How to Register your Training Facility on CalJOBS

**STEP 1:** Log on to [www.caljobs.ca.gov](http://www.caljobs.ca.gov) and click on “Not Registered Yet.”

**STEP 2:** Select “Provider” under Option 2.

**STEP 3:** Select the second radio button: “I wish to register my institution for the first time (create a new account).”

Click “Next” and proceed to answer basic information regarding the institution you represent. You will also create your Provider Profile in the next screen after.

After registration, you will receive a system message indicating your account is currently being reviewed.

Thank you for registering. Your access request will be reviewed and you will be contacted once your information has been verified. Once your access is approved you will be able to add and maintain your institution’s programs. If you have any questions, please contact:

38000 Workforce Services Division

Phone:
Email: