

Office of Research and Information

# IGX MANUAL

FOR  
NEW JERSEY'S ELIGIBLE TRAINING PROVIDERS

Version 1



Center for Occupational  
Employment Information

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New Jersey Department of Labor and Workforce Development links:

[Intelligrants \(IGX\)](#)

[New Jersey Department of Labor](#)

[Office of Research and Information](#)

[Center for Occupational Employment Information](#)

[My Career NJ](#)

## Before getting started in IGX

Determine if you are a **Private Career School Provider (PCS)** or an **Eligible Training Provider (ETPL)**:

If another New Jersey government agency does NOT regulate your programs, you are a Private Career School provider and can select the Private Career School (PCS) initial application. The New Jersey Departments of Labor and Education will approve and regulate your programs for placement on the Eligible Training Provider List.

If another New Jersey government agency regulates your organization's training programs, then you are an Eligible Training Provider and can select the Eligible Training Provider (ETPL) initial application.

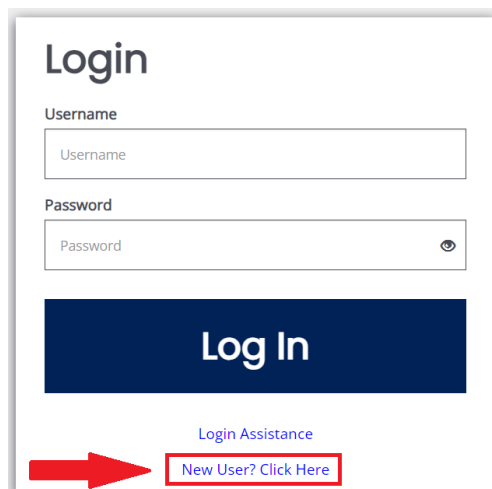
For information about other New Jersey governing agencies, please refer to the [pdf link](#) for the NJ Eligible Training Provider List procedures

## For New Users Registering In IGX

**New users should register in IGX by following the URL and completing the required fields.**

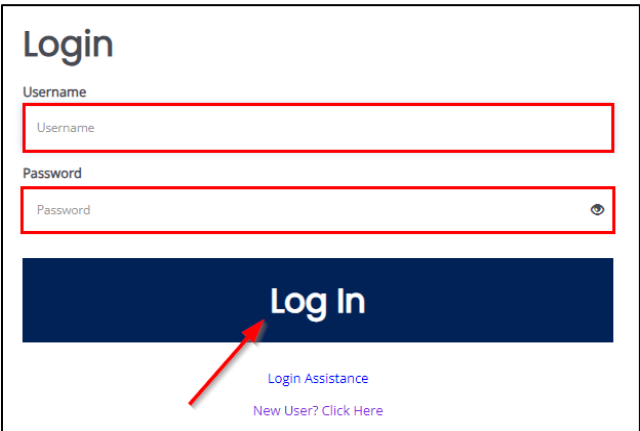
**Click** on this hyperlink or cut and paste it into your browser: <https://njdol.intelligrants.com/>

1. Select the “New User? Click here” link located within the **Login** section



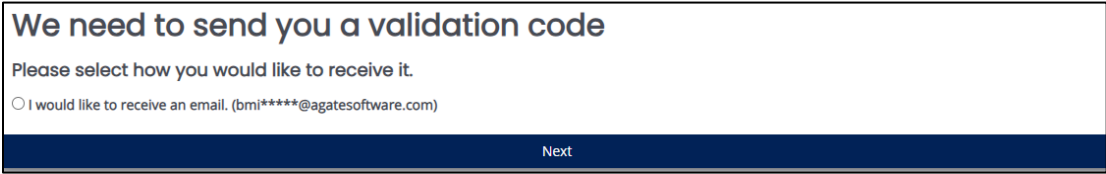
2. Fill in all the required fields and click **Register**.
3. The registration may take up to **3 business days** to approve.

4. You'll receive an email confirmation.
5. Then, you can **Log in** using your **Username** and **Password**.

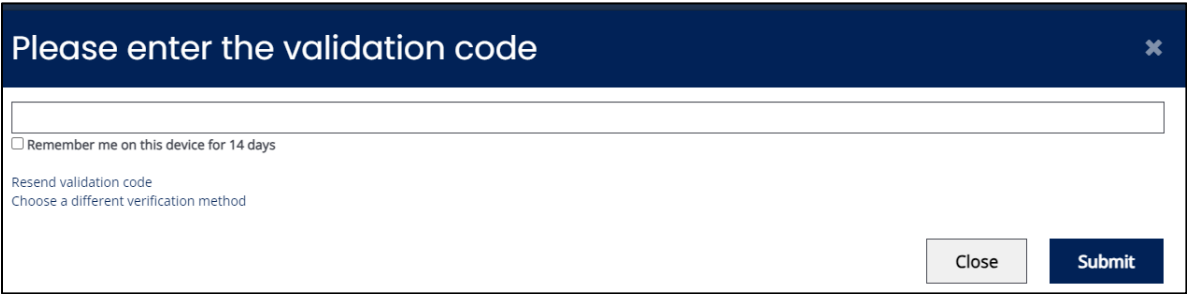
A screenshot of a login form titled "Login". It features two input fields: "Username" and "Password", both outlined in red. Below the password field is a dark blue button labeled "Log In". A red arrow points to the "Log In" button. Underneath the button, there are two links: "Login Assistance" in blue and "New User? Click Here" in purple.

**Multifactor Authentication**

1. Multi-Factor Authentication may require entering a **validation code** sent to your cell phone if you have provided a cell phone number.

A screenshot of a screen titled "We need to send you a validation code". Below the title, it says "Please select how you would like to receive it." There is a radio button next to the text "I would like to receive an email, (bmi\*\*\*\*\*@agatesoftware.com)". At the bottom of the screen is a dark blue button labeled "Next".

2. After you get the code, you can tick a box to have the system remember your device for two weeks.

A screenshot of a screen titled "Please enter the validation code" with a close button (X) in the top right corner. It features a large text input field for the validation code. Below the input field is a checkbox labeled "Remember me on this device for 14 days". Underneath the checkbox are two links: "Resend validation code" and "Choose a different verification method". At the bottom right, there are two buttons: a light gray "Close" button and a dark blue "Submit" button.

3. If you forgot your password or username, click the **Login Assistance** link under where you would typically log in.

4. Next, to **Reset Your Password**, enter your email and username or click **Forgot Username** to email the username associated with that account.

**Instructions:**

- Please enter in the email and username of the forgotten password.
- An email will be sent to the corresponding email and username to help reset the forgotten password.

## Forgot Password

Email

Username

[Forgot Username](#)

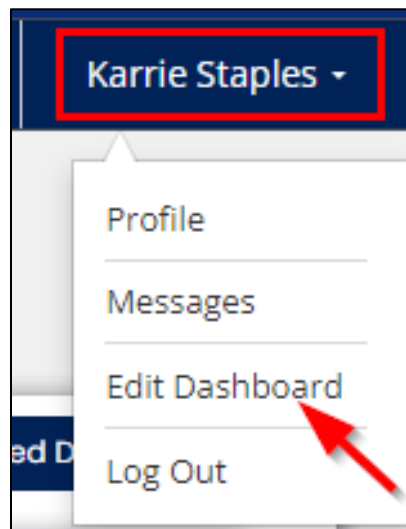
[Back to Top](#)

## Setting up your Dashboard

After registration, set up your dashboard by adding two (2) panels. These panels will display the tasks ready for you to work on.

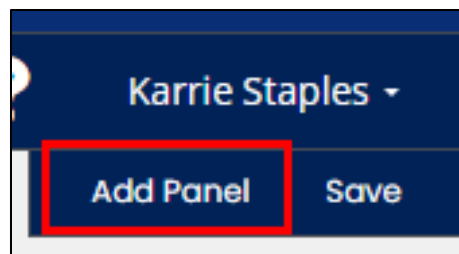
- **My Tasks:** This will show any documents that require **YOUR** action.
- **My Opportunities:** Grant opportunities available.

1. To **edit** your dashboard and add/remove panels, click your name in your screen's upper right-side corner and select **Edit Dashboard** from the dropdown menu.

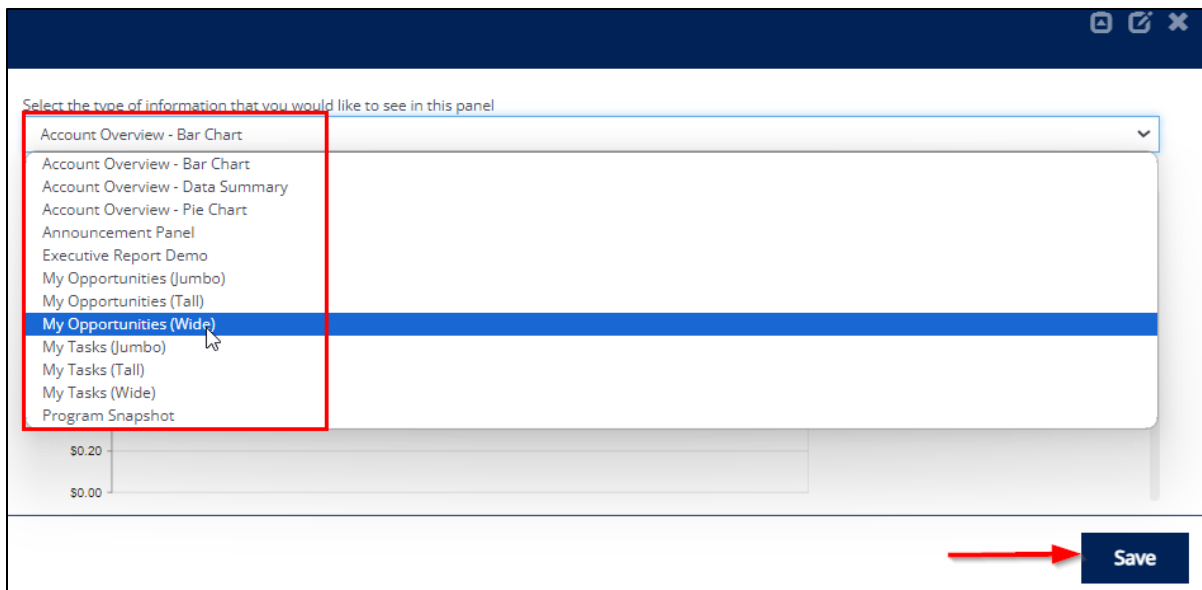


### 2. Adding Panels:

- i. Select **Add Panel** underneath your name

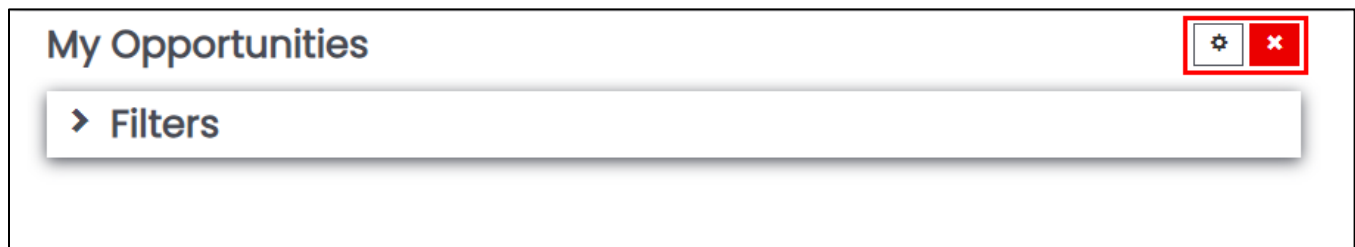


- ii. Select the panel and the format (tall, wide, etc.) from the dropdown menu and click **SAVE**.

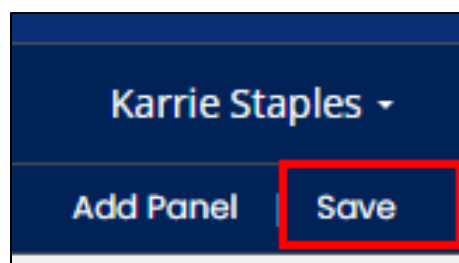


### 3. Editing existing panels:

- To edit the format of an existing panel, click the **gear icon** in the upper right corner of the panel.
- To remove a panel, click the **red X** in the upper right corner of the panel



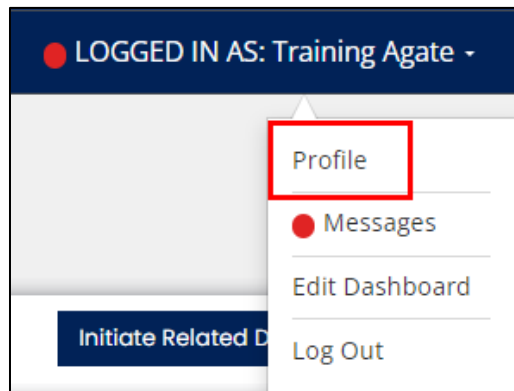
- After editing your dashboard, click **SAVE** underneath your name in the upper right corner.



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## Adding Members to your Organization

1. Click on your **Name** in the upper right corner.
2. click **Profile**.



3. On the lefthand navigation menu, select **Organization Members**



4. You can view the members assigned to your organization and their roles.
5. You can also mark members who are no longer part of your organization as **Inactive**.

Members					
Person Name	Role Name	Active Date	Inactive Date	Last Modified By	Last Modified By Date
Agate, Training	Authorized Official	08/04/23		Staples, Karrie	08/04/23
Trainer, Other	Authorized Official	08/04/23		Staples, Karrie	08/04/23

1



## Edit Person

Name  
Trainer, Other

Role  
Authorized Official

Active Date  
08/04/2023

Inactive Date  
10/29/2023

+

Save

### Add New User to Organization:

- To add a new user, click the **Plus (+)** sign in the right corner of the **Members Search** section and select **Add New User to Organization**.

**Note:** You need to set the new user's username and password. Users must reset their password when they log in for the first time.

### Members Search

Name

Role

Active  
Both

+

Add New User to Organization  
Invite Existing User to Organization

Clear Search

## Add Person

Trenton New Jersey

Zip Code  
12345

County  
Middlesex County

Primary Phone

Email

Fax

WebSite

Cell

Email is required.

### Assign Roles

Role

Active Date  
11/01/2023

Inactive Date  
MM/DD/YYYY

+

### Security Information

Username

The Username field is required.

Password

Password is required.

Confirm Password

Password confirm is required.

Save

## Invite Existing User to Organization:

- i. To add a new user, click the **Plus (+)** sign in the right-side corner of the **Members Search** section.
- ii. Select **Invite Existing User to Organization**.
- iii. Enter the user's email address, the role you want them to have, and their active date (the date they will start working for your organization).
- iv. After entering all the information, click on **SAVE**.

**Add Person**

Instructions:

- Enter new Person information and Save.
- New Person will be added to Organization currently being viewed.

Email Address  
kstaples@agatesoftware.com

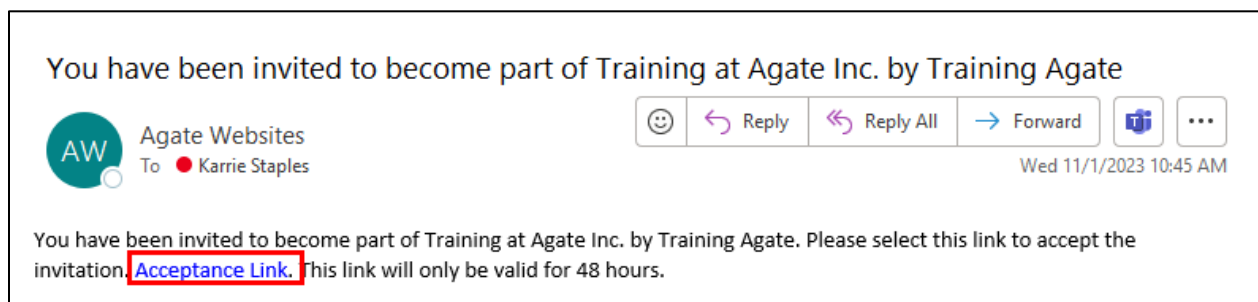
**Assign Roles**

Role: Agency Staff (dropdown)  
Active Date: 11/01/2023 (calendar icon)  
Inactive Date: MM/DD/YYYY (calendar icon) +

**Save**

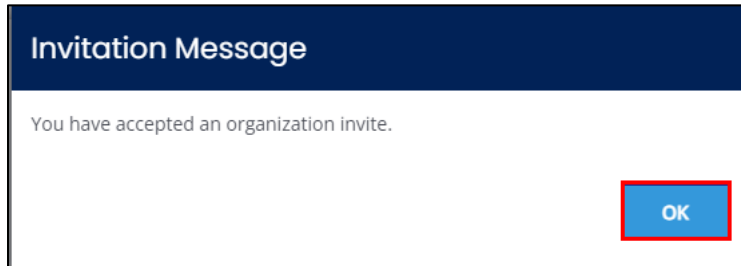
- v. You will get an email with a link to accept the invitation.
- vi. Please ask your colleague to watch out for an email from the IGX system, [njsage@intelligrants.com](mailto:njsage@intelligrants.com)

**Note: This link is only valid for 48 hours.**



- vii. After clicking the link, users will be directed to the **Login Page**, where they can enter their credentials.

- viii. The new users will be taken to their profiles, where they will receive an **Invitation Message** with details about the new organization.



- ix. When you invite a new user, you'll get an email when they accept the Invitation.

Organizations <span>+</span>			
Agate Software			
Role Name	Active Date	Inactive Date	Assigned By
IntelliGrants Administrator (MAIN)	4/12/2022		Morehouse, Brandi

Training at Agate Inc.			
Role Name	Active Date	Inactive Date	Assigned By
Agency Staff	11/1/2023		Staples, Karrie



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## Creating an Initial Application

All Training Providers applying to the ETPL for the first time should start an **Initial Application** rather than a renewal.

Reminder: Click [here](#) if you need help remembering whether to start a PCS or an ETPL application.

1. You can start an application from your **Dashboard** by clicking on the appropriate application in the **My Opportunities** panel.
2. Providers of Private Career Schools (PCS) start an **Initial Private Career School application**.
3. Eligible Training Providers regulated by another NJ government agency start an **Initial ETPL Application**.

My Opportunities			
Eligible Training Provider List (ETPL) Application	New Jersey Department of Labor and Workforce Development (NJDOL)	7/23/2021 12:00:00 AM - Open Ended	Eligible Training Provider List (ETPL) Application
Eligible Training Provider List (ETPL) Private Career Schools Application 2021	New Jersey Department of Labor and Workforce Development (NJDOL)	12/1/2021 12:00:00 AM - Open Ended	Eligible Training Provider List (ETPL) Private Career Schools Application 2023

4. After you click the button to create the application, a message will pop up asking if you're sure you want to go ahead. If you are, click **Proceed** to start the application.

Eligible Training Provider List (ETPL) Private Career Schools Application 2021

Provided By:

New Jersey Department of Labor and Workforce Development (NJDOL)

Provided To:

Training at Agate Inc.

PCS Application Availability Dates:

12/1/2021 12:00:00 AM -

Due Date:

N/A

Proceed

Cancel

5. After clicking **Proceed**, you will be automatically redirected to the application.

PCS-2023-Shore Beauty School-03663

Forms

Overall Status

Application

Provider Information I

Provider Information II

Provider Information III

Vendor Information

Program Information

Performance Data

Private Career School Staff Data Form

Required Documentation

Provider Agreement

PCS Checklist and Site Visit Certification

Document Landing Page

View document details.

Template

Eligible Training Provider List (ETPL) Private Career School Application 2023

Document Name

PCS-2023-Shore Beauty School-03663

Organization

Shore Beauty School

Instance

Eligible Training Provider List (ETPL) Private Career Schools Application 2021

Document Status

PCS Application Approved

Your Role

Authorized Official

Process

PCS Application

PCS Application In Process

PCS Application Review

PCS Application Approved

Application Renewal Required

Document Details

Specialist Assigned:

ETPL Expiration Date:

COA Expiration Date:

Provider ID:

0027

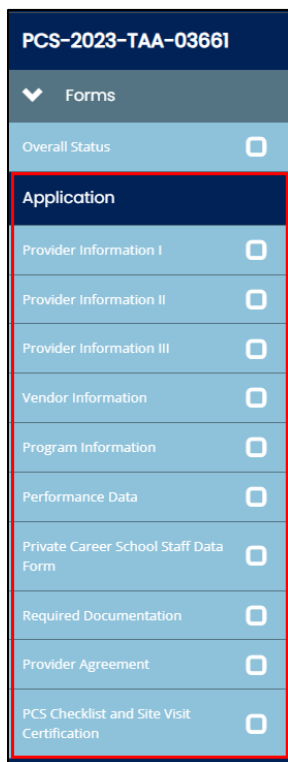
Program Titles:

Organization Status:

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## Completing Forms

1. When you're in your application, find the **Forms Menu** on the left side navigation bar. This menu has all the forms you must complete to submit your application.

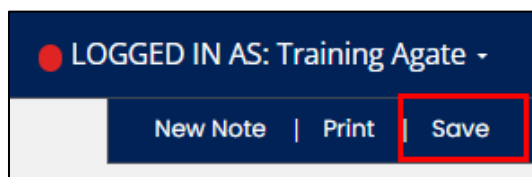


The screenshot shows a vertical navigation menu for the application PCS-2023-TAA-03661. At the top is a dark blue header with the application ID. Below it is a 'Forms' section with a dropdown arrow. The menu lists several forms, each with a checkbox icon. The 'Application' section is highlighted with a red box, and the 'Provider Information I' form is also highlighted with a red box.

PCS-2023-TAA-03661	
Forms	
Overall Status	<input type="checkbox"/>
Application	
Provider Information I	<input type="checkbox"/>
Provider Information II	<input type="checkbox"/>
Provider Information III	<input type="checkbox"/>
Vendor Information	<input type="checkbox"/>
Program Information	<input type="checkbox"/>
Performance Data	<input type="checkbox"/>
Private Career School Staff Data Form	<input type="checkbox"/>
Required Documentation	<input type="checkbox"/>
Provider Agreement	<input type="checkbox"/>
PCS Checklist and Site Visit Certification	<input type="checkbox"/>

2. To open a specific form, click on its name in the **Forms** menu.
3. After completing the form, click the **SAVE** button below your name in the upper right corner.
4. To move on to the next form, simply click on the form you want from the menu on the left or use the navigation buttons at the bottom of each form.

**Note:** The last form will have a **SAVE & SUBMIT** option.



The screenshot shows the bottom navigation bar of the application. It includes a 'LOGGED IN AS: Training Agate' header with a dropdown arrow. Below the header are three buttons: 'New Note', 'Print', and 'Save'. The 'Save' button is highlighted with a red box.

LOGGED IN AS: Training Agate		
New Note	Print	Save

**Remember to SAVE your work as you go so that it will be there for you when you return!**

5. You can click **Next Form** at the bottom of the page to automatically **SAVE** and move to the next form.

**For Private Career School (PCS) Applications:**

- 1. Make sure to fill out the **Program Information and Staff Data Forms**.
- 2. Use the **Add and Delete** buttons to make changes.
- 3. Remember, you'll need to complete a form for each program and each staff member.

Remember to **SAVE** your work before leaving each page so that it is there when you return!



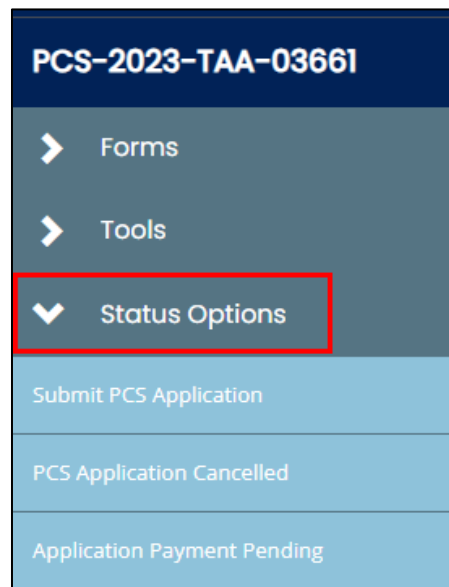
- 4. To go to the next form. click on it in the menu on the left side or use the navigation buttons at the bottom of each form.

**Note:** The last form will have a **SAVE** and **SUBMIT** Application option.

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## Status Changes

1. To change a document's status, go to the left-side navigation menu and scroll until you see the **Status Options** section.
2. The available status options depend on your current status. For more information, refer to the **Status Guide** by [Clicking Here](#)





3. Click on the **Selected Status**.
4. When you try to change the status of your document, a window will pop up to confirm if you really want to make that change.
5. Write a note explaining the status change, and click **OK**. This will change the status of your document.

A screenshot of a confirmation dialog box. The dialog box has a dark blue header bar with a close button (X) in the top right corner. The main content area is white and contains the following text: 'Are you sure that you want to change the status from', 'Application Approved to Application Modifications Required?', and 'Please enter any notes in regards to this status change'. Below the text is a large, empty text input field with a red border. At the bottom right of the dialog box, there are two buttons: a 'Cancel' button and an 'OK' button. A red arrow points to the 'OK' button.



6. If any forms need more information, a **Document Validation** pop-up message will let you know which forms you need to complete before you can change the status.

## Document Validation



Below is the status of each form. Select the form name to navigate and make changes to any of the forms.

☐ Show forms that I cannot adjust

Form Name	Status	May Prevent Status Change
Provider Information I	Form is required and has not been saved	Yes
Private Career School Staff Data Form	Form is required and has not been saved	Yes
Required Documentation	Form is required and has not been saved	Yes
Provider Agreement	Form is required and has not been saved	Yes
PCS Checklist and Site Visit Certification	Form is required and has not been saved	Yes
Payments	Form is required and has not been saved	Yes

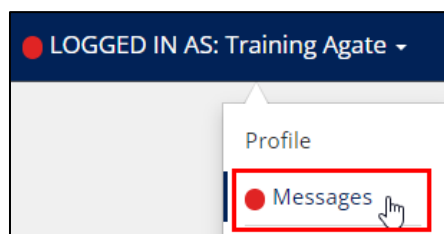
7. If a document doesn't have any status options and isn't on your **My Tasks** panel, you can't make any changes to it.
8. If you've already submitted the document and need to go back to the application, please write to your assigned specialist via IGX document messages.

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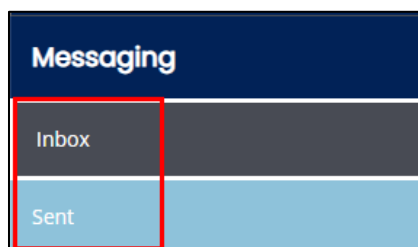
# Document Messages

## 1. To View Your Document Messages

- i. If you have **unread messages**, your name in the upper right corner will have a **RED** dot next to it.
- ii. To view your messages, click your name in the upper right corner and select **Messages**.



- iii. On the left side of the navigation menu, you can view all sent and received messages, including both read and unread ones.
- iv. The **inbox** will be the default view.



- v. Unread messages will be displayed in **bold**. To read a message, click anywhere within the message line.

Messages_Title					
Mark As Read		Apply			
	From	Subject	Sent	Associated Document	
<input type="checkbox"/>	Grant System	LWD Application PCS-2023-TAA-03659 was successfully submitted	10/30/2023 2:25:14 PM	PCS-2023-TAA-03659	<input type="checkbox"/>
<input type="checkbox"/>	Grant System	PCS Application Submitted: Training at Agate Inc., PCS-2023-TAA-03659	10/30/2023 2:25:14 PM	PCS-2023-TAA-03659	<input type="checkbox"/>

- vi. The message will open at the bottom of the screen.

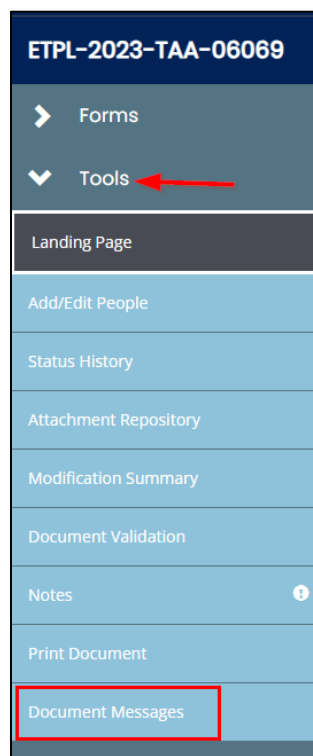
10/30/2023 2:25 PM

To: Training Agate

Congratulations on your successful submission of grant application PCS-2023-TAA-03659. The application was submitted by Training Agate on Oct 30, 2023.

## 2. How to Send a Document Message

- i. From your application, scroll down the left-side navigation menu until you reach the **Tools** section, where you can find **Document Messages**.



- ii. Click the **Plus (+)** sign in the upper right corner of the message search section.

**Note:** You can also view all messages associated with your document here

**Message Search**

Recipient Name  Subject

➕

- iii. Select the person(s) you would like to send a message to.
- iv. Click **Next**.
- v. Don't forget to include the subject of your message, the message itself, and any files you want to attach.
- vi. Once you're ready, click on the **Finish** button.

- vii. The recipient of your message will now have a **red dot** next to their name, and your message will show in their inbox.

### 3. Replying to document messages

- i. Click on the message you want to reply to and then select **Reply** on the far right side of the message.

**Note:** If the message sender is “**Grant System**”, you will not be able to reply to their message.

Message Subject

11/1/2023 11:19 AM

To: Other Trainer

Associated Document: ETPL-2023-TAA-06069

Message Body

Archive

Reply

ii. Enter your reply, attach any files you want to send, and click **Send**.

Message Subject

11/1/2023 11:19 AM

To: Other Trainer

Associated Document: ETPL-2023-TAA-06069

Message Body

Format ▼ B I U ☰ ☷

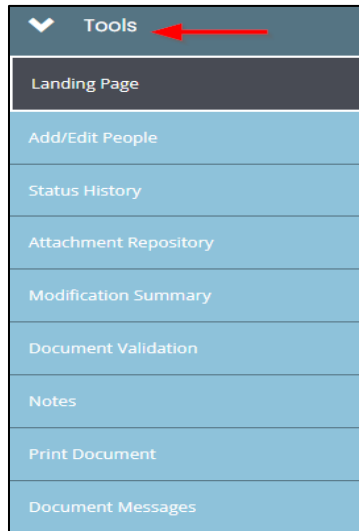
Select

Drag Files Here

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## Document Tools

Don't forget this: In your document, on the left side, you'll find various **Document Tools** the **Tools** section of the navigation menu.



A **description** of each tool is listed below:

Tool	Description
Landing Page	This will take you back to your document landing page
Add/Edit People	This allows you to add members to the document so they will show in their <i>My Tasks</i> and they will have save permissions and status change permissions. You can also view all people added to the document
Status History	This will show you each status the document has gone through, the date/time, who did the status push and any notes (if one was added)
Attachment Repository	This will show all attachments currently attached to the document
Modification Summary	If any modifications have been done, this will show the before and after values for each field that was changed
Document Validation	Clicking this will show a list (if any) of the forms that will need to be completed before you will be able to change the status of the document. Each form name is a clickable link that will take you to that specific form.
Notes	This is a place to add any notes as well as view status changes and the notes tied to the status change
Print Document	This will allow you to select the desired pages to print as a PDF document
Document Messages	Allows you to view, send, receive and reply to messages in the application that also sends an email

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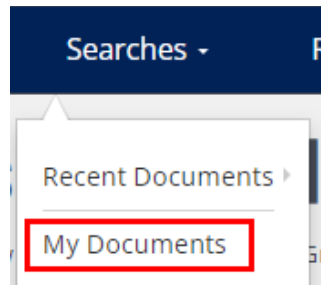
## Document Searches

1. If you log into IGX and don't see your document(s) in your **My Tasks** panel, it means the document is either being reviewed or has already been approved.
2. You can still locate your document by clicking **Searches** from your menu bar at the top of your screen below the NJDOL page logo.



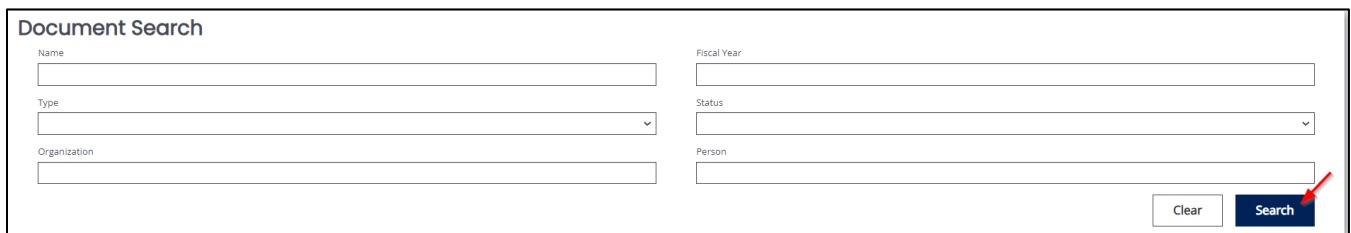
4. To find your recent documents, just hover over the **Recent Documents** tab, and a menu will appear showing the documents you've used recently.
5. To search for an application in **My Documents**:

i. Click on the **My Documents** tab.



ii. Enter information into one of the search criteria boxes.

iii. If you leave the boxes blank, all documents tied to your organization will be displayed. Click **Search** to proceed.

A screenshot of the 'Document Search' form. The form is white with a black border. It contains several input fields: 'Name', 'Fiscal Year', 'Type' (a dropdown menu), 'Status' (a dropdown menu), 'Organization', and 'Person'. At the bottom right, there are two buttons: 'Clear' and 'Search' (highlighted with a red arrow).

iv. Click on the **Document Name** to open that specific document.

v. Click on the **Organization Name** to take you to the organization's profile

▼ Documents

Number of Results: 75



Name	Organization	Type	Status	Fiscal Year	Status Date
PCS-2023-TAA-03547	<a href="#">Training at Agate Inc.</a>	Eligible Training Provider List (ETPL) Private Career School Application 2023	Submit Renewal	2023	8/25/2023 3:08:07 PM

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## Change Requests

### How can I find and make changes to my application?

1. Scroll down the left-side navigation menu to the **Status Options** section and click **Initiate Change Request**.
2. Take a look at the Change Request chart below to see the different **Change Request Options** for documents applicable to Private Career School providers and all other Eligible Training Providers.

CHANGE REQUEST OPTION	CHANGE TO A PCS DOCUMENT	CHANGE TO AN ETPL DOCUMENT
Change in School Name	PCS	ETPL
Change in School Location	PCS	ETPL
Additional Programs with the Additional Program Information	PCS	ETPL
Any Other Changes	PCS	ETPL
Change in Ownership	PCS	
Change in School Director	PCS	
Additional Classroom Space	PCS	



3. When you click **Initiate Change Request**, you'll open the **Change Request Form**.

Change Request	
Change Request	<input checked="" type="checkbox"/>
Change in School Name	<input type="checkbox"/>
Change in Ownership	<input type="checkbox"/>
Change in School Director	<input type="checkbox"/>
Change In School Location	<input type="checkbox"/>
Additional Program Information	<input type="checkbox"/>
Additional Classroom Space	<input type="checkbox"/>

4. Select the changes that apply.
5. Remember to **SAVE** the page after you've made the changes.
6. The IGX system will display the form that matches your change request.

PCS-2023-Shore Beauty School-03750

Change Request

Change Request

Change Request

Change in School Name

Change in Ownership

Change in School Director

Change In School Location

Additional Program Information

Additional Classroom Space

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

# Change Request

☒ Change in School Name

New School Name:

☒ Change in Ownership

New Ownership:

☒ Change in School Director

New Director's Name:

☒ Change in School Location

School's New Address:

☒ Additional Program Information

Additional Program Information:

☒ Additional Classroom Space

New Classroom Location:

☒ Other

New Additional Information:

Justification for request:
 

Required Field

- Complete the **Change Request** forms.
- Scroll down the left-side navigation menu to the **Status Options** section.
- Submit the **Change Request** form.
- When you Submit the form, it will move from your **My Tasks** dashboard panel to your assigned specialist's **My Tasks** dashboard panel for review.

Change Request	
Change Request	<input checked="" type="checkbox"/>
Change in School Name	<input type="checkbox"/>

PCS-2023-TAA-03601	
>	Forms
>	Tools
▼	Status Options
Submit Change Request	

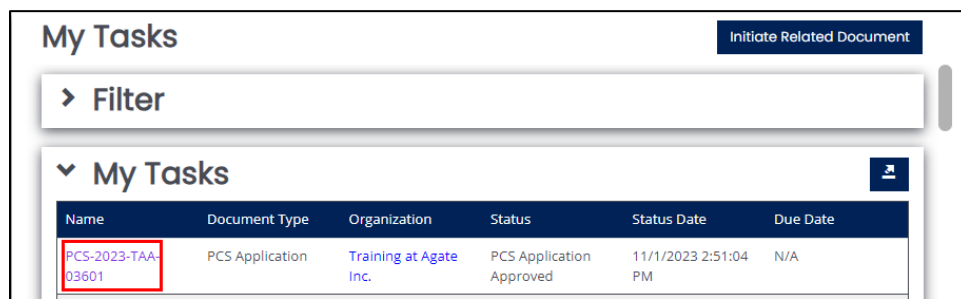
**Note:** The new status is **Change Request Submitted-In Review**.

When your Assigned Specialist opens the **Change Request** form, it will be **In Review** and no longer visible on your **My Tasks** panel.

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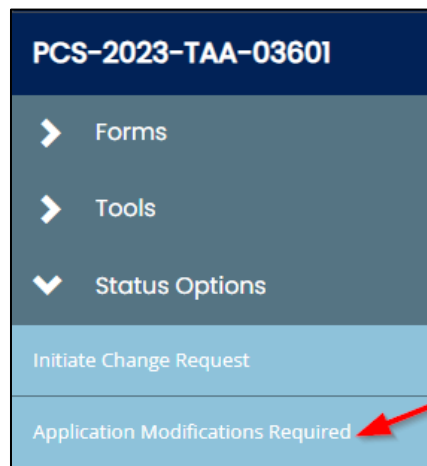
## Modifications

1. Remember: If you need to add more information to a submitted application form, you must change the application status back to **Application Modifications Required**.
2. Some examples of Modifications include tuition changes, program descriptions, and uploading required documents with new expiration dates (e.g., Fire Inspection Certificate, Tuition Performance Bond, and Liability Insurance).
3. Don't forget to find your approved application in the **My Tasks** dashboard panel and click on the document name to open it.



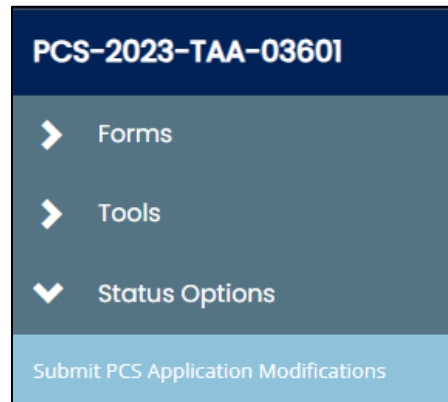
Name	Document Type	Organization	Status	Status Date	Due Date
PCS-2023-TAA-03601	PCS Application	Training at Agate Inc.	PCS Application Approved	11/1/2023 2:51:04 PM	N/A

4. Scroll down the left-side navigation menu to the **Status Options** section and click **Application Modifications Required**.
5. This will open all of your application forms, which you can edit and re-save with the updated information and documents.
6. There will be a **SAVE** button on every page.



Remember to **SAVE** each page before leaving to start a new one.


7. Click **SAVE** in the upper right corner below your name.
8. Scroll down the left side navigation menu to **Status Options**.
9. Click **Submit PCS Application Modifications**.



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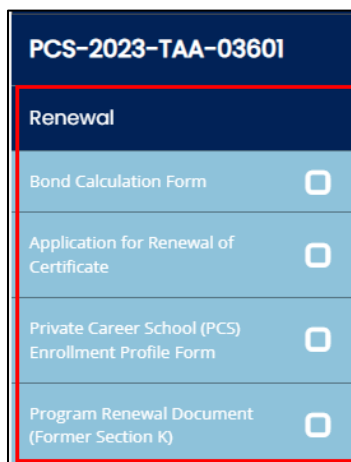
## Renewals

1. For Private Career Schools, 120 days before the expiration date of your Certificate of Approval (COA), the system will automatically move your document to **Application Renewal Required**.
2. You will receive an email from the Intelligrants IGX system to inform you about this change. After receiving the email, log into IGX and find your document under **My Tasks**.



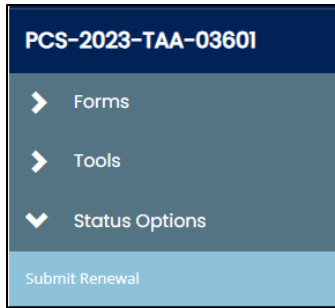
Name	Document Type	Organization	Status	Status Date	Due Date
PCS-2023-TAA-03601	PCS Application	Training at Agate Inc.	Application Renewal Required	11/1/2023 3:02:37 PM	N/A

3. To find the **Renewal Section** in the **Forms menu**, scroll down the navigation bar on the left side.



PCS-2023-TAA-03601	
Renewal	
Bond Calculation Form	<input type="checkbox"/>
Application for Renewal of Certificate	<input type="checkbox"/>
Private Career School (PCS) Enrollment Profile Form	<input type="checkbox"/>
Program Renewal Document (Former Section K)	<input type="checkbox"/>

4. After you finish filling out your renewal forms and making the payment, scroll down the menu on the left side of the screen to the **Status Options** section, and then click on **Submit Renewal**.



PCS-2023-TAA-03601

- Forms
- Tools
- Status Options

Submit Renewal

5. While your renewal application is under review with the Training Evaluation Unit (TEU), your assigned Specialist may find errors, incomplete data fields, or request you to upload current documents.
6. Your specialist will send the document back to you with a message or note letting you know that you need to make corrections to the application. They will ask you to modify the application before resubmitting it.
7. You'll get an email notification in your IGX document messages, and the document will also appear in the **'My Tasks'** dashboard panel.
8. Click on the **Document Name** to access it.

**Reminder: SAVE before every page before leaving it. (the SAVE button is located on the top right side of the screen)**

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## Sub-Documents Associated with Your Applications

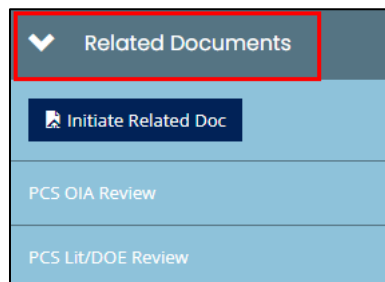
Just a friendly reminder about the process:

Each application has some connected sub-documents. If any issues come up with your application, the person reviewing the sub-document will reach out to you with a document message or a note. They might ask you to make some changes to the application and then send it back to them.

The specific sub-documents associated with Private Career School Applications are:

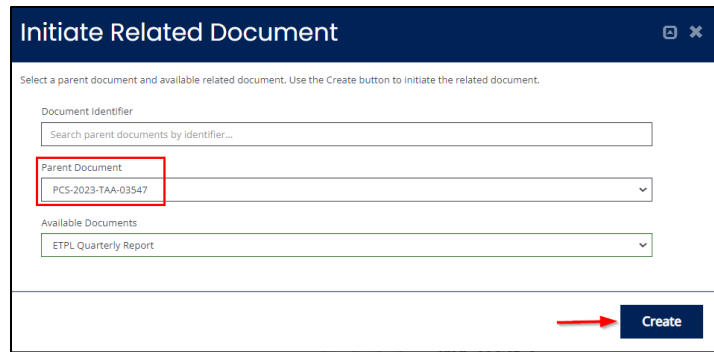
- i. NJDOL Office of Internal Audit (OIA) reviews your financial documents
- ii. NJ Department of Education (DOE) reviews educational documents
- iii. Quarterly & Annual Reports

1. To view any sub-documents tied to your application, click on the application name in your **My Tasks** dashboard panel.
2. Scroll down the left-side navigation menu to find the **Related Documents** section at the bottom.



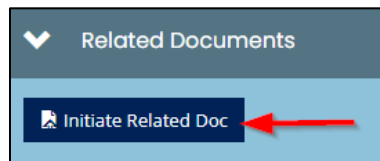
3. To start a related document, go to your **My Task** dashboard panel and click on **Initiate Related Doc**.
4. If you have more than one application, choose the one you want to use for starting the Quarterly or Annual Student Report.
5. Click **Create**.

**Note:** Only Private Career Schools are required to submit an Annual Student Report



The 'Initiate Related Document' window has a dark blue header with the title and window controls. Below the header, a light gray instruction bar says 'Select a parent document and available related document. Use the Create button to initiate the related document.' The form contains three fields: 'Document Identifier' with a search placeholder, 'Parent Document' with a dropdown menu showing 'PCS-2023-TAA-03547' (highlighted with a red box), and 'Available Documents' with a dropdown menu showing 'ETPL Quarterly Report'. At the bottom right, a red arrow points to a blue 'Create' button.

- i. In your document, click on **Initiate Related Doc** under related documents.



- i. When you start to create the Quarterly or Annual Report, a window will pop up asking if you're sure you want to continue.
- ii. When you're ready, click **Proceed**.



The 'ETPL Quarterly Report' window has a dark blue header with the title and window controls. The main content area is white and contains a table with the following information: 'Provided By: New Jersey Department of Labor and Workforce Development (NJDOLE)', 'Provided To: Training at Agate Inc.', 'ETPL Quarterly & Annual Reports Availability Dates: 5/16/2022 12:00:00 AM -', and 'Due Date: N/A'. At the bottom right, a red arrow points to a blue 'Proceed' button, with a red 'Cancel' button next to it.

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## ETPL Quarterly & Annual Reports

All New Jersey Eligible Training Providers are required to submit quarterly reports.

The Quarterly and Annual Report document section contains three (3) separate reports:

1. Quarterly Report
2. Annual Report
3. Student Transcripts

### Quarterly Reports

All Private Career School and Eligible Training Providers are required to submit one report per quarter by the following dates:

- 1<sup>st</sup> quarter report: April 15
- 2<sup>nd</sup> quarter report: July 15
- 3<sup>rd</sup> quarter report: October 15
- 4<sup>th</sup> quarter report: January 15

Here is the list of information to include in the quarterly reports:

Social Security Numbers

### Annual Reports

Only Private Career School Providers are required to submit an annual report and copy of every students' transcript by the following date:

- Annual Report: July 30
- Student Transcripts: July 30

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## Certificate of Approval (COA) is only for Private Career Schools

1. Locate your document using the **My Tasks** dashboard panel or through a Document Search.
2. Remember to go to the **Forms Menu** on the left side, then scroll down until you find the **Certificate of Approval** section.
3. Click on the **Certificate of Approval** form.



4. This will create a download of the PDF for your Certificate of Approval that can be saved or printed.

**Note:** Make sure you don't have settings that block downloads.

5. Click on the name in the download to open your COA.



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# Know your Status

## How To Find A Document

1. Using **Document Search** allows you to find:

- A list of all documents tied to your organization; and,
- The status of that document.

### Document Search

▼ Documents

Number of Results: 75

Name	Organization	Type	Status	Fiscal Year	Status Date
PCS-2023-TAA-03547	Training at Agate Inc.	Eligible Training Provider List (ETPL) Private Career School Application 2023	Submit Renewal	2023	8/25/2023 3:08:07 PM
ETPL-2023-TAA-06069	Training at Agate Inc.	Eligible Training Provider List (ETPL) Application 2023	Change Request In Process	2023	11/1/2023 2:38:44 PM

2. You can view the status of your document from your **Document Landing Page**.

3. Click on your document name in the upper right corner or from the **Document Landing Page Tool** located in the **Tools section** on your document.

PCS-2023-TAA-03547

▼ Forms

Overall Status

Application

Provider Information I

Provider Information II

Provider Information III

Vendor Information

## Document Landing Page

View document details.

Template

Eligible Training Provider List (ETPL) Private Career School Application 2023

Document Name

PCS-2023-TAA-03547

Organization

Training at Agate Inc.

Instance

Eligible Training Provider List (ETPL) Private Career Schools Application 2021

Document Status

Submit Renewal

Your Role

Authorized Official

Process

PCS Application

✓

PCS Application In Process

✓

PCS Application Review

✓

PCS Application Approved

✓

Application Renewal Required

PCS-2023-TAA-03547

➤ Forms

▼ Tools

Landing Page

- a. You can also **hover your cursor** over your **Document Name** in the upper left corner.

The screenshot shows the 'Document Landing Page' for 'PCS-2023-Shore Beauty School-03764'. A red arrow points to the document name in the upper left corner. The page displays document details including Template, Instance, Document Name, Organization, Document Status, and Your Role. Below this is a progress bar with four stages: PCS Application in Process (checked), PCS Application Review, PCS Application Approved, and Application Renewal Required.

Home Searches Reports Mark Boelte-ShoreBeauty New Note

**PCS-2023-Shore Beauty School-03764**

Template: Eligible Training Provider List (ETPL) Private Career School Application 2023  
Status: PCS Application In Process  
Organization: Shore Beauty School  
Your Role(s): Authorized Official

Application

Provider Information I ☐  
Provider Information II ☐  
Provider Information III ☐

**Document Landing Page**

View document details:

<b>Template</b> Eligible Training Provider List (ETPL) Private Career School Application 2023	<b>Instance</b> Eligible Training Provider List (ETPL) Private Career Schools Application 2021	<b>Process</b> PCS Application
<b>Document Name</b> PCS-2023-Shore Beauty School-03764	<b>Document Status</b> PCS Application In Process	
<b>Organization</b> Shore Beauty School	<b>Your Role</b> Authorized Official	

PCS Application in Process PCS Application Review PCS Application Approved Application Renewal Required

**Note:** You'll find any documents that need your attention under **Status** in your **My Tasks** dashboard panel.

The screenshot shows the 'My Tasks' dashboard panel. It includes a 'Filter' button and a 'My Tasks' section with a table of tasks. The table has columns for Name, Document Type, Organization, Status, Status Date, and Due Date. The 'Status' column is highlighted with a red border, showing 'Application Renewal Required' for the task 'ETPL-2023-TAA-06070'.

**My Tasks** [Initiate Related Document](#)

[Filter](#)

**My Tasks**

Name	Document Type	Organization	Status	Status Date	Due Date
ETPL-2023-TAA-06070	ETPL Application	Training at Agate Inc.	Application Renewal Required	8/7/2023 9:43:05 AM	N/A

1

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## PCS Status Guide Explained

Application Type	Status Name	Explanation of the Document Status	Responsible Party	Action Required on My Tasks
PCS	PCS Application in Process	This means an initial application is being filled out	Provider	Provider works on the application. SAVE every page
PCS	PCS Application Submitted	Provider has submitted their application to the specialists My Tasks for review	Provider	Provider submits the application. Moved from your My Tasks to the specialist My Tasks
PCS	PCS Application Review	This means NJ DOL reviews your application	NJDOL	NJDOL
PCS	PCS Application Modifications in Process	Provider is making necessary updates to their initial application forms	Provider	Provider updates and/or corrects the application
PCS	PCS Application Denied	Application has been denied by NJDOL.	NJDOL	An explanation for denial is in the Status History note column
PCS	Site Visit Initiated	A site visit is required	NJDOL & NJDOE	The TEU-assigned specialist will be in contact to schedule the visit
PCS	Site Visit Follow-Up Required	A site visit follow-up is required	NJDOL	NJDOL
PCS	Final Agency Review	Application is going through executive-level review	NJDOL	NJDOL
PCS	PCS Application Approved	This means your application has been approved.	None	No action required. You can initiate a modification or a change request
PCS	PCS Application Approved & Published	This means your application has been approved and published to Credential Engine and the Training Explorer.	IGX System	No action required. You can initiate a modification or a change request
PCS	Change Request Initiated	You have initiated a change request that is pending submission	Provider	Provider started a change request
PCS	Change Request Submitted- In Review	A change request has been submitted and is in review by either NJDOL, NJDOE or OIA.	NJDOL	NJDOL reviews the change requests
PCS	Change Request Denied	Your change request has been denied and your initial application remains approved without changes	NJDOL	An explanation for denial is in the Status History note column
PCS	Change Request Approved	Your changes have been approved and applied	None	No action required

PCS	Application Renewal Required	Your Certificate of Approval (COA) will expire in 120 days and requires renewal.	IGX System	Provider will You need to log into IGX and complete your renewal forms
PCS	Renewal Submitted	NJDOL is reviewing your renewal	NJDOL	The renewal moved to NJDOL's <b>My Tasks</b> for review
PCS	TEU Specialist Approved	The initial review is approved	NJDOL	NJDOL
PCS	PCS Renewal Modifications in Process	Modifications are required for your renewal document(s)	Provider	Provider to work on required changes to the renewal. SAVE every page
PCS	PCS Renewal Modifications Submitted	You submitted the modifications for the renewal	Provider	The renewal moved to NJDOL's <b>My Tasks</b> for review
PCS	PCS Renewal Modifications in Review	Renewal modifications are in review by NJDOL	NJDOL	NJDOL reviews the modifications to your renewal
PCS	PCS Application Modifications in Review	Applications modifications are in review by NJDOL	NJDOL	NJDOL reviews the modifications to your application

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## ETPL Status Guide Explained

Application Type	Status Name	Document Status	Responsible	Actions Required on My Tasks
ETPL	Application in Process	Application that has not been submitted	Provider	SAVE and Submit the application
ETPL	Application Submitted	This will submit your application to NJDOL for review	Provider	Once the application is submitted, NJDOL can start the review
ETPL	Application Review	NJDOL reviews the application	NJDOL	The application is in review
ETPL	Application Modifications in Process	Modifications are required to the initial application	Provider	Make the necessary modifications, SAVE, and Submit the
ETPL	Application Modifications Submitted	Submit your modifications for review	Provider	Once the application is submitted, NJDOL can start the review
ETPL	Application Denied	Your application has been denied.	NJDOL	The reason for denial is noted in the status history
ETPL	Application Approved	The application has been approved by NJDOL	NJDOL	None required
ETPL	CE Publishing Pending*	Your data is ready to publish to the Credential Registry and the ETPL - NJ Training Explorer <a href="https://mycareer.nj.gov/training">https://mycareer.nj.gov/training</a>	IGX System	None Required
ETPL	Application Approved & Published	The application data has been published into the Credential Registry *.	IGX System	You can initiate a change request or modification after the application is from this status
ETPL	Renewal Modification in Process	NJDOL requires modifications to the renewal document(s)	Provider	Make the necessary modifications, SAVE every page
ETPL	Change Request Initiated	You have initiated a change request	Provider	The provider works on the change request SAVE every page
ETPL	Change Request Submitted-In Review	A change request has been submitted and is in review by NJDOL	NJDOL	NJDOL reviews the change request. If approved, it returns to the provider's <b>My Tasks</b>

ETPL	Change Request Denied	Your change request has been denied and your initial application remains approved without changes	NJDOL	The reason for denial and any instructions to correct the request are in the Status History note column
ETPL	Change Request Approved	Your changes have been approved in IGX	NJDOL	No Action Required
ETPL	Application Renewal Required	The ETPL approval will be expiring in 120 days and requires renewal.	IGX System Notification	Provider to log into IGX and complete your renewal forms.
ETPL	Renewal Submitted	Renewal has been submitted to NJDOL	NJDOL	NJDOL to open the renewal for review

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