Checklist for New Eligible Training Program Provider Applicants

Step	Action Item
Step	**Action Item**
0	Read Idaho WIOA ETP Policy, IdahoWorks User Guide, and Idaho Training Provider Reporting Guide.
1	Review list of data requirements and prepare to collect information for submission.
2	Obtain copy of Idaho authorization document (Registration with the Idaho State Board of Education).
3	Complete and sign Data Submission Agreement.
4	Create provider account in IdahoWorks: a. Enter User Information b. Enter Provider Information c. Attach copies of documents from steps 2 and 3 d. Enter Program Information for a single program
5	After completing IdahoWorks registration, send a notification email to WIOAETP@labor.idaho.gov.