APPROVED	TRUMBULL	44446	

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Browser Compatibility: Mac - Firefox 33, Safari 8 and Windows - Chrome 41, Firefox 36, IE 11  
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5. Continue performing OWCMS Staff tasks as necessary.

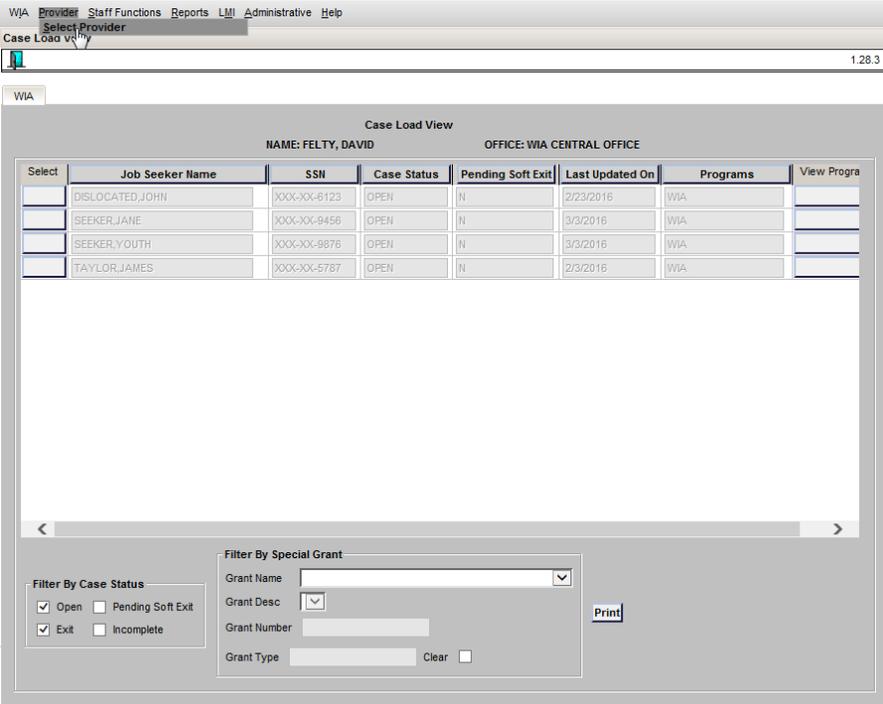
# OWCMS Procedures

## Provider > Create Provider/Local Provider

To access WIET from OWCMS:

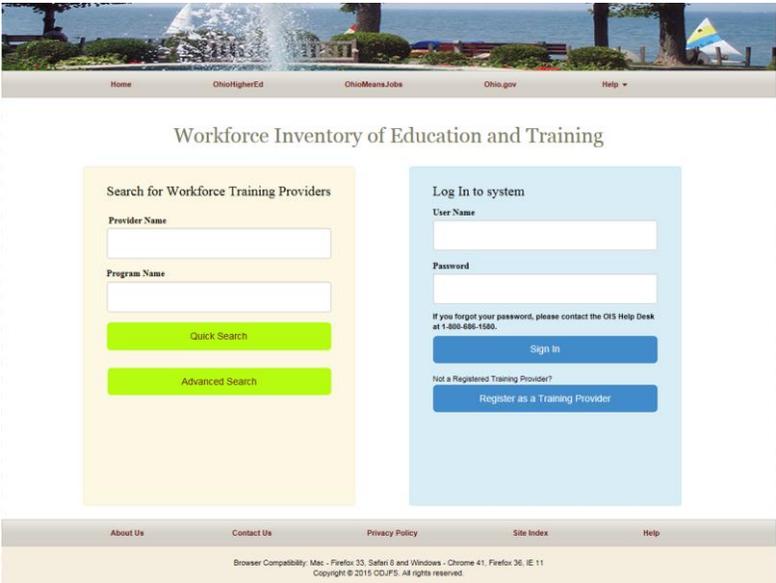
- 1. From the OWCMS tool bar, hover over **Provider**.

The **Provider** drop-down menu displays.



- 2. From the Provider drop-down menu, click **Select Provider**.

The WIET Home webpage displays in a new browser tab.



- 3. Create or search for an approved WIET provider or local provider.

## Procedure: Add a WIA Training Service with an ITA

### When to Use

Use this procedure to enroll a job seeker in a WIA training service with an ITA. To enroll a job seeker in a training service, the job seeker must be unemployed or unable to be self-sufficient.

### Before You Begin

Before you perform this procedure:

- Open the job seeker's case, either by searching for the job seeker or from your Case Load View.
- Update the job seeker's Basic Intake information if applicable.
- Calculate the job seeker's eligibility for WIA programs or assign a special grant to the job seeker.
- Access the WIA menu on the OWCMS menu bar and select the Services menu option. The Services window displays.

### Steps

Perform these steps to add a training service with an ITA:

1. On the Services window, click the **Services** tab.

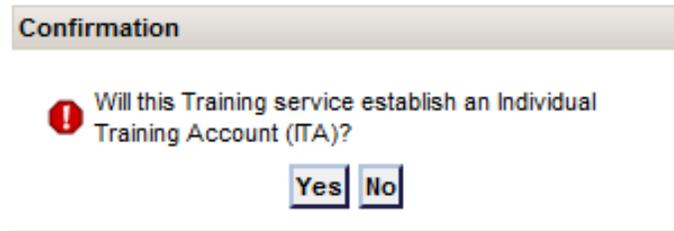
**Important:** Please note the new fields listed on the Services tab. These fields include the Waiver drop-down menu, the In-Demand checkbox, and the Local Area Demand field box.

The screenshot shows the OWCMS 'Services' window for Jane Seeker. The 'Services' tab is active, displaying a form for adding a new service. Key fields include 'Staff Assigned' (FELTY, DAVID), 'Program Affiliation' (WIA ADULT), and a table for service details. The table has columns for 'Service Type', 'Service/Activity', and 'Provider'. Below the table, there are fields for 'ONET Code', 'ONET Title', 'Actual Start Date' (02/23/2016), 'Planned End Date' (02/23/2016), 'Actual End Date', 'ITA' checkbox, 'Training Start Date', 'Planned Cost' (\$0.00), 'Actual Cost' (\$0.00), 'Waiver' dropdown, 'In-Demand' checkbox, 'Local Area Demand' checkbox, 'Instruction' dropdown, 'Non-Registered Services' checkbox, 'WIA Credential, Diploma, or Certificate' dropdown, 'Date Attained', and 'Service/Activity Outcome' dropdown. A 'Create New Provider' button is located at the bottom right of the form.

2. Click the **Add** button to begin the steps to add a service
3. If the job seeker is eligible for more than one program or grant, select a program or grant in the Program Affiliation field. This will determine the program or grant for which you are adding the service.

- In the Service Type field, select **Training**.

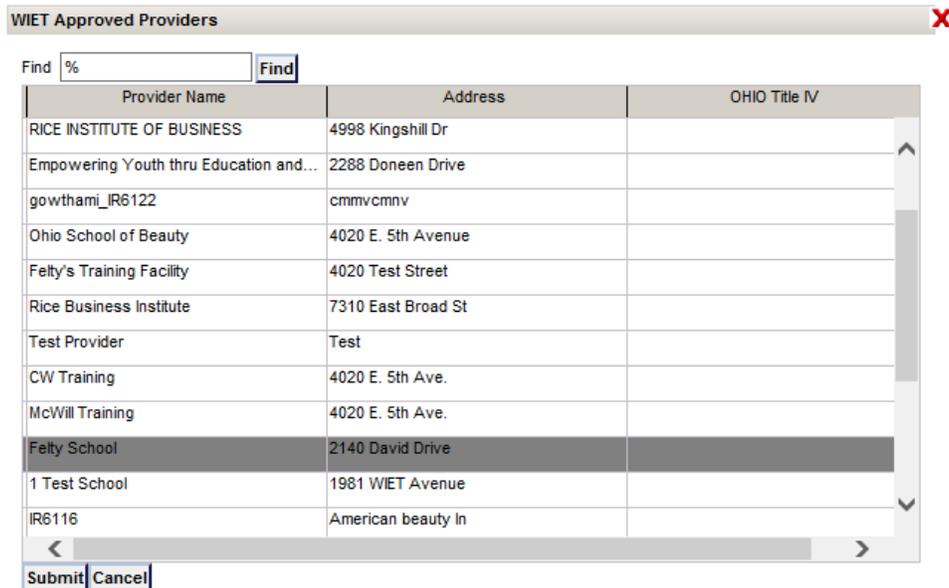
You are prompted to indicate whether the training service will establish an Individual Training Account. Select **Yes**, and the ITA check box is automatically selected.



- In the Service/Activity field, select **Occupational Skills Training**.
- In the Provider field, select the appropriate provider and click **Submit**.

The provider's name displays in the Provider field. The Provider list only includes approved WIET providers if assigning the training service as part of an Individual Training Account. For all other training services, the list includes local OWCMS Training Service Providers.

**Note:** The training provider must be selected from a list of active, registered providers. You cannot type a provider's name in the Provider field.



- In the Program field, select the provider's training program and click **Submit**. The program name displays in the Program field. If you selected an approved WIET training provider in the Provider field, this field is required.



9. If an O\*NET Code is selected that is not on the In-Demand list the following dialogue box will display:



**Note:** If you select waiver, you will need to select your specific waiver from a list. If you do not have a waiver, you will need to submit a request for a waiver. To do this, please contact WIAQNA or call 1.888.296.7541, Option #3 and they will send you the form to be completed. Then WIAQNA staff will add your waiver to the list for you to select with your Training on your case.

10. Complete the following required fields:

- Actual Start Date
- Planned End Date
- Planned Cost (Automatically populated if an approved WIET provider and program is selected)

11. Click the **Save Record** button.

WJA Provider Staff Functions Reports LMI Administrative Help

Services

ACTIVE Work Readiness Plan 1.28.3

Name: SEEKER, JANE

Record(s) saved.

Services Youth Goals Exit Summary

Services

Staff Assigned FELTY, DAVID Program Affiliation WIA ADULT

Add

Service Type	Service/Activity	Provider
Core	PARTNER CORE	
Intensive	CASE MANAGEMENT	
Training	OCCUPATIONAL SKILLS TRAINING	Felty School

ONET Code ONET Description

ONET Title

Actual Start Date 02/23/2016 Planned End Date 02/23/2016 Actual End Date

ITA Training Start Date Planned Cost \$0.00 Actual Cost \$0.00

Waiver In-Demand Local Area Demand

Instruction Non-Registered Services

WIA Credential, Diploma, or Certificate Date Attained

Service/Activity Outcome Create New Provider

- To access links to information about the performance measures, click the **Performance Measure Guidance** button or the **TEGL 17-05** button.
- When you are finished viewing the pop-up window, click the **OK** button.

## Procedure: Add a Training Service without an ITA

### When to Use

Use this procedure to enroll a job seeker in a training service that does not require an ITA for a WIA program. To enroll a job seeker in a training service, the job seeker must be unemployed or unable to be self-sufficient.

### Before You Begin

Before you perform this procedure:

Open the job seeker's case, either by searching for the job seeker or from your Case Load View.

Update the job seeker's Basic Intake information as required.

Calculate the job seeker's eligibility for WIA programs or assign a special grant to the job seeker.

Access the WIA menu on the OWCMS menu bar and select the Services menu option. The Services window displays.

### Steps

Perform these steps to add a training service without an ITA:

1. On the Services window, click the **Services** tab.

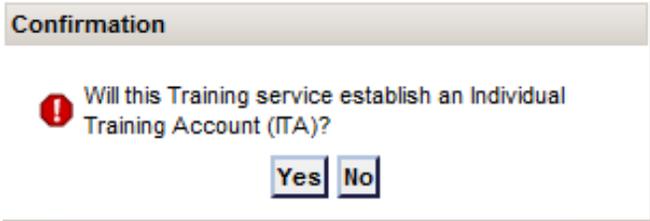
**Important:** Please note the new fields listed on the Services tab. These fields include the Waiver drop-down menu, the In-Demand checkbox, and the Local Area Demand field box.

2. Click the **Add** button to add a blank service record.
3. If the job seeker is eligible for more than one program or grant, select a program or grant in the Program Affiliation field. This will determine the program or grant for which

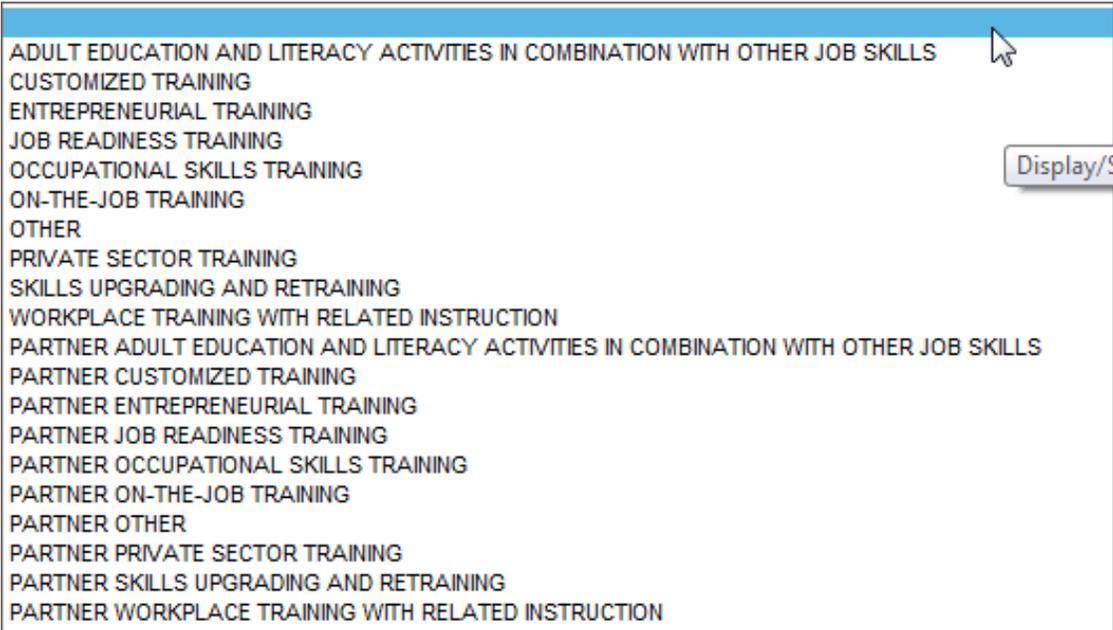
you are adding the service. If the job seeker is eligible for only one program or grant, the Program Affiliation field displays the name of that program or grant.

- 4. In the Service Type field, select **Training**.

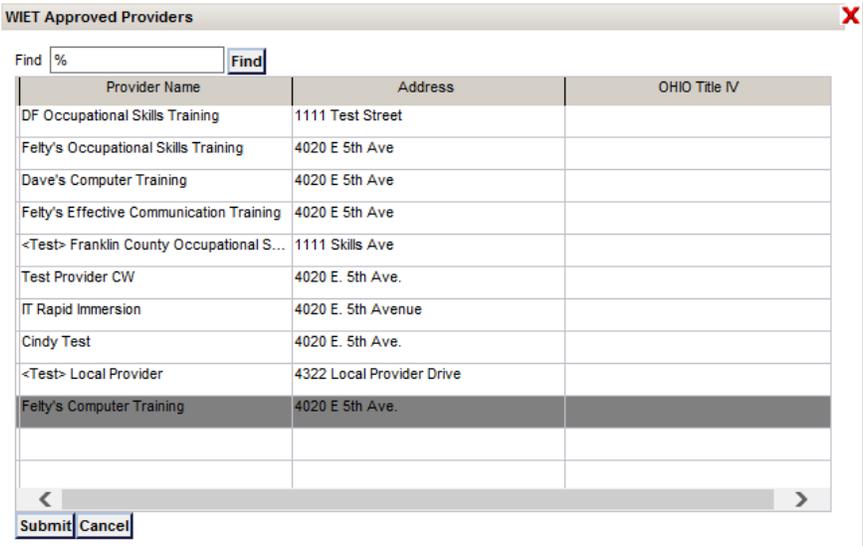
You are prompted to indicate whether the training service will establish an Individual Training Account. Select the **No** button.



- 5. In the Service/Activity field, select the appropriate training service from the drop-down menu.

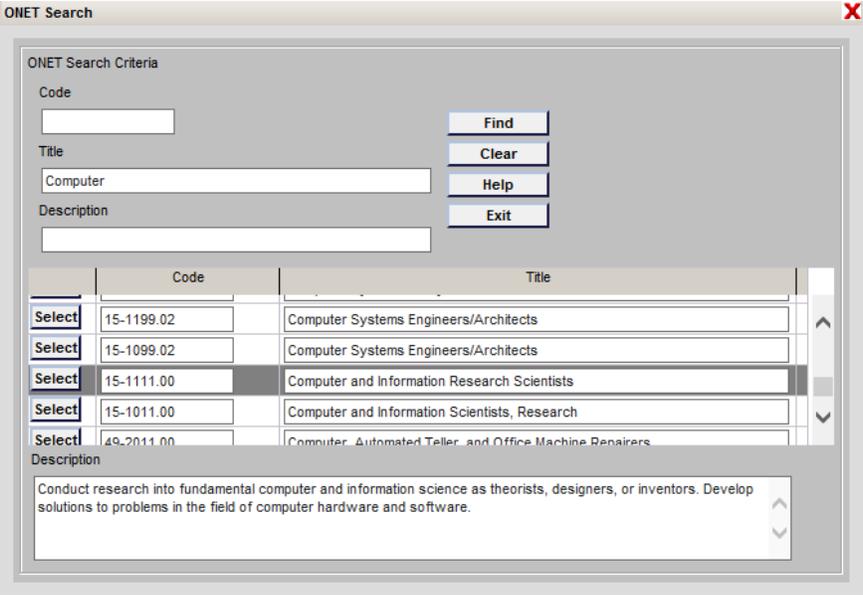


- 6. In the Provider field, select the appropriate provider and click **Submit**. The provider's name displays in the Provider field. The Provider list includes WIET Registered Local Providers within your local area if the training service is not part of an Individual Training Account.



- 7. Since you selected a local provider in the Provider field, select an ONET code from the ONET Search window.

**Note:** The in-demand occupations are marked with a thumbs-up symbol. An in-demand occupation must be selected in order to utilize the WIOA 85% funds. If an O\*NET code is selected that is not in-demand, a dialog box will display in order for you to select either utilize the WIOA 15% funds or approved waiver. An active waiver must already be in place for the local area in order to choose this option.



- If an in-demand O\*NET code was selected, the Local Area Demand field populates with 85%.
- If a not in-demand O\*NET code was selected, the following dialogue box will display:



**Note:** If you select waiver, you will need to select your specific waiver from a list. If you do not have a waiver, you will need to submit a request for a waiver. To do this, please contact WIAQNA and they will send you the form to be completed. Then WIAQNA will add your waiver to the list for you to select with your Training on your case.

- 8. Complete the following required fields:
  - Actual Start Date
  - Planned End Date
  - Planned Cost
- 9. Click the **Save Record** button.

WJA Provider Staff Functions Reports LMI Administrative Help

Services

ACTIVE Work Readiness Plan 1.28.3

Name: DISLOCATED, JOHN

Services Youth Goals Exit Summary

Services

Staff Assigned FELTY, DAVID Program Affiliation WIA DISLOCATED WORKER

Service Type	Service/Activity	Provider
Core	CAREER COUNSELING	
Intensive	DEVELOPMENT OF INDIVIDUAL EMPLOYMENT PLAN	
Training	PARTNER OCCUPATIONAL SKILLS TRAINING	Felty's Computer Trainin

ONET Code 15-1111.00 ONET Description Conduct research into fundamental computer and information science as theorists, designers, or inventors.

ONET Title Computer and Information Research Scientists

Actual Start Date 03/01/2016 Planned End Date 03/09/2016 Actual End Date

ITA Training Start Date Planned Cost \$1,000.00 Details Actual Cost \$0.00

Waiver In-Demand Local Area Demand 15%

Instruction Non-Registered Services

WIA Credential, Diploma, or Certificate Date Attained

Service/Activity Outcome Create New Provider

- 10. When the job seeker completes the training service, record the result.

## Index

- About WIET, 3
- Background Information, 2
- Local Providers, 3
- OWCMS Procedures, 22
- Procedure: Add a Training Service without an ITA, 28
- Procedure: Add a WIA Training Service with an ITA, 23
- Procedure: Advanced Search, 8
- Procedure: Create Local Provider, 17
- Procedure: Email Account Validation, 15
- Procedure: Local Provider Search, 19
- Procedure: Quick Search, 4
- Procedure: Register as a Training Provider, 12
- Provider > Select Provider, 22
- Training Providers, 2
- Types of WIET Approved Training Providers, 2
- WIET – Add Local Providers, 17
- WIET Home Page Procedures, 4
- Workforce Inventory of Education and Training (WIET) Overview, 2