



**Workforce System Technical Assistance
Training Provider User Guide for EmployOklahoma**

Effective Date of Policy: 03/12/2025

Policy Number: WSTA #09-2025

Rescissions: N/A

Approved By: Trae Rahill, Chief Executive Officer

STAKEHOLDERS:

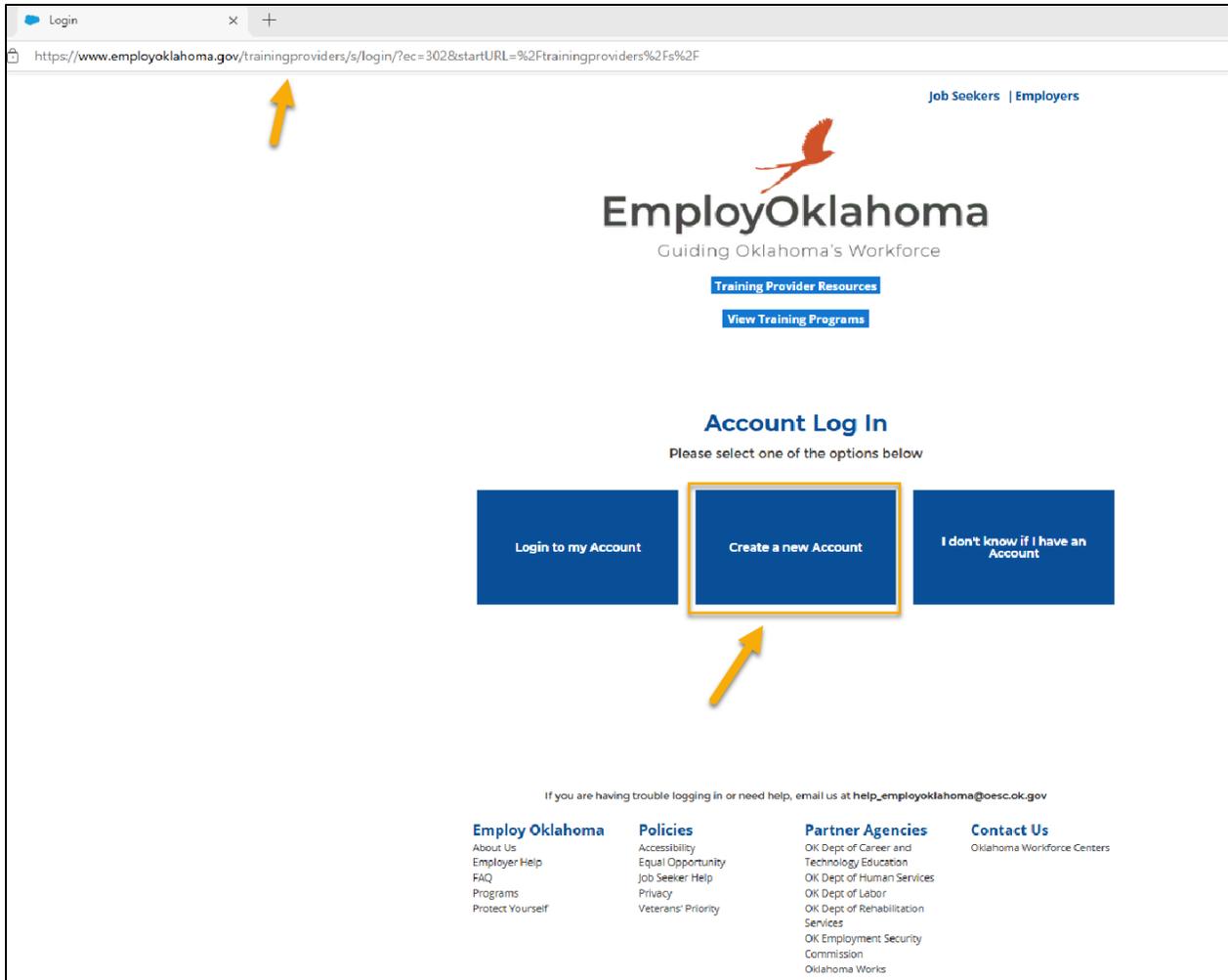
- Workforce Development Board Staff
- Service Provider Staff
- OESC Regional Managers

PURPOSE: The Oklahoma Employment Security Commission (OESC), designated as the Governor’s Workforce Innovation and Opportunity Act (WIOA) administrative entity, issues this guidance for training providers on account creation and navigation in EmployOklahoma.

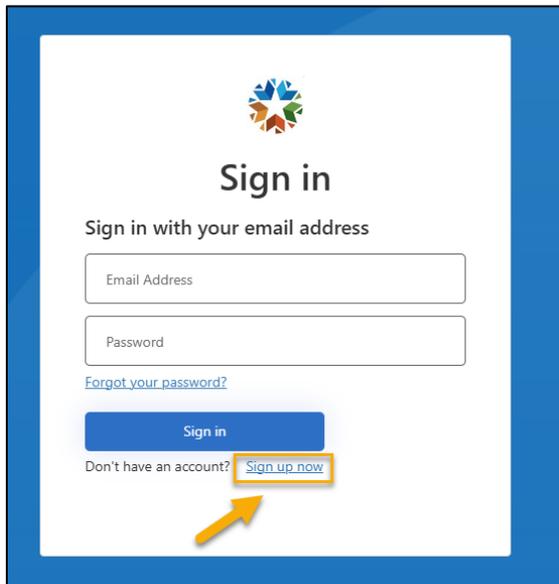
MESSAGE:

Training Provider Self-Registration – Account Creation

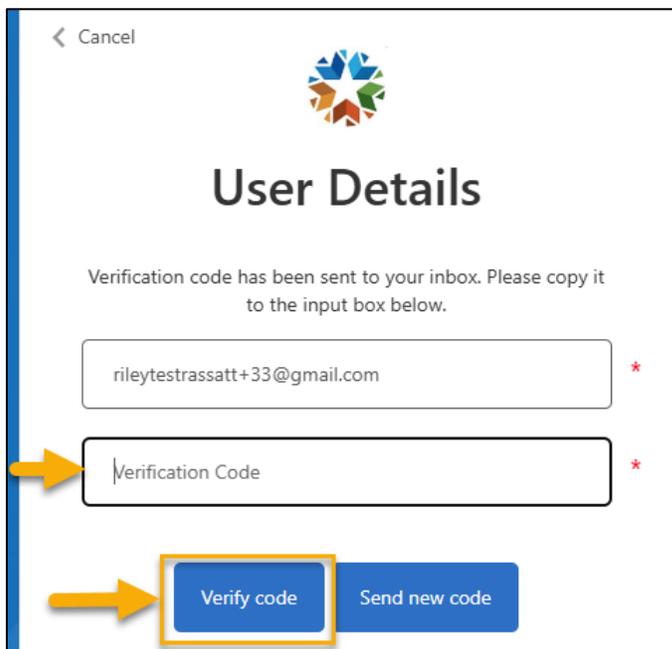
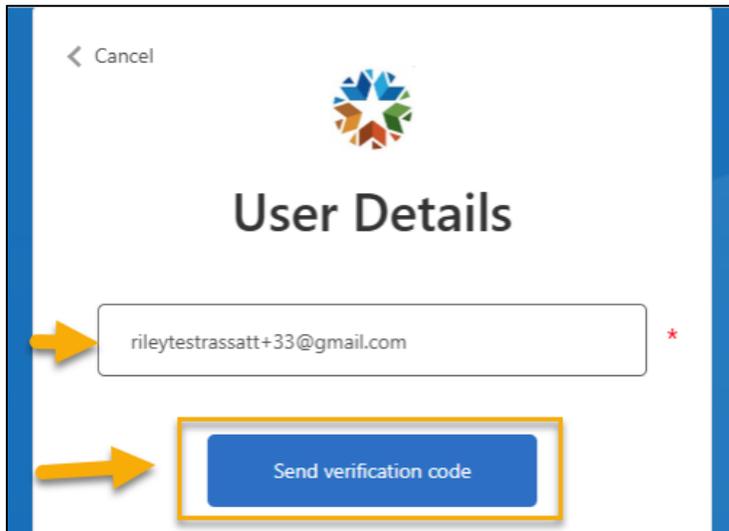
1. Navigate to the Training Provider Portal, verify in the URL “training providers” is listed. Select “Create a new Account” to register.



2. From this screen, select "Sign up now".



3. On the “User Details” page, input a new email address to register within the portal and send the verification code. Once the verification code is received, add the code into the text field and select “verify code”.



4. After verifying the code, enter in **all** information on the “User Details” page and select “Create”.

User Details

E-mail address verified. You can now continue.

rileystestrassatt+33@gmail.com *

Change e-mail

New Password is required.

New Password *

The password entry fields do not match. Please enter the same password in both fields and try again.

Confirm New Password *

Display Name

Given Name

MiddleName

Surname

Create

5. The next screen asks for the Training Provider's FEIN.

The screenshot shows the top of the EmployOklahoma portal. The logo 'EmployOklahoma' is at the top left, with the tagline 'Guiding Oklahoma's Workforce' and a red bird icon to the right. Below the logo, the user's email 'rileytstrassatt+33@gmail.com.oesc.otp' and a 'Log Out' link are visible. The main content area is titled 'Basic Information' with a dropdown arrow. Below this, there is a red asterisk and the label '* FEIN' with a help icon. A text input field is provided for the FEIN. At the bottom right of the form, there is a blue 'Next' button.

6. If the FEIN entered already exists in the portal, an alert message will be displayed, as shown below. If the user wants to proceed with the existing FEIN, select “Continue With Warnings”. If the user wants to update the FEIN, select "No" to modify the FEIN.

The screenshot shows the same portal header as the previous image. The main content area contains a message: 'Our records indicate that a training provider account with the provided FEIN exists in our system. If the provided FEIN is correct and you wish to create a new account using this information, click "Continue With Warnings". To update the FEIN click, "No".' Below the message, there are two buttons: a white 'No' button and a blue 'Continue With Warnings' button.

7. The next screen requires all necessary details relating to the Training Provider Account, such as Account Name, Address Details, etc. After entering all the required information, select “Eligible Training Provider Assurances” to move forward.

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rileytrassatt+33@gmail.com.oesc.etp Log Out

Account Information

* Account Name

Phone

* Email

Website

RAPIDS Number ⓘ

* County

* Region ⓘ

Address Information

* Billing Address Search

* Street

* City

* State

* Zip Code

* Country

Previous Eligible Training Provider Assurance

- After reading through all the assurances on the “Eligible Training Provider – Assurances” page, be sure to check the box, type your signature, and select “Next”.

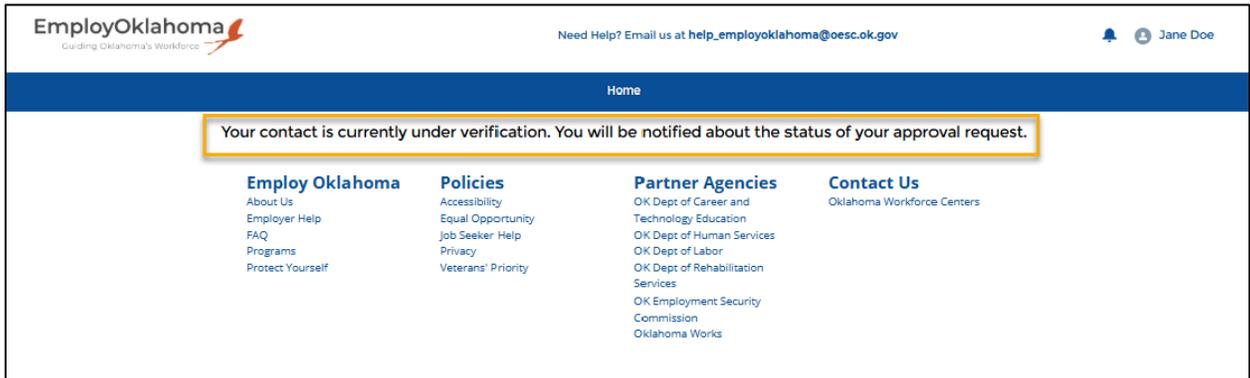
I accept the Eligible Training Provider Assurance.

* Signature

Previous Next

- Upon successful completion of registration, ETP staff will be notified to review the contact. Until the training provider contact has been reviewed, the following message

will be present, “Your contact is currently under verification. You will be notified about the status of your approval request”.



10. The training provider contact will receive the following email notification after successful registration and submission for approval.



11. If the training provider contact has been approved, the contact will receive the following email notification.

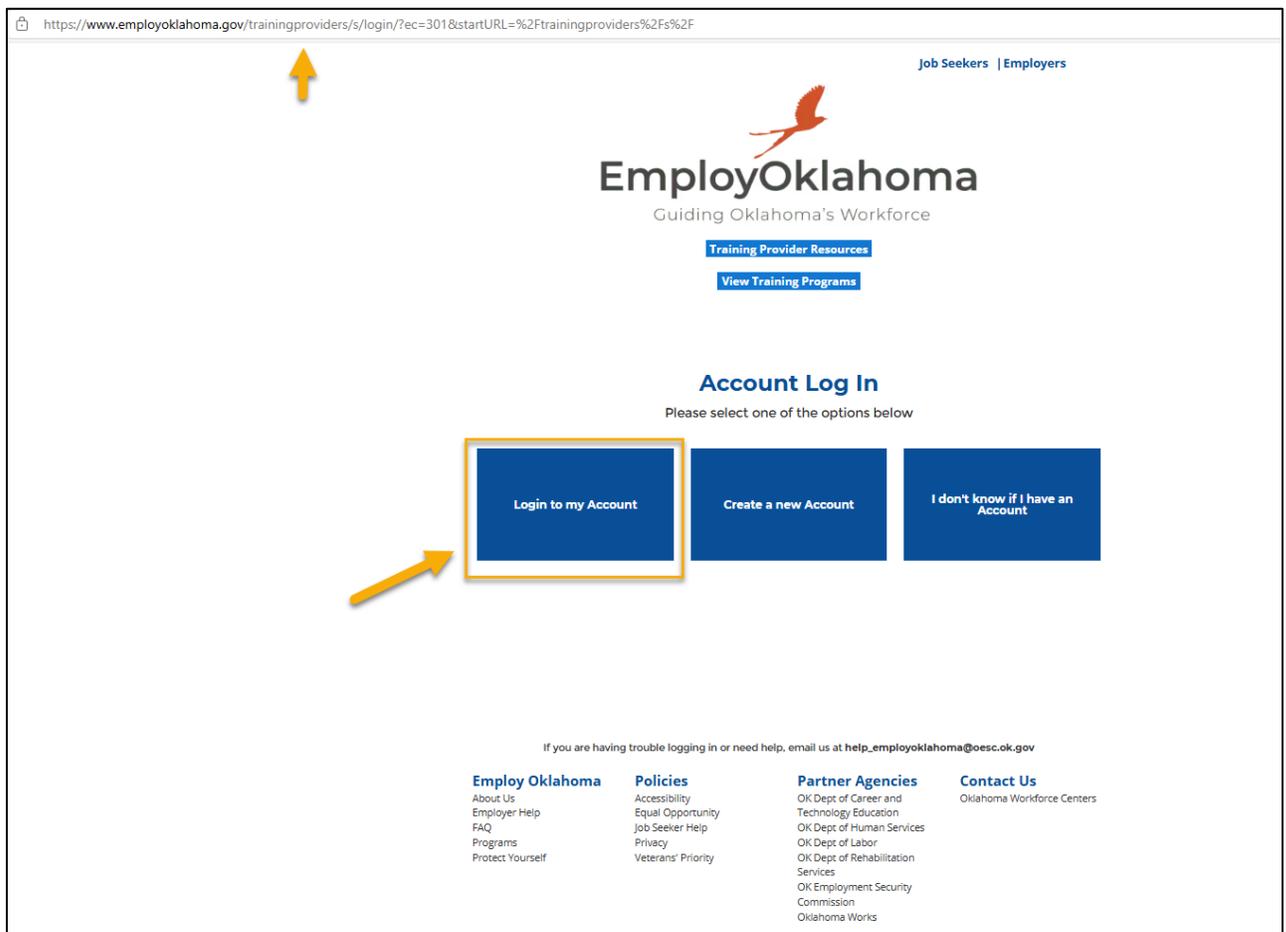


12. If the training provider contact has been rejected, the contact will receive the following email notification.

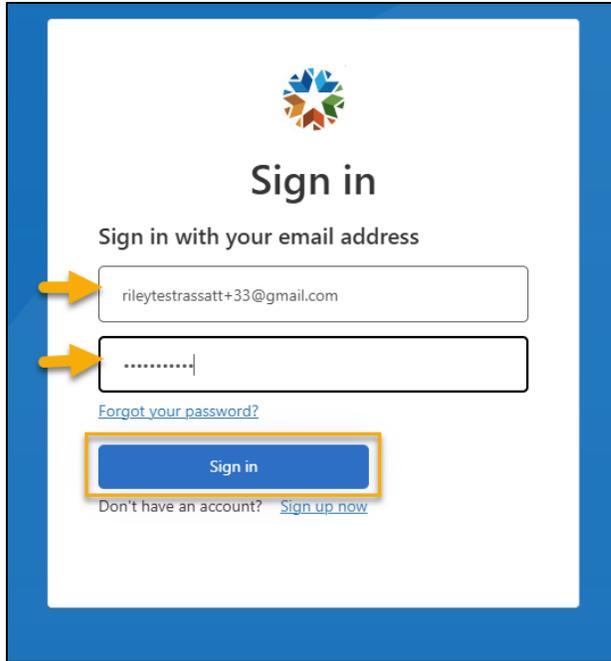


Login to an Existing Account

1. After verifying the URL contains “training providers”, Training provider contacts with active credentials can login to the portal by selecting “Login to my Account”.

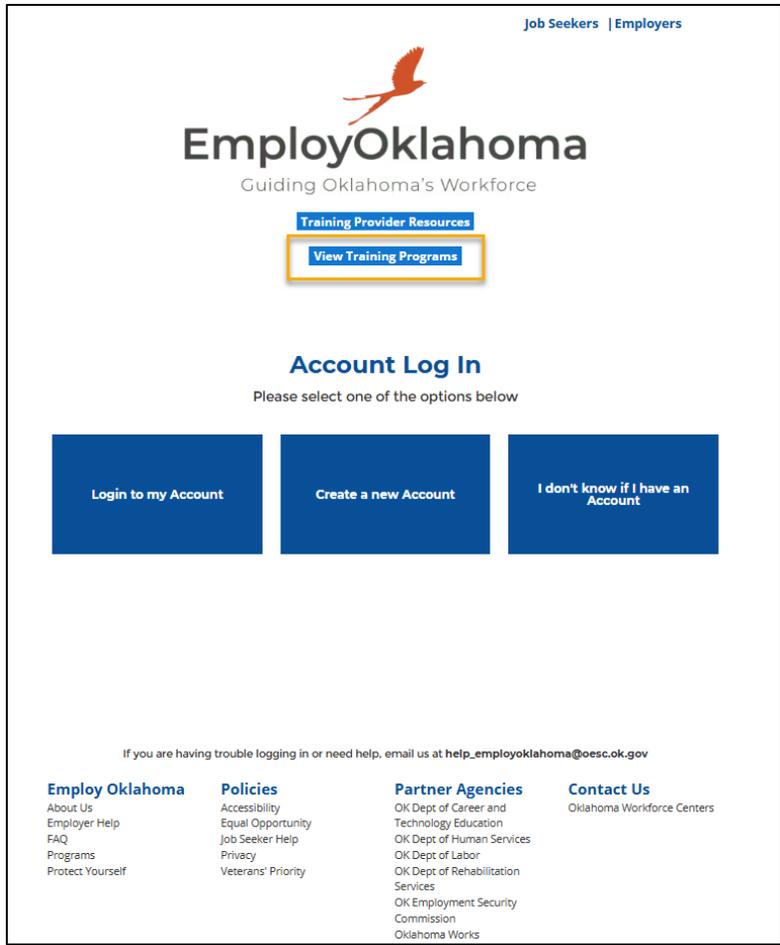


2. On the “Sign in” page, enter the active email address and password, then select “Sign in”.

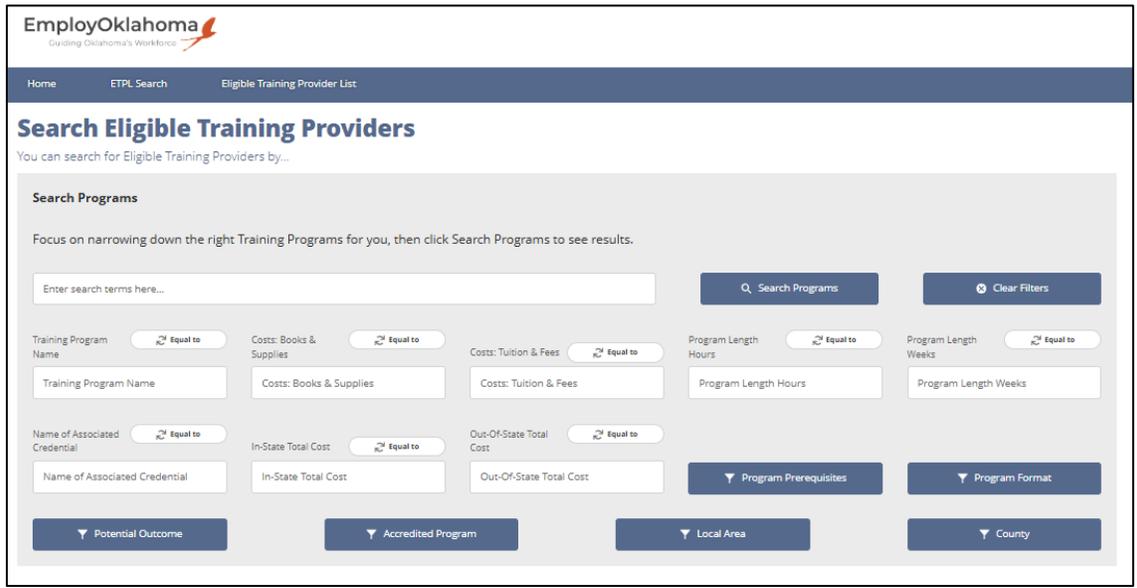


View and Search Approved Training Programs

1. External users can view all eligible training providers and training programs from the landing page of the portal by selecting "View Training Programs".

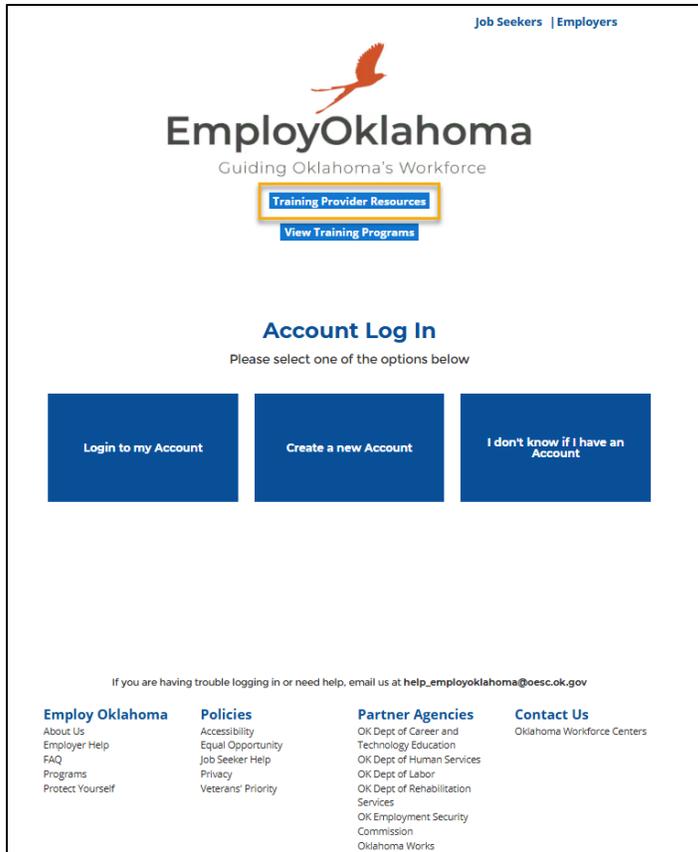


2. The search for approved training programs can be narrowed down by using the filters.



Training Provider Resources

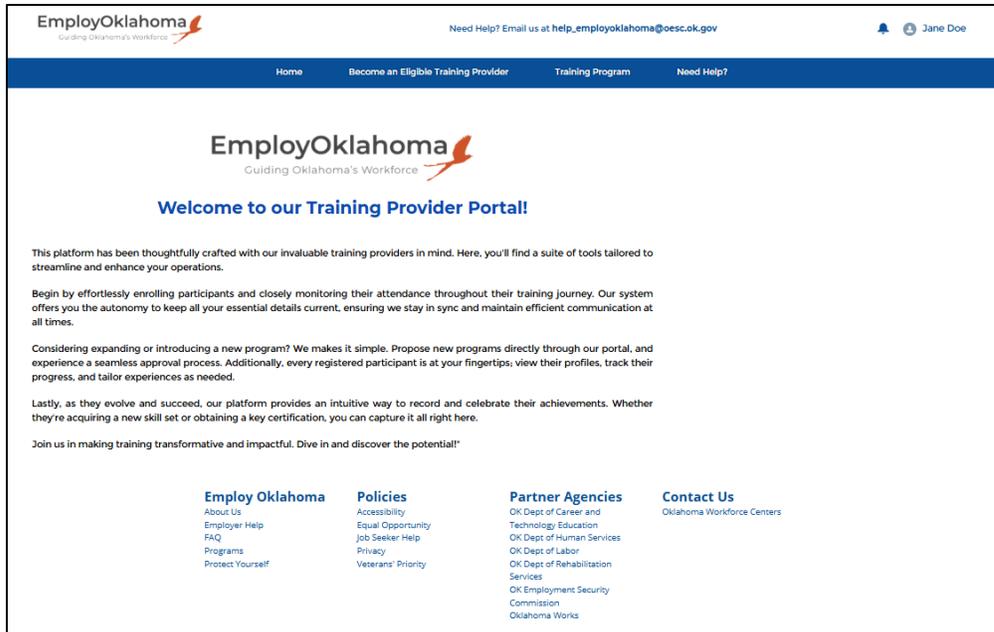
1. From the landing page, helpful links can be found when clicking “Training Provider Resources”.



Training Provider Portal User Capabilities

Features on Home Page

1. Upon successful login, training provider contacts will see the message “Welcome to our Training Provider Portal”



2. Contacts can access the following screens by selecting the different tabs across the top of the Home Page.

- a. Become an Eligible Training Provider
- b. Training Program
- c. Need Help?

Under the contact's name after clicking it:

- a. My Profile
- b. My Account
- c. Logout

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Jane Doe

Home Become an Eligible Training Provider Training Program Need Help?

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Welcome to our Training Provider Portal!

This platform has been thoughtfully crafted with our invaluable training providers in mind. Here, you'll find a suite of tools tailored to streamline and enhance your operations.

Begin by effortlessly enrolling participants and closely monitoring their attendance throughout their training journey. Our system offers you the autonomy to keep all your essential details current, ensuring we stay in sync and maintain efficient communication at all times.

Considering expanding or introducing a new program? We makes it simple. Propose new programs directly through our portal, and experience a seamless approval process. Additionally, every registered participant is at your fingertips; view their profiles, track their progress, and tailor experiences as needed.

Lastly, as they evolve and succeed, our platform provides an intuitive way to record and celebrate their achievements. Whether they're acquiring a new skill set or obtaining a key certification, you can capture it all right here.

Join us in making training transformative and impactful. Dive in and discover the potential!

Employ Oklahoma
About Us
Employer Help
FAQ
Programs
Protect Yourself

Policies
Accessibility
Equal Opportunity
Job Seeker Help
Privacy
Veterans' Priority

Partner Agencies
OK Dept of Career and Technology Education
OK Dept of Human Services
OK Dept of Labor
OK Dept of Rehabilitation Services
OK Employment Security Commission
Oklahoma Works

Contact Us
Oklahoma Workforce Centers

3. Contacts can log out of the portal by clicking their avatar/name on the top right corner of the home page then select "Logout".
4. If the contact is rejected, the below message will appear, and the user will only be able to update their profile and account information by selecting their avatar/name.

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Jane Doe

Home

Your contact has been rejected, and you are unable to access the portal. Please contact your local office for further assistance.

Employ Oklahoma
About Us
Employer Help
FAQ
Programs
Protect Yourself

Policies
Accessibility
Equal Opportunity
Job Seeker Help
Privacy
Veterans' Priority

Partner Agencies
OK Dept of Career and Technology Education
OK Dept of Human Services
OK Dept of Labor
OK Dept of Rehabilitation Services
OK Employment Security Commission
Oklahoma Works

Contact Us
Oklahoma Workforce Centers

Applying to become an Eligible Training Provider

1. Approved contacts will be able to submit the application to become an Eligible Training Provider from the tab "Become an Eligible Training Provider".

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Home **Become an Eligible Training Provider** Training Program Need Help?

Become an Eligible Training Provider

Provider Name : Trucking Academy

Address

Street : _____

City : _____ State/Province : OK

Zip/Postal Code : _____ Country : United States

County : _____ Region : Central

Please make sure you have uploaded the necessary files by clicking on the checkbox next to the file name below.

Supplementary Documents

Alternative document instead of WIDA performance Indicator

Other Documents

Credentials

Debarment

Accreditation and Financial Aid

UploadDocument

Or drop files

Employ Oklahoma
About Us
Employer Help
FAQ
Programs
Protect Yourself

Policies
Accessibility
Equal Opportunity
Job Seeker Help
Privacy
Veterans' Priority

Partner Agencies
OK Dept of Career and
Technology Education
OK Dept of Human Services
OK Dept of Labor
OK Dept of Rehabilitation
Services
OK Employment Security
Commission
Oklahoma Works

Contact Us
Oklahoma Workforce Centers

2. Contacts will upload the necessary documents and select "Submit" for ETP staff to review their application to become an Eligible Training Provider.
3. Once the application has been submitted successfully, the message below will appear.

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Need Help? Email us at help_employoklahoma@oescc.ok.gov Jane Doe

Home **Become an Eligible Training Provider** Training Program Need Help?

Your application to become an eligible training provider has been successfully submitted.

Employ Oklahoma
About Us
Employer Help
FAQ
Programs
Protect Yourself

Policies
Accessibility
Equal Opportunity
Job Seeker Help
Privacy
Veterans' Priority

Partner Agencies
OK Dept of Career and
Technology Education
OK Dept of Human Services
OK Dept of Labor
OK Dept of Rehabilitation
Services
OK Employment Security
Commission
Oklahoma Works

Contact Us
Oklahoma Workforce Centers

4. After the request has been submitted and it's being reviewed, contacts will see the message "Your request to Become an Eligible Training Provider is under review" when clicking on the "Become an Eligible Training Provider" tab.

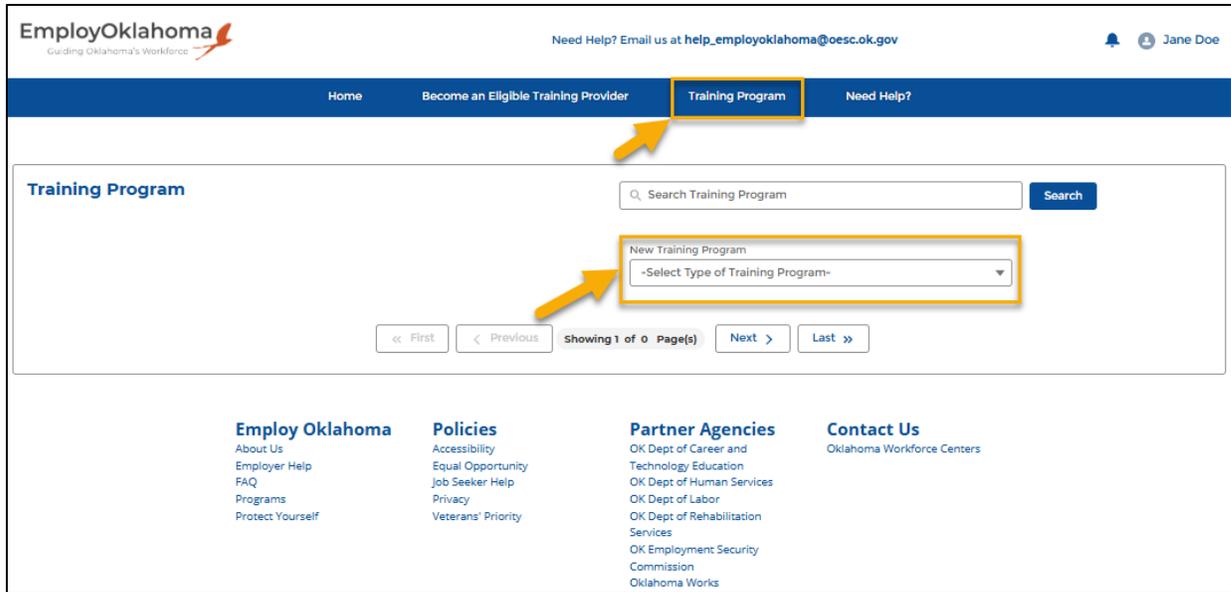


5. If the application is approved, the following message will appear if the contact clicks "Become an Eligible Training Provider".



Creating Training Programs

1. Eligible Training Providers can submit training programs for review by selecting the "Training Program" tab.
2. Next, the contact will select the "New Training Program" type- either "Training Programs" or "RA Training Programs".



3. After selecting “Training Programs”, fill out all the required information for the program and then select “save”.

4. After successfully adding a training program, performance measures must be submitted to trigger the review process.

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Home Become an Eligible Training Provider Training Program Need Help?

Training Program CDL Edit

Training Provider [Trucking Academy](#) Occupational Code #1 [Heavy and Tractor-Trailer Truck Drivers](#) Program Status [Pending Initial Approval](#) Course Type [New](#) In-State Total Cost [\\$4,200.00](#)

Please click on the "New" button in the "Performance Measures" section on the right to submit the Overall Performance measure and trigger the approval process for the selected program.

Program Information

| | |
|---|--|
| Training Program Name CDL | Record Type Training Programs |
| Training Provider Trucking Academy | Local Area Central |
| WIOA Approval | Single or multiple courses? Single courses |
| Non-Traditional Gender Work? Non-traditional for women | Description of Training Program CDL Training |
| URL of Training Program | Program Format In Person |
| Training Schedule Daytime Hours | Program Prerequisites High School Diploma or Equivalent |
| Training Location United States | ZIP |

Training Program - Performance Measures (0) New

Files (0) Add Files

[Upload Files](#)
Or drop files

5. Once all required fields for performance have been completed, click "save".

Program Code #1 Program Status Course Type In-State Total Cost

New Training Program - Performance Measures: Overall

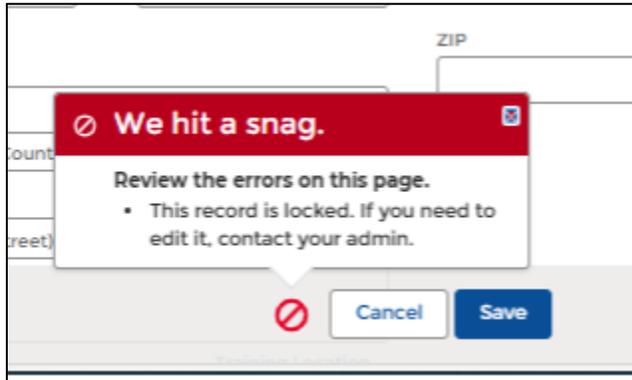
* = Required Information

Information

| | |
|---|---|
| * Performance Report Name <input type="text"/> | Record Type Overall |
| * Number Served ⁱ <input type="text"/> | * Training Program CDL |
| * Number Completed ⁱ <input type="text"/> | * Number Exited ⁱ <input type="text"/> |
| * Nr Employed in 2nd Qtr After Exit ⁱ <input type="text"/> | * Dr for Employed in 2nd Qtr After Exit ⁱ <input type="text"/> |
| * Nr Employed in 4th Qtr After Exit ⁱ <input type="text"/> | * Dr for Employed in 4th Qtr After Exit ⁱ <input type="text"/> |
| * Credential Attainment ⁱ <input type="text"/> | * Median Earnings in 2nd Qtr After Exit ⁱ <input type="text"/> |
| * Avg Earnings in 2nd Qtr After Exit ⁱ <input type="text"/> | * Average Earnings in 4th Qtr After Exit ⁱ <input type="text"/> |
| * Start Date <input type="text"/> | * End Date <input type="text"/> |

Cancel Save & New Save

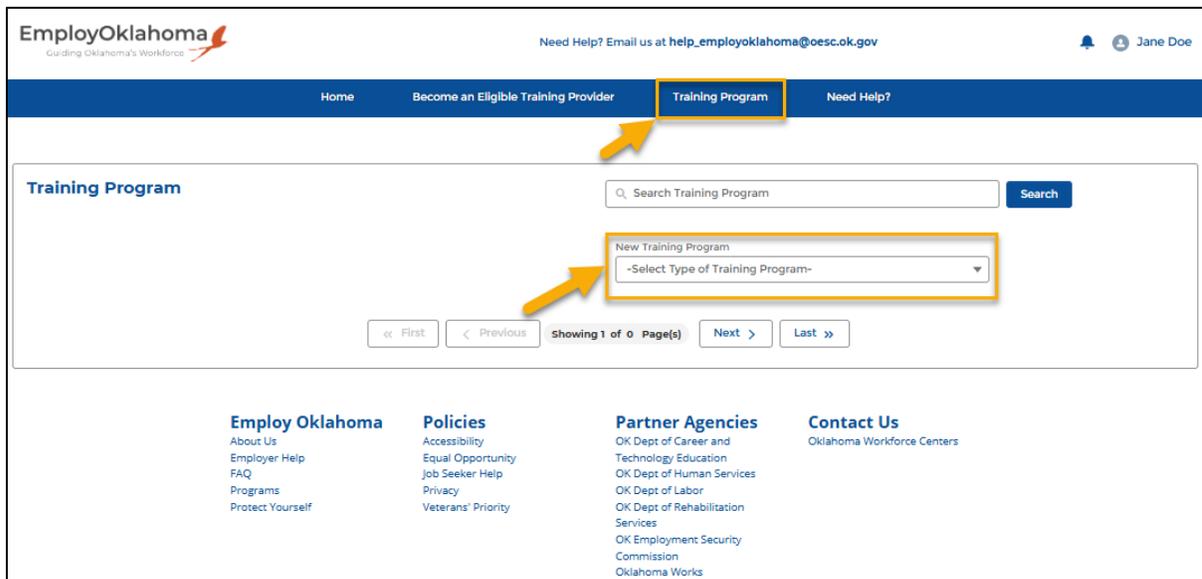
6. After the performance information has been submitted, the contact will receive an error message if they try to update information on the program because the program is going through the review process.



7. The contact will receive email notification of the program's status once the program has gone through the review process.

Creating RA Training Programs

1. Training Providers can create RA training programs without becoming an Eligible Training Provider first.
2. Training Providers will select "Training Program" at the top of the page then select "RA Training Programs" for the new training program type.



3. Then fill out all the required information for the new RA training program and select "save".

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New Training Program: RA Training Programs

* = Required Information

Sponsor Program Information

* Training Program Name Record Type: RA Training Programs
 Complete this field.

Date of Registration Description of Training Program

Program Format

Available: In Person, Online, E-learning..., Hybrid or Blended ...
 Chosen:

Occupational Code #1

No of active apprentices in the programs

Offered When

Available: Class held days, Class held evenings, Class held weeken..., Class held other - ...
 Chosen:

Providing Related Technical Instruction

I agree to add the RA program to ETPL

* Training Provider: Trucking Academy

System Information

Legacy Data Source Legacy Source ID

Buttons: Cancel, Save & New, Save

4. Approved documentation from the Office of Apprenticeship must be submitted by selecting “upload files”.

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Home Become an Eligible Training Provider Training Program Need Help?

Welding RA Program Edit

Training Provider: [Trucking Academy](#) Occupational Code #1: Program Status: Pending Final Approval Course Type: New In-State Total Cost:

Please upload the 'Approved Document from the Office of Apprenticeship' by clicking the 'Add Files' button located on the right side of the page.

Sponsor Program Information

| | | | |
|--|--------------------|---|--------------------------|
| Training Program Name | Welding RA Program | Record Type | RA Training Programs |
| Date of Registration | 2/14/2025 | Description of Training Program | Welding RA program |
| Program Format | In Person | Occupational Code #1 | |
| No of active apprentices in the programs | | Offered When | |
| Length of Apprenticeship | 2 years | Providing Related Technical Instruction | <input type="checkbox"/> |

Files (0) Add Files

Or drop files

Training Program - Performance Measures (0) New

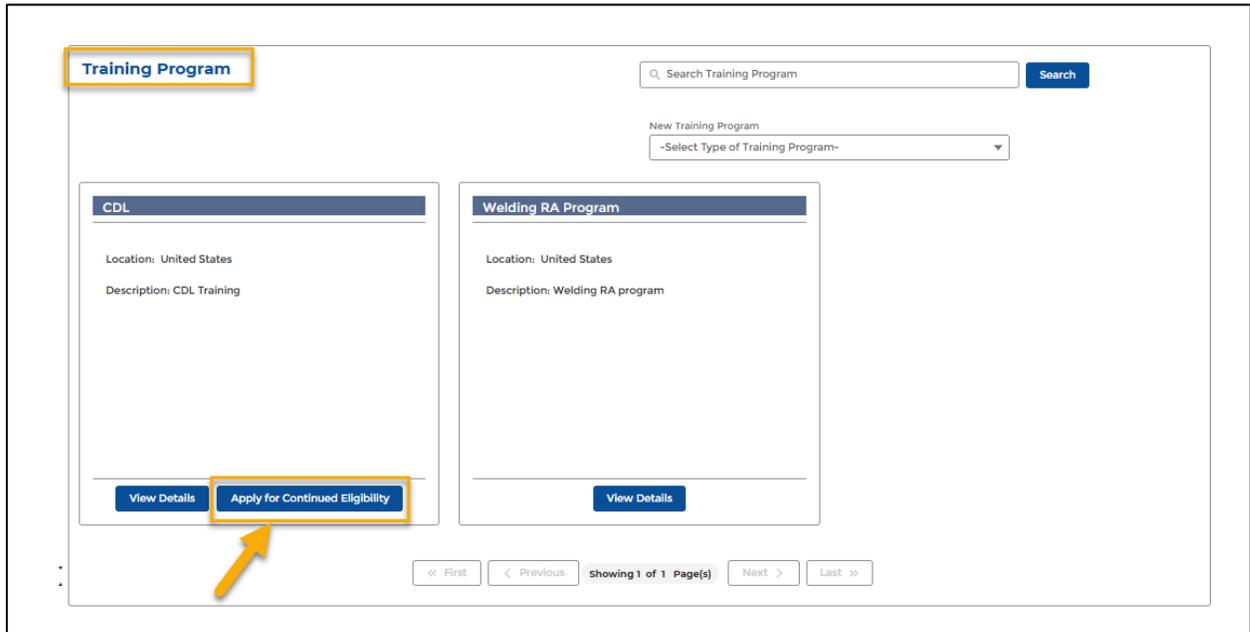
5. The contact will receive email notification of the RA program’s status once the program has gone through the review process.

Managing Training Programs

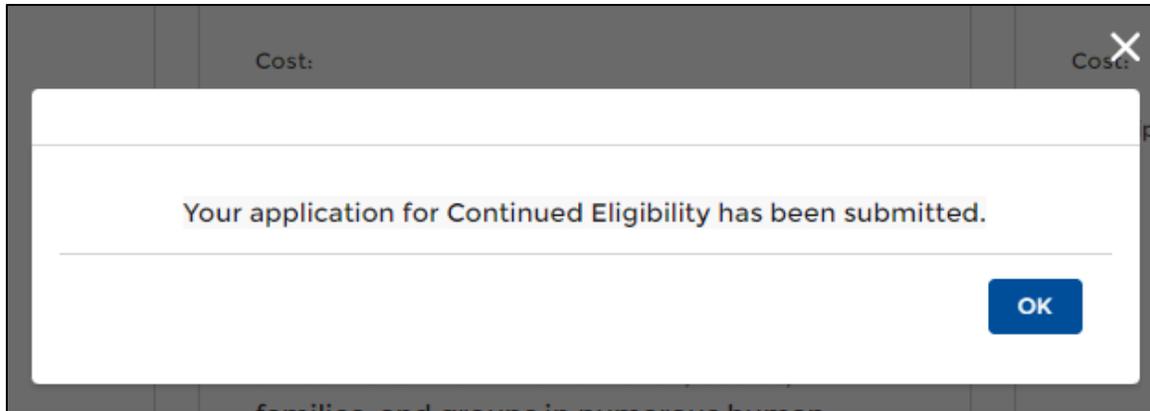
1. When a contact edits an approved training program, the ETP State Admin will be notified.
2. The Training Program will be moved to the “Pending Final Approval” stage.
3. Once the ETP State Admin has reviewed the changes, the status of the program will reflect in the portal.

Applying for Continued Eligibility

1. Training Providers can apply for Continued Eligibility 30 days prior to the expiry date.
Note: RA Programs do not expire.
2. The portal will display the option to “Apply for Continued Eligibility” 30 days before the program’s expiry date. The contact can select the option and verify and change the details of the Training Program if needed.



3. The portal will also ask for the overall performance report, before triggering the review process.
4. Once the submission has been completed successfully for continued eligibility, the contact will see the message below.



5. The ETP contact will receive an email alerting the status of applied continued eligibility once the review process has been completed.

EQUAL OPPORTUNITY AND NONDISCRIMINATION: All providers must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

ACTION REQUIRED: This Workforce System Technical Assistance (WSTA) must be added to the permanent records of all Local Workforce Development Boards and shared with all appropriate staff.

INQUIRIES: If you have any questions or concerns regarding this issuance, please email WorkforceServices.Inquiry@oesc.ok.gov.