Provider-Program Data Template Instructions

Please populate the Provider-Program Data Template as completely as possible. There are eight worksheets that need to be compiled to populate your data into the Eligible Training Provider Database.

Descriptions of each worksheet:

* Provider – the Provider worksheet contains general information about your training location.
* Provider LWIAs – the Provider LWIAs worksheet is where you will choose which LWIA(s) you would like to be approved in. Note, that there is a drop down where you can select the LWIA(s), and with each LWIA it will list the counties in which the LWIA comprises, select one LWIA per line.
* Provider Locations – the Provider Locations worksheet will contain all training locations, certain columns such as State and County will be drop-downs for you to select the given area.
* Programs – the Programs worksheet will contain all program names, descriptions, CIP (classification of instructional program) codes, program costs, program contacts, etc.
* Program Locations – the Program Locations worksheet can only be used once you compile the Provider Locations & Programs worksheet, on this worksheet you will assign which location each program is offered.
* Program LWIAs – the Program LWIAs is where you assign each program, as designated on the Programs worksheet, to the preferred LWIAs you would like the program offered in.
* Provider Contacts – the Provider Contacts worksheet is where you list all provider contacts, which could provide program information, administrative and financial information.
* Location Contacts – the Location Contacts worksheet can only be used once you compile the Provider Locations & Provider Contacts worksheets, on this worksheet you will assign which location each contact is associated with.

Note: Many fields will contain a “pop-up” description of what is expected in the given field; also many of the fields will have drop-downs to assist you in compiling the data.

When complete, please email the spreadsheet to [workforcesupport@dew.sc.gov](mailto:workforcesupport@dew.sc.gov).