Tips for completing the Request for New and Amended Product Providers (RNAPP)

Background:

The Programs and Services Catalogue in Mobius is a directory of registered organizations, or other legal entities, that have been authorized to deliver training and employment programs and services to individual Albertans. The catalogue allows for the creation and management of eligible programs/services and is used to connect the individual Albertan to the organization procured to deliver the activity.

Message:

To accommodate the complex technical requirements, the RNAPP form now aligns with Ministry mandates. The overall template for each of the ministries is identical with tailored encoded programs and services. It is important to complete the sections in order as the forms include fields and dropdown choices that drive information for other fields.

General:
- To ensure data quality in Mobius, the organization's complete legal name, from the appropriate registry office (Alberta Corporate Registry) is mandatory.
- Programs, Sessions and Services *cannot be entered* into Mobius earlier than the contract start date.
- Each Section has a Notes field where any additional details may be included. This section is optional and intended to support processing the RNAPP request.
- Sections and fields where no change (addition/deletion/modification) is required can be left blank.
- A separate form is required for each contract number.

Instructions:

Section A – Product Provider Registration

- Items in red are mandatory.

Section B – Procurement Information

- The Approved by: Ministry is prefilled. This information field drives the programs and services available to that Ministry.

Section C – Header Information (New fields added to this section to support LMTA requirements)

Note – In Mobius, Program and Service relates directly to the referral functionality/type of referral. In Mobius, a Service equals a general referral and a Program (which in most cases will be training) links the participants to a particular campus/session and date.

- If multiple programs or services are being added/modified, identify the number of headers involved.
- The Header start and end dates must be equal to or within the contract start and end dates.
- Credential Earned field – Mandatory for all programs and services. Default set to Not Applicable. Select Yes if participation results in a credential/certificate. Alberta has defined credential/certificate as: a certificate or degree that is nationally or provincially/territorially recognized. A credential/certificate earned applies to a collection of courses/modules/certificates that result in an overarching credential or certification. These may include: a high school diploma or equivalent; trades or safety certification or journeyperson certificate; college certificate/diploma; or university degree. Safety certification is not intended to include short-term, stand-alone, general courses such as First Aid and H2S.
- NOC Code – Mandatory for Attend Occupational Skills plan item only (Advanced Education). Coding to align with likely employment result (occupation).

Section D – Session Information

- To meet the LMTA requirements – the Duration (in Weeks) field is now mandatory for training programs.
- The program cost information, used for tuition-based training, has been moved to this section and is tied to a *yes* response to *Fees for this program will be processed through Mobius.*