



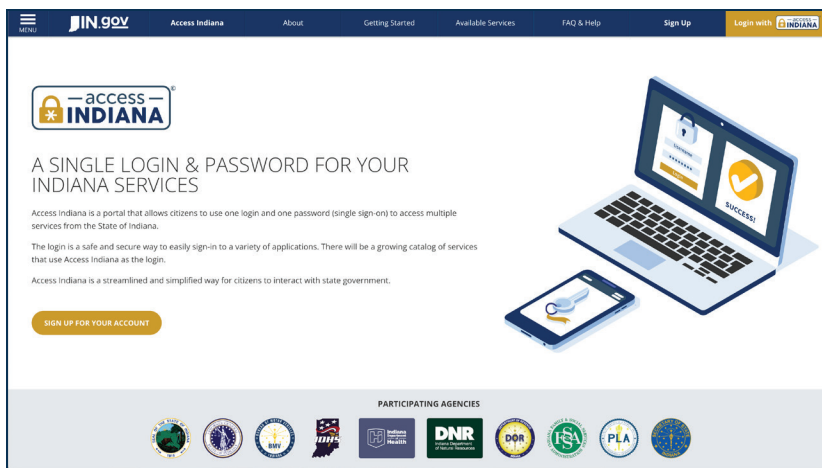
Submitting an Application for Program Certification

Now that you are ready to submit your pre-apprenticeship application for program certification, there are just a few steps to complete.

To ensure that your organization has continued access to your program's information, we have created a single-entry point for both application and program data entry. Also, in continued efforts to provide security of your program information, we will use Access Indiana as your point of authorization into your program account.

Step 1:

Create or log into your Access Indiana account at: <https://www.in.gov/access/>



Step 2:

Traverse to the NextLevel Jobs Portal Page: <https://dwdportal.dwd.in.gov/nextleveljobs/>

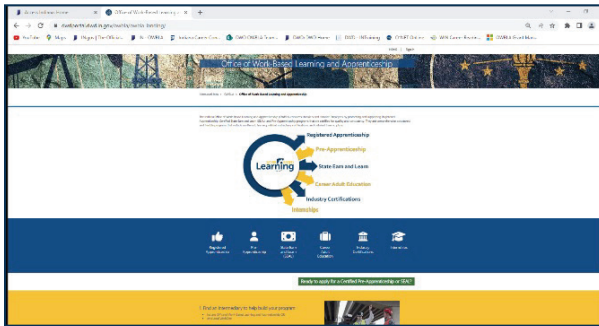




Submitting an Application for Program Certification *(continued)*

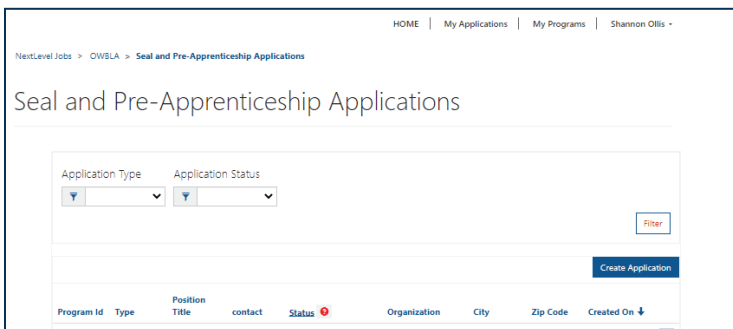
Step 3:

Click on the Work-Based Learning & Apprenticeship icon. This will bring you to the application landing page. Click on the “Ready to apply” button which will take you to the applications.



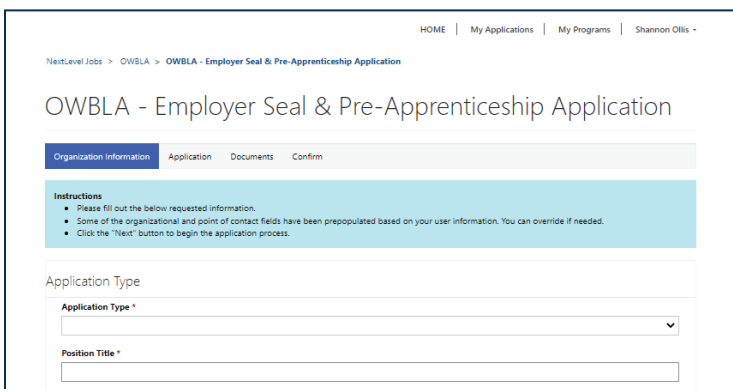
Step 4:

Click on Create Application button:



Step 5:

- 1) Chose the Application Type from drop down menu: Employer or Training Provider
- 2) Enter the Provide Position Title: ie... Welder, CNA, Teacher





Submitting an Application for Program Certification *(continued)*

Step 6:

Complete the remaining application with all required information.

- Be aware: The red asterisk * depicts required information.
- If required information is missing on any one page, it will not allow you to move forward to the next page.
- You may “save and continue” your application at any time. However, your application will only be saved from the last completed page.

On the last page of the application, you will be provided an opportunity to upload any supporting documentation for your program’s application.

The screenshot shows the 'OWBLA - Employer Seal & Pre-Apprenticeship Application' page. At the top, there is a breadcrumb trail: 'NextLevel Jobs > OWBLA > OWBLA - Employer Seal & Pre-Apprenticeship Application'. Below this is the page title 'OWBLA - Employer Seal & Pre-Apprenticeship Application'. A progress bar shows four steps: 'Organization Information' (checked), 'Application' (checked), 'Documents' (active), and 'Confirm'. Under the 'Documents' step, there is an 'Add Files' button. Below the button is a message: 'There are no folders or files to display.' At the bottom of the page, there are 'Previous' and 'Next' buttons.

Step 7:

On the last page of the application, you will have the opportunity to save your work and/or changes. You will also be asked if you are ready to “Submit” your application.

- If you select “NO” you will only be able to “Save Application”.
- If you select “YES” you will be provided a button to “Submit Application”.

When ready select Submit Application.

The screenshot shows the 'OWBLA - Employer Seal & Pre-Apprenticeship Application' page. At the top, there is a breadcrumb trail: 'NextLevel Jobs > OWBLA > OWBLA - Employer Seal & Pre-Apprenticeship Application'. Below this is the page title 'OWBLA - Employer Seal & Pre-Apprenticeship Application'. A progress bar shows four steps: 'Organization Information' (checked), 'Application' (checked), 'Documents' (checked), and 'Confirm' (active). Under the 'Confirm' step, there is a 'Confirm' button. Below the button, there is a message: 'Ready to submit the application? (Select "No" if you wish to finish at a later time.)'. There are two radio buttons: 'No' and 'Yes' (selected). At the bottom of the page, there are 'Previous' and 'Submit Application' buttons.

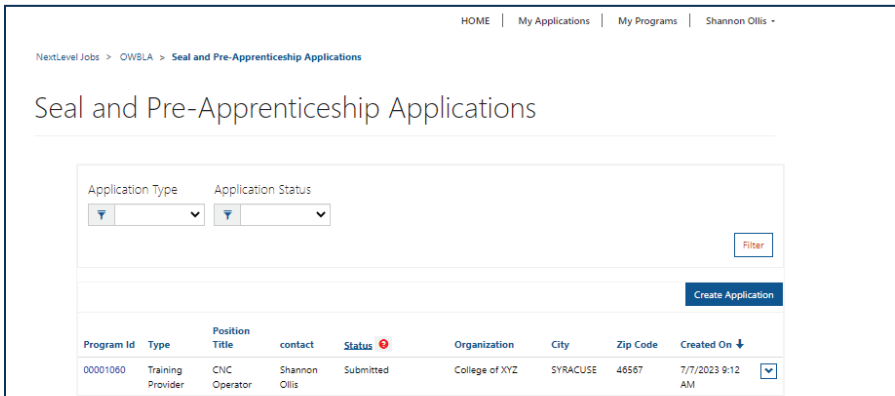
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Submitting an Application for Program Certification *(continued)*

Step 8:

Once you have submitted the application, your application screen will indicate that status has changed from a “Draft” to “Submitted”.



CONGRATULATIONS! You have successfully completed the application request for certification. At this point, review process will begin leading you into the next phase.



**Work-Based Learning
and Apprenticeship**

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