

SCWOS | NEW TRAINING PROVIDERS QUICK START GUIDE

Your step-by-step guide to setting up your ETPL provider profile, adding your programs after approval, and applying for a Workforce Pell grant in SCWOS.



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REGISTER & COMPLETE YOUR PROVIDER PROFILE

Before you can add programs, your provider and user accounts must be approved by state staff.

1 PROVIDER REGISTRATION



1. Go to **SCWOS** (jobs.scworks.org)
> Click **Sign In/Register** >
Select **Provider Registration**
2. Enter your **EIN**.
If not found, enter your new organization information:
 - Provider Name
 - Institution Ownership

General Information

Provide your contact details:

- Title, First Name, Last Name
- Address, Zip Code, City, State
- Email Address
- Primary Phone Number

2 CREATE LOGIN INFORMATION



- Enter **Username**
- Enter **Password**
> Confirm Password
- Select **Security Question**
> Enter Security Question Response

Preferred Notification



- Select your preferred notification type
- Click **Save**

3 PROVIDER INFORMATION (GENERAL & ADDITIONAL)

General Information

- Enter **Status**, **Provider Name**, **EIN** (pre-populated)
- Enter **URL**
- Enter **Physical Address** (pre-populated)
- Enter **Mailing & Billing Addresses** (you can copy from physical and/or mailing)

Additional Information

- Enter **Type of Business**
- **Registered Apprenticeship Provider** > Select Y/N
- **Approved Apprenticeship** > Select Y/N
- Enter **Type of Entity**
- **This provider is an accredited postsecondary education institution** > Select Y/N
- Check **Agreement Statement**
- Click **Save**

NOTE: Complete all questions including: accessibility, accreditation, licenses, and other eligibility questions.

4 PROVIDER PROFILE REVIEW



- **Provider Details**
 - Pre-populated by previous data entered
- **Provider Type Details**
 - Pre-populated by state staff
- **Additional Provider Details**
 - Pre-populated by previous data entered
- **Locations Tab**
 - Pre-populated by previous data entered
- **Contacts Tab**
 - Pre-populated by previous data entered



CLICK SAVE AND WAIT FOR APPROVAL

Your application has been submitted to state staff.

Please do NOT add programs until your account has been activated.



IMPORTANT: After provider and user status are updated to **ACTIVE** by state staff, login to SCWOS and add programs through “**Manage Institution Programs**”.

WHAT TO HAVE READY



- PROGRAM NAME, DESCRIPTION, and LENGTH
- CLOCK HOURS
- INSTRUCTIONAL METHOD and schedule
- LOCATION(S) where instruction will take place
- Total PROGRAM COST and fees
- LOCAL AREAS where the program will be offered
Approval type needed (ETPL, Workforce Pell, or both)
- MEMORANDUM OF AGREEMENT (MOA)
- POST-SECONDARY LICENSING and/or ACCREDITATION
- WORKFORCE PELL – Appropriate Documentation (scworks.org/workforce-pell)

ETPL & WORKFORCE PELL OPTIONS:



WORKFORCE PELL GRANT ONLY

- Select “Accept participants without submitting for ETPL Approval”
- “Are you interested in this program being considered for Workforce Pell Grant eligibility?” > Select Yes



ETPL APPROVAL AND WORKFORCE PELL

- Click **Submit** for ETPL approval and accept participants
- If interested, click **Yes** for “Are you interested in this program being considered for Workforce Pell Grant eligibility?”

ADD PROGRAMS AFTER ACCOUNT ACTIVATION

Use Manage Institution Programs to add and submit programs for content approval



1. START

- Click **Manage Institutions Programs**
> **Add Education or Training Program**



2. WORK THROUGH ALL SECTIONS

- Complete each section, then click **Next** to continue.



3. PROGRAM DETAILS

- If applying for the Workforce Pell Grant **ONLY**
> Select “**Accept participants without submitting for ETPL Approval**”
- “Are you interested in this program being considered for Workforce Pell Grant eligibility?” > Select **Yes**



4. COST STRUCTURE

- Click **Add Cost Structure** > Select **Total CRS Training Costs** > Enter **Costs** > Click **Save**



5. SERVICE AREAS AND APPROVAL

- Select **Local Areas**
- Select **programs that need to be approved by at least one Local Area to be included on the ETPL**



6. EDUCATION PROGRAM APPLICATION CONFIRMATION

- If you **ARE** ready to submit
> Click “**Yes, I Agree [...]**”
> Check “**Submit Changes for Review and Approval**”
- If you are **NOT** ready to submit
> Click “**No, Do Not Submit [...]**”



7. REVIEW AND FINISH

- Review your entries, then click **Finish**.
- Your program entries will be sent for state review and your status will be marked as “**Pending**”.

REMEMBER: Programs show a review status of **PENDING** until approved by state staff.