From PATh to SCWOS

Edit your provider profile, current programs, and submit new programs with confidence.

Presented by SCDEW Workforce Learning Office

SC WORKS
A proud partner of the americanjobcenter network

What You Will Be Able To Do

1

Edit a provider account

2

Edit current programs

3

Submit new programs for review

PATh to SCWOS

WHAT STAYS THE SAME

You are still responsible for complete, accurate provider and program information.

WHAT IS NEW

SCWOS uses a provider workspace, a two-phase workflow, and visible review statuses.

BEST MINDSET

Follow the screen order, save as you go, and do not move past the approval checkpoint early.

Today’s focus: the new clicks, the decision points, and the meaning of each status.

Before You Begin

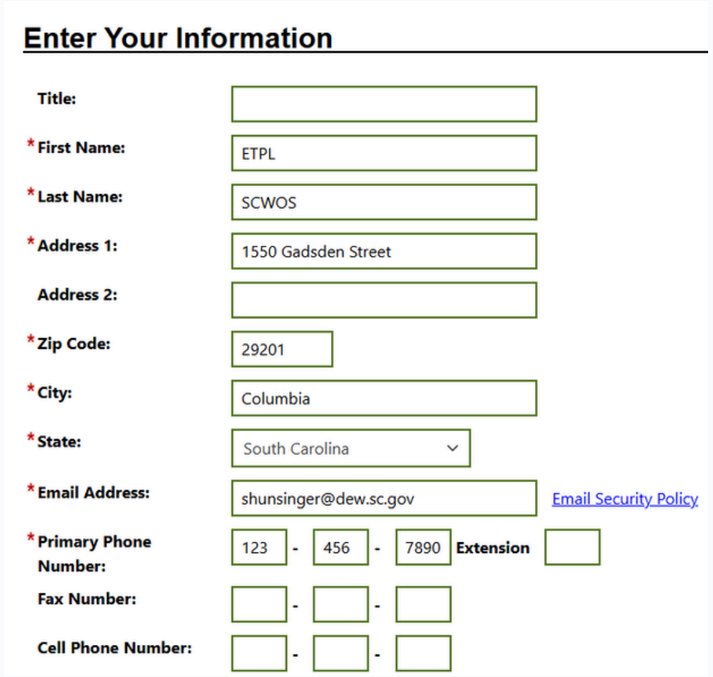
FOR PROVIDER REVIEW

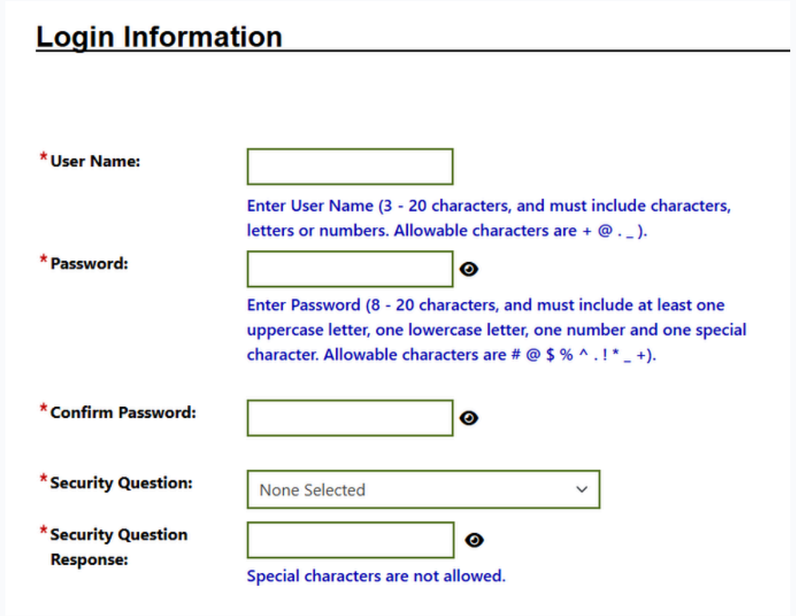
- Federal Employer Identification Number (EIN)
- Organization and ownership details
- Your contact information
- Update username, password, and security response

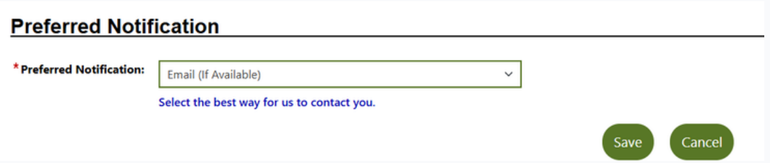
FOR PROGRAM ENTRY

- Website URL and addresses
- Accreditation, licensing, and eligibility details
- Program description, schedule, clock hours, and locations
- Program costs and service areas
- Refund and Grievance policies

Edit Your User Login





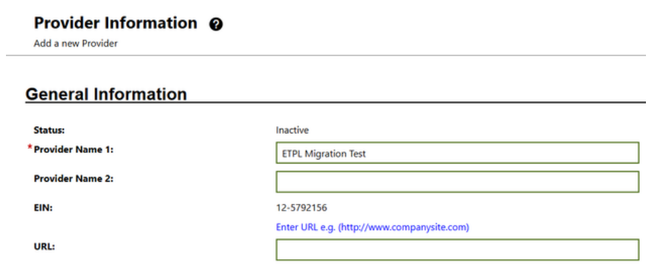


Avoid a preventable delay

Use an email address and phone number you actively monitor. Confirm the password and security response before saving.

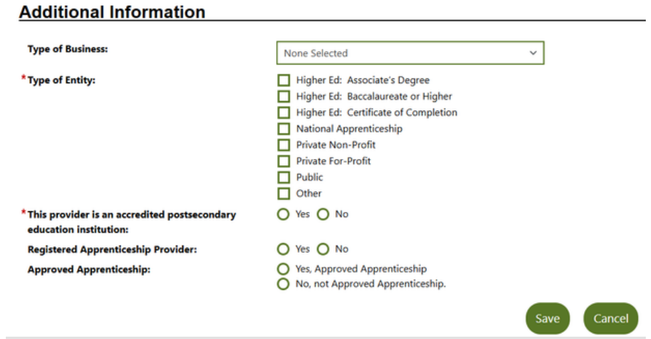
Review Provider Information

GENERAL



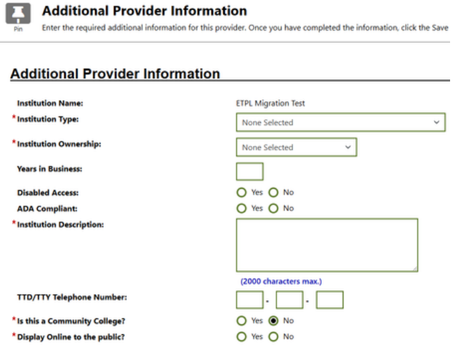
Confirm the pre-populated name and EIN; add the URL and addresses.

BUSINESS



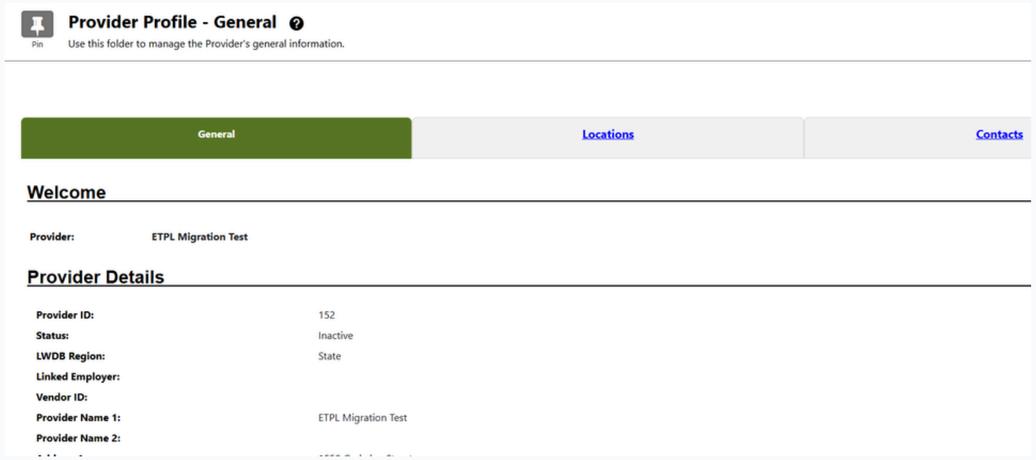
Select business/entity types and apprenticeship or accreditation responses.

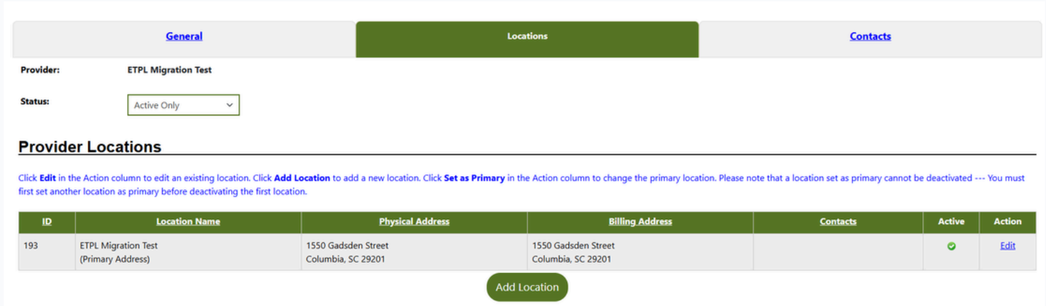
ADDITIONAL



Enter institution, accessibility, approval, licensing, and description details.

Review the Profile





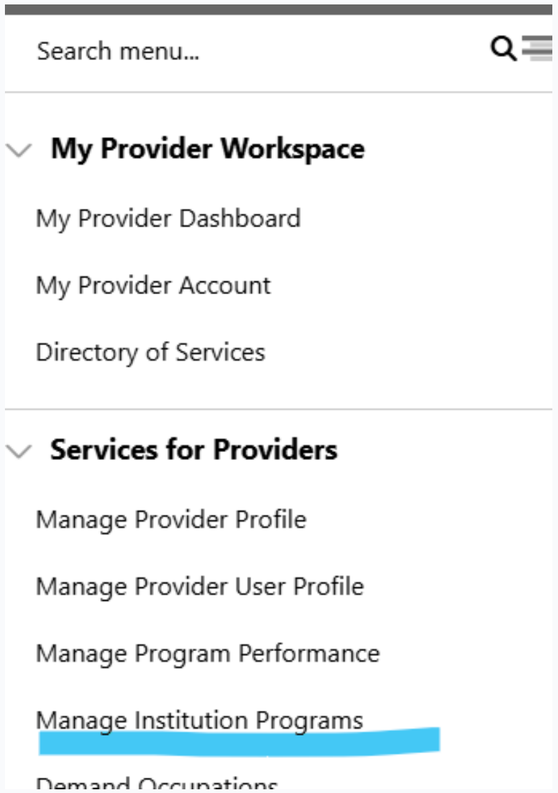
APPROVAL CHECKPOINT

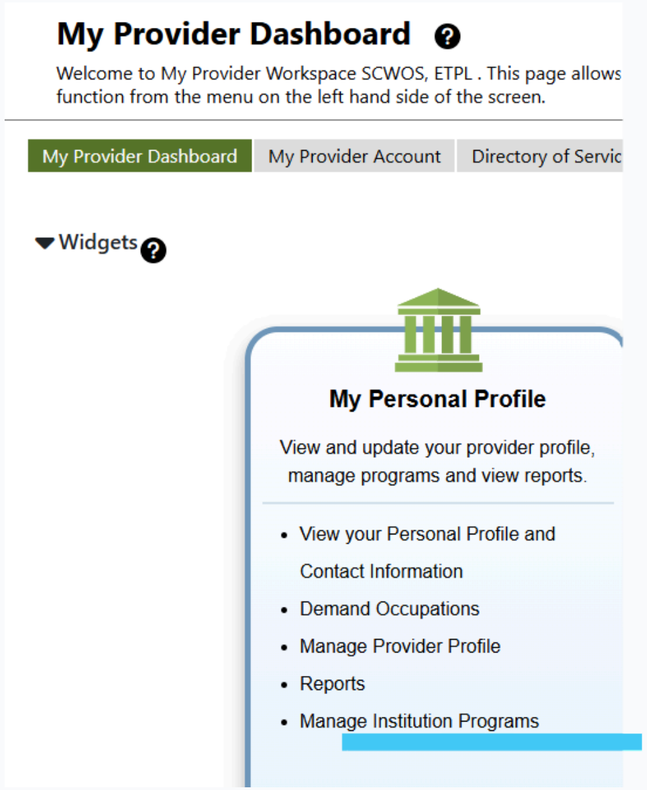
WAIT FOR STATE APPROVAL

Review the General, Locations, and Contacts tabs. You may edit or add information before submission.

Do not add programs until both the provider and user status are Active.

Edit Current Programs or Add New Programs

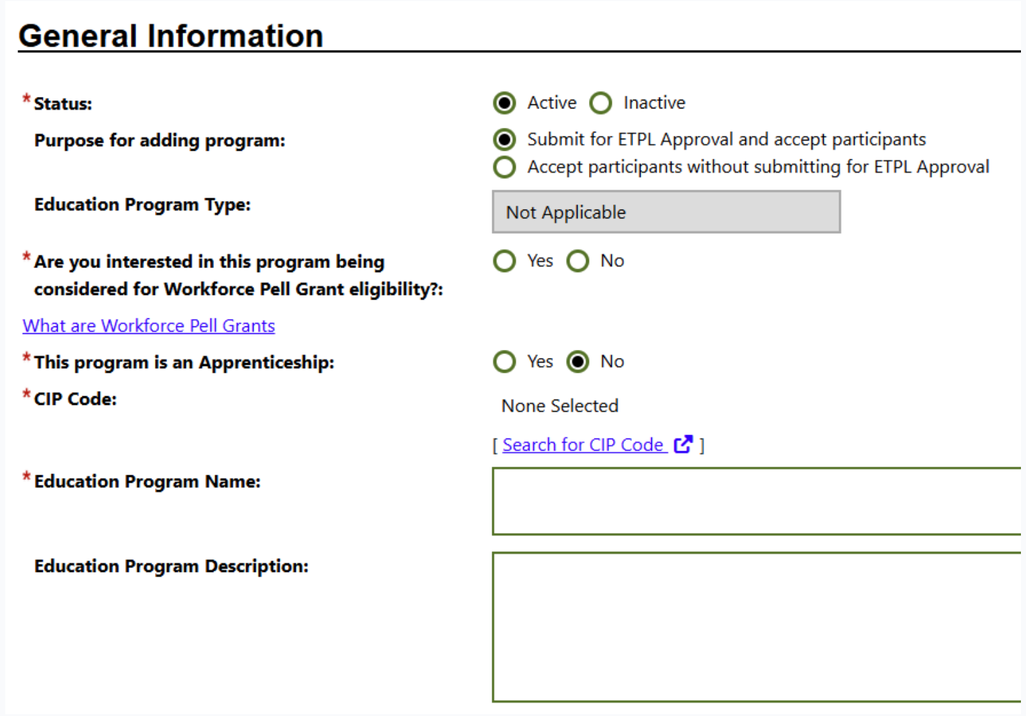




Navigation path

Service for Providers → Manage Institution Programs → Add Education or Training Program

ETPL & Workforce Pell Options



If unsure, pause and confirm before continuing.

WORKFORCE PELL ONLY

Select "Accept participants without submitting for ETPL Approval." Then answer Yes to Workforce Pell consideration.

ETPL OR BOTH

Choose the option that submits the program for ETPL approval. If seeking both, also answer Yes to Workforce Pell consideration.

Complete the Program Wizard

1 Program Details

Description, dates, class size, admission requirements

2 Occupations

Select the related occupation(s)

3 Schedule & Duration

Course times, weeks, clock hours

4 Locations

Choose one or more approved locations

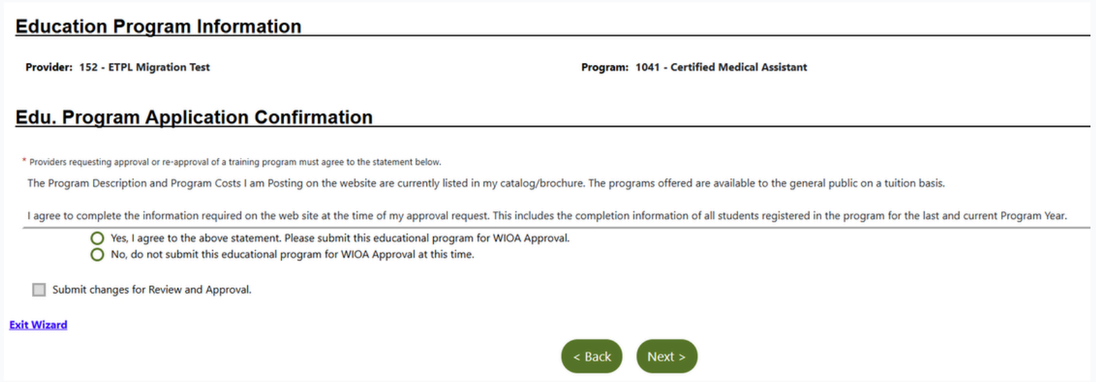
5 Costs

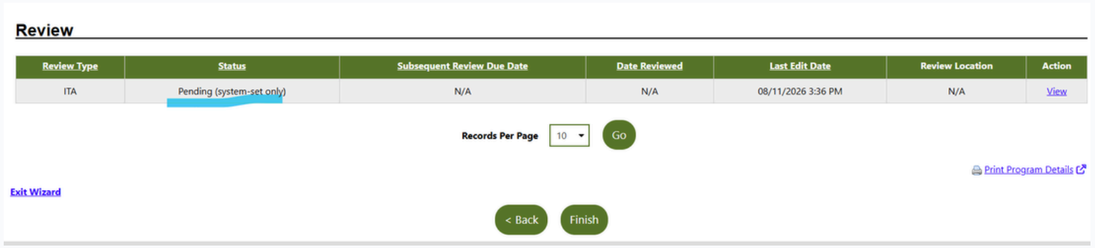
Add Total CRS Training Costs

6 Local Areas

Select the areas served

Submit and confirm the review status





1. Confirm ETPL and/or Workforce Pell selections
2. Review the program information
3. Select Finish
4. Look for review status: Pending

Final ETPL approval is determined by LWDAs.
Final WF Pell approval is determined by DOE.
Final RAP approval is determined by DOL.

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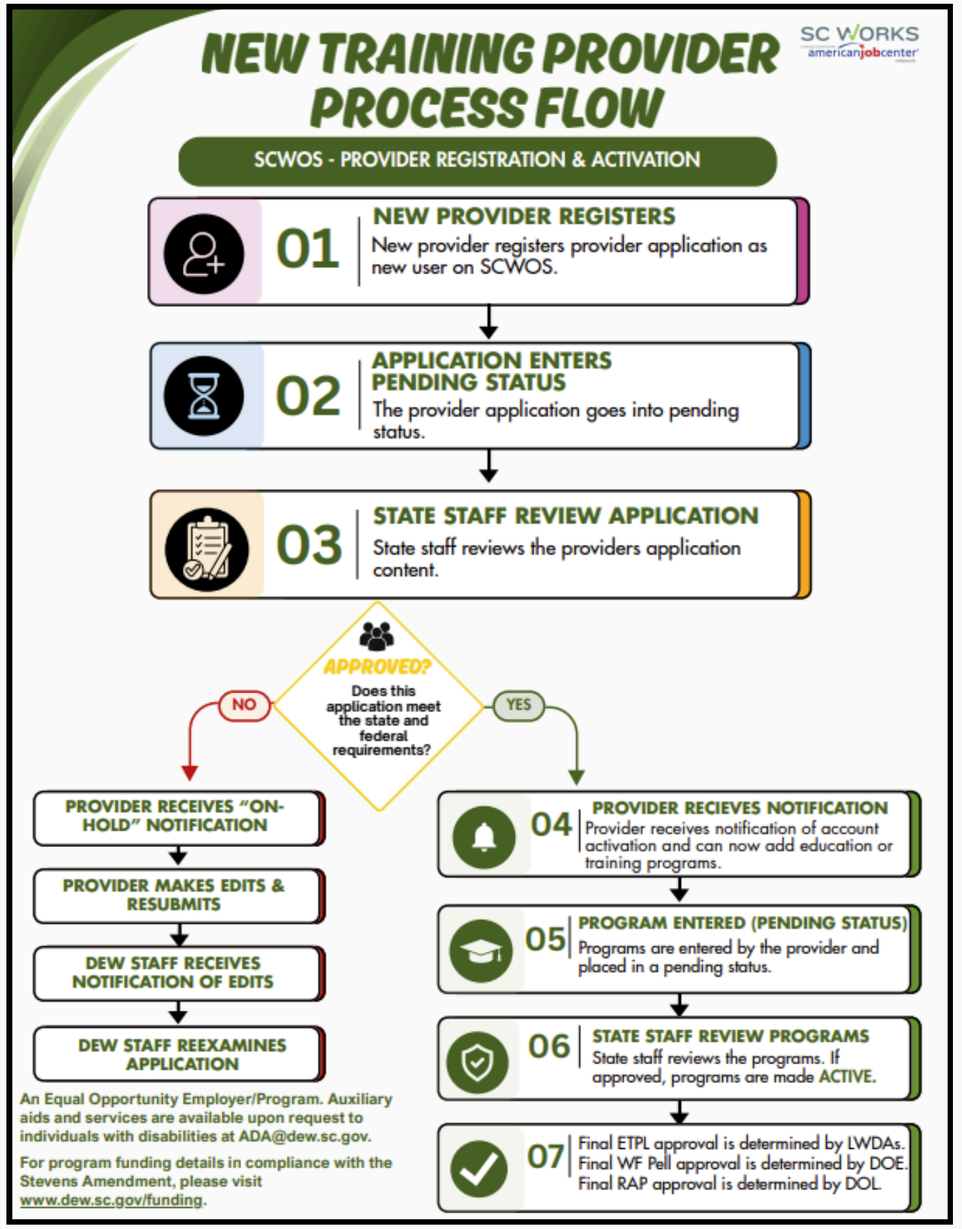
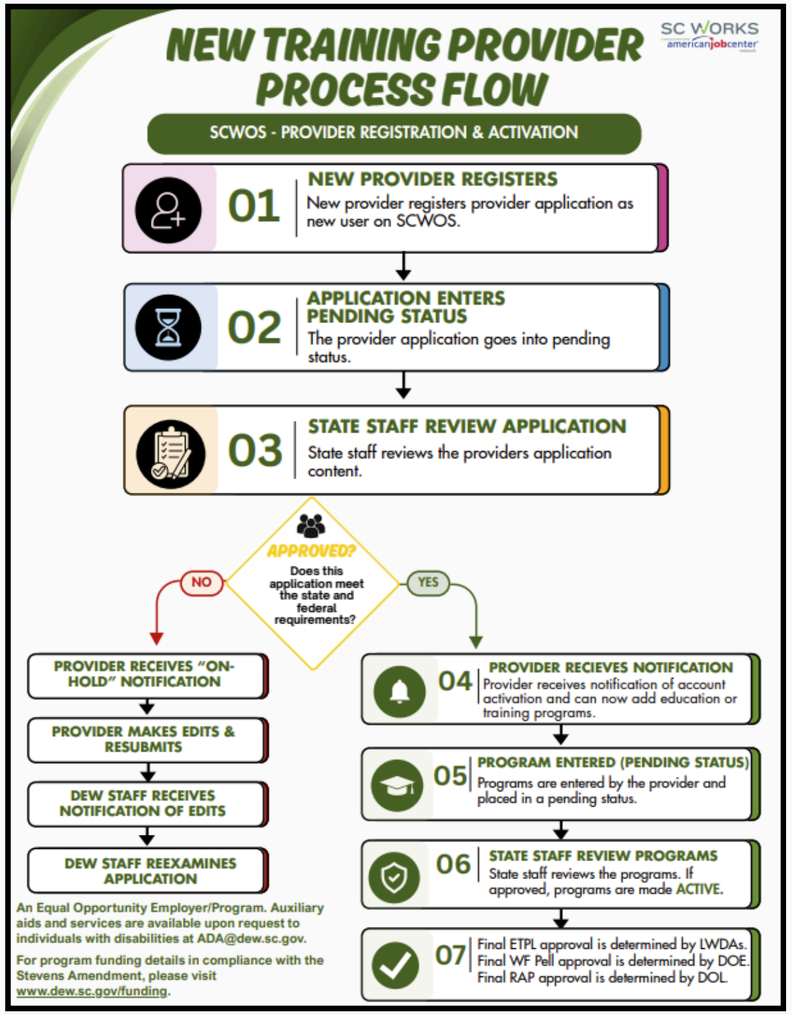
APPROVAL PROCESS FLOW



RESOURCES


NEW TRAINING PROVIDER PROCESS FLOW
SC WORKS americanjobcenter
SCWOS - PROVIDER REGISTRATION & ACTIVATION
01 NEW PROVIDER REGISTERS
New provider registers provider application as new user on SCWOS.
02 APPLICATION ENTERS PENDING STATUS
The provider application goes into pending status.
03 STATE STAFF REVIEW APPLICATION
State staff reviews the providers application content.
APPROVED?
Does this application meet the state and federal requirements?
NO
YES
PROVIDER RECEIVES "ON-HOLD" NOTIFICATION
PROVIDER MAKES EDITS & RESUBMITS
DEW STAFF RECEIVES NOTIFICATION OF EDITS
DEW STAFF REEXAMINES APPLICATION
04 PROVIDER RECIEVES NOTIFICATION
Provider receives notification of account activation and can now add education or training programs.
05 PROGRAM ENTERED (PENDING STATUS)
Programs are entered by the provider and placed in a pending status.
06 STATE STAFF REVIEW PROGRAMS
State staff reviews the programs. If approved, programs are made ACTIVE.
07
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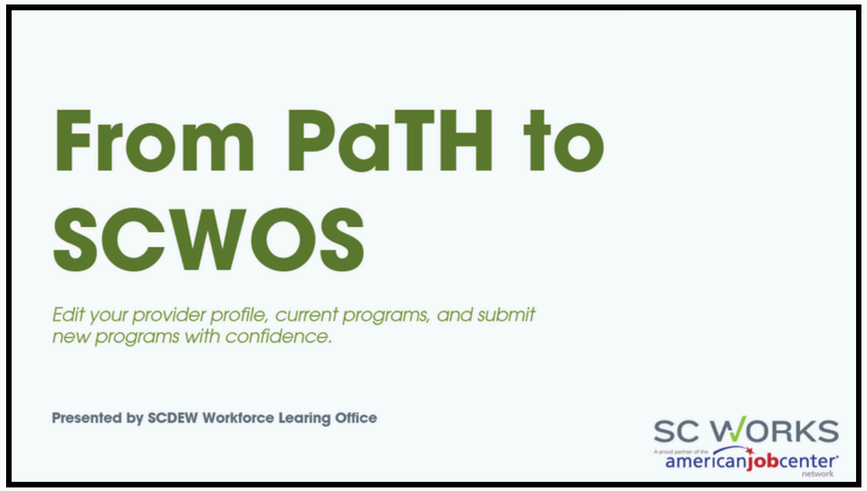
An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities at ADA@dew.sc.gov.
For program funding details in compliance with the Stevens Amendment, please visit www.dew.sc.gov/funding.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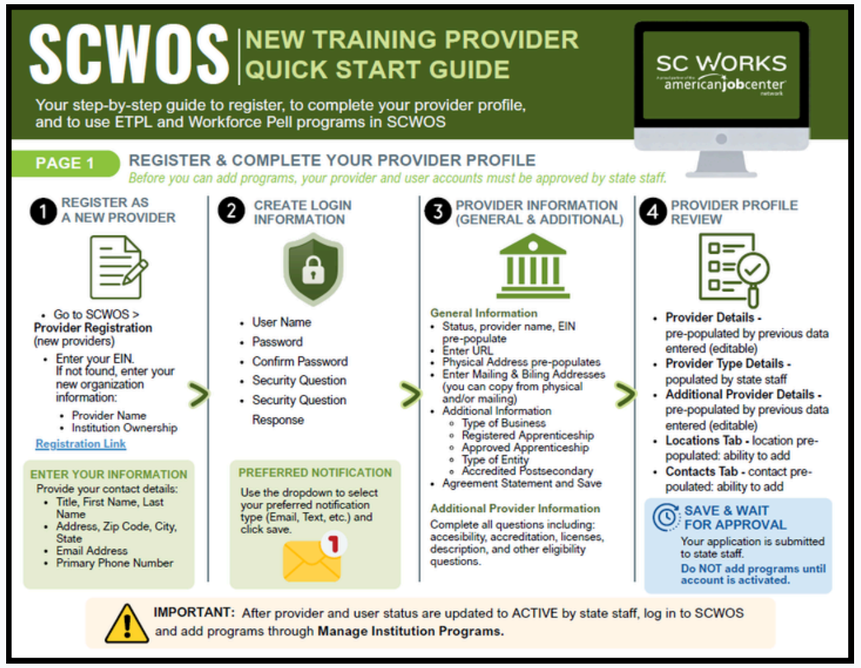
SCWOS NEW TRAINING PROVIDER QUICK START GUIDE
Your step-by-step guide to register, to complete your provider profile, and to use ETPL and Workforce Pell programs in SCWOS
SC WORKS americanjobcenter
PAGE 1
REGISTER & COMPLETE YOUR PROVIDER PROFILE
Before you can add programs, your provider and user accounts must be approved by state staff.
1 REGISTER AS A NEW PROVIDER
Go to SCWOS > Provider Registration (new providers)
Enter your EIN. If not found, enter your new organization information:
Provider Name
Institution Ownership
Registration Link
ENTER YOUR INFORMATION
Provide your contact details:
Title, First Name, Last Name
Address, Zip Code, City, State
Email Address
Primary Phone Number
2 CREATE LOGIN INFORMATION
User Name
Password
Confirm Password
Security Question
Security Question Response
PREFERRED NOTIFICATION
Use the dropdown to select your preferred notification type (Email, Text, etc.) and click save.
3 PROVIDER INFORMATION (GENERAL & ADDITIONAL)
General Information
Status, provider name, EIN pre-populate
Enter URL
Physical Address pre-populates
Enter Mailing & Biling Addresses (you can copy from physical and/or mailing)
Additional Information
Type of Business
Registered Apprenticeship
Approved Apprenticeship
Type of Entity
Accredited Postsecondary
Agreement Statement and Save
Additional Provider Information
Complete all questions including: accesibility, accreditation, licenses, description, and other eligibility questions.
4 PROVIDER PROFILE REVIEW
Provider Details - pre-populated by previous data entered (editable)
Provider Type Details - populated by state staff
Additional Provider Details - pre-populated by previous data entered (editable)
Locations Tab - location pre-populated: ability to add
Contacts Tab - contact pre-poulated: ability to add
SAVE & WAIT FOR APPROVAL
Your application is submitted to state staff.
Do NOT add programs until account is activated.
IMPORTANT: After provider and user status are updated to ACTIVE by state staff, log in to SCWOS and add programs through Manage Institution Programs.

QUESTIONS?