

2026-2027 CaUOBSSM TRAINING WEBINAR SERIES SCHEDULE

EDD WSB Statewide Training Unit

The Statewide Training Unit (STU) welcomes you to the 2026 CaUOBSSM Training Webinar Series. This schedule shows the upcoming training sessions. For information on how to attend our webinars, please see [How to Access the Webinars](#). There will be a reminder for each training in the weekly CaUOBSSM Newsletter.

We will send out updates with exact training dates and registration links a month in advance of each series. You must register or RSVP in advance for these webinars. For any questions, contact the [Statewide Training Unit](#). If you would like to be notified when we send out registration links, sign up [here](#).

All dates on this catalog are tentative and subject to change.

JULY – Administration

The following series will be of interest to MIS Admins, case managers' supervisors, and staff, particularly those who conduct data entry into CaUOBS. We will provide guidance in the following areas:

- Data Element Validation
- WIOA reporting
- Performance measures mandated by WIOA
- Five helpful participant reports for WIOA programs

Data Element Validation

Our Data Validation webinar will update you with WIOA's Data Validation Directive. This training covers the following topics:

- Dictionary of terms
- Data element validation process
- Program cohorts
- Participant sample sizes
- Source documentation accessibility
- Data validation audit outcomes
- Calculations for the total program and single data element error rates
- Data element corrections process
- Technical support overview
- Data record integrity practices

Tuesday, July 14th

1:30 p.m. – 2:30 p.m.

Friday, July 17th

9:30 a.m. – 10:30 a.m.

WIOA Performance

This webinar focuses on the performance measures mandated by WIOA, identifying the six primary indicators of performance, defining what counts as success, and explaining how each performance measure is calculated.

Note: This is a 2-hour webinar.

Tuesday, July 28th

1:30 p.m. – 3:30 p.m.

Friday, July 31st

9:30 a.m. – 11:30 a.m.

Five Helpful Case Management Reports

This training webinar identifies five helpful participant reports available for WIOA Title I programs and/or special grant recipients. The webinar offers a step-by-step demonstration of where to find and how to configure reports, suggested filter options, and how to save reports to My Reports. The reports highlighted include:

- Total Participants Indicators Report
- Services Provided Individual – List Report
- Case Management – Program Specific – On-line Characteristics
- Case Management – Case Load – Soon to Exit Cases
- Case Management – Case Load – Quarterly Follow Up Status

Tuesday, August 4th

1:30 p.m. – 2:30 p.m.

Friday, August 7th

9:30 a.m. – 10:30 a.m.

SEPTEMBER – CaUJOBS101

This series will be of interest to staff who are new to assisting job seekers and employers either in person or online. We will provide detailed guidance on how to:

- Orient to the CaUJOBS system as new staff
- Customize the CaUJOBS system and create alerts
- Enter single case notes into CaUJOBS
- Understand the individual user's perspective navigating in CaUJOBS

CaUJOBSSM for New Staff

In this webinar, we will cover a basic introduction to CaUJOBS layout and navigation dedicated to new staff.

Tuesday, September 8th

1:30 p.m. – 2:00 p.m.

Friday, September 11th

9:30 a.m. – 10:00 a.m.

CaUJOBSSM Customization & Alerts

In this webinar, we will give an overview of how to personalize your CaUJOBS account to better suit your needs.

This session will cover tips and tricks for customizing CaUJOBS, including how to:

- Adjust dashboard widgets
- Modify the left-hand navigation menu
- Update preferences in 'My Staff Account'
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We'll also highlight essential case management tools for setting up alerts. The webinar will feature a detailed demonstration of this CaUJOBS feature.

Tuesday, September 15th

1:30 p.m. – 2:00 p.m.

Friday, September 18th

9:30 a.m. – 10:00 a.m.

CaJOBSSM Search Lists & Single Case Notes

In the following webinar, we first will provide the best practices for adding case notes. Afterwards, we will show you how to use search lists in the system. We will provide demonstrations completing each of these tasks in CaJOBS.

Tuesday, September 22nd
Friday, September 25th

1:30 p.m. – 2:00 p.m.
9:30 a.m. – 10:00 a.m.

CaJOBSSM The Individual Perspective & Navigation

In this webinar, we will explore how the individual job seeker uses CaJOBS, providing an in-depth perspective of common situations experienced by an individual.

Tuesday, September 29th
Friday, October 1st

1:30 p.m. – 2:00 p.m.
9:30 a.m. – 10:00 a.m.

NOVEMBER – Employer Services

This series will be of interest to WIOA Staff who conduct employer outreach or otherwise provide services to employers. We will provide detailed guidance on how to manage Recruiting Employer accounts and create job orders.

Employer Services

The first webinar in the series distinguishes between Marketing Lead employer accounts and Recruiting Employer accounts and introduces staff to labor exchange features available to Recruiting Employers. We demonstrate how to create Marketing Lead accounts, enter employer activity codes to track services, and create case notes to record interactions with employers.

Tuesday, October 27th
Friday, October 30th

1:30 p.m. – 2:30 p.m.
9:30 a.m. – 10:30 a.m.

Employer Services: Job Order Creation

The next webinar in the Employer Services series focuses on the recruitment tools available to employers in CaJOBS and includes a live demonstration of how to create job orders.

Tuesday, November 3rd
Friday, November 6th

1:30 p.m. – 2:30 p.m.
9:30 a.m. – 10:30 a.m.

Employer Services: Job Order Management

This webinar in the Employer Services series focuses on the recruitment tools available to employers in CaJOBS. The webinar includes a live demonstration of how to manage job orders.

Tuesday, November 10th
Friday, November 13th

1:30 p.m. – 2:00 p.m.
9:30 a.m. – 10:00 a.m.

Employer Services: Candidate Search

This webinar in the Employer Services series focuses on the recruitment tools available to employers in CaJOBS. We explain how the candidate matching tool draws on detailed information in the job order to identify and rank the résumés with the highest matching percentage.

Tuesday, November 17th

1:30 p.m. – 2:00 p.m.

Friday, November 20th

9:30 a.m. – 10:00 a.m.

JANUARY – Case Management Tools

This series will be of interest to staff and case managers who assist job seekers and employers either in person or remotely. We will provide general guidance on the CaJOBS documentation system and will cover:

- Appointments
- Document management
- Labor Market Information

Creating Appointments

This webinar provides an overview of the best practices for creating appointments in CaJOBS. We will include a detailed step-by-step demonstration of these features in CaJOBS.

Tuesday, January 5th

1:30 p.m. – 2:00 p.m.

Friday, January 8th

9:30 a.m. – 10:00 a.m.

Document Management: Individual Document Upload & Message Center

This webinar provides an overview of the best practices for in-context document uploads and how to request documentation from individuals by using the Message Center. We will include a detailed step-by-step demonstration of these features in CaJOBS.

Tuesday, January 12th

1:30 p.m. – 2:00 p.m.

Friday, January 15th

9:30 a.m. – 10:00 a.m.

Document Management: Linking & Scanning

Our next webinar provides an overview of the best practices for document management, linking to existing documentation, and document verification. We will include a detailed step-by-step demonstration of these features in CaJOBS.

Tuesday, January 19th

1:30 p.m. – 2:00 p.m.

Friday, January 22nd

9:30 a.m. – 10:00 a.m.

Labor Market Information

This webinar provides an overview of Labor Market Information section in CaJOBS. The webinar will include a detailed step-by-step demonstration of these features in CaJOBS.

Tuesday, January 26th

1:30 – 2:00 p.m.

Friday, January 29th

9:30 – 10:00 a.m.

MARCH – The WIOA Application I

The following series is specifically designed for program staff members who assist or case manage **WIOA Title I participants** or **use the Title I Application**. We will provide detailed guidance on:

- Navigating the Background Wizard
- Completing the WIOA Application
- Determining eligibility
- Entering participant data into CaUOBS

The Background Wizard

This webinar provides an overview of the Background Wizard section of CaUOBS. We will include a detailed step-by-step demonstration of these features in CaUOBS.

Tuesday, March 2nd
Friday, March 5th

1:30 p.m. – 2:00 p.m.
9:30 a.m. – 10:00 a.m.

The WIOA Title I Application & Business Rules

This webinar focuses on the WIOA Title I program application. We will provide best practices for entering participant data into CaUOBS as well as a thorough, step-by-step live demonstration of how to complete the application in CaUOBS. **Note: This is a 2-hour webinar.**

Tuesday, March 9th
Friday, March 12th

1:30 p.m. – 3:30 p.m.
9:30 a.m. – 11:30 a.m.

Eligibility, Special Grants, & Business Rules Refresher

In our next webinar we will discuss the role of the program application in collecting participant data and establishing eligibility for WIOA Title I formula fund (Adult, Dislocated Worker, and Youth) programs as well as special grant programs. We will provide best practices for entering participant data into CaUOBS.

Tuesday, March 16th
Friday, March 19th

1:30 p.m. – 2:00 p.m.
9:30 a.m. – 10:00 a.m.

Participation & Activity Codes

In this webinar, we will discuss how to formally enroll individuals into WIOA Title I programs and “create Participation” by entering Participation data and recording an individual’s first activity code. We will then turn to best practices in adding activity codes to track services provided to participants. The webinar will include a detailed step-by-step demonstration of how to complete each of these tasks in CaUOBS.

Tuesday, March 23rd
Friday, March 26th

1:30 p.m. – 2:30 p.m.
9:30 a.m. – 10:30 a.m.

MAY – The WIOA Application II

The following series is specifically designed for program staff members who assist or case manage **WIOA Title I participants** or **use the Title I Application**. These training courses will provide detailed guidance on:

- Navigating the Resume Builder
- Entering case notes
- Outcomes
- Closure, Exit, & Follow Up

The Resume Builder

This webinar provides an overview of the Resume Builder in CaJOBS. We will include a detailed step-by-step demonstration of these features in CaJOBS.

Tuesday, May 4th
Friday, May 7th

1:30 p.m. – 2:00 p.m.
9:30 a.m. – 10:00 a.m.

Case Notes

This training webinar focuses on best practices in adding case notes to track services provided to participants. We will include a detailed step-by-step demonstration of how to complete each of these tasks in CaJOBS.

Tuesday, May 11th
Friday, May 14th

1:30 p.m. – 2:00 p.m.
9:30 a.m. – 10:00 a.m.

Outcomes

In this webinar, we will discuss how to record data on outcomes for individuals enrolled in WIOA Title I education or training in CaJOBS. We will include an in-depth overview of the five types of Measurable Skills Gains (MSGs) that can be documented, as well as tracking Credential Attainment for individuals enrolled in education or training programs. The webinar will include a step-by-step demonstration of how to enter this data into CaJOBS.

Tuesday, May 18th
Friday, May 21st

1:30 p.m. – 2:30 p.m.
9:30 a.m. – 10:30 a.m.

Closure, Exit, and Follow Up

This training webinar will complete individual enrollment in WIOA Title I programs by discussing the Closure Form, Program Exit, and Follow Ups. We will discuss how to create and complete the Closure Form to document outcomes pertaining to performance, explain program exit and how it works in CaJOBS, show how to enter exclusionary outcomes, and discuss Follow-Up Activities and Forms. The webinar will include a step-by-step demonstration of how to enter this data into CaJOBS.

Tuesday, May 25th
Friday, May 28th

1:30 p.m. – 2:30 p.m.
9:30 a.m. – 10:30 a.m.

TO ACCESS THE WEBINARS

Each CaUOBSSM training session will be hosted in a Zoom Webinar room. To access a training session, please register either in advance or on the day of the webinar. We will send out registration link's for webinars a month in advance. After you register, you will receive an email with a link to the session you registered for.

Please be sure to select the Zoom Webinar link 5-10 minutes before the start time for each session.

Break Information: *These optional training webinars are scheduled for 30 minutes to 2 hours. Only webinars lasting 2 hours will include a 15-minute break. If you have a regularly scheduled break during any training lasting 30 minutes to 1 hour, please reach out to your direct supervisor prior to the webinar to discuss rescheduling your break period.*