U.S. DEPARTMENT OF LABOR

iCERT LCA MODULE ONLINE SYSTEM
EXTERNAL USER GUIDE
OFFICE OF FOREIGN LABOR CERTIFICATION

VERSION 2.0
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1 INTRODUCTION

The H-1B program allows an employer to temporarily employ a foreign worker in the U.S. on a nonimmigrant basis in a specialty occupation or as a fashion model of distinguished merit and ability. A specialty occupation requires the theoretical and practical application of a body of specialized knowledge and a bachelor's degree or the equivalent in the specific specialty (e.g., sciences, medicine and health care, education, biotechnology, and business specialties, etc.). Current laws limit the number of foreign workers who may be issued a visa or otherwise be provided H-1B status to 65,000. Effective January 1, 2004, the H-1B1 program became available, allowing employers to request foreign workers in the U.S. in a specialty occupation from Chile and Singapore. Current laws limit the number of foreign workers who may be issued an H-1B1 visa.

The July 19, 2005 Federal Register Notice, Vol. 70, No 137 provided initial guidance for employers filing applications for certifications under the E-3 worker visa program. The E-3 program is for Australian professionals seeking to temporarily work in the United States. As explained in the Notice, the Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Tsunami Relief, 2005, P.L. 109-13, was signed by the President on May 11, 2005. The Act established a new nonimmigrant visa category for Australian professionals seeking to work in the United States. The Act provides for 10,500 new visas per fiscal year for Australian nationals seeking temporary work in "specialty occupations," as defined under the H-1B provisions of the Immigration and Nationality Act.

Sponsoring employers seeking to hire foreign workers under the H-1B, H-1B1, and E-3 visa classifications are required to file a Labor Condition Application (LCA) Form ETA 9035E (or to mail Form ETA 9035) with the Department of Labor (DOL). An employer or its authorized representative may file the LCA electronically through the Department's new iCERT Visa Portal System. Employers with physical disabilities that prohibit them from filing electronic applications may submit a written request to file their Form ETA 9035 via U.S. mail. Such requests must be made prior to submitting an application and should be addressed to:

Office of Foreign Labor Certification
Employment and Training Administration
U.S. Department of Labor
200 Constitution Avenue, NW, Room C-4312
Washington, DC 20210
Attn: Chief

The H-1B and H-1B1 certification is valid for the period of employment indicated on the Labor Condition Application (LCA), specifically the ETA Form 9035E, for up to three years. E-3 certification is valid for a period of employment of up to two years. A foreign worker can be in H-1B status for a maximum continuous period of six years. After the H-1B expires, the foreign worker must remain outside the U.S. for one year before another H-1B petition can be approved. Certain foreign workers with labor certification applications or immigrant visa petitions in process for extended periods may stay in H-1B status beyond the normal six-year limitation, in one-year increments. For more information regarding H-1B, H-1B1, and E-3 visa classifications,

please visit the website of the United States Citizenship and Immigration Services (USCIS) at htpp://www.uscis.gov.

1.1 Purpose and Scope

This guide was developed to document the primary functions of the iCERT Visa Portal's LCA Module for external users (LCA Module). This system function provides Employers and their authorized representatives (i.e. Attorneys/Agents) a secure and reliable means to initiate, complete, and submit the ETA Form 9035E to the Department of Labor from within the iCERT Portal.

This user guide represents the current form and function of the LCA Module. Over the coming months and years additional functionality will be introduced to the module. Whenever new features are added (or outmoded functionality is removed), a new version of this user guide will be issued to reflect the current state of the LCA Module.

1.2 Intended Audience

This guide targets external users of the LCA Module:

- Employers
- Employer Associates
- Agents/Attorneys
- Agents/Attorney Associates

In other words, external users who initiate, complete, and submit ETA Form 9035E applications from within the iCERT Portal web site architectural framework. All external parties having potential interest in the LCA Module are identified in **Table 1. User Roles and Responsibilities**, and their associated roles and responsibilities are provided as well.

Table 1. User Roles and Responsibilities

User Type	User Roles & Responsibilities
Employers	Employers are those users applying for temporary, non-immigrant foreign labor. These users will submit ETA Form 9035E.
Agent/Attorneys	Attorneys and/or agents are those users representing the employers. These users will submit ETA Form 9035E.
Associates	Employees, interns, and paralegals will use the system on behalf of their employer or agent/attorney management with the appropriate permissions granted. These users will submit ETA Form 9035E.

1.3 New to this Version of the User Guide

This version of the iCERT LCA Module Online System External User Guide has been updated to reflect recent changes in the iCERT Portal and LCA Module. Additionally, iCERT Portal discussions not directly relevant to the LCA Module have been extracted from the document and will be appended to the iCERT Visa Portal System External User Guide as appropriate.

Noteworthy changes/additions to this version of the user guide include:

- LCA Portfolio Summary for Master Account Holders (Employer and Agent/Attorney) and Associate Account Holders (Employer and Agent/Attorney)
- ETA Form 9035E pre-fill for Master Account Holders and Associate Account Holders (Employer and Agent/Attorney)
- ETA Form 9035E pre-population for Master Account Holders and Associate Account Holders (Employer and Agent/Attorney)
- ETA Form 9035E case management for Master Account Holders and Associate Account Holders (Employer and Agent/Attorney)
- ETA Form 9035E case withdrawal for selected case statuses by Master Account Holders (Employer and Agent/Attorney) and Associate Account Holders (Employer and Agent/Attorney) that have been granted withdrawal permissions
- My Account & Profiles management of Associate Accounts including permissions

1.4 Related Documents

The following related document(s) are referenced in this user guide:

- iCERT Visa Portal System External User Guide (Office of Foreign Labor Certification)

2 SYSTEM OVERVIEW

2.1 General System Description

The primary processing characteristics of the LCA Module are outlined in following subsections.

2.1.1 Accessing the LCA Module

The LCA Module resides within the infrastructure and exists only as functional component of the iCERT Visa Portal web site built by the U.S. Department of Labor. Strictly speaking, it is not a wholly self-contained standalone software application. To access the LCA Module, a user will need to first register for, then log into the iCERT Visa Portal site, then navigate to the LCA Module.

Once at the LCA Module, the user can view and manage LCA cases that they (or their associate accounts or master account depending on roles and permissions) have submitted to DOL. Master Account holders will be able to customize settings by which their Associate Account Holders will access and manage the LCA cases from the My Associate Accounts tab under the My Account & Profiles tab.

2.1.2 Creating and Submitting an ETA Form 9035E

Employer Master Account Holders and Agent/Attorney Master Account Holders can initiate, complete, and submit the ETA Form 9035E from within the iCERT Visa Portal site. Depending on the permissions granted for their account, Employer Associate Account Holders and Agent/Attorney Associate Account Holders can also initiate, complete, and submit the ETA Form 9035E from within the iCERT Visa Portal site.

Real-time validations will notify users if data is improperly entered or if particular data will flag the case for denial. Users will be able to navigate freely between pages of the online form. All data will be saved to a temporary table before the case is finally submitted. The case will become “final” only when the user has completed the form, reviewed any errors presented by the system, and approved final submission by selecting the Submit Button from the Form Submission Page.

2.1.2.1 Pre-fill ETA Form 9035E

Account Holders will find appropriate sections of ETA Form 9035E pre-filled with their profile information (Employer or Agent/Attorney company information depending on the user category). This information will be editable. Originally this feature was only available to Master Account Holders (Employer and Agent/Attorney), but it has since been extended to Associate Account Holders (Employer and Agent/Attorney).

2.1.2.2 Pre-Populate ETA Form 9035E

Master Account Holders (Employer and Agent/Attorney) and authorized Associate Account Holders (Employer and Agent/Attorney) will be able to pre-populate appropriate sections of ETA Form 9035E based on saved Employer or Attorney profiles (Employer Profiles in the case of Agent/Attorneys and Attorney Profiles in the case of Employers).

Where applicable, a Look Up Button (Look up Agents/Attorneys Associated With Your Account in the case of Employers and Look up Employers Associated With Your Account in the case of Agent/Attorneys) will allow the user to search and select a profile that will in turn pre-populate appropriate ETA Form 9035E section(s). The pre-populated section(s) will be editable.

2.1.3 ETA Form 9035E Management

Account Holders can view all ETA 9035E forms that they have created and submitted regardless of case status. The LCA Portfolio Summary Page lists the number of cases by status and provides a link to the Case Queue for each status. From the Case Queue users can view individual applications and, depending on the case status and the user's role and permissions, take various actions including case editing, submission, and withdrawal.

2.1.4 Creating and Managing Accounts and Profiles

All Account Holders can manage their account information and create and manage Employer or Agent/Attorney Profiles (depending on their role). Master Account Holders (Employer and Agent/Attorney) can also create and manage Associate Accounts including assigning Associate Account permissions.

2.1.5 Accessing Forms & Instructions

The Forms & Instructions section of the iCERT Portal is a useful resource for Portal users. It contains a table linking all of the ETA visa program forms as well as form instructions. This section is technically part of the iCERT Portal and is discussed in greater depth in the iCERT Visa Portal System External User Guide.

2.2 System Architecture Summary

The LCA Module exists within the larger iCERT Portal where it is currently the only active visa program. However, additional visa programs and a Prevailing Wage Module will be coming online in the following months and years.

The primary level system navigation allows users to perform portal-wide tasks such as account management, visa program module access, and ETA form and form instruction downloads. The secondary level system navigation allows users to access visa program-specific functions including the Portfolio Summary Page and My Cases.

The larger iCERT Portal is currently undergoing architectural improvements and the primary and secondary level system navigation schema will continue to evolve and improve. Future versions of this document will consider architectural changes relevant to the LCA Module.

3 LOGGING IN AND VIEWING LCA CASES

The LCA Module is not a wholly self-contained standalone software application. To access the LCA Module, a user first must:

- Register for an iCERT account from the iCERT Portal Welcome Page
- Be granted login parameters with a temporary password via email
- Login from the iCERT Portal Welcome Page and create a permanent password
- Navigate to the LCA Module

The process for registering for an iCERT account is documented in the iCERT Portal User Guide as are details on accessing and logging into the iCERT Portal web site. A high-level overview of these steps is provided in subsections **3.1 Accessing the iCERT Portal Welcome Page** and **3.2 Logging In**, respectively.

Upon logging into the iCERT Portal, the user is brought to LCA Module and is presented with the LCA Portfolio Summary Page that lists all initiated and submitted cases dividing submitted cases up into categories based on form status. A high-level overview of the LCA Portfolio Summary Page is presented in **3.3 Viewing Cases in Portal Home and My Cases**. The summary page also allows the user to begin a new ETA Form 9035E (to include H-1B, H-1B1, and E-3 applications).

The process for performing a quick search to view cases from the iCERT Portal Home Page and My Cases tab is presented in **3.4 Case Quick Search**.

3.1 Accessing the iCERT Portal Welcome Page

For direct access to the iCERT Portal Welcome Page, enter "https://icert.doleta.gov" into the Address field of the browser, and press the Enter key (or click the Go button).

From the iCERT Portal Welcome Page users with a Username and Password can log directly into the portal from the iCERT Portal Login section. The same section allows new users to create an account and established users who have forgotten their Username or Password to verify their identity and retrieve their login parameters (refer to the iCERT Portal User Guide for additional details on account creation and Username/Password retrieval). See **Figure 1. iCERT Portal Welcome Page**.

UNITED STATES DEPARTMENT OF LABOR
Employment & Training Administration

August 13, 2009 Search : GO Advanced Search

About ETA | Find Job & Career Info | Business & Industry | Workforce Professional | Grants & Contracts | ETA Library | Foreign Labor Certification | Performance & Results | Regions & States

You are here: --> iCERT Portal

Welcome to the iCERT Portal

iCERT Portal Login

Username:

Password:

Log In

New to iCERT? Create an account.

Forgot username or password?

System Alerts | PERM Processing Times | Downloadable Forms

- Welcome to the iCERT System...
- 05/27/2009 - LCA Legacy System to Remain Operational Through June 30, 2009...
- LCA WARNING:Effective upon the enactment of HR 1, the American Recovery and Reinvestment Act of 2009...

Search for Prevailing Wages

Select a state/territory: Select State

Select a data series and source: Select Time Series

Choose a Collection Type: All Industries / ACWIA Higher Ed.

Choose an area based on: County/Township / BLS Areas

Select an area:

Select an occupation:

OR enter a keyword or phrase:

Search Prevailing Wage

- This site is best viewed with Microsoft Internet Explorer 6.0 or higher, or Mozilla 4.7 (Firefox 3.1) or higher.
- **NOTICE:** To apply online and print Applications you must have Adobe Acrobat Reader 8.0 or higher installed on your computer. Click here to download it now. Here's a Quick Guide to the Adobe Acrobat Reader.
- **Disability Access:** If you have a disability and are unable to access some of the information contained on this Website because of its format or other features, please email oflc.portal@dol.gov . Your request will be referred to the appropriate Department of Labor office responsible for providing assistance to you in this regard. The office will respond promptly to you by providing you with alternate means to submit your applications. In order to help us serve you better, please provide us with a description of your disability and your contact information so we can reach you in the event questions arise while identifying or addressing a solution to your request.
- **NOTICE:** To apply online you will need to have the Adobe Flash Player 10.0 or higher installed on your computer. Click here to download it now.

Access Your Legacy User Account

click a link below and login
PERM | LCA | H-2A

iCERT Case Status Check

Enter up to 25 case numbers, one per line (e.g., G-100-12345-123456)
Case Numbers

Check Status

Search for FAQs

Select from the options below to search our database of Frequently Asked Questions

Visa Classification: Select Visa Type

Subject Area: Select Subject Area

Keyword or phrase: Enter keyword or phrase

Date(s) Posted:
After: mm/dd/yyyy Before: mm/dd/yyyy

Search FAQs

Created: March 10, 2009 Updated: July 31, 2009

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Web Site Policies | Privacy & Security Statement | Disclaimers | Email this page

Employment and Training Administration
U.S. Department of Labor, Frances Perkins Building, 200 Constitution Ave., NW, Washington, DC 20210
www.doleta.gov | Telephone: 1-877-US-2JOBS | TTY: 1-877-889-5627 | Fax: 1-202-693-7888 | Contact Us

Figure 1. iCERT Portal Welcome Page

3.2 Logging In

From the iCERT Portal Login of the Welcome iCERT Portal Page the user must type their registered system username and password into the Username and Password fields respectively then click the Log In button. The system then displays the Message for Users page.

Clicking the Decline button from the Message for Users Page cancels the login process. Assuming a correct Username and Password, clicking the Accept button completes the login process. Then, the iCERT Portal Home Page is displayed.

Currently, the iCERT Portal Home Page defaults to the LCA Portfolio Summary Page as no other visa programs or visa-related tools are available. However, when the Prevailing Wage Module goes online in early 2010, the iCERT Portal Home Page will allow the user to choose between the LCA Module and the Prevailing Wage Module.

As additional visa programs are added to the iCERT Portal, the iCERT Portal Home Page will be updated to reflect the new programs and new program portfolio summary pages will also become available. **See Figure 2. iCERT Portal Home/Portfolio Summary Page (Partial)**.

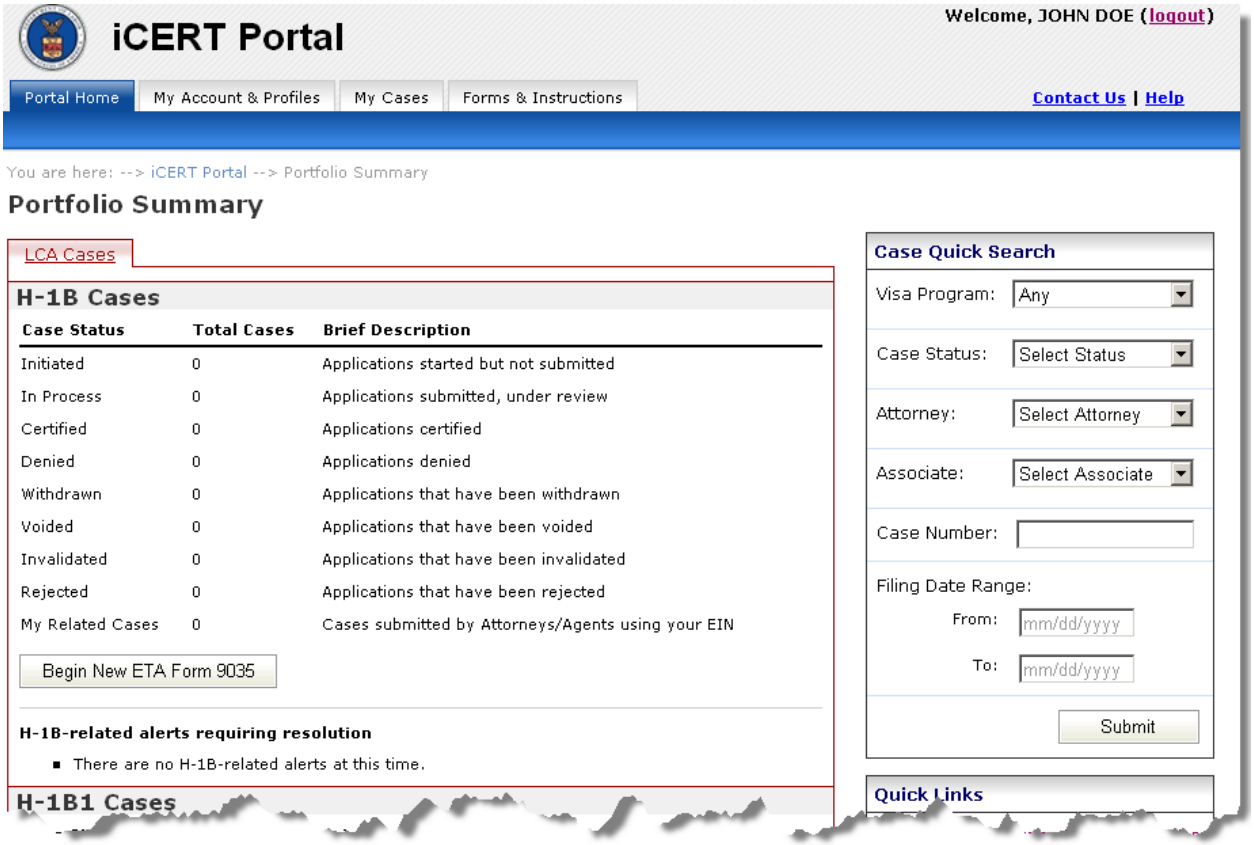

Figure 2. iCERT Portal Home/Portfolio Summary Page (Partial)

Notes:

- The system only allows one login session per user account.
- The system automatically deactivates a user's account after three consecutive unsuccessful login attempts.
- A user is allowed to reactivate their account by entering a temporary system-generated password sent to the email address provided during registration.
- After 15 minutes of system inactivity during any interactive session, the system automatically logs you out, redisplays the iCERT Portal Welcome Page, and displays a timeout warning/notification.
- For additional information on logging into the system, refer to the iCERT Visa Portal System External User Guide.

3.3 Viewing Cases in Portal Home and My Cases

The LCA Portfolio Summary divides initiated and submitted ETA 9035E forms by case type. First, it list H-1B cases, then H-1B1 cases, and finally E-3 cases. Within each division, the summary lists all cases created by or assigned to the user by case status:

- Initiated
- In Process
- Certified
- Denied
- Withdrawn
- Voided
- Invalidated
- Rejected
- Related Cases

For each status, the system lists the total number of cases as a hyperlinked number (except where the number is zero/0 in which case no hyperlink is displayed). See **Figure 3. LCA Portfolio Summary Listing (H-1B Cases)**.

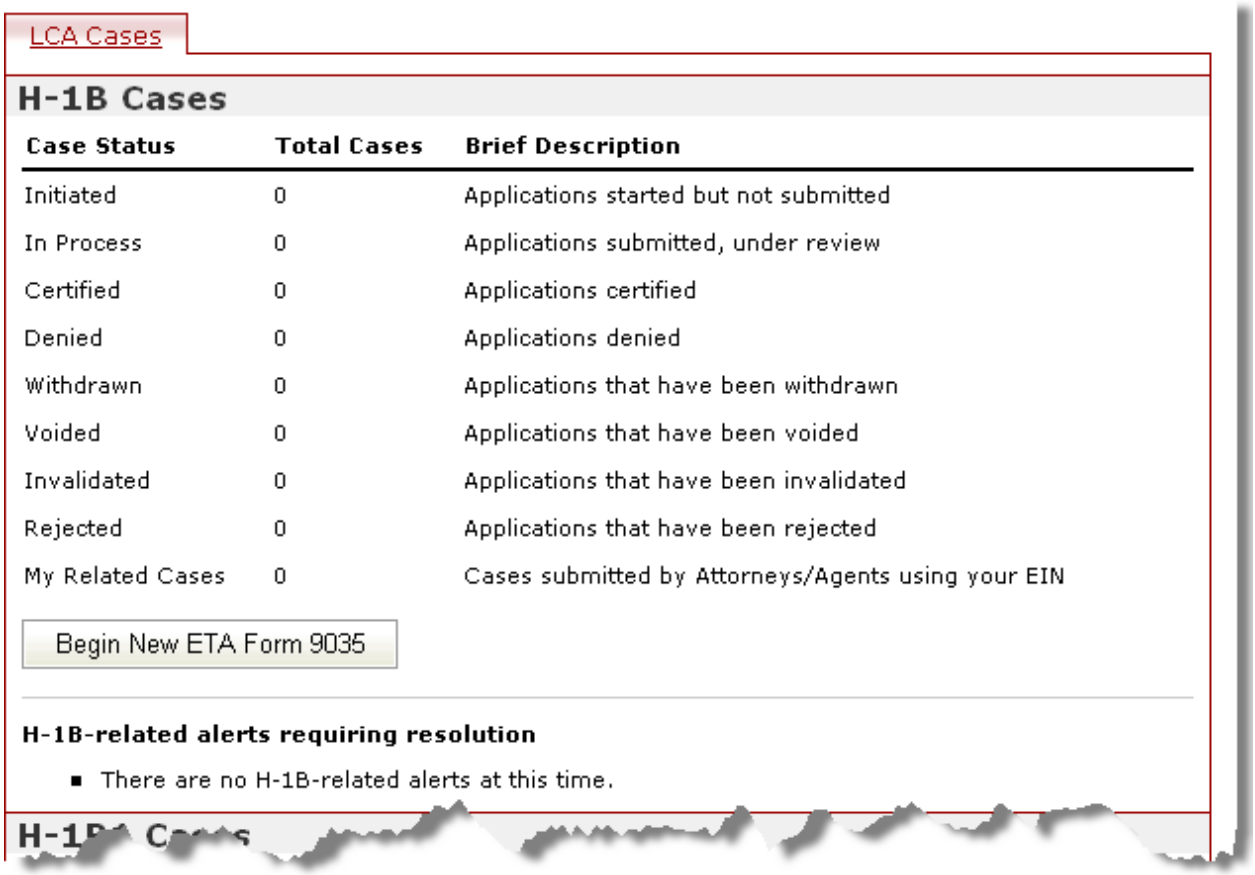

Figure 3. LCA Portfolio Summary Listing (H-1B Cases)

The hyperlinked numbers move the user to the LCA Case Status Queue Page for the selected status. Collectively, these pages are referred to as My Cases. Individual LCA Case Status Queue Pages are described in **5.1 LCA Portfolio Summary**, **5.2 Initiated/In Process**, **5.3 Initiated Cases Queue**, **5.4 In Process Cases Queue and Certified Cases Queue**, and **5.5 Denied Cases Queue, Voided Cases Queue, Invalidated Cases Queue, and Rejected Cases Queue**.

Note: The system only displays cases that the user has created or been assigned and cases created by their sub-accounts. The Master Account views the "true" total cases while Associate Accounts view their cases plus Master Account cases if allowed. However, Associate Accounts do not view cases submitted by other Associates, so the "actual" total number of cases for a given Employer or Attorney account may be higher.

3.4 Case Quick Search

The Case Quick Search is a role-based function that queries the database based on a set of user-defined search criteria selected/entered into the Case Quick Search fields. The search criteria presented in the Case Quick Search differ for Employers and Attorneys and within those categories between Master Account Holders and Associate Account Holders (hence role-based).

The Case Quick Search appears in several locations throughout the iCERT Portal including the Visa Program Portfolio Summary Pages.

The system retrieves those cases meeting the user-defined search parameters and displays the results on the appropriate Visa Program Case Quick Search for the applicable visa program application. One or more of the criteria may be used to search.

To utilize the Case Quick Search, the user can make one or more selections from the various drop-down lists and/or hand-key a case number. The user can also hand-key or select a filing date range using the date selection pop-up (not available for IE 6 users) auto-launched when the user clicks on either the From or To fields under Filing Date Range.

The role-based Case Quick Search criteria are described in **Table 2. Case Quick Search Criteria**.

Table 2. Case Quick Search Criteria

Criteria	Description	Visible To (Category/Roll)
Visa Program	Drop-down list including all visa programs currently available for search	• Employer Master Account • Employer Associate Account • Agent/Attorney Master Account • Agent/Attorney Associate Account
Case Status	Drop-down list including case statuses for visa programs currently available or the specific case statuses for the visa program selected in the Visa Program drop-down	• Employer Master Account • Employer Associate Account • Agent/Attorney Master Account • Agent/Attorney Associate Account
Employer	Drop-down list based on My Employer Profiles (and possibly also My Employer Profiles for Master Account)	• Agent/Attorney Master Account • Account (if permission granted by Master Account)
Attorney	Drop-down list based on My Attorney Profiles (and possibly also My Attorney Profiles for Master Account)	• Employer Master Account
Associate (Employer)	Drop-down list based on an Employer Master Account holder's My Associate Accounts	• Employer Master Account
Associate (Attorney)	Drop-down list based on an Agent/Attorney Master Account holder's My Associate Accounts	• Agent/Attorney Master Account
Case Number	Free-text form field	• Employer Master Account • Employer Associate Account • Agent/Attorney Master Account • Agent/Attorney Associate Account

Table 2. Case Quick Search Criteria		
Criteria	Description	Visible To (Category/Roll)
Filing Date Range	Free-text form field for From and To Note: The valid date format is "MM/DD/YYYY"	• Employer Master Account • Employer Associate Account • Agent/Attorney Master Account • Agent/Attorney Associate Account

When the user has completed defining the search criteria, selecting the Submit button in the lower right corner of the Case Quick Search panel will initiate the search. Any cases meeting the query parameters entered are retrieved and displayed on the appropriate Case Quick Search for the applicable visa program application.

Note: On several of the Case Quick Search drop-down lists, some of the options are grayed-out and are not available for selection as a query parameter at the current time.

4 CREATING A NEW ETA FORM 9035E

This section documents the procedures to complete and submit the ETA Form 9035E for external users of the LCA Module. Once a user logs into LCA Module via the iCERT Portal (see **Table 3. ETA Form 9035E Log-In**), they can create and submit the ETA Form 9035E electronically. The LCA Module presents the ETA Form 9035E in a format that has been designed to resemble the corresponding paper form while facilitating data entry. Users will also have the ability to save sequential changes to the Form or cancel data entry and exit the application.

An employer or attorney/agent submits an ETA Form 9035E stating their intention to hire a non-immigrant in a specialty occupation or as a fashion model. The submitting party may submit an application no sooner than six months prior to the beginning of the period of intended employment as stated on the submitted LCA. Upon submission, it is the employer's and attorney/agent's responsibility to ensure that the LCA is complete and accurate. The original ETA Form 9035E must be maintained in the employer's public disclosure files.

External users should use the procedures outlined in this section to fill out ETA Form 9035E for an LCA application via the iCERT Portal web site.

Note: If available, Employer and Agent/Attorney profile information (saved as Employer Profiles or Attorney Profiles) can be selected and pre-filled into appropriate ETA Form 9035E sections thereby reducing data entry time and providing better data tracking.

Note: The pre-fill function is available to profiles Master Account Holders (Employer and Agent/Attorney) as well as those Associate Account Holders (Employer and Agent/Attorney) that have been granted permission to view and pre-fill Master Account profiles.

4.1 Logging In and ETA Form 9035E Icons

The following table describes the process of logging into the iCERT Portal in order to complete a new ETA Form 9035E.

Table 3. ETA Form 9035E Log-In

Once you have registered and created an iCERT user account, to log into the iCERT Portal, use the following procedure from the iCERT Portal Login section of the Welcome Page.

Question	Instructions
Login 1	Log on to the iCERT Portal web site.
Login 2	Type your registered system username into the Username field.
Login 3	Type your account password into the Password field. **Notes:** For security reasons, character masks are displayed as the password is typed.

Table 3. ETA Form 9035E Log-In	
Once you have registered and created an iCERT user account, to log into the iCERT Portal, use the following procedure from the iCERT Portal Login section of the Welcome Page.	
Question	Instructions
Login 4	Click the Log In button, and the Message for Users page is displayed. **Notes:** Clicking the Decline button on the Message for Users page cancels the login process.
Login 5	Click the Accept button at the bottom of the Message for Users page.
Login 6	From the iCERT Portal Home / Portfolio Summary page, select the LCA visa type case tab.
Login 7	Click the Begin New ETA Form 9035E button for the applicable visa type (depending on whether it is an H-1B, H-1B1, or E-3 case). **Notes:** • The system only allows one login session per user account. • The system automatically deactivates a user's account after three consecutive unsuccessful login attempts. • A user account can be reactivated by entering a temporary system-generated password sent to the email address provided by the user during registration. After 15 minutes of system inactivity during any interactive session, the system automatically logs you out, redisplays the iCERT Portal Welcome Page, and displays a timeout warning/notification.

The following table depicts and describes the icons used in the ETA Form 9035E. These include navigational icons, action buttons, warnings, and print shortcuts.

Table 4. ETA Form 9035E Icon Functions		
This table defines the conventions used in the seven-step online ETA Form 9035E data entry process.		
Form Convention	Form Icon	Description
Required Fields	*	All required fields on the seven-step ETA Form 9035E are marked with a red asterisk.
Conditionally Required fields	§	Conditionally required fields on the seven-step ETA Form 9035E are marked with this symbol.
Navigation Icons		The set of eight icons in the upper left corner of the online 9035E forms allow you to track and navigate the Steps 1 through 7 for filling out ETA Form 9035E by the applicable form section(s).
Date Values	[N/A]	All date values should be entered in a month/day/full year format (i.e. MM/DD/YYYY).

Table 4. ETA Form 9035E Icon Functions		
This table defines the conventions used in the seven-step online ETA Form 9035E data entry process.		
Form Convention	Form Icon	Description
Void and Exit Button	Void and Exit	Closes the current case form without saving the current set of ETA Form 9035E changes (after a prompt to do so).
Exit Button	Exit	Saves all currently entered ETA Form 9035E data and closes the current case form.
Save Button	Save	Saves all currently entered ETA Form 9035E data while leaving the current case form displayed.
Previous Arrow	Previous	Displays the previous step in the ETA Form 9035E data entry process sequence.
Next Arrow	Next	Displays the next step in the ETA Form 9035E data entry process sequence.
Warning		When displayed above one of the ETA Form 9035E Step icons, indicates data is missing in one or more required fields for that particular form page.
Print Current Page		Writes the current online ETA Form 9035E Step page to a temporary PDF file, which you can then send to print.
Print All Pages		Writes the entire online ETA Form 9035E to a temporary PDF file, which you can then send to print.

4.2 ETA Form 9035E – Form Access Preconditions

The initial page of ETA Form 9035E lists Form Access Preconditions that must be reviewed and approved before initiating a new application. See **Figure 4. Form Access Preconditions**.

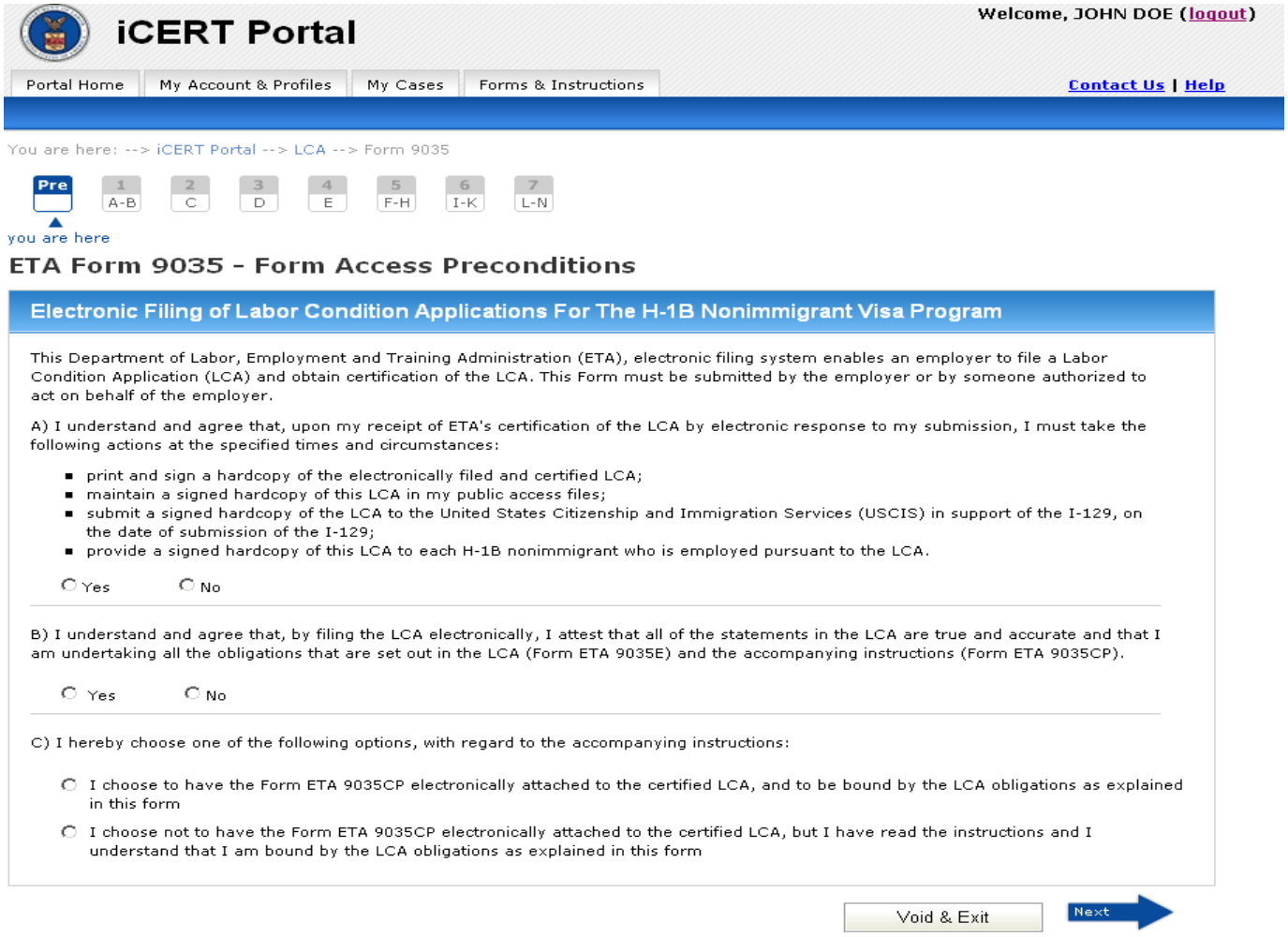

Figure 4. Form Access Preconditions

The following table details the steps for completing the ETA Form 9035E Form Access Preconditions, including a discussion of the ramifications of answering "No" to any of the preconditions.

Table 5. ETA Form 9035E Form Access Preconditions	
The Form Access Preconditions page displays a series of preliminary statements requiring consent or denial responses from the user. To complete the Form Access Preconditions page of the ETA Form 9035E, use the following procedure.	
Question	Instructions
Pre 1	In the A) section of the ETA Form 9035E – Form Access Preconditions page, select the Yes or No radio button option to indicate compliance with the four conditional statements regarding the hardcopy LCA.
Pre 2	In the B) section of the ETA Form 9035E – Form Access Preconditions page, select the Yes or No radio button option to indicate compliance with the attestation statement.

Table 5. ETA Form 9035E Form Access Preconditions	
The Form Access Preconditions page displays a series of preliminary statements requiring consent or denial responses from the user. To complete the Form Access Preconditions page of the ETA Form 9035E, use the following procedure.	
Question	Instructions
Pre 3	In the C) section of the ETA Form 9035E – Form Access Preconditions page, select the first or second radio button option to indicate if you wish to have the ETA Form 9035E CP electronically attached to the certified LCA.
When you have responded to all three sections of the ETA Form 9035E – Form Access Preconditions page, click the Next Page button. **Notes:** • If the user responds Yes to the items addressed in sections A) and B) of the ETA Form 9035E – Form Access Preconditions, the system allows the user access to create a new LCA. • If the user responds No to the items addressed in sections A) and B) of the ETA Form 9035E – Form Access Preconditions, the system displays a message stating that the LCA will be denied and the user will have the option to change the answer or accept that the LCA will be denied. • The user will still be allowed to access and complete an LCA if they accept the message informing them that the LCA will be denied.	

4.3 Step 1: Employment-Based Nonimmigrant & Temporary Need Information

Step 1 of ETA Form 9035E includes Section A. Employment-Based Nonimmigrant Visa Information and Section B. Temporary Need Information. See

Figure 5. ETA Form 9035E Step 1.

Pre | 1 A-B | 2 C | 3 D | 4 E | 5 F-H | 6 I-K | 7 L-N

you are here

Please read and review the filing instructions carefully before completing the ETA Form 9035 or 9035E. A copy of the instructions can be found at http://www.foreignlaborcert.doleta.gov/. In accordance with Federal Regulations at 20 CFR 655.730(b), incomplete or obviously inaccurate Labor Condition Applications (LCAs) will not be certified by the Department of Labor. If the employer has received permission from the Administrator of the Office of Foreign Labor Certification to submit this form non-electronically, ALL required fields/items containing an asterisk (*) must be completed as well as any fields/items where a response is conditional as indicated by the section (§) symbol.

A. Employment-Based Nonimmigrant Visa Information

Indicate the type of visa classification supported by this application (Write classification symbol): * H-1B

B. Temporary Need Information

1. Job Title: *

2. SOC (ONET/OES) Code: * Search SOC/O*NET (OES) Code

3. SOC (ONET/OES) Occupation Title: *

4. Is this a full-time position? * Yes No CLEAR

Period of intended employment:

5. Begin Date: * (mm/dd/yyyy)

6. End Date: * (mm/dd/yyyy)

7. Worker positions needed/basis for the visa classification supported by this application:

Total Worker Positions Being Requested for Certification: *

Basis for the visa classification supported by this application:
(indicate the total workers in each applicable category based on the total workers identified above)

a. New employment: 0

b. Continuation of previously approved employment without change with the same employer: 0

c. Change in previously approved employment: 0

d. New concurrent employment: 0

e. Change in employer: 0

f. Amended petition: 0

Void & Exit | Exit | Save | Next

Figure 5. ETA Form 9035E Step 1

The SOC (ONET/OES) Code field in Question B.2 of Step 1 is filled by first clicking on the button titled: "Search SOC/O*NET (OES) Code. Clicking on the button will display a table of possible selections. Users can select a code by scrolling through the table and then clicking on the appropriate row. See **Figure 6. SOC/O*NET Code Lookup**.

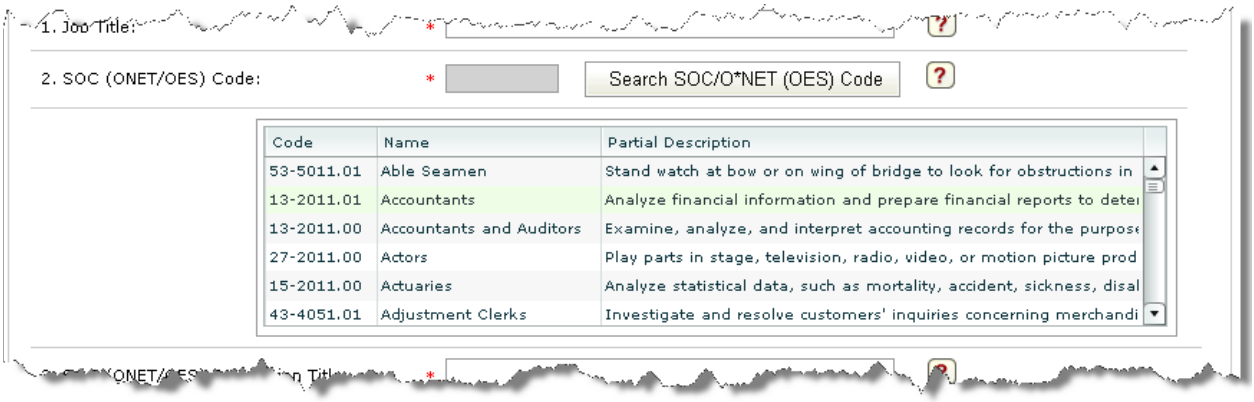

Figure 6. SOC/O*NET Code Lookup

Table 6 details the steps for completing the ETA Form 9035E Section A. Employment-Based Nonimmigrant Visa Information and Section B. Temporary Need Information.

Table 6. ETA Form 9035E Step 1	
The ETA Form 9035E – Step 1 page uses text fields, a drop-down list, a set of radio button options, and the SOC/O*Net Code search mechanism to respond to Section A. Employment-Based Nonimmigrant Visa Information and Section B. Temporary Need Information (including the intended period of employment) of the ETA Form 9035E.	
Question	Instructions
A.1	In Section A, use the drop-down list to select the visa classification type supported by this LCA.
B.1	In the first text field of Section B, type the Job Title supported by this LCA.
B.2	In the SOC ONET/OES Code field, select the Search SOC/O*NET (OES) Code button then choose the Standard Occupational Classification (SOC)/Occupational Network (O/*NET) code from the pop-up that most clearly describes the work to be performed (e.g., the six-digit SOC code for a computer systems analyst is 15-1051.00).

Table 6. ETA Form 9035E Step 1	
The ETA Form 9035E – Step 1 page uses text fields, a drop-down list, a set of radio button options, and the SOC/O*Net Code search mechanism to respond to Section A. Employment-Based Nonimmigrant Visa Information and Section B. Temporary Need Information (including the intended period of employment) of the ETA Form 9035E.	
Question	Instructions
B.3	In SOC ONET/OES Occupation Title field, enter the occupation title associated with the SOC/O*NET (OES) code entered in step B-2 above (e.g., the occupational title associated with SOC/O*NET code 15-1051.00 is Computer Systems Analyst). **Notes:** • Click the Search SOC/O*NET (OES) Code button to display a scrollable list of valid SOC Codes, Names, and partial narrative description (the default display is sorted alphabetically by Name). Click the Search SOC/O*NET (OES) Code button again to collapse the displayed listing. • Click the Code column header to sort the display numerically by that variable. • When the user selects a valid SOC from the displayed list, the system populates the SOC ONET/OES Code field with the applicable code and the SOC ONET/OES Occupation Title field with the corresponding title. • The code value in the SOC ONET/OES Code field cannot be edited; however, the text in the SOC ONET/OES Occupation Title field can be updated by the user.
B.4	In the fourth field of Section B, select the Yes and No radio button option to respond to indicate if this LCA is supporting a full-time position. **Note:** Click the Clear button under this Yes/No radio button set to toggle off the current selection.
B.5	In the Begin Date field under Period of intended employment, enter the projected beginning date for the worker's period of employment.
B.6	In the End Date field under Period of intended employment, enter the projected end date for the worker's period of employment. **Note:** The date values for Begin Date and End Date must be entered in a month/day/full year format (i.e. MM/DD/YYYY).
B.7	In the field labeled Total Worker Positions Being Requested for Certification, provide the total number of workers being requested for the visa classification supported by this LCA. **Notes:** • In steps B-7a through B-7f below, indicate the total workers in each applicable category based on the total number of workers identified in step B-6 above. • In steps B-7a through B-7f below, retain the default '0' value in any field where the number of workers being requested for the visa classification supported by this LCA does not apply.
B.7a	In field 7a under Section B, provide the number of workers being requested for New employment.

Table 6. ETA Form 9035E Step 1	
The ETA Form 9035E – Step 1 page uses text fields, a drop-down list, a set of radio button options, and the SOC/O*Net Code search mechanism to respond to Section A. Employment-Based Nonimmigrant Visa Information and Section B. Temporary Need Information (including the intended period of employment) of the ETA Form 9035E.	
Question	Instructions
B.7b	In field 7b under Section B, provide the number of workers being requested for Continuation of previously-approved employment without change with the same employer.
B.7c	In field 7c under Section B, provide the number of workers being requested for Change in previously approved employer.
B.7d	In field 7d under Section B, provide the number of workers being requested for New concurrent employment.
B.7e	In field 7e under Section B, provide the number of workers being requested for Change in employer.
B.7f	In field 7f under Section B, provide the number of workers being requested for Amended petition.
When you have responded to all required items of the ETA Form 9035E – Step 1 page, click the Next arrow.	

4.4 Step 2: Employer Information

The ETA Form 9035E – Step 2 displays Employer Information. If the application is being completed by an Attoney/Agent, with saved employer profiles, the "Lookup Employers Associated With Your Account" button, will display a selectable list of profiles. See **Figure 7. ETA Form 9035E Step C**.

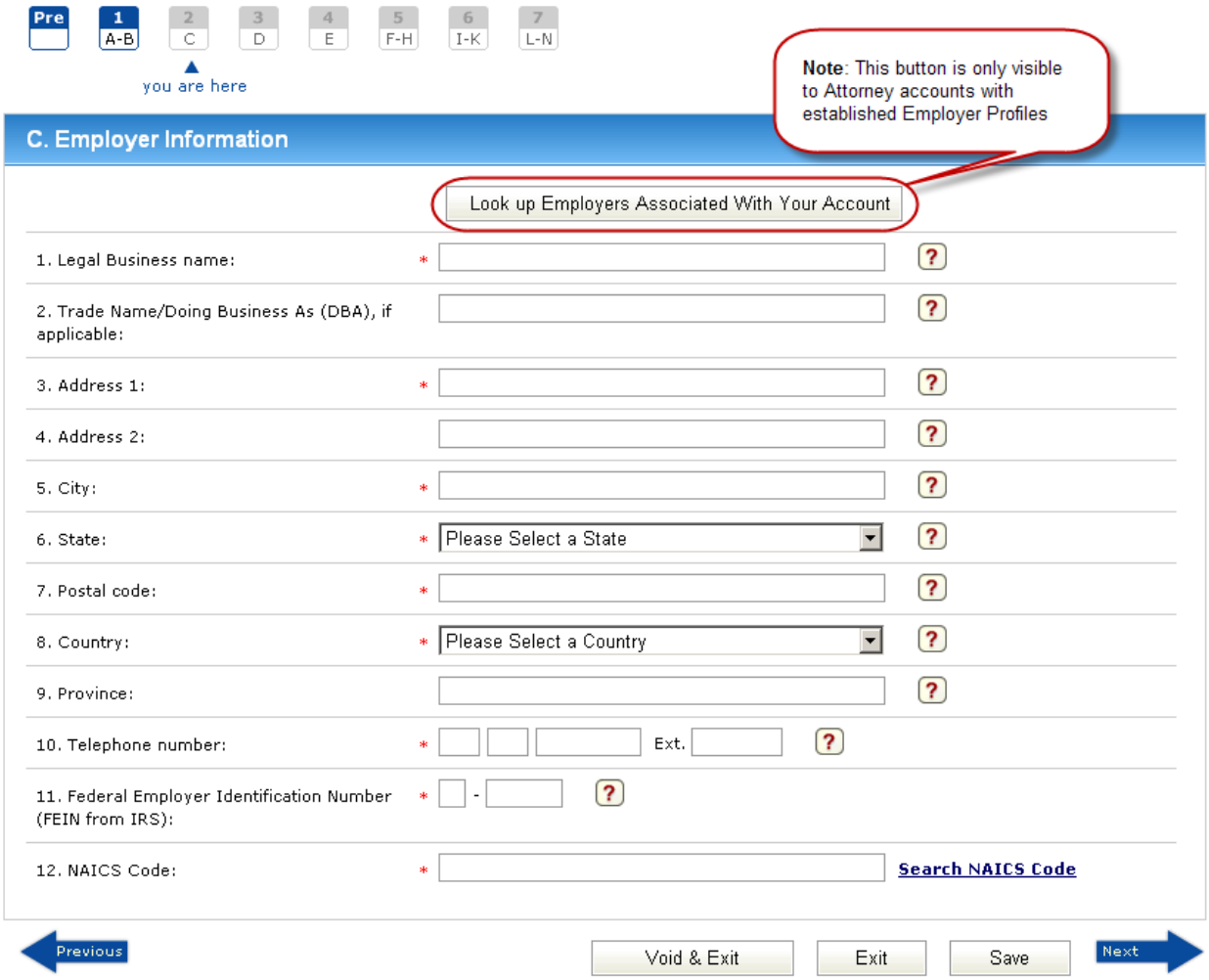

Figure 7. ETA Form 9035E Step C

The following table details the steps for completing the ETA Form 9035E Section C. Employment Information.

Table 7. ETA Form 9035E Step 2	
The ETA Form 9035E – Step 2 page uses text fields, two drop-down lists, and the NAICS Code search mechanism to respond to Section C. Employer Information of the ETA Form 9035E. This page will have information pre-filled into certain fields from the Employer profile you defined when you first registered for your iCERT account, if you are an Attorney/Agent with an Employer profile. If you use multiple profiles, there is an option to select from your profiles.	
Question	Instructions
C.	For Attorney Accounts and Attorney Associate Accounts with permission to pre-fill, the user can select from existing Employer Profiles to pre-fill Sections C and D using the Look up Employers Associated With Your Account button. **Note:** Selecting Look up Employers Associated With Your Account button will refresh the page with an Employer Profiles search results box, from which the user can select a profile to populate Sections C and D. Making a selection will refresh the page with Sections C and D pre-filled.
C.1	In the first text field of Section C, enter the full legal name of the business, person, association, firm, corporation, or organization (i.e. the employer filing this LCA). **Note:** The employer's full legal name is the exact name of the individual, corporation, LLC, partnership, or other organization as reported to the Internal Revenue Service (IRS).
C.2	In the second text field of Section C, enter the Trade Name/Doing Business As (DBA) if applicable to this LCA.
C.3 through C.9	Use fields 3 through 9 in the middle portion of Section C to enter all pertinent physical address information for the employer. **Notes:** • The State and Country drop-down lists are first letter keyed. Press a letter key to go to the first instance in either listing starting with that letter (e.g., press the 'M' key of the State drop-down to navigate to "Maine" in the list). • For fields 3 through 9 in Section C, only the Address 2 and Province fields are not required.
C.10	Use the four text fields associated with the Telephone number field to provide the complete primary phone number for the employer, including the area code and extension (if applicable).
C.11	Use the two text fields associated with the Federal Employer Identification Number field to enter the employer's nine-digit FEIN as assigned by the IRS. **Notes:** • The FEIN is a unique nine-digit number assigned by the IRS to business entities operating in the United States for the purposes of identification. • The FEIN is formatted as ##-#######. • Do not enter a social security number as the FEIN.

Table 7. ETA Form 9035E Step 2	
The ETA Form 9035E – Step 2 page uses text fields, two drop-down lists, and the NAICS Code search mechanism to respond to Section C. Employer Information of the ETA Form 9035E. This page will have information pre-filled into certain fields from the Employer profile you defined when you first registered for your iCERT account, if you are an Attorney/Agent with an Employer profile. If you use multiple profiles, there is an option to select from your profiles.	
Question	Instructions
C.12	At the bottom of Section 2, enter the four- to six-digit NAICS Code that best classifies your business (a link to a search mechanism for finding North American Industry Classification System (NAICS) codes is provided). **Notes:** • The NAICS is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. • The NAICS numbering system is based on a six-digit code. The first two digits designate the largest business sector, the third digit designates the sub-sector, the fourth digit designates the industry group, and the fifth digit designates particular industries. The last digit designates national industries applicable to Canada, Mexico, and the United States. • To use the NAICS Search mechanism, just click the Search NAICS Code link to the right of the associated text field to display the Search NAICS Code panel and follow the instructions.
When you have responded to all required items of the ETA Form 9035E – Step 2 page, click the Next arrow.	

4.5 Step 3: Employer Point of Contact Information

Step 3 of ETA Form 9035E includes Section D. Employer Point of Contact Information. See **Figure 8. ETA Form 9035E Step D**.

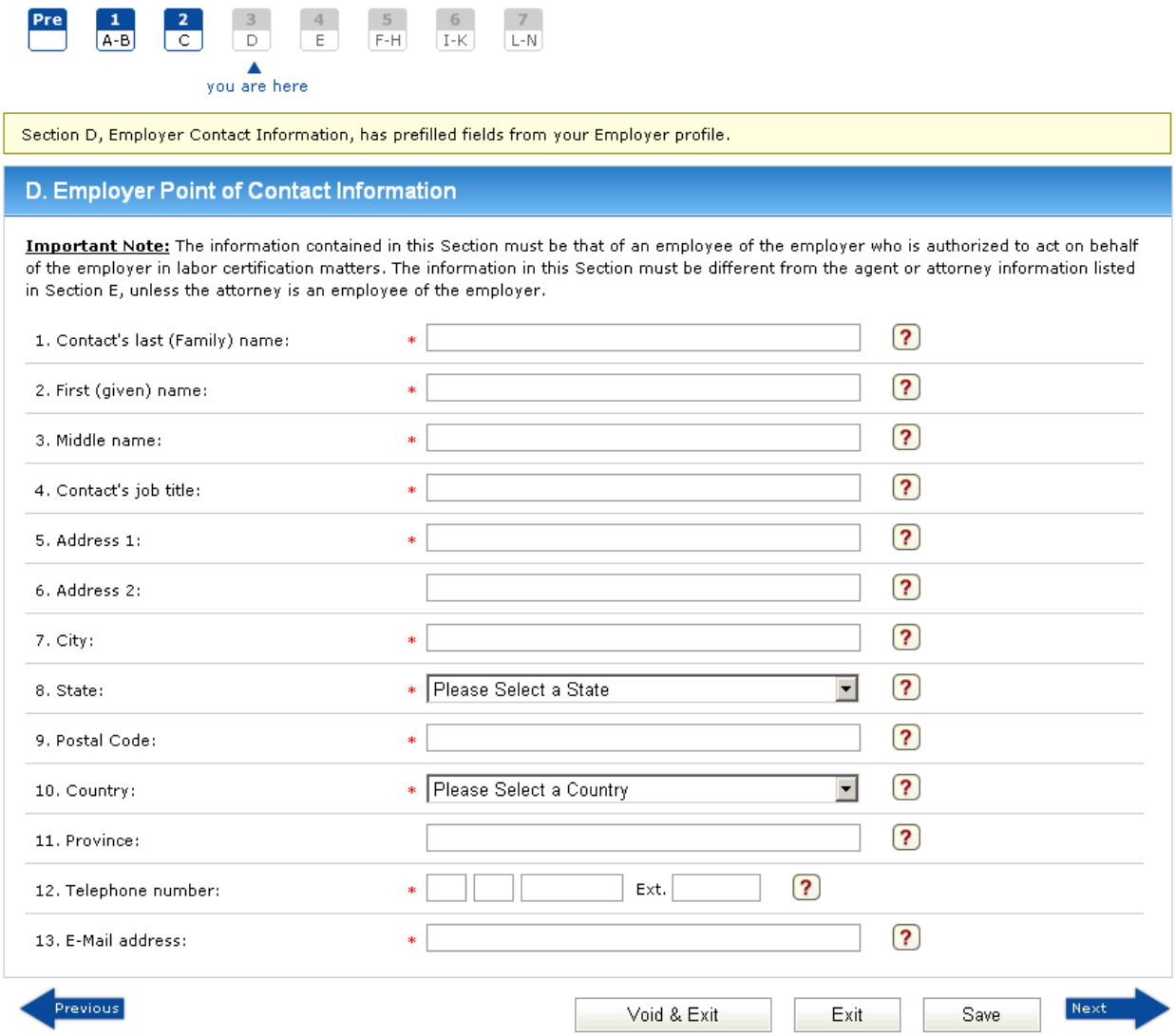

Figure 8. ETA Form 9035E Step D

The following table details the steps for completing the ETA Form 9035E Section D. Employer Point of Contact Information.

Table 8. ETA Form 9035E Step 3	
The ETA Form 9035E – Step 3 page uses text fields and two drop-down lists to respond to Section D. Employer Point of Contact Information of the ETA Form 9035E. If an Employer (Master Account Holder or Associate Account Holder) is completing the ETA Form 9035E, Section D. Employer Point of Contact Information will pre-populate from the contact information established in the Master Account. This information will be editable. If an Agent/Attorney (Master Account Holder or Associate Account Holder) is completing the ETA Form 9035E and has saved or has access to Employer Profiles, a Look up Employers Associated With Your Account button will appear and allow the user to select a profile to pre-fill Section D. Employer Point of Contact Information. Once pre-filled, this information will be editable.	
Question	Instructions
D	For Employer Accounts and Employer Associate Accounts, Section D will automatically be populated with the Employer Point of Contact Information. For Attorney Accounts and Attorney Associate Accounts with permission to pre-fill, the user can select from existing Employer Profiles to pre-fill Sections C and D using the Look up Employers Associated With Your Account button. **Note:** Selecting Look up Employers Associated With Your Account button will refresh the page with an Employer Profiles search results box, from which the user can select a profile to populate Sections C and D. Making a selection will refresh the page with Sections C and D pre-filled.
D.1 through D.3	In fields 1 through 3 of Section D, use the three text fields provided to enter the Employer point of contact's full name (last, first, and middle names). **Note**: for Section, D.2 if no middle name exists, enter "N/A".
D.4	In field 4 of Section D, use the text field to enter the Contact's job title.
D.5 through D.11	Use fields 5 through 11 of Section D to enter all pertinent physical address information for the Employer's point of contact. **Notes:** • The State and Country drop-down lists are arranged in alphabetical order. Press a letter key to go to the first instance in either listing starting with that letter (e.g., press the 'M' key of the State drop-down to navigate to "Maine" in the list). • For fields 5 through 11 in Section D, only the Address 2 and Province fields are not required.
D.12	Use the four text fields associated with the Telephone number field to provide the complete primary phone number for the Employer's point of contact, including the area code and extension (if applicable).
D.13	In the E-mail address field, enter the work e-mail address of the Employer's point of contact. **Note:** This email address will be used for case-related correspondence.
When you have responded to all required items of the ETA Form 9035E – Step 3 page, click the Next arrow.	

4.6 Step 4: Attorney or Agent Information

Step 4 of ETA Form 9035E includes Section E. Attorney or Agent Information (if applicable). If the application is being completed by an Employer, with saved attorney profiles, the "Lookup Agents/Attorneys Associated With Your Account" button, will display a selectable list of profiles. See **Figure 9. ETA Form 9035E Step E**.

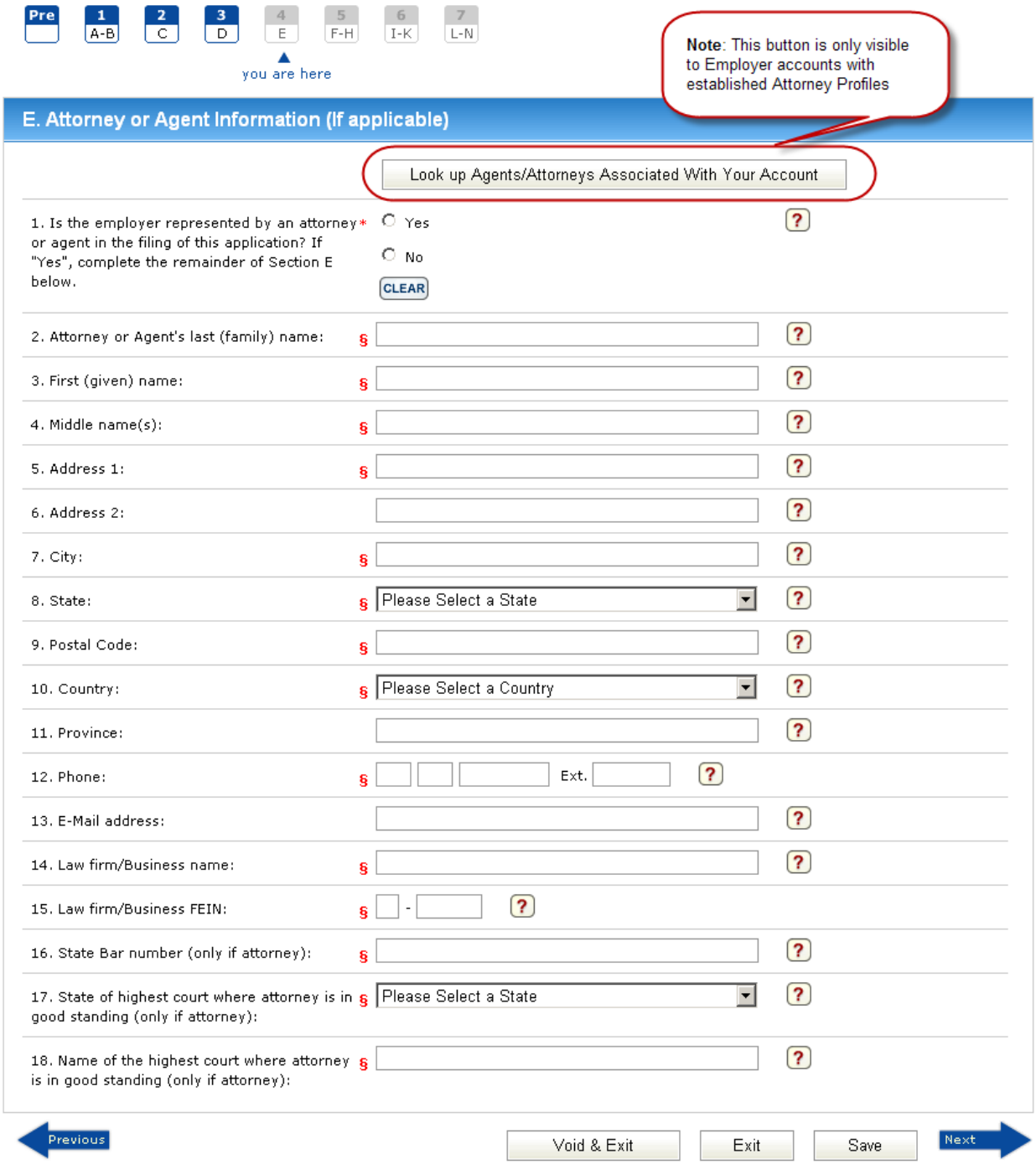

Figure 9. ETA Form 9035E Step E

The following table details the steps for completing the ETA Form 9035E Section E. Attorney or Agent Information (if applicable).

Table 9. ETA Form 9035E Step 4	
The ETA Form 9035E – Step 4 page uses a set of radio button options, text fields, and three drop-down lists to respond to Section E. Attorney or Agent Information of the ETA Form 9035E. If an Employer (Master Account Holder or Associate Account Holder) has saved or has access to Attorney profiles, a Look Up Attorneys Associated With Your Account will appear and allow the user to select a profile to pre-fill Section E. Employer Point of Contact Information. Once pre-filled, this information will be editable. If they are not represented by an Attorney or Agent in this LCA filing, they can simply select the No radio button in field 1 then scroll to the bottom of the page and click Next. If an Agent/Attorney (Master Account Holder or Associate Account Holder) is completing the ETA Form 9035E, Attorney or Agent Information will pre-populate from the contact information established in the Master Account. This information will be editable.	
Question	Instructions
E.	For Agent/Attorney Accounts and Agent /Attorney Associate Accounts, Section E will automatically be populated with the Agent/Attorney Point of Contact Information. For Employer Accounts and Employer Associate Accounts with permission to pre-fill, the user can select from existing Agent/Attorney Profiles to pre-fill Section E using the Look up Agent/Attorneys Associated With Your Account button. **Note:** Selecting Look up Agent/Attorneys Associated With Your Account button will refresh the page with an Agent/Attorneys Profiles search results box, from which the user can select a profile to populate Section E. Making a selection will refresh the page with Section E pre-filled.
E.1	If the Employer is represented by an Attorney or Agent in this LCA filing, select the Yes radio button option in field 1. **Notes:** • If Attorney/Agent profiles have been created, Employer account users can click the Look Up Agents/Attorneys Associated With Your Account button to display a list from which they can select. • Click the Clear button under the Yes/No radio button set in field 1 to toggle off the current selection.
E.2 through E.4	In fields 2 through 4 of Section E, use the three text fields provided to enter the attorney or agent's full name (Last, First, and Middle names).
E.5 though E.11	Use fields 5 through 11 of Section E to enter all pertinent physical address information for the employer's attorney or agent. **Notes:** • The State and Country drop-down lists are arranged in alphabetical order. Press a letter key to go to the first instance in either listing starting with that letter (e.g., press the 'M' key of the State drop-down to navigate to "Maine" in the list). • For fields 5 through 11 in Section E, only the Address 2 and Province fields are not required.

Table 9. ETA Form 9035E Step 4	
The ETA Form 9035E – Step 4 page uses a set of radio button options, text fields, and three drop-down lists to respond to Section E. Attorney or Agent Information of the ETA Form 9035E. If an Employer (Master Account Holder or Associate Account Holder) has saved or has access to Attorney profiles, a Look Up Attorneys Associated With Your Account will appear and allow the user to select a profile to pre-fill Section E. Employer Point of Contact Information. Once pre-filled, this information will be editable. If they are not represented by an Attorney or Agent in this LCA filing, they can simply select the No radio button in field 1 then scroll to the bottom of the page and click Next. If an Agent/Attorney (Master Account Holder or Associate Account Holder) is completing the ETA Form 9035E, Attorney or Agent Information will pre-populate from the contact information established in the Master Account. This information will be editable.	
Question	Instructions
E.12	Use the four text fields associated with the Phone field to provide the complete primary phone number for the Employer's Attorney or Agent, including the area code and extension (if applicable).
E.13	In the E-mail address field, enter the work e-mail address of the Employer's Attorney or Agent.
E.14	In field 14 of Section E, enter the Law firm/Business name of the Attorney's firm.
E.15	In field 15 of Section E, enter the FEIN of the Attorney/Agent's firm.
E.16	In field 16 of Section E, enter the Attorney's state bar number only if the Employer is represented by a lawyer (not an Agent) in this LCA filing. **Note:** Please enter only the state bar number, not any indication of the state name.
E.17	In field 17 of Section E, use the drop-down list to select the state in which the highest court where the attorney is in good standing is located. **Note:** The State drop-down lists are first letter keyed. Press a letter key to go to the first instance in the listing starting with that letter (e.g., press the 'C' key to navigate to "California" in the list).
E.18	In field 18 of Section E, type the name of the highest court where the Attorney is in good standing.
When you have responded to all required items on the ETA Form 9035E– Step 4 page, click the Next arrow.	

4.7 Step 5: Rate of Pay, Employment and Prevailing Wage Information, and Employer Labor Conditions Statement

Step 5 of ETA Form 9035E includes three Sections:

- F. Rate of Pay
- G. Employment and Prevailing Wage Information
- H. Employer Labor Conditions Statement

4.7.1 Section F. Rate of Pay

The first section in Step 5 is Section F. Rate of Pay. See **Figure 10. ETA Form 9035E Step 5 Section F**.

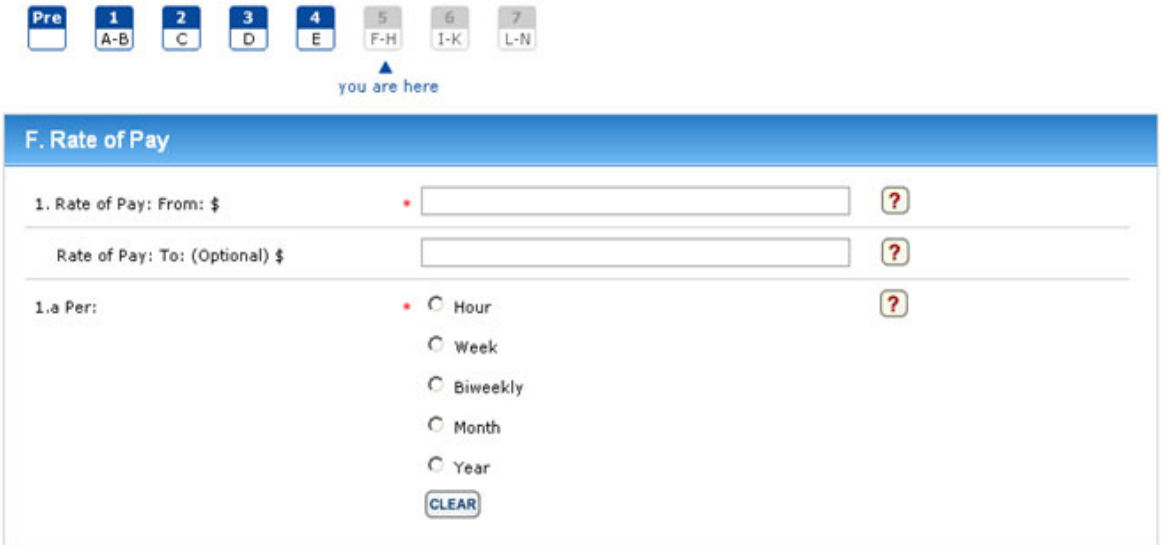

Figure 10. ETA Form 9035E Step 5 Section F

The following table details the steps for completing the ETA Form 9035E Section F. Rate of Pay, the first of three sections in Step 5.

Table 10. ETA Form 9035E Step 5 Section F	
The ETA Form 9035E – Step 5 page uses numerous text fields, several sets of radio button options, and one drop-down list to respond to the following three sections of the ETA Form 9035E.	
Question	Instructions
F.1	Enter the wage rate range beginning with dollar amount, using the decimal point to indicate the separation between the dollar amount and cents, in the Form field in Section F [REQUIRED]. See Figure 34. Enter the wage rate range ending dollar amount in the To field in Section F [OPTIONAL].
F.1a	Identify the standard pay period for the position supporting this LCA filing by selecting one of the following radio button options in the Per field in Section F: Hour, Week, Biweekly, Month, Year. **Note**: Click the Clear button associated with this set of radio button options to toggle off the current pay period selection.

4.7.2 Section G. Employment and Prevailing Wage Information

The second section in Step 5 is Section G. Employment Prevailing Wage Information. See **Figure 11. ETA Form 9035E Step 5 Section G**.

G. Employment and Prevailing Wage Information

Important Note: It is important for the employer to define the place of intended employment with as much geographic specificity as possible. The place of employment address listed below must be a physical location and cannot be a P.O. Box. The employer may use this section to identify up to three (3) physical locations and corresponding prevailing wages covering each location where work will be performed and the electronic system will accept up to 3 physical locations and prevailing wage information. If the employer has received approval from the Department of Labor to submit this form non-electronically and the work is expected to be performed in more than one location, an attachment must be submitted in order to complete this section.

Location 1 * | Location 2 | Location 3

Place of Employment: Location 1 (required)

a. Place of Employment 1

1. Address 1: *
2. Address 2:
3. City: *
4. County: *
5. State/District/Territory: * Please Select a State
6. Postal Code: *

b. Prevailing Wage Information (corresponding to the place of employment location listed above)

7. State Workforce Agency which issued prevailing wage: §
7 a. Prevailing wage tracking number (if applicable): §
8. Wage Level: * I, II, III, IV, N/A, CLEAR
9. Prevailing Wage: *
10. Per: (Choose only one): * Hour, Week, Biweekly, Month, Year, CLEAR
11. Prevailing wage source: * OES, CBA, DBA, SCA, Other, CLEAR
11 a. Year source published: *
11 b. If "OES", and SWA/NPC did not issue prevailing wage OR "Other" in question 11, specify source: §

Figure 11. ETA Form 9035E Step 5 Section G

Note: Section G contains three tabs allowing the user to enter three separate locations. The first tab, Location 1, is required, The second and third tabs, Locations 2 and 3 respectively, are not required. When saving Step 5, it is possible that the system will display an error for Section G that occurs in either the second or third Location tab. As the default display is Location 1, the user may need to tab through the locations to identify the error in question. See **Figure 12. ETA Form 9035E Step 5 Section G (Detail)**.

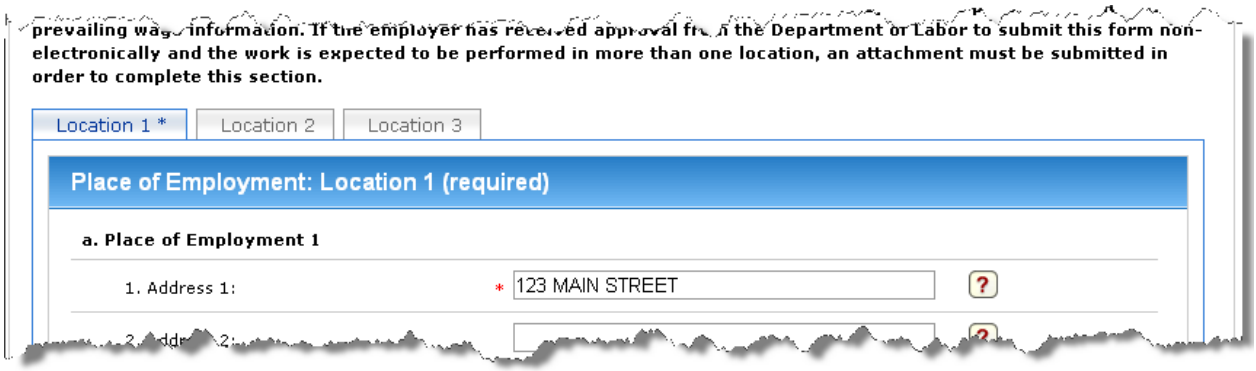

Figure 12. ETA Form 9035E Step 5 Section G (Detail)

The following table details the steps for completing the ETA Form 9035E Section G. Employment and Prevailing Wage Information (including in-form tabs for three separate work locations), the second of three sections in Step 5.

Table 11. ETA Form 9035E Step 5 Section G	
The Employer must define the place of intended employment with as much geographic specificity as possible. Any place of employment address provided in Section G below must be an actual physical location and cannot be a P.O. Box. The Employer may use Section G to identify up to three physical locations and corresponding prevailing wages covering each location where work will be performed.	
Question	Instructions
G.1	**Note**: If the employer has received approval from the DOL to submit this form non-electronically, and the work is expected to be performed in more than one location, an attachment must be submitted in order to complete Section G.
G.1a1 through G.1a6	Use fields 1 through 6 under a. Place of Employment 1 to enter all pertinent information define the actual physical location where the work supported by this LCA will be performed. **Notes:** • The State drop-down list is arranged in alphabetical order. Press a letter key to go to the first instance in the listing starting with that letter (e.g., press the 'C' key to navigate to "California" in the list). • The Location 1 tab fields are required (i.e., you must provide the information for at least one place of employment), but the Location 2 and Location 3 tab fields are optional and allow you to provide information for multiple places of employment.

Table 11. ETA Form 9035E Step 5 Section G	
The Employer must define the place of intended employment with as much geographic specificity as possible. Any place of employment address provided in Section G below must be an actual physical location and cannot be a P.O. Box. The Employer may use Section G to identify up to three physical locations and corresponding prevailing wages covering each location where work will be performed.	
Question	Instructions
G.b7	In field 7 under Section G, enter the State Workforce Agency (SWA) that issued the Prevailing Wage Determination (PWD). If the Employer did not obtain a PWD from the SWA or National Processing Center (NPC) enter "N/A."
G.b7a	In field 7a under Section G, enter the Prevailing wage tracking number assigned by the SWA or NPC. If the SWA or NPC did not assign a prevailing wage tracking number OR the employer did not obtain a PWD from the SWA or NPC, enter "N/A" .
G.b8	In the Wage Level field, if the Employer received a prevailing wage from either the SWA, NPC, or the Foreign Labor Certification Data Center Online Wage Library (at http://www.flcdatacenter.com), select one of the following radio button options to indicate the wage (i.e., "skill") level of the job opportunity. If the Employer did not receive a prevailing wage from either of these sources, select the N/A radio button option. • I radio button option • II radio button option • III radio button option • IV radio button option • N/A radio button option **Note:** Click the Clear button associated with this set of radio button options to toggle off the current wage level selection.
G.b9	In field 9 under Section G, enter the Prevailing Wage for the job opportunity. **Note:** The prevailing wage rate is defined as the average wage paid to similarly employed workers in the requested occupation in the area of intended employment. This wage rate is usually obtained by contacting the SWA having jurisdiction over the geographic area of intended employment or from other legitimate sources of information, such as the Online Wage Library.
G.b10	Identify the prevailing wage pay period for the position supporting this LCA filing by selecting one of the following radio button options in the Per field in Section G: • Hour • Week • Biweekly • Month • Year **Note:** Click the Clear button associated with this set of radio button options to toggle off the current prevailing wage pay period selection

Table 11. ETA Form 9035E Step 5 Section G	
The Employer must define the place of intended employment with as much geographic specificity as possible. Any place of employment address provided in Section G below must be an actual physical location and cannot be a P.O. Box. The Employer may use Section G to identify up to three physical locations and corresponding prevailing wages covering each location where work will be performed.	
Question	Instructions
G.b11	Identify the source of the published prevailing wage for the position supporting this LCA filing by selecting one of the following radio button options in the Prevailing Wage source field in Section G: • OES (Occupational Employment Statistics) • CBA (Collective Bargaining Agreement) • DBA (Davis-Bacon Act) • SCA (McNamara-O'Hara Service Contract Act) • Other **Note:** Click the Clear button associated with this set of radio button options to toggle off the current prevailing wage source selection.
G.b11a	In the Year source published field, record the year in which the data source used to list the prevailing wage was published.
G.b11b	In field 11b of Section G, specify the name of the company and exact wage survey used by the employer for the prevailing wage. **Note:** This field should be used in circumstances where the Employer has selected the OES or Other options in field 11 and the Employer did not obtain a prevailing wage from the SWA or NPC. For example, if the Employer obtained a prevailing wage using OES data from the Foreign Labor Certification Data Center Online Wage Library (at http://www.flcdatacenter.com), then the words "OFLC Online Data Center" must be entered in the space provided.

4.7.3 Section H. Employer Labor Condition Statements

The third and final section in Step 5 is Section H. Employer Labor Condition Statements. See **Figure 13. ETA Form 9035E Step 5 Section H**.

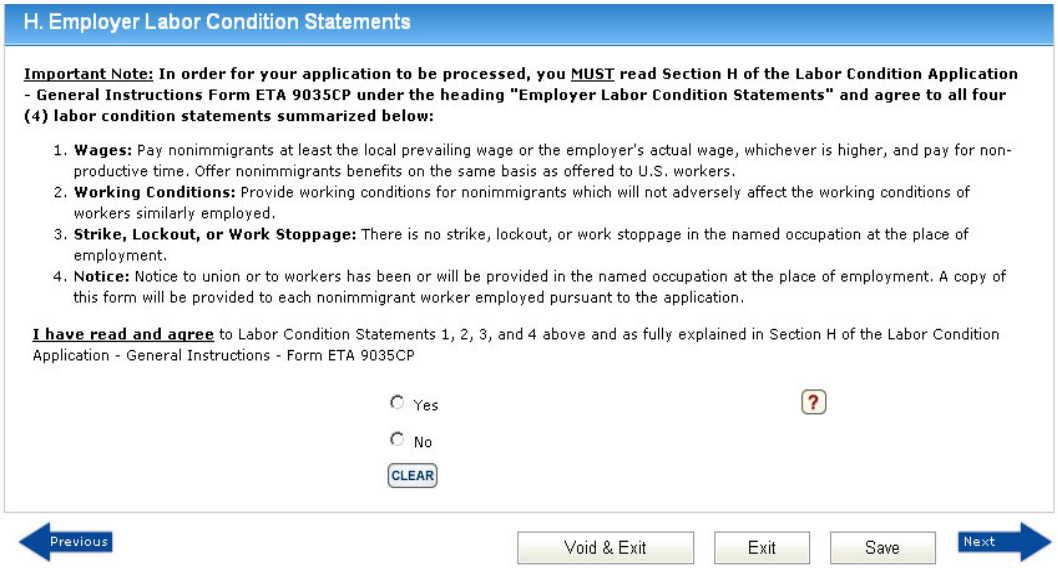

Figure 13. ETA Form 9035E Step 5 Section H

The following table details the steps for completing the ETA Form 9035E Section H. Employer Labor Condition Statements, the third of three sections in Step 5.

Table 12. ETA Form 9035E Step 5 Section H	
In order for LCA applications to be processed, users must read Section H of the Labor Condition Application, General Instructions, ETA Form 9035CP and indicate compliance with all four of the pertinent labor condition statements.	
Question	Instructions
H.1	In Section H of the ETA Form 9035E – Step 5, select the Yes or No radio button option to indicate compliance with the four conditional statements regarding wages, working conditions, work stoppages, and worker notifications.
When you have responded to all required items of the ETA Form 9035E – Step 5, click the Next arrow.	

4.8 Step 6: Additional Employer Labor Condition Statements, Public Disclosure Information, and Declaration of Employer

Step 6 of ETA Form 9035E includes three Sections:

- I. Additional Employer Labor Condition Statements H-1B Employers ONLY
- J. Public Disclosure Information
- K. Declaration of Employer

4.8.1 Section I. Additional Employer Labor Condition Statements Applicable to H-1B Employers ONLY

The first section in Step 6 is Section I. Additional Employer Labor Condition Statements, which apply to H-1B Employers ONLY. See **Figure 14. ETA Form 9035E Step 6 Section I**.

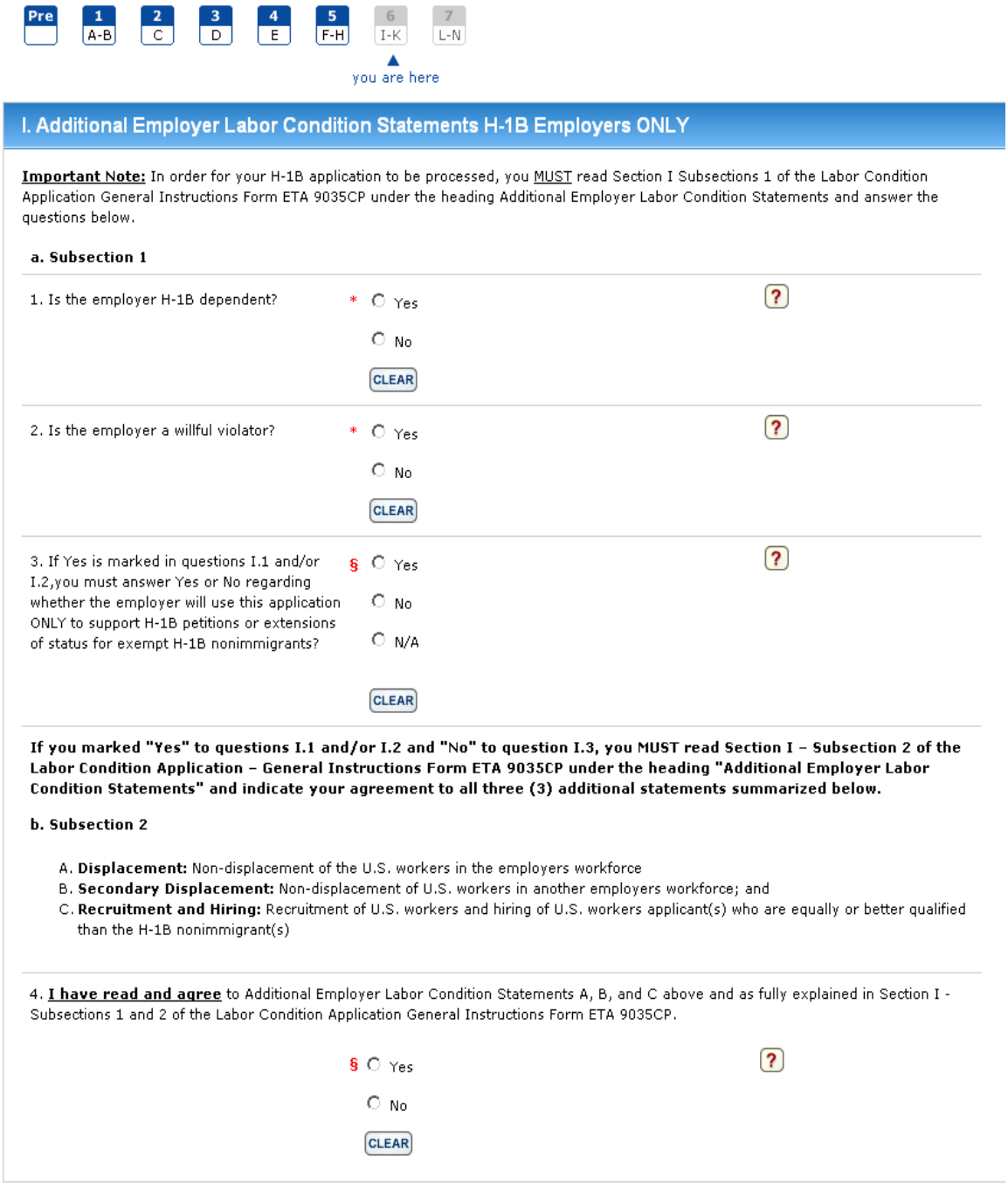

Figure 14. ETA Form 9035E Step 6 Section I

The following table details the steps for completing the ETA Form 9035E Section I. Additional Employer Labor Condition Statements, applicable to H-1B Employers ONLY, which is the first of three sections in Step 6.

Table 13. ETA Form 9035E Step 6 Section I	
Use the following procedure to respond to Section I of the ETA Form 9035E only if this LCA is supporting an H-1B LCA.	
Question	Instructions

I.1	In field 1 of Section I, select the Yes or No radio button option to indicate if the employer is H-1B dependent.
	
	Notes:
	• The Employer is an H-1B dependent employer if the number of H-1B non-immigrants employed by the Employer as a proportion of the total number of full-time equivalent employees employed in the United States meets the following criteria.
	  • An Employer has 25 or fewer full time employees of which more than seven are H-1B employees.
	  • An Employer has between 20 to 50 full time employees of which more than 12 are H-1B employees.
	  • An Employer has more than 50 full time employees of which 15% or more are H-1B employees.
	• If an Employer selects the No option and either is or becomes H-1B dependent, the submitted LCA will be deemed invalid and may not be used in support of a new petition or extension of a petition for an H-1B, H-1B1, or E-3 nonimmigrant.
	• By selecting No, the Employer also acknowledges that by using this application despite its invalidity, the Employer is required to comply with the Additional Employer Labor Condition Statements in subsection 2 of Section H.

I.a2	In field 2 of Section I, select the Yes or No radio button option to indicate if the Employer is a willful violator. **Notes:** • The Employer is a willful violator if the Employer has been found during the 5 years preceding the date of the application (and after October 20, 1998) to have committed a willful violation or a misrepresentation of a material fact. • If an Employer selects the No option and was found, prior to the date of filing, to have committed a willful violation or a misrepresentation, the submitted LCA will be deemed invalid and may not be used in support of a new petition or extension of a petition for an H-1B, H-1B1, or E-3 nonimmigrant. • By selecting the No option, the Employer also acknowledges that if it uses his application despite its invalidity, it is required to comply with the Additional Employer Labor Condition Statements in subsection 2 of Section I.

Table 13. ETA Form 9035E Step 6 Section I	
Use the following procedure to respond to Section I of the ETA Form 9035E only if this LCA is supporting an H-1B LCA.	
Question	Instructions
I.a3	In field 3 of Section I, select the Yes or No radio button option after selecting the Yes option in field 1 of subsection 1 in Section I AND the Employer intends to use this application ONLY to support H-1B petitions or extensions of status for expected H-1B non-immigrants who will receive wages at a rate equal to at least $60,000 per year, or have attained a master's degree (or equivalent or higher degree) in a specialty related to the employment. **Notes:** • If an Employer selects the Yes option, the Employer acknowledges that if it uses this application in support of a petition or extension of a petition of an H-1B, H-1B1, and E-3 nonimmigrant who is not exempt, it is required to comply with the Additional Employer Labor Condition Statements in subsection 2 of Section I with respect to all H-1B, H-1B1, and E-3 non-immigrants supported by this application. • If an Employer selects the Yes option, the employer also agrees to maintain documentation required by 20 CFR 655.737.
I.b2	In Section I, under b. subsection 2, select the Yes or No radio button option to indicate if the Employer agrees to all three labor condition statements (labeled A., B., and C. listed in subsection 2 of Section I.

4.8.2 Section J. Public Disclosure Information

The second section in Step 6 is Section J. Public Disclosure. See **Figure 15. ETA Form 9035E Step 6 Section J**.

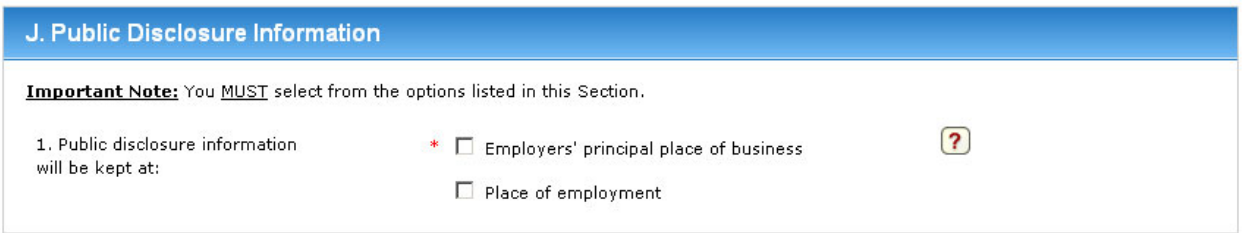

Figure 15. ETA Form 9035E Step 6 Section J

The following table details the steps for completing the ETA Form 9035E Section J. Public Disclosure Information, the second of three sections in Step 6.

Table 14. ETA Form 9035E Step 6 Section J	
Use the following procedure to respond to Section J of the ETA Form 9035E:	
Question	Instructions
J.1	In field 1 of Section J, select either the Employers' principal place of business or the pace of employment or both to indicate the physical location where the public disclosure information will be kept. **Notes:** • Your choice to provide this information is limited to the three options defined above. • Click the Clear button associated with this set of radio button options to toggle off the current selection.

4.8.3 Section K. Declaration of Employer

The third section in Step 6 is Section K. Declaration of Employer. See **Figure 16. ETA Form 9035E Step 6 Section K**.

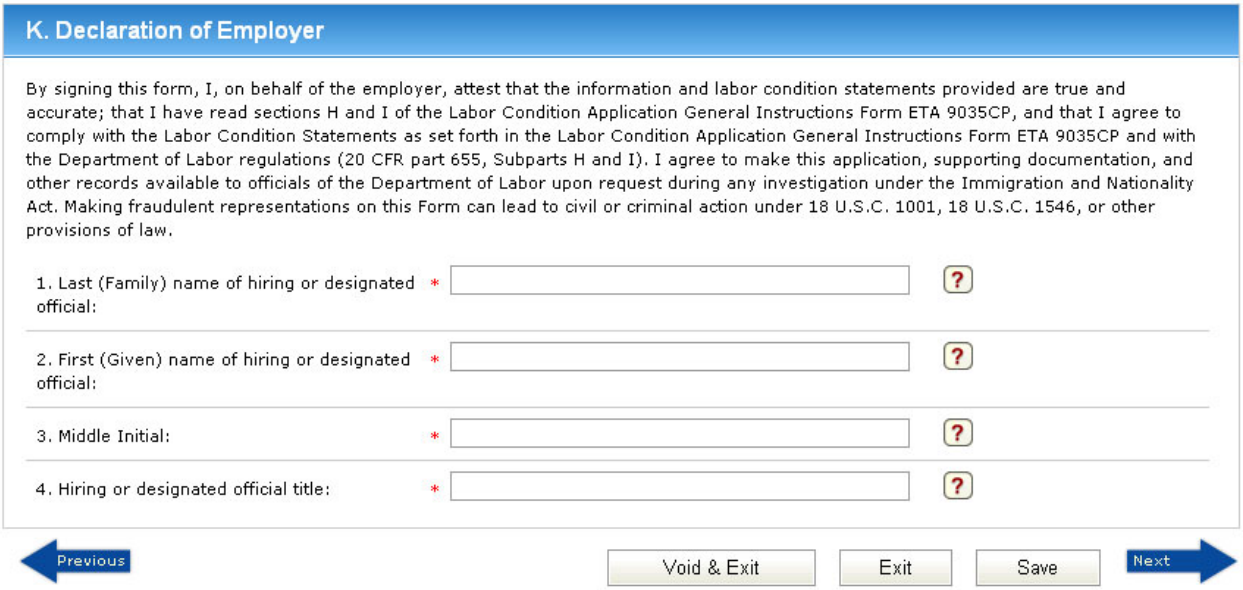

Figure 16. ETA Form 9035E Step 6 Section K

The following table details the steps for completing the ETA Form 9035E Section K. Declaration of Employer, the third of three sections in Step 6.

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Table 15. ETA Form 9035E Step 6 Section K	
Section K is the general attestation declaration made by (or on behalf of) the employer that the information provided on the application is true and accurate. Use the following procedure to respond to Section K of the ETA Form 9035E.	
Question	Instructions
K.1 through K.3	In fields 1-3 of Section K, enter the last (family) name, first (given) name, and middle initial of the person with authority to sign as the employer. **Note**: for Section D.2 if no middle name exists, enter "N/A".
K.4	In field 4 of Section K, enter the job title of the person with authority to sign as the employer.
K.5	Field 5 of Section K is not displayed in the ETA Form 9035E electronic form. It will only be visible in the form PDF.
K.6	When you have responded to all required items of the ETA Form 9035E – Step 6, click the Next arrow.

4.9 Step 7: LCA Preparer and Complaints

Step 7 of ETA Form 9035E actually includes three Sections:
:

- L. LCA Preparer
- M. U.S. Government Agency Use (ONLY) (not displayed in the external user version of ETA Form 9035E)
- N. Complaints

However, only Sections L and M are displayed in the electronic version of the electronic form.

4.9.1 Section L. LCA Preparer

The first section in Step 7 is Section L. LCA Preparer. See **Figure 17. ETA Form 9035E Step 7 Section L**.

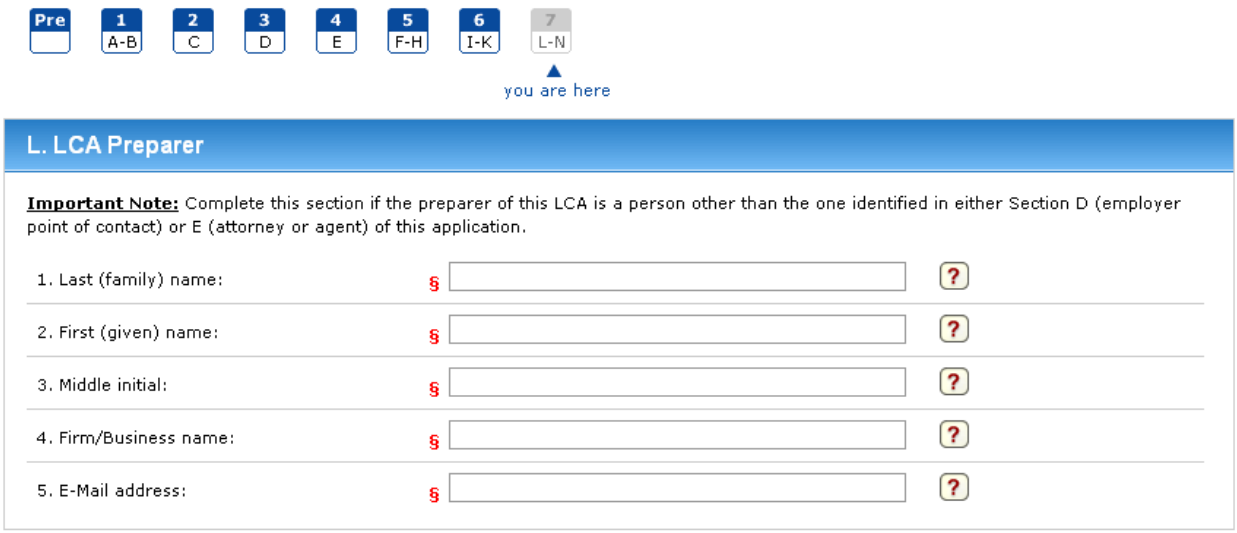

Figure 17. ETA Form 9035E Step 7 Section L

The following table details the steps for completing the ETA Form 9035E Section L. LCA Preparer, the first of three sections in Step 7.

Table 16. ETA Form 9035E Step 7 Section L	
Use the five text fields to respond to Section L. LCA Preparer if the preparer of this LCA is a person other than the party identified in either Section D (Employer Point of Contact) or Section E (Attorney or Agent Information) of this application.	
Question	Instructions
L.1 through L.3	In field 1 through 3 of Section L, enter the last (family) name, first (given) name and middle initial of the LCA preparer. **Note**: for Section D.2 if no middle name exists, enter “n/a”.
L.4	In field 4 of Section L, enter the Firm/Business name of the LCA preparer.
L.5	In field 5 of Section L, enter the LCA preparer’s work e-mail address.

4.9.2 Section M. U.S. Government Agency Use (ONLY)

Section M will not be discussed and is not displayed in this section of the ETA Form 9035E. This section is for DOL use only and can only be viewed in the PDF version of the document.

4.9.3 Section N. Complaints

The third section in Step 7 is Section N. Complaints. See **Figure 18. ETA Form 9035E Step 7 Section N**.

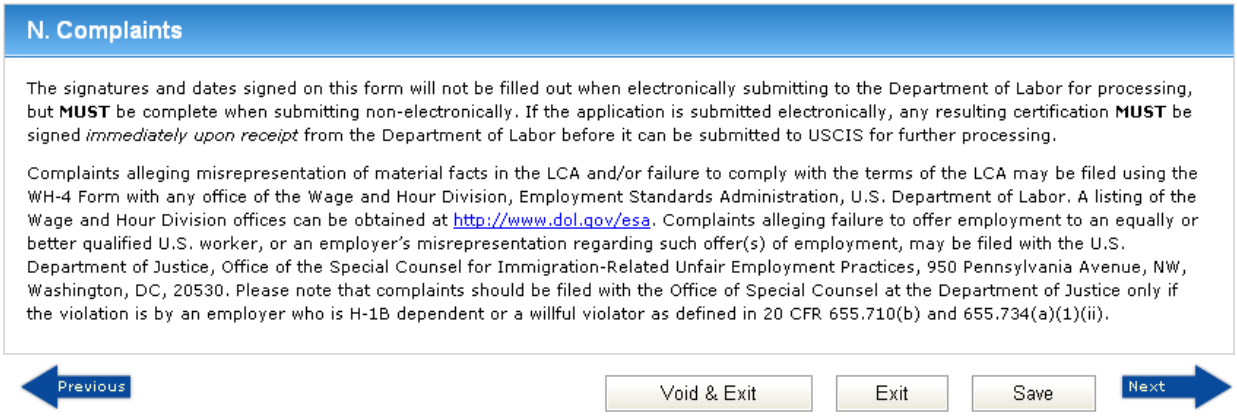

Figure 18. ETA Form 9035E Step 7 Section N

The following table details the steps for completing the ETA Form 9035E Section N. Complaints, the third of three sections in Step 7.

Table 17. ETA Form 9035E Step 7 Section N	
To complete Section N of the ETA Form 9035E, use the following procedure	
Question	Instructions
N.1	Read the text of Section N. Complaints.
N.2	Click the Next arrow to save all information entered into the online ETA Form 9035E and complete the data entry process. **Notes:** • After selecting Submit, the 'T' for "Temporary" changed to 'I' for "Initiated" in the case number, which is your permanent case number. • If you click the Create New Case Button, the ETA Form 9035E – Form Access Preconditions page will displayed allowing you to create another application. • If you click Return to Home button, the iCERT Portal Home / Portfolio Summary page is redisplayed with the new case added to the Initiated category count. The system provides some basic validation edits and warnings to external users. If, for example, the system identifies potentially deniable entries, it lists and identifies the missing, incomplete, and incorrect items. **Notes:** • If there are potentially deniable entries, the system will display a Return to Step # button beginning with the first "Step" where a problem has been identified. • All of the entries under the Step, Section, and Question columns are actually hyperlinks that you can click on to go directly to that item in the online ETA Form 9035E, and make any corrections necessary. • When you have completed all the corrections you plan to make, click the Submit ETA 9035E Form button, the Case Saved page is displayed and an e-mail confirmation is sent out by the system.

5 ETA FORM 9035E MANAGEMENT

This section describes the management of initiated and submitted ETA 9035E forms. Case management begins with the LCA Portfolio Summary page (initially described in **3.3 Viewing Cases in Portal Home and My Cases**) that lists all initiated and submitted cases by dividing submitted cases up into categories based on application status. The summary page also allows the user to begin a new ETA Form 9035E (to include H-1B, H-1B1, and E-3 applications).

5.1 LCA Portfolio Summary

As described in **3.3 Viewing Cases in Portal Home and My Cases**, the LCA Portfolio Summary divides initiated and submitted ETA 9035E forms by nine case statuses:

- Initiated
- In Process
- Certified
- Denied
- Withdrawn
- Voided
- Invalidated
- Rejected
- Related Cases

For each status, the system lists the total number of cases that can be viewed by the user (that includes all cases created by the user plus any additional cases the user's role and permissions allow) as a hyperlinked number (except zero(0)). The hyperlinked numbers move the user to the appropriate LCA Case Status Queue Page. The following section provides a general description of the case status queue pages, and then groups and describes the individual case status queue pages.

5.2 Initiated/In Process

With the exception of the Related Cases list (not technically a queue), all of the LCA case status queues allow the user to search for specific cases within a given case status, display ETA 9035E forms for the selected status, and provide a button to start a new ETA Form 9035E application. Individual queues also allow case status specific actions.

5.2.1 Search LCA Cases

The LCA Case Status Queue search function provides search criteria to help users quickly identify individual status-specific ETA Form 9035E cases for review or other action. The search itself is consistent across the queues except where noted in the individual queue descriptions. See **Figure 19. LCA Cases Queue Search Form**. The search form elements include:

- Case Number: free text form field
- Status: drop-down selector listing LCA case status
- Employer/Legal Name: free text form field
- Date Initiated: free text From and To form fields with redundant date select pop-up triggered by selecting either field; allows the user to enter a date range for when the case was first created.
- Date Submitted: free text From and To form fields with redundant date select pop-up triggered by selecting either field; allows the user to enter a date range for when the case was submitted for processing (not displayed on the Initiated Cases Queue Search Form).
- Search: button to submit the selected search criteria which in turn returns the results grid with the resulting case(s).
- Reset: button to clear all search criteria which in turn returns the results grid to the default results for that case status.

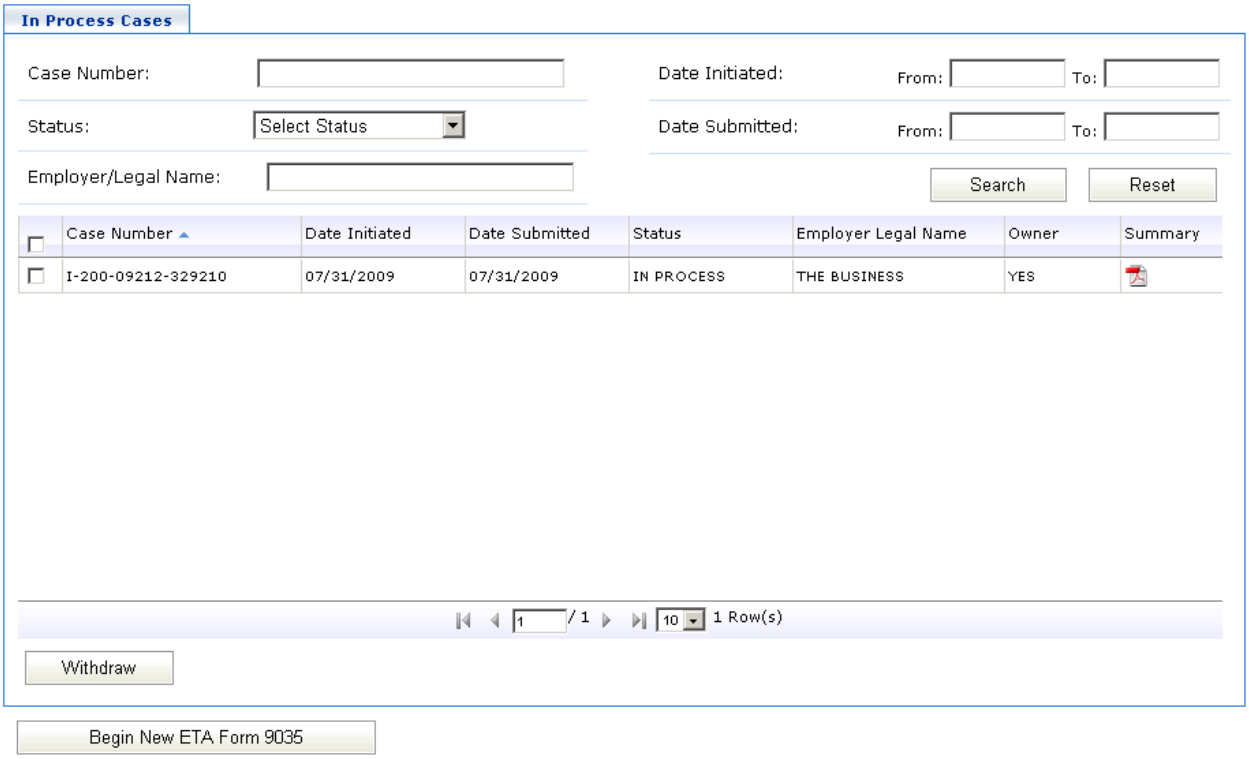

Figure 19. LCA Cases Queue Search Form

5.2.2 Display of LCA Cases

LCA cases are displayed in a grid (table) listing all cases matching the selected case status (the default search form criteria) plus any additional search criteria. All grid columns are sortable by clicking once (ascending order) or twice (descending order) on an individual column header.

The grids default to displaying the first ten (10) cases for the submitted search criteria. If more than 10 cases are returned, the grid will automatically display paging links to allow the user to display the next (or previous) 10 cases. The grid also allows the user to select listings of 20 or 30 cases at a time.

Note: Re-sorting the grid by a different column will automatically refresh the entire grid. Hence, if the user re-sorts a five page grid from page four of said grid, the refreshed grid will start at page 1/5 displaying the initial search based on sort order. See **Figure 20. LCA Cases Queue Grid**.

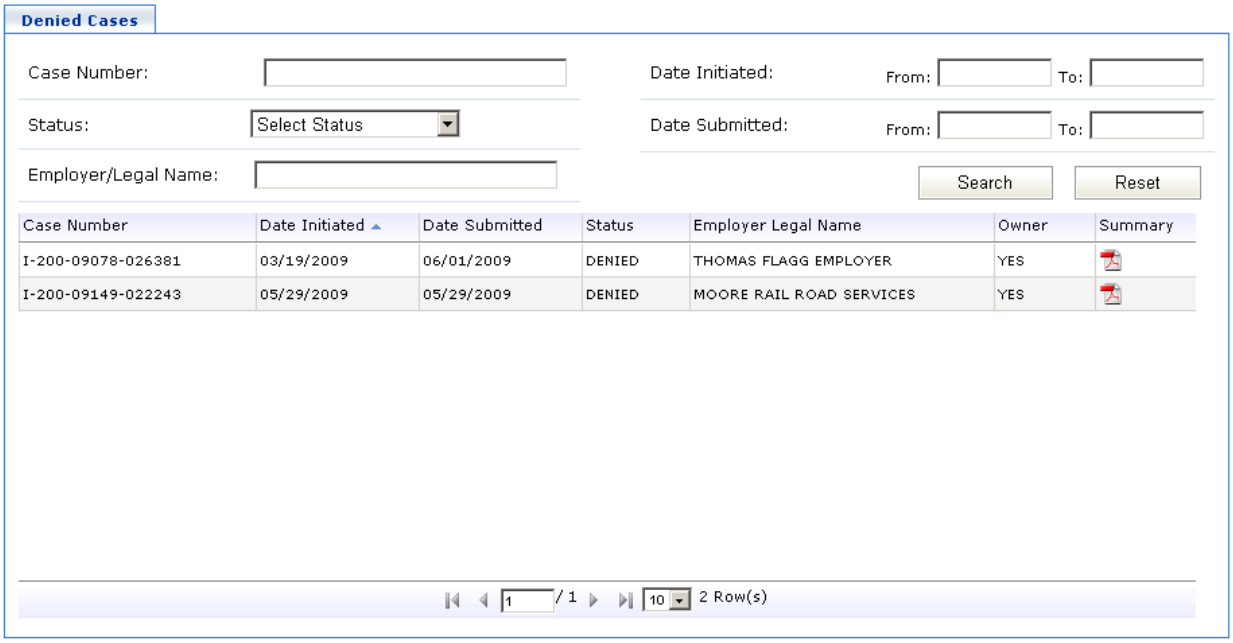

Figure 20. LCA Cases Queue Grid

5.3 Initiated Cases Queue

The Initiated Cases queue lists all ETA 9035E forms that have been created but not yet completed and/or submitted by the user. As noted above, initiated cases can only be viewed by their actual creator. Once a case has been submitted, other users can view the case based on their role and permissions.

5.3.1 Search Initiated Cases Particulars

As cases have not yet been submitted, the Date Submitted search form field is not present in Initiated Cases queue search form.

5.3.2 Display Initiated Cases Particulars

As initiated cases are incomplete or have not yet been submitted, the user is able to open the actual ETA Form 9035E for all initiated cases. The form can be accessed by selecting the hyperlinked case number from the Case Number column of the search results grid (leftmost column). Once a case has been submitted, the user can no longer access the editable from and must instead look at the case PDF by selecting the hyperlinked PDF icon from the Summary column. See **Figure 21. Initiated Cases Queue**.

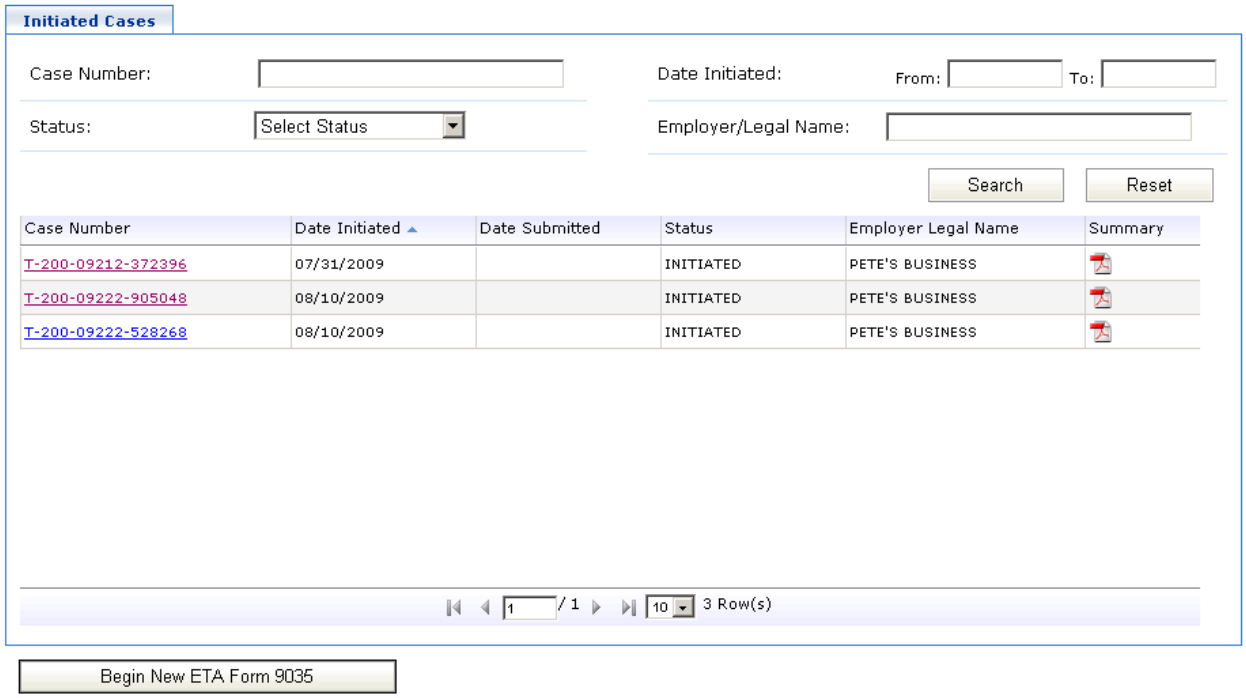

Figure 21. Initiated Cases Queue

5.4 In Process Cases Queue and Certified Cases Queue

The In Process Cases queue and Certified Cases queue allow the user to search and sort cases with the status of In Process and Certified. These statuses require separate consideration as they are the only case statuses that allow case withdrawal by authorized users; none of the other submitted case statuses allow case withdrawal.

Authorized users can withdraw an individual case or multiple cases by selecting one or more check boxes from the left-most column of the search results grid then selecting the Withdraw button that appears immediately below the grid on the left hand side. Case withdrawal (including withdrawal permissions) is discussed in detail in 5.8 Withdrawing an ETA Form 9035E. See **Figure 22. In Process Cases Queue**.

Similarly, if a user uses the check boxes in the left-most column to select cases from a given grid, and then pages to the next or previous result set, the check box selections will be lost.

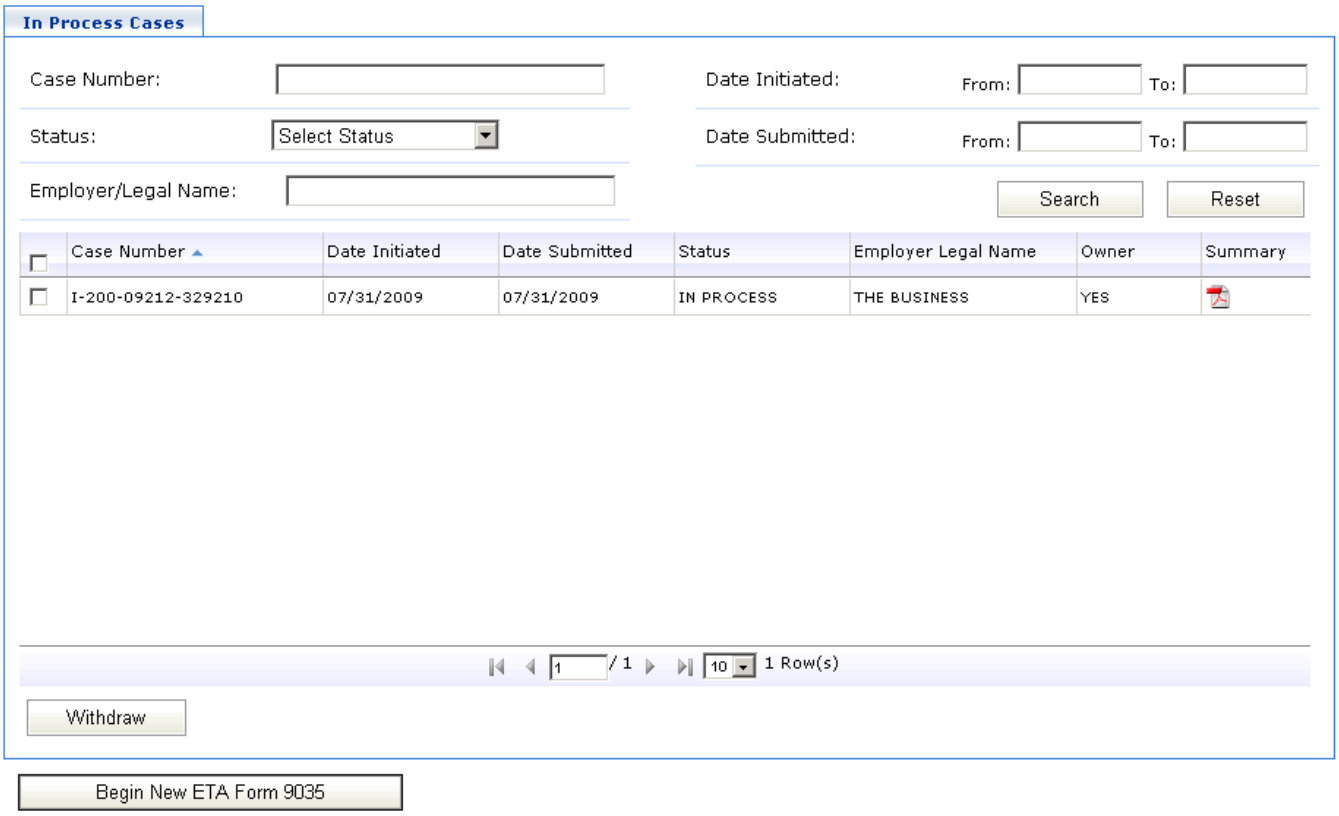

Figure 22. In Process Cases Queue

5.5 Denied Cases Queue, Voided Cases Queue, Invalidated Cases Queue, and Rejected Cases Queue

The Denied Cases queue, Voided Cases queue, Invalidated Cases queue, and Rejected Cases queue all allow the user to search and sort cases based on case status and other selected search criteria. These cases can be viewed by selecting the hyperlinked PDF icon from the Summary column. Currently, no other actions can be performed on cases in these statuses. See **Figure 23. Voided Cases Queue**.

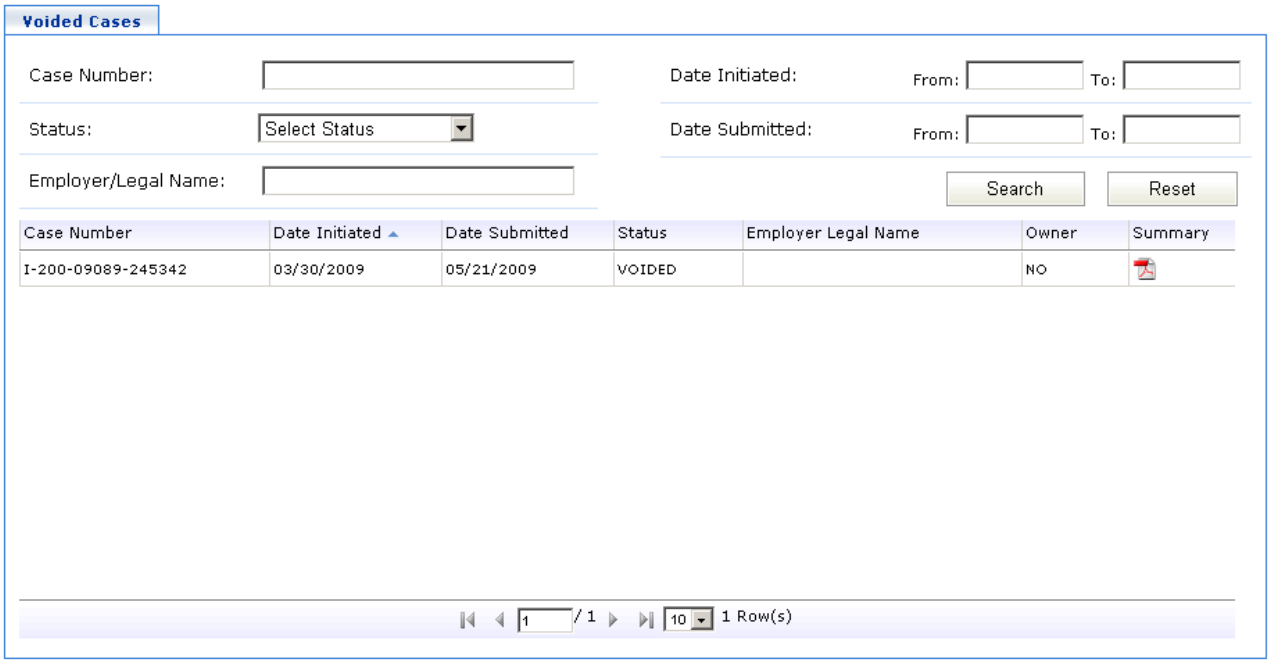

Figure 23. Voided Cases Queue

5.6 Related Cases List

The Related Cases list displays all cases using the user's same FEIN but submitted by an Attorney or Agent other than the user's Master Account Holder and Associated Account Holder accounts (i.e., the Account Holders associated with an individual account). From the Related Cases list, users can review a Related Cases Detail page for each case but cannot view the complete ETA Form 9035E. The Related Cases Detail is linked from the Case Number column where the individual case numbers are presented as hyperlinks. See **Figure 24. Related Case List**.

Related Cases

Case Number	Program	Law Firm/Business Name	Law Firm/Business City	Law Firm/Business State	Date Submitted	Status
I-200-09170-724317	LCA				06/19/2009	CERTIFIED
I-200-09170-869221	LCA				06/19/2009	CERTIFIED
I-200-09170-920330	LCA				06/19/2009	CERTIFIED
I-200-09182-786460	LCA				07/01/2009	IN PROCESS

1 / 1 10 4 Row(s)

Figure 24. Related Case List

The Related Cases Detail page provides a high-level overview of each individual related case. See **Figure 25. Related Cases Detail Page**.

Related Cases Detail

Law Firm Name:	ABC
Law Firm City:	FREDERICK
Law Firm State:	
Law Firm Postal Code:	12345
Visa Classification:	H-1B
Job Title:	
SOC (O*NET/OES Code):	
SOC (O*NET/OES Title):	
Begin Date of Intended Employment:	
End Date of Intended Employment:	
Total Number of Positions Being Requested for Certification:	
Employer Name:	
Employer City:	
Employer State:	
Employer Postal Code:	

Worksite Location 1:

Address 1:
Address 2:
City:
County:
State:
Postal Code:

Worksite Location 2:

Address 1:
Address 2:
City:
County:
State:
Postal Code:

Figure 25. Related Cases Detail Page

5.7 Tracking and Managing an ETA Form 9035E Case

Tracking of ETA 9035 Forms occurs from the LCA Portfolio Summary page. When a case is first created (but not yet submitted), it appears in the Initiated case status row. With submission and processing, it moves through the In Process status until the decision has been made. Selecting the hyperlinked number under the Total Cases column for a given case status row takes the user to the appropriate LCA Case Queue where additional action can be taken.

Individual case tracking and management can be performed from the Case Quick Search using the Case Number, or through the appropriate LCA Case Queue as described earlier in this section.

5.8 Withdrawing an ETA Form 9035E

In Process and Certified ETA 9035 Forms can be withdrawn by the Master Account Holders (Employer and Agent/Attorney) and by Associate Account Holders (Employer and Agent/Attorney) that have been granted withdrawal permissions. A Master Account Holder can withdraw cases that they themselves submitted as well as cases submitted by their Associate Accounts. Associate Account Holders can only withdraw cases that they themselves submitted. If they have permission to withdraw, those users see the cases submitted by the main account holder.

ETA Form 9035E case withdrawal can only take place from the In Process Cases queue and the Certified Cases queue. This section will show the procedures of withdrawing an ETA Form 9035E for authorized external users of the LCA Module.

5.8.1 Identifying a Case or Cases to Withdraw

Once the user navigates to either the In Process Cases queue or the Certified Cases queue, they can select one or more cases for withdrawal using the check boxes in the left-most column of the queue grid. The user then selects the Withdraw Button immediately to the bottom left of the grid. See **Figure 26. Withdrawing an ETA form 9035E In Process Cases Queue**.

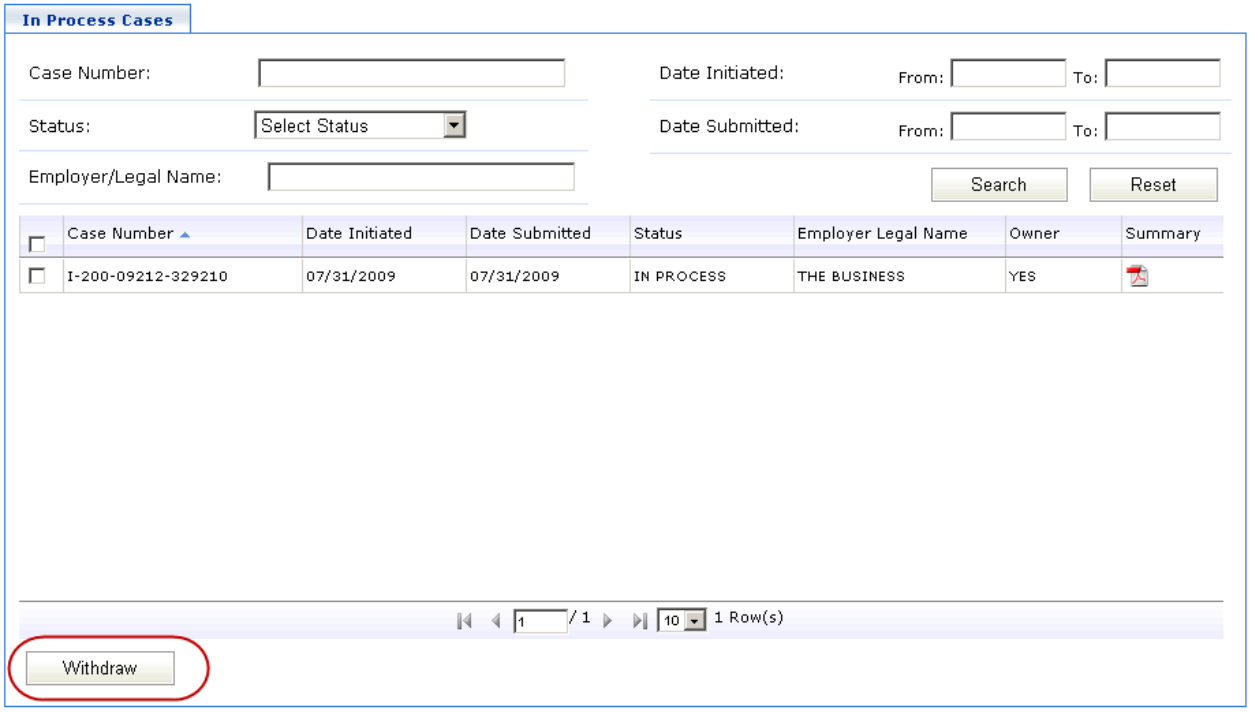

Figure 26. Withdrawing an ETA form 9035E In Process Cases Queue

After clicking the Withdraw Button, a window will appear. To continue with the withdrawing process, select a Withdraw Reason Type from the drop down menu. See **Figure 27. Withdraw Cases Pop-Up: Reason**.

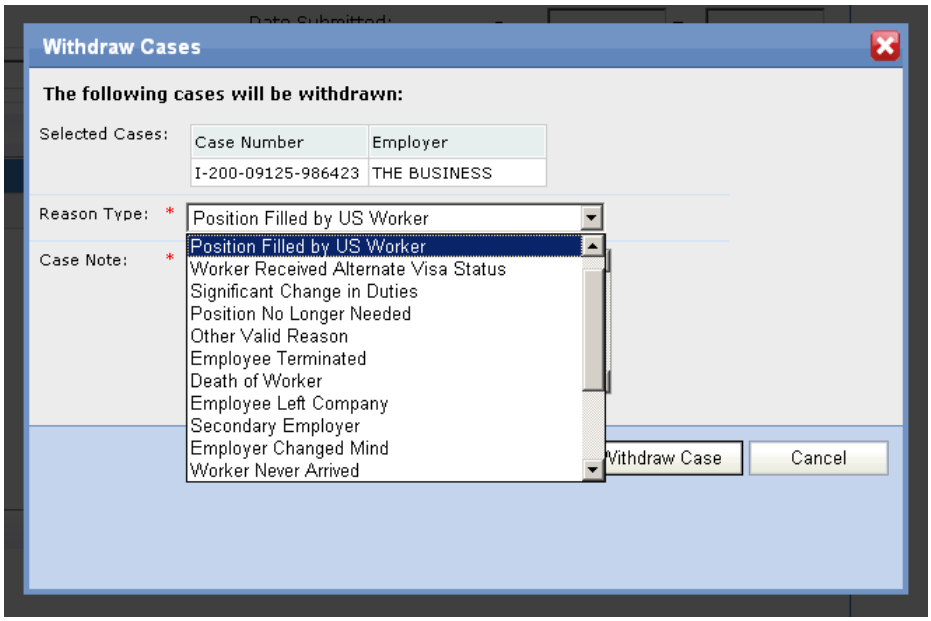

Figure 27. Withdraw Cases Pop-Up: Reason

After a Withdraw Reason Type has been selected, the Case Note section must be filled in order to continue with the withdraw process. See **Figure 28. Withdraw Cases Pop-up: Note**.

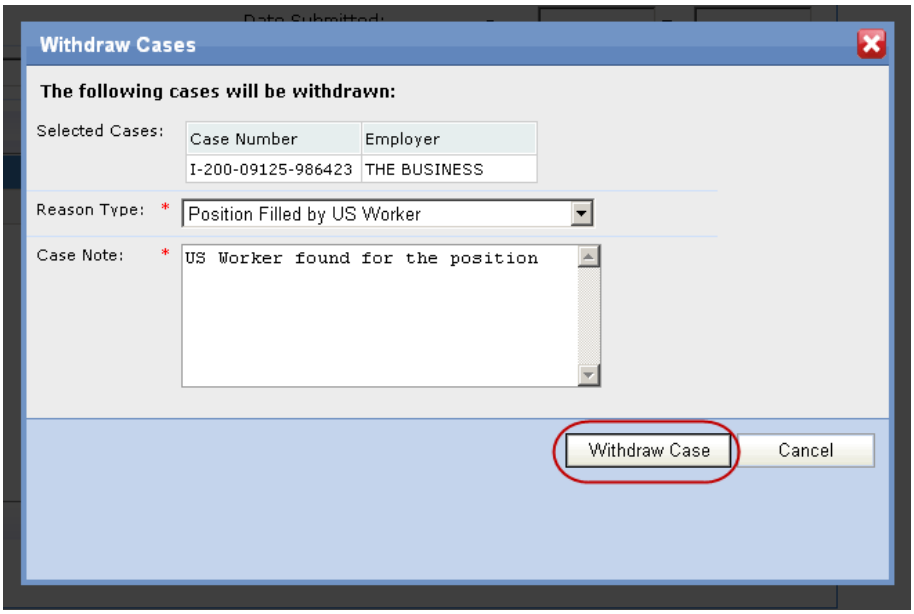

Figure 28. Withdraw Cases Pop-up: Note

After the Case Note field has been filled, continue the withdraw process by clicking the Withdraw Case Button. See **Figure 28. Withdraw Cases Pop-up: Note**. Clicking the Withdraw Case Button will prompt a pop-up dialog box to appear, Click the OK Button to continue withdrawal process or the Cancel Button to exit the Withdraw Cases pop-up and return to the previous LCA Status Queue page. See **Figure 29. Withdraw Cases Pop-Up: Confirmation**.

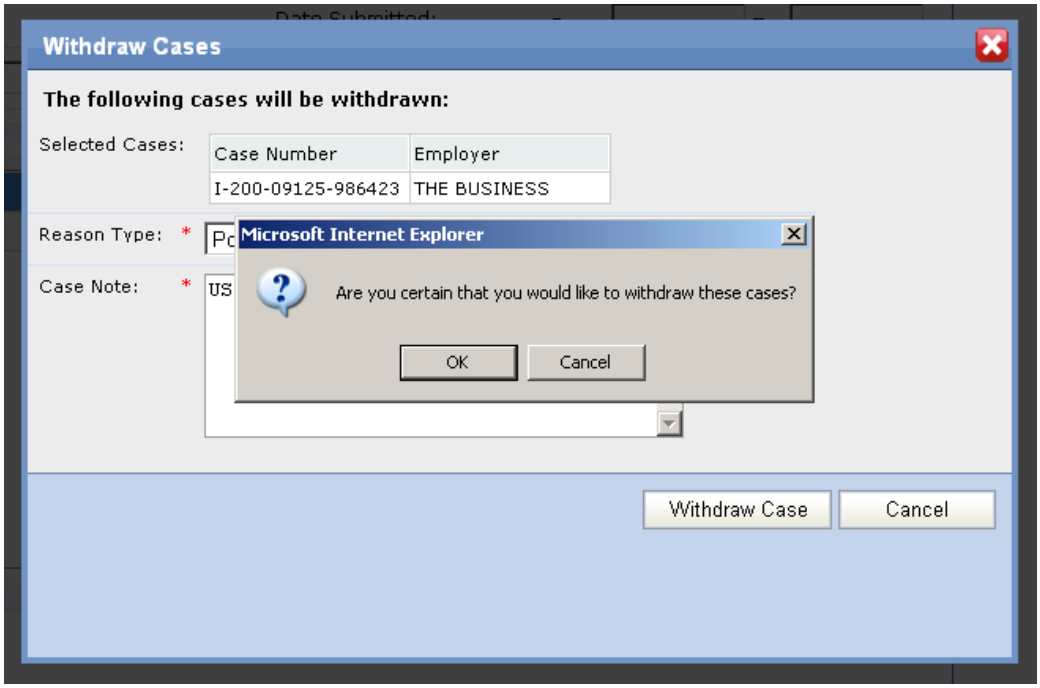

Figure 29. Withdraw Cases Pop-Up: Confirmation

After selecting either the OK or Cancel Button, the underlying LCA Status Queue page will refresh removing the withdrawn case (if any) from the grid.

This will also cause the In Process, Certified and Withdrawn Case Status count to change on the LCA Portfolio Summary page.

APPENDIX A: GLOSSARY OF TERMS

Table below provides a glossary of key terms pertinent to this document.

Table 18. Glossary of Terms

Key Term	Description
Account	A user account allows a requesting user to authenticate their identity to an automated system, usually via a unique user name and password combination (and other human-input validations as required). Authentication does not automatically imply authorization, however. Once the user has logged on, the defined account parameters also define the permissions and privileges authorizing the user's access to the system's services, functions, and processes. The iCERT Portal system offers three types of user accounts: • Employer • Attorney/Agent • Associate
American Competitiveness & Workforce Improvement Act	The American Competitiveness & Workforce Improvement Act (ACWIA) is legislation designed to help train U.S. workers in the high technology skills that the industry needs thereby reducing the need to import workers from abroad. The grants are either issued to a business partnership or to a local workforce investment board and generally are aimed at adults. Organizations must partner and apply to the Department of Labor.
Associate Account	An Associate account can be created by any user with a registered iCERT Employer or Attorney/Agent master account. An Associate account is also known as a sub-account (i.e., "subordinate") in that the user with the master account actually defines the specific system when the associate account is created (see Permissions entry below).
Attorney/Agent Account	The Attorney/Agent account has "master-level" authority and consists of basic business and personal identification and contact information for the attorney or agent retained or hired to represent an employee in its interests applicable to OFLC visa program application cases.
Employer Account	The Employer account has "master-level" authority and consists of basic business and personal identification and contact information for the company/business actually sponsoring OFLC visa program applications in an attempt to hire foreign workers for their firm. For normal administrative purposes, usually there would only be one Employer account per business firm, even though the system itself does not place any restriction on the number of accounts a given business may create.
Frequently Asked Questions	Frequently Asked Questions (FAQs) are listed questions and answers, frequently posed in some common context, and pertaining to a particular grouping of related topics. The iCERT Portal system incorporates a FAQ feature that requires the user to select a visa program, subject area/keyword, and date range, and then navigate to a search screen to retrieve an answer from the OFLC FAQ database.
Metropolitan Statistical Area	Metropolitan Statistical Areas (MSAs) are composed of counties and for some county equivalents. MSAs are delineated on the basis of a central

Table 18. Glossary of Terms	
Key Term	Description
	urbanized area—a contiguous area of relatively high population density. The counties containing the core urbanized area are known as the central counties of the MSA. Additional surrounding counties (known as outlying counties) can be included in the MSA if these counties have strong social and economic ties to the central counties as measured by commuting and employment. Note: MSAs are used for official purposes, but they are not the only estimates of metro area populations available.
OFLC Visa Programs	The iCERT Portal allows access to the following OFLC visa programs if the user checked the applicable visa program security privilege checkbox on the Your Login Information tab section when the system account was created or updated: • LCA (H-1B, H-1B1, E-3)
Permissions	Most modern applications have methods of administering account permissions or access rights and privileges to specific users and groups of users. These systems control the ability of the users affected to view or make changes to the contents of the application. The iCERT Portal system makes account distinction between Employer and Attorney/Agent accounts which grant “master-level” system permissions and Associate account (i.e., “Sub-Account”) permissions which are defined by and subordinate to the master Employer and Attorney/Agent accounts.
Portfolio Summary	In the context of the iCERT Portal system, the term “Portfolio Summary” refers to a listing of cases created by, assigned to, or viewable by a particular system user. If the user checked the applicable visa program security privilege checkbox on the Your Login Information tab section when the account was created or updated, the system displays a tab for those visa programs under the Portfolio Summary page. The system also displays a functional module in My Cases and allows user to submit the relevant ETA form(s) for the selected program(s).
Prevailing Wage	The prevailing wage rate is defined as the average wage paid to similarly employed workers in the requested occupation in the area of intended employment. The iCERT Portal system incorporates a prevailing wage search feature that requires user to enter a state/district/territory, data series and source, area based on, occupation/keyword, and then search to retrieve the prevailing wages for a particular occupation.
Profile	A profile for an Attorney/Agent account is a user-defined data set consisting of basic identification and contact information for any company the attorney or agent represents as a client in its interests applicable to OFLC visa application cases. A profile for an Employer account is a user-defined data set consisting of basic identification and contact information for any attorney and/or agent an employer has retained to represent the company’s interests in OFLC visa application cases. In the iCERT Portal system, profile information can then be dynamically associated with a case to pre-populate specific fields on certain screens with the pertinent employer information, thereby reducing data entry time and providing better data tracking.

Table 18. Glossary of Terms	
Key Term	Description
Single Sign-On	Single sign-on (SSO) is a method of access control that enables a user to log in once and gain access to the resources of multiple software systems without being prompted to log in again. Once additional visa programs and the Prevailing Wage module become available, the iCERT Portal system will serve as an example of an SSO because logging in at the application's Welcome Page can gain access to the Prevailing Wage, PERM, LCA, H-2A, and/or H-2B online systems for authorized users.
Sub-Account	In the iCERT Portal system, an Associate account is also known as a "Sub-Account" in that its usage permissions are inherently subordinate to the user with the "Master Account" who created it. Anyone with a registered iCERT Employer or Attorney/Agent master account can create a sub-account, and in doing so they define the specific system permissions and privileges of the sub-account (see Permissions entry above).