Workforce Inventory of Education and Training (WIET)

Getting Started with WIET:
A How to Guide for Maintaining the Local WIET List

Ohio Department of Job and Family Services
Office of Workforce Development

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Workforce Inventory of Education and Training (WIET) Overview

Background Information

The Workforce Innovation and Opportunity Act Policy Letter (WIOAPL) 16-02.1: Eligible Training Providers states that "WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement." In an effort to achieve these standards, the Ohio Department of Job and Family Services (ODJFS) has established eligibility criteria and procedures for the determination of eligibility for training providers and training programs to receive training funds for WIOA Adults, Dislocated Workers, and Youth. The system that is used to maintain the status of Ohio's eligible training providers is the Workforce Inventory of Education and Training (WIET) system.

Some training programs, while frequently provided to WIOA participants to assist them in gaining employment, do not meet the eligibility criteria of the state-approved WIET list. These training programs can not be funded through Individual Training Accounts (ITA's), and must be added to WIET's local training provider list in order to fund the training through other means.

A local training provider is:

- a training provider that **does not** meet the minimum eligibility criteria to receive WIOA-funded ITAs;

- a training provider that can be placed on the local provider list which is created and maintained by the OWCMS Staff in each area;

- a training provider that can be used for training purposes at the local OhioMeansJobs center's discretion.

See [WIOAPL 16-02.1: Eligible Training Providers](#) for more details.

This WIET guide is designed for local workforce areas in mind. Please utilize this guide when adding non-ITA funded training providers to the local WIET list.

Adding a Local Training Provider

Steps

Use the following steps to add a local training provider to WIET:

1. Open the WIET website: https://owd.jfs.ohio.gov/wiet/index.xhtml

2. Login using your Novell ID and password (if you do not have WIET Administrator access, email your access request to WIOAQNA@jfs.ohio.gov).

3. Click "*Create Provider*"

   The "*Staff-Create Provider*" screen displays as shown below:

Steps for Adding a Local Provider (continued)

3. Enter all necessary data into the fields on "*Staff - Create Provider*" screen.

   Note: In "*Staff Email*", enter **your** email address

4. Once all local provider information has been entered, click "*Save*"

5. Perform OWCMS Staff tasks as necessary

Local Provider Search

Use this function when searching for a specific local training provider in WIET.

Steps

1. Open the WIET website: https://owd.jfs.ohio.gov/wiet/index.xhtml

2. Login using your Novell ID and password (if you do not have WIET Administrator access, email your access request to WIOAQNA@jfs.ohio.gov).

3. Click "*Search Provider*"

4. Input the desired search criteria in the available search fields shown below, then select "*Search Providers*"

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Staff - Search Providers

Provider Status	APPROVED REJECTED EXPIRED CLOSED
Provider Name	
County	ADAMS ALLEN ASHLAND ASHTABULA
Zip	

Search Providers

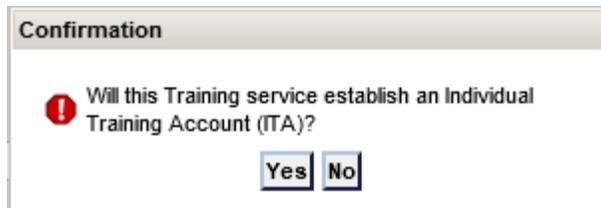| About Us | Contact Us | Privacy Policy | Site Index | Help |

OWCMS Functions

Adding a Local Provider to a Service

Use this function when adding a non-ITA funded service in OWCMS.

Steps

1. Login to OWCMS

2. Select the appropriate job seeker

3. After adding a training service, a confirmation window will appear:

4. Select "*No*"

5. The local training provider list will now be available for selection

Please email WIOAQNA@jfs.ohio.gov if a local provider is missing from the training provider box.