

Office of Research and Information

IGX MANUAL

FOR
NEW JERSEY'S ELIGIBLE TRAINING PROVIDERS

Version 1



Center for Occupational
Employment Information

Date Published:
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To go directly to chapter: Ctrl + left-click

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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](#)



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.

Note: 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

Login

Username

Password

Log In

[Login Assistance](#)

[New User? Click Here](#)



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**

Login

Username
Username

Password
Password

Log In

[Login Assistance](#)
[New User? Click Here](#)

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.

We need to send you a validation code

Please select how you would like to receive it.

I would like to receive an email. (bmi*****@agatesoftware.com)

Next

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



Please enter the validation code ✕

Remember me on this device for 14 days

[Resend validation code](#)
[Choose a different verification method](#)

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](#)

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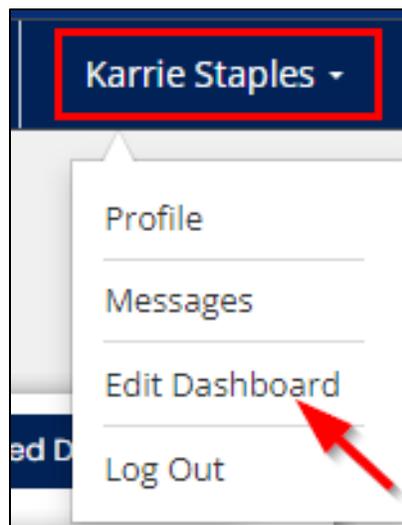


Setting up your Dashboard

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.



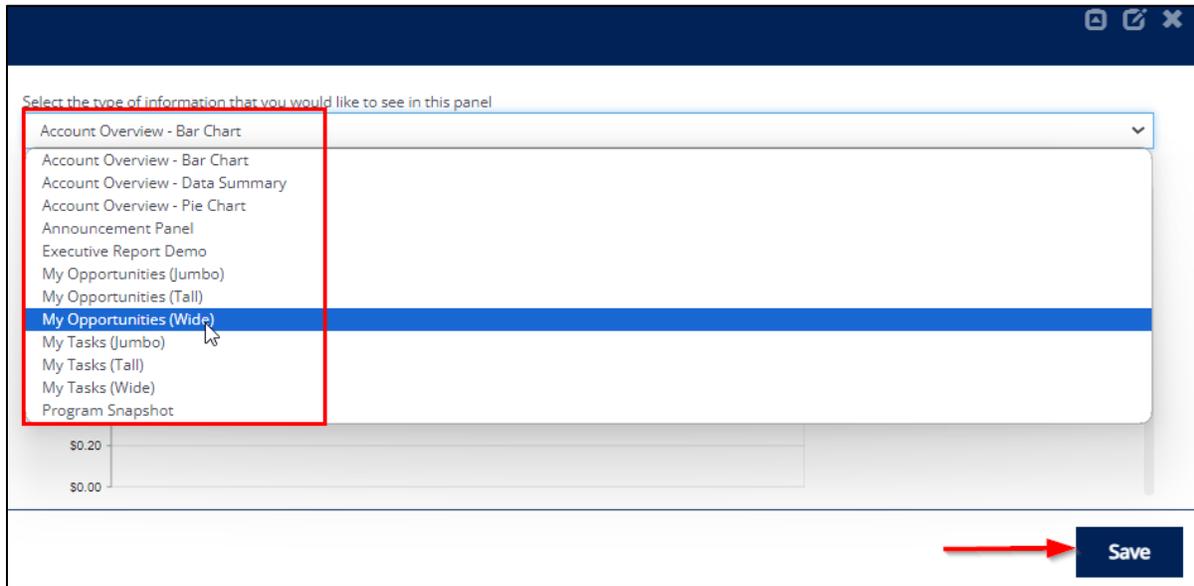
2. Adding Panels:

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



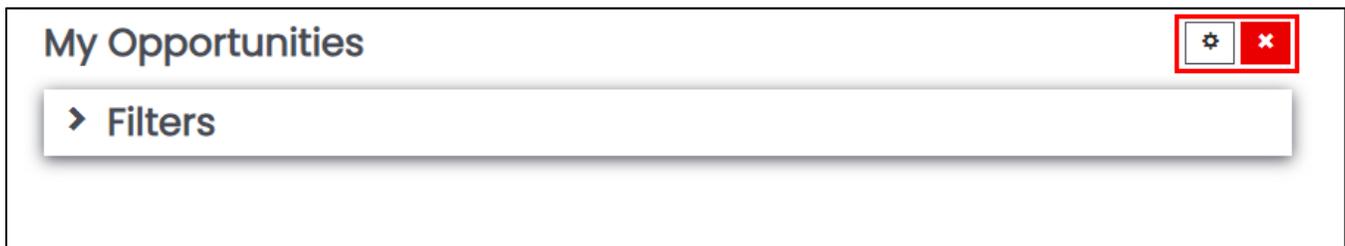


- ii. Select the panel and the format (tall, wide, etc.) from the dropdown menu and click **SAVE**.



3. Editing existing panels:

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

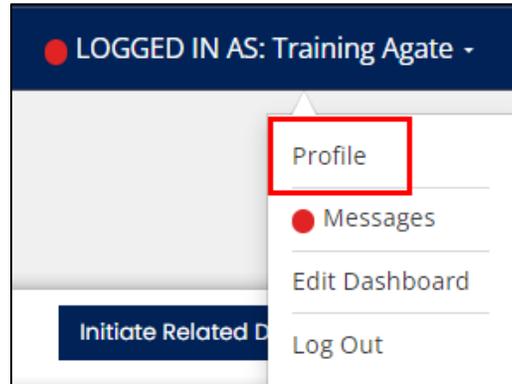


- 4. After editing your dashboard, click **SAVE** underneath your name in the upper right corner.



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

Add New User to Organization:

- i. 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
Email is required.

Fax WebSite

Cell

Assign Roles

Role Active Date 11/01/2023 Inactive Date MM/DD/YYYY +

Security Information

Username
The Username field is required.

Password Password confirm is required. Confirm Password
Password confirm is required.

Save

Invite Existing Users to Your 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 Your 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 **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

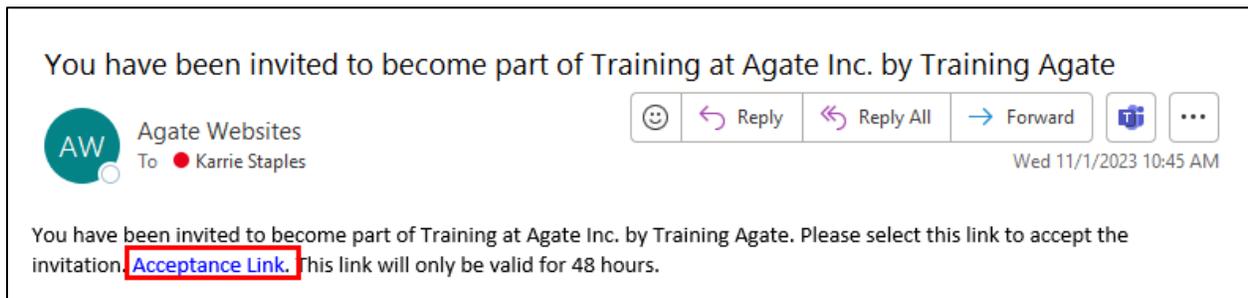
Assign Roles

Role Agency Staff	Active Date 11/01/2023	Inactive Date MM/DD/YYYY	+
----------------------	---------------------------	-----------------------------	---

Save

- v. You'll 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

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.



Invitation Message

You have accepted an organization invite.

OK

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

Organizations +

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

Organization Invite Accepted

 Agate Websites
To  Karrie Staples


 Reply
  Reply All
  Forward
 


Wed 11/1/2023 10:47 AM

Your invitation to Training at Agate Inc. to kstaples@agatesoftware.com has been accepted by Karrie Staples.

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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.
5. 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 (NJDOLE)
Provided To: Training at Agate Inc.
PCS Application Availability Dates: 12/1/2021 12:00:00 AM -
Due Date: N/A

Proceed **Cancel**

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

Document Landing Page

View document details.

Template Eligible Training Provider List (ETPL) Private Career School Application 2023	Instance Eligible Training Provider List (ETPL) Private Career Schools Application 2021	Process PCS Application
Document Name PCS-2023-Shore Beauty School-03663	Document Status PCS Application Approved	
Organization Shore Beauty School	Your Role Authorized Official	

Progress: PCS Application In Process (✓) → PCS Application Review (○) → PCS Application Approved (✓) → Application Renewal Required (○)

Document Details

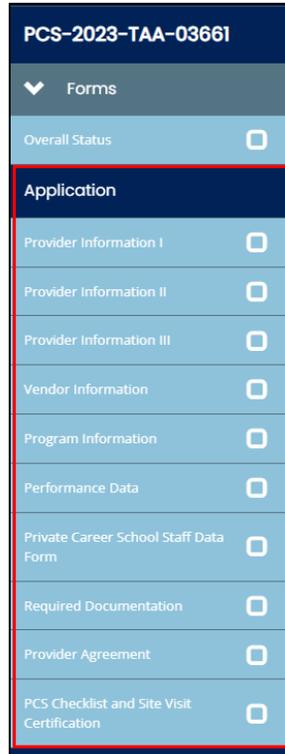
Specialist Assigned:	ETPL Expiration Date:	COA Expiration Date:	Provider ID: 0027
Program Titles:	Organization Status:		

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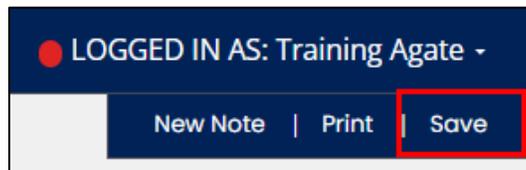
Completing Forms

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.



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.



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.

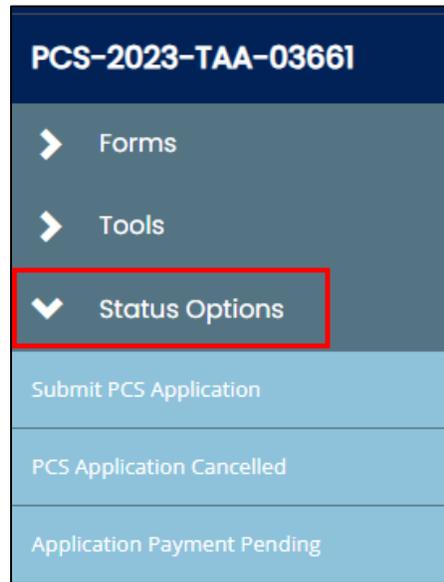


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Status Changes

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 want to make that change.
5. Write a note explaining the status change and click **OK**. This will change the status of your document.



Are you sure that you want to change the status from
Application Approved to Application Modifications Required?

Please enter any notes in regards to this status change

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.

Note: 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.

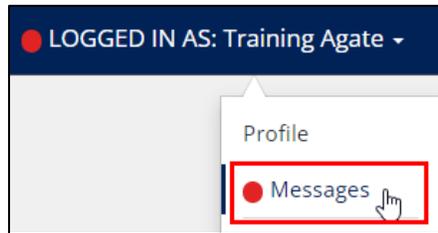
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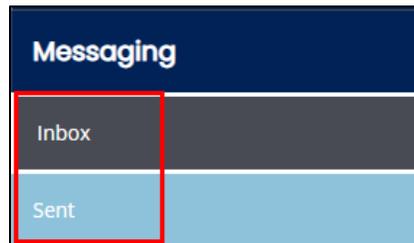
Document Messages

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.

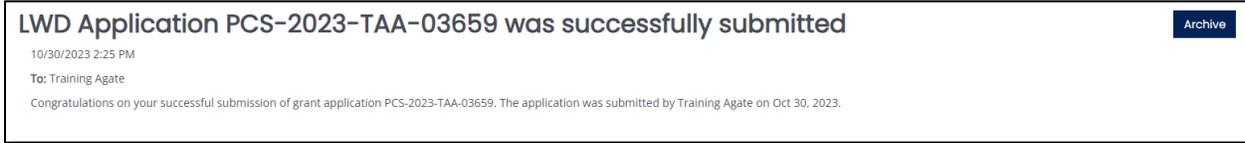


- v. Unread messages will be displayed in **bold**. To read a message, click anywhere within the message line.

Messages_Title				
<input type="checkbox"/>	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"/>	Grant System	PCS Application Submitted: Training at Agate Inc., PCS-2023-TAA-03659	10/30/2023 2:25:14 PM	PCS-2023-TAA-03659

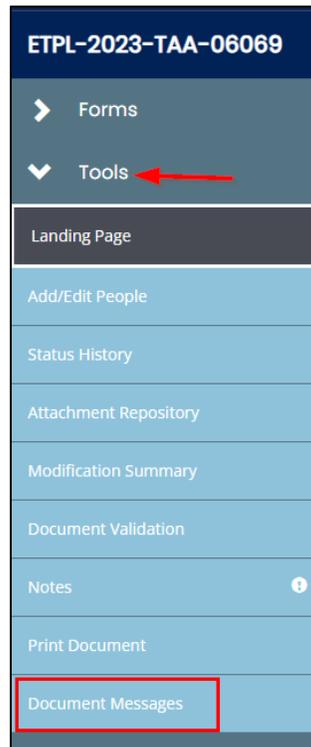


vi. The message will open at the bottom of the screen.



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.

New Document Message

Draft your message and select Send

Subject

Body
Format B I U

Attachment Type

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

Reports - LOGGED IN AS: Other Trainer -

Messages

Instructions
• Click the envelope icon to expand each message.

Messages_Title Search

From

Subject

Associated Document

Archived Messages

▼ **Messages_Title**

Mark as Read Apply

	From	Subject	Sent	Associated Document
<input type="checkbox"/>	Training Agate	Message Subject	11/1/2023 11:19:56 AM	ETPL-2023-TAA-06069



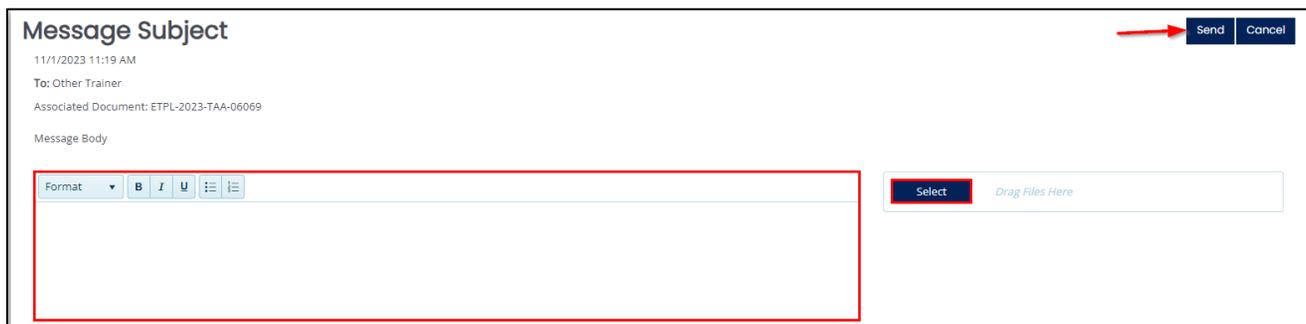
3. Replying to document messages

- 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.



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

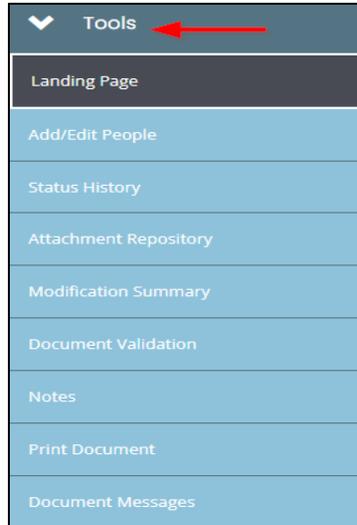


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Document Tools

In your document, on the left side, you'll find various **Document Tools** in the **Tools** section of the navigation menu.



Here's a description of each Document Tool:

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



Document Searches

How to find your document

If you've logged 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.

1. You can still find your document by clicking **Searches** from your menu bar at the top of your screen below the NJDOL page logo.

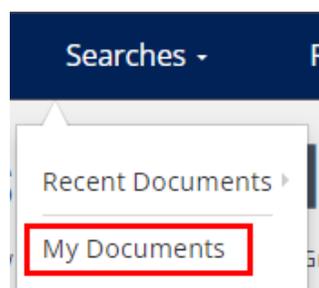


2. **To find your recent documents**, just hover over the **Recent Documents** tab.

3. A menu will appear showing the documents you've used recently.

4. 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.



Document Search

Name	<input type="text"/>	Fiscal Year	<input type="text"/>
Type	<input type="text"/>	Status	<input type="text"/>
Organization	<input type="text"/>	Person	<input type="text"/>

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

iv. 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	Training at Agate Inc.	Eligible Training Provider List (ETPL) Private Career School Application 2023	Submit Renewal	2023	8/25/2023 3:08:07 PM

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What's the Difference Between Program Modifications And Change Requests

- I. **A MODIFICATION** is used to add, edit, and/or remove information for a program(s) that have already been approved by the NJ DO or by the school's NJ regulating agency.

Here Are Examples of When to Submit A Request to Program Modification:

- Cost of tuition has increased or decreased
 - Financial Aid amount has increased or decreased
 - The train route has been modified
 - New instructor(s) have joined the program
 - Clock hours have increased or decreased
 - Staff member(s) phone number has changed
 - Co-Director's email address requires updating

- II. **A CHANGE REQUEST** is used to add, edit, and/or remove information to a program that has NOT yet been approved by the NJ Department of Labor and Workforce Development. All changes must be reviewed for the program to be approved.

Here Are Examples of When To Submit A Change Request:

- Change in School Name - Required for PCS and ETPL
- Change in School Location - Required for PCS and ETPL
- Adding New Programs – Required for PCS and ETPL
- Other Changes – Required for PCS and ETPL
- Change in Ownership - PCS Only
- Change in School Director PCS Only
- Additional Classroom Space PCS Only



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. Here’s the Change Request chart to know the different **Change Request Options** for 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 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
- Home

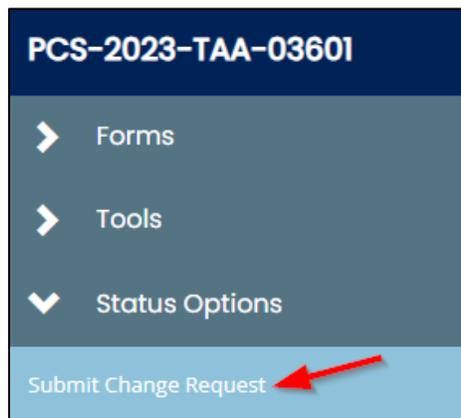
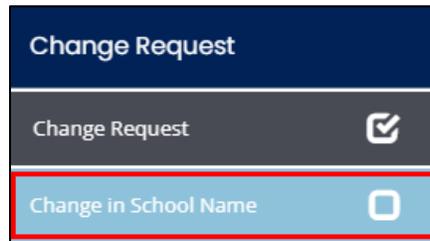
Change Request

- 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:**

7. Complete the **Change Request** forms.
8. Scroll down the left-side navigation menu to the **Status Options** section.
9. Submit the **Change Request** form.



Note: 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.



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

When you need to add more information to a submitted application form, you must change the application status back to **Application Modifications Required to SAVE** and **Submit the new information**.

- 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).

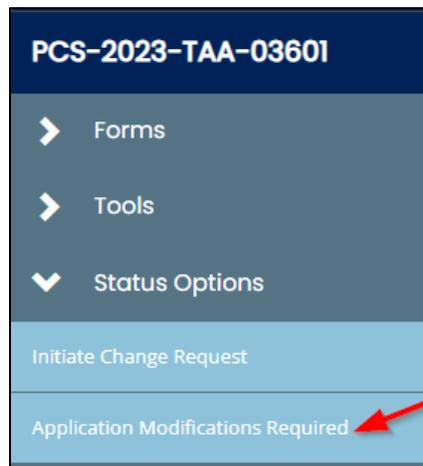
How to modify your application

1. 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	11/11/2023 2:51:04 PM	N/A

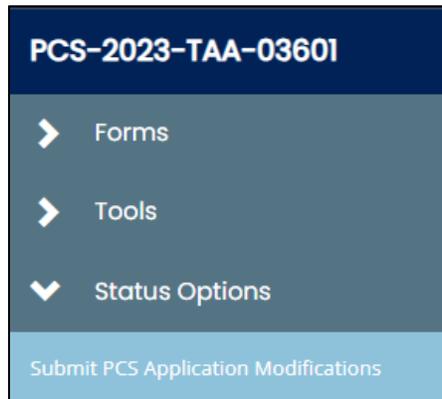
2. Scroll down the left-side navigation menu to the **Status Options** section and click **Application Modifications Required**.
3. This will open all of your application’s forms, which you can edit and re-save with the updated information and documents.

Now there will be a **SAVE** button on every page.



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

4. Click **SAVE** in the upper right corner below your name.
5. Scroll down the left-side navigation menu to **Status Options**.
6. Click **Submit PCS Application Modifications**.



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Renewals

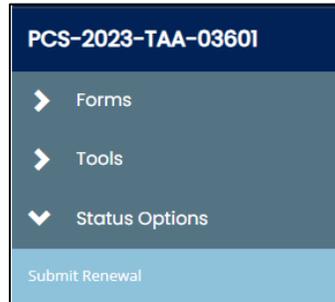
1. For Private Career Schools, 120 days before the expiration date of your Certificate of Approval (COA), the system will automatically move your document to **Application Renewal Required**.
2. You will receive an email from the Intelligrants IGX system to inform you about this change. After receiving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

My Tasks						Initiate Related Document
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**.



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 every page before closing it. The SAVE button is located on the top right side of the screen.

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Sub-Documents Associated with Your Application

What is a sub-document?

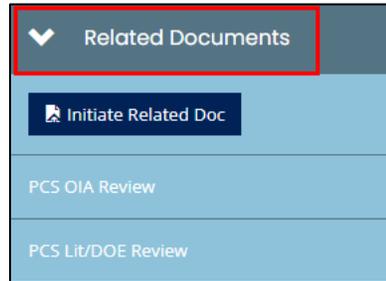
Your application is the primary document. A **sub-document is a document that is part of the primary document.**

- Private Career Schools are required to create three sub-documents as part of their application. All other providers are only required to create one sub-document.
- Here are the specific sub-documents required for Private Career School Applications:
 1. NJDOL Office of Internal Audit (OIA) reviews your financial documents.
 2. NJ Department of Education (DOE) reviews educational documents.
 3. Quarterly & Annual Reports.
- Here is the specific sub-document required for all other eligible training providers:
 1. Quarterly Reports

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

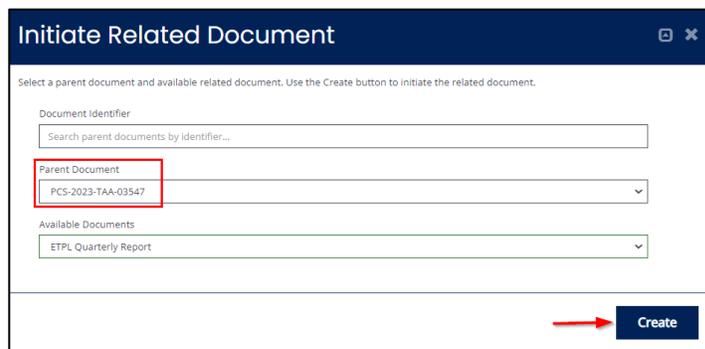
How to start a Quarterly and Annual Report Sub-document

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.**

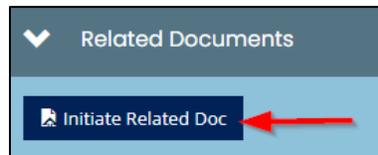


4. When you have more than one application, choose the one you want to use for starting the Quarterly report or an Annual Student Report, only required for Private Career Schools (PCS).

5. Click **Create**.



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



7. A window will pop up asking if you're sure you want to continue creating the Quarterly or Annual Report.

8. When you're ready, click **Proceed**.



ETPL Quarterly Report

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 -
Due Date: N/A

[Proceed](#) [Cancel](#)

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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: Excel Template or manually input individual student data directly onto the page.
2. Annual Report is only required for Private Career Schools: Complete the form on the page. There is no template to upload.
3. Student Transcripts are only required for Private Career Schools.

Quarterly Reports

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

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

Here is the complete list of data to collect and include in the quarterly reports:

- Social Security Numbers
- Student's First name (correct spelling)
- Student's Last name (correct spelling)
- Student Social Security number
- Student DOB
- Student Address
- Student Address (2)
- Student City



- Student State
- Student County
- Student Zip Code
- Driver License or non-driver ID number
- Program Student is Enrolled
- Enrollment Date
- Did Student Complete the Program
- Completion of Study Date
- Exit Date
- Credential Earned
- WIOA Participant (Y/N)
- Gender
- Student's Hispanic Ethnicity
- Student's Race
- English Language Learner
- Formerly Incarcerated
- Unhoused
- Disability Status
- Exhausted TANF
- Foster Care Youth

Annual Reports

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

- Annual Report: July 30
- Student Transcripts: July



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 Your 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

Name:

Type:

Organization:

Fiscal Year:

Status:

Person:

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**.

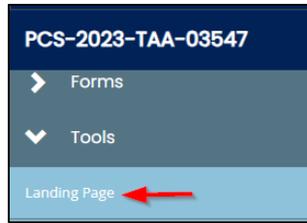
3. Click on your document name in the upper right corner or from the **Document Landing Page Tool** located in the **Tools section** on your document.

PCS-2023-TAA-03547 ← **Document Landing Page**

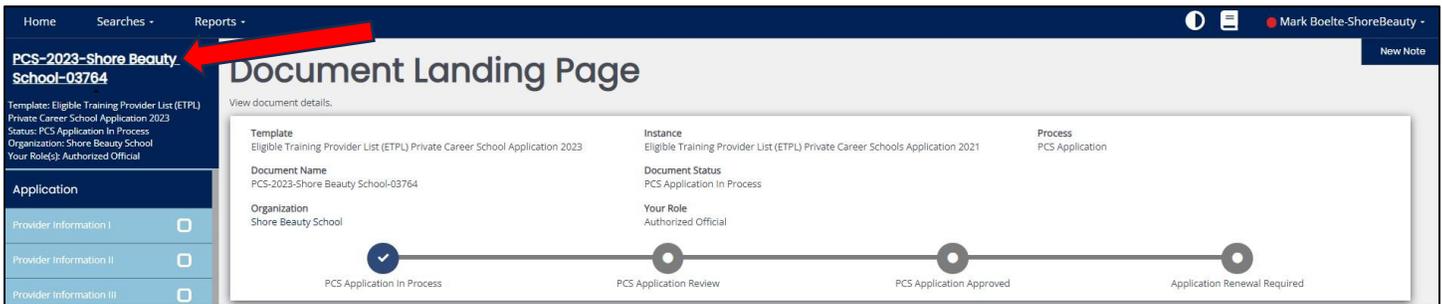
View document details.

Template Eligible Training Provider List (ETPL) Private Career School Application 2023	Instance Eligible Training Provider List (ETPL) Private Career Schools Application 2021	Process PCS Application
Document Name PCS-2023-TAA-03547	Document Status Submit Renewal	
Organization Training at Agate Inc.	Your Role Authorized Official	

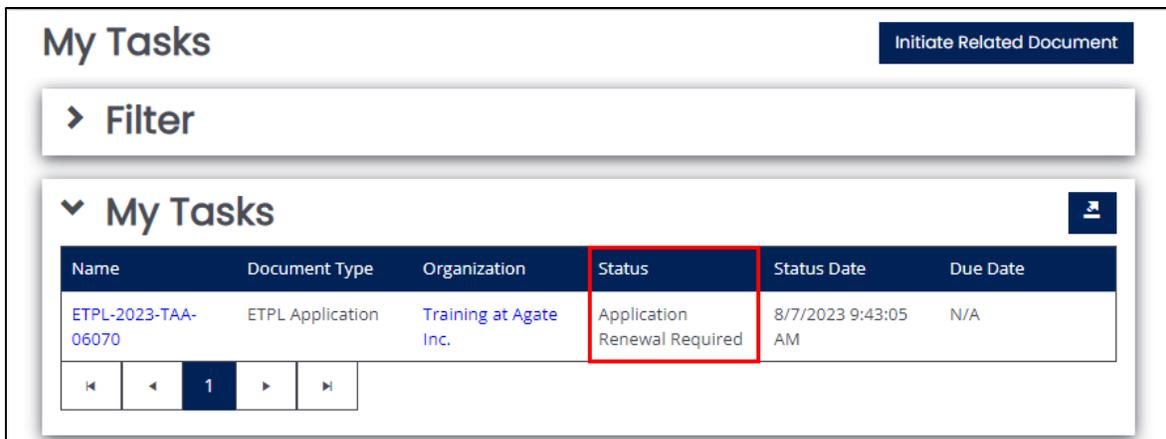
PCS Application In Process
 PCS Application Review
 PCS Application Approved
 Application Renewal Required



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



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



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Private Career School (PCS) Status Guide

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 My Tasks 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 My Tasks 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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All Other Eligible Training Providers (ETPL) Status Guide

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 https://mycareer.nj.gov/training	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 My Tasks



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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