

Eligible Training Provider

Instructions to Update Program Information

Each year, Job Service North Dakota (JSND) asks approved Eligible Training Providers (ETP) to update their Eligible Training Provider list information to keep it current.

Providers are required to annually update:

- ✓ Course Title
- ✓ Field of Study
- ✓ Completion Type
- ✓ Length
- ✓ Cost
- ✓ Website Address
- ✓ Contact Information

Please update existing entries and add courses that meet the criteria below:

1. One or more courses or classes or a structure regimen that upon successful completion leads to a certificate, an associate degree, a baccalaureate degree or
2. The skills or competencies needed for a specific job or jobs, an occupation, occupation group or generally for many types of jobs or occupations as recognized by employers. (e.g. Word, Excel, Access or other computer classes)
3. It is important to designate courses offered entirely online without any on-site requirements. Add **Online** and length of time (if the course is time-sensitive) under the length heading.

To update the Eligible Training Provider list:

1. Open the Eligible Training Provider list on the JSND website:
<http://www.jobsnd.com/training/eligible-training-providers>
2. To update the program information do the following:
 - a. Click on the drop-down box and locate your facility
 - b. **Right** click on any of the dark gray headings under your provider name and you will see a drop box
 - c. Look for: Export to Microsoft Excel (*you may have to close or minimize the ETP list to see the Excel spreadsheet*)
 - d. Review the current courses to ensure the course information is accurate. If course information needs to be updated, make the changes in **red**.
 - e. Scroll down to the blank space on the spreadsheet to enter new course in red. (*Use the 2 digit CIP code course headings list to help you select the appropriate Field of Study.*)
 - f. After all new courses have been entered, please add the contact information for the ETP representative in your organization to the spreadsheet:
 - i. Name
 - ii. Title
 - iii. Mailing Address
 - iv. Telephone Number
 - v. Email Address
 - g. "Save" the updated Excel spreadsheet and email it to:
 - i. Tammy Barstad tbarstad@nd.gov

Please contact Tammy Barstad at 701-328-3047 or Ruth Lacher 701-328-3034 rlacher@nd.gov if you have questions.