

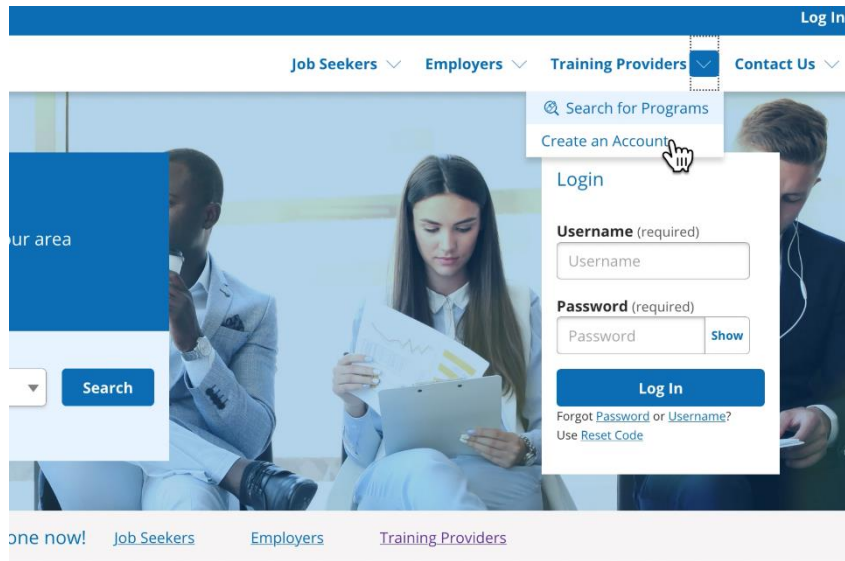


ATTACHMENT V

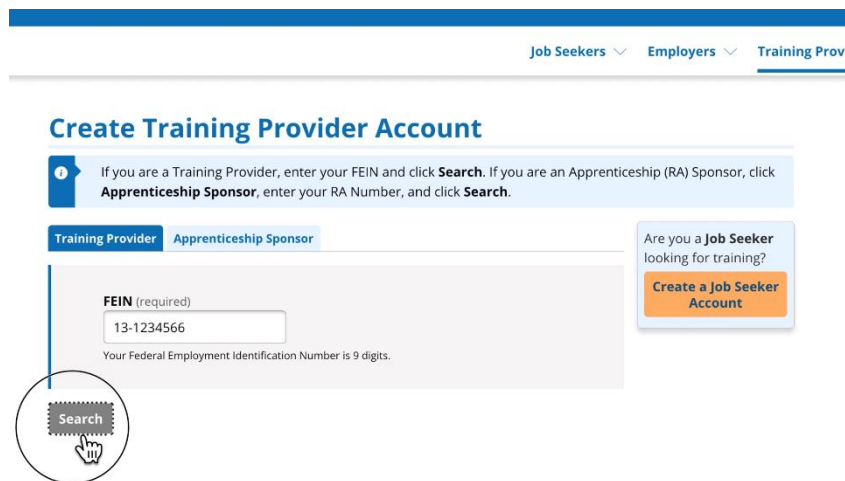
Training Provider Self Registration in OKJobMatch

This guide will demonstrate how training organizations that are new to the Oklahoma’s ETPL may register for a provider account in OKJobMatch.com for the first time. From here, the provider will be able to begin submitting training programs to be considered for inclusion on the ETPL.

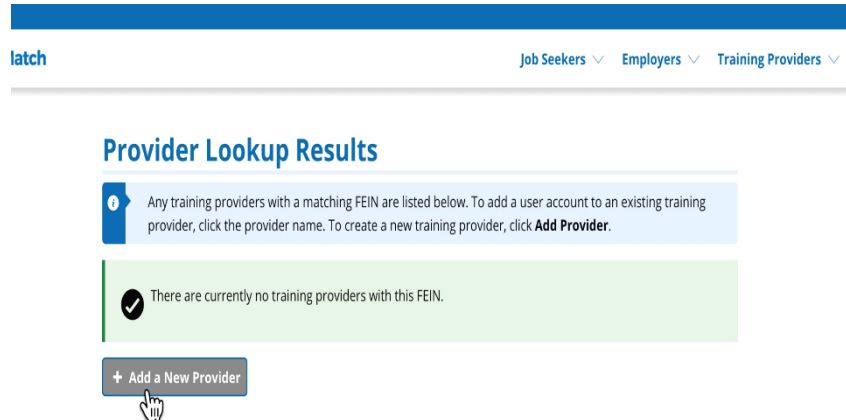
1. Navigate to OKJobMatch.com. At the top of the header next to “Training Providers” click the down arrow then “Create an Account”:



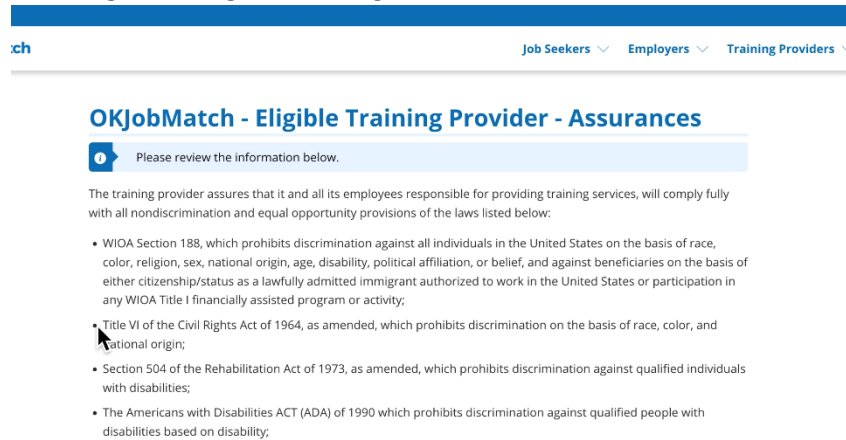
2. Next, you’ll enter your organization’s FEI number to make sure your organization is not already registered on OKJobMatch:



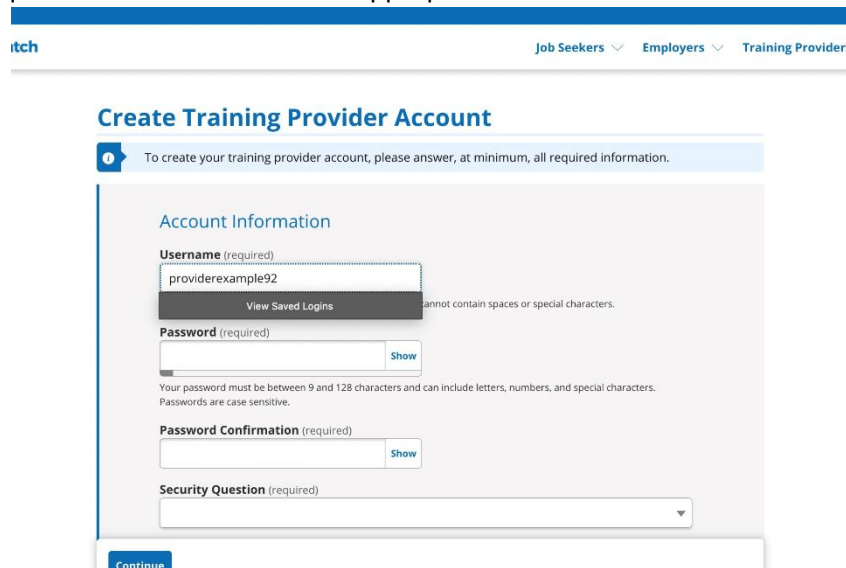
3. Since the school is not already registered click, “Add a New Provider”:



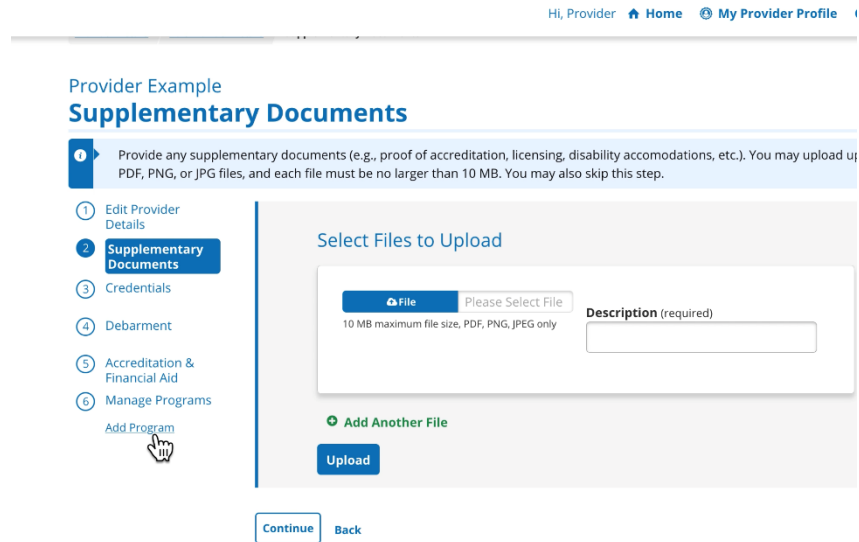
4. On the next screen agree to Eligible Training Provider Assurances:



5. Enter the required information. Once the appropriate fields have been entered click “Continue”:



6. The application for a new provider account is now complete and awaiting approval by the state's ETPL Administrator. From this screen, the new provider is able to submit programs for ETPL consideration:



Note: While the account awaits approval, only one program may be submitted; once the state's ETPL Administrator has approved the provider additional programs may be submitted.