U.S. DEPARTMENT OF LABOR

iCERT PREVAILING WAGE SYSTEM
EXTERNAL USER GUIDE
FOR THE
OFFICE OF FOREIGN LABOR CERTIFICATION

JUNE 2013

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1 INTRODUCTION

1.1 Purpose and Scope

Pursuant to amendments effective January 2009 to regulations governing the H-2B and LCA visa programs, and prior to filing a PERM application, the employer must request and obtain a prevailing wage determination from the OFLC National Processing Center (NPC) serving the area of intended employment. The NPC must enter its wage determination on the Form and return the Form with its endorsement to the employer, or the employer's authorized representative (i.e., agent or attorney). To ensure greater consistency in issuing prevailing wage determinations, the OFLC issued policy guidance outlining the methodology or formula formerly used by the State Workforce Agencies (SWAs) in making prevailing wage determinations. This guidance will be used by the OFLC NPC. This prevailing wage determination process is also utilized for Labor Condition Applications (H-1B, H-1B1, E-3) as well as H-2B temporary labor certification applications where the prevailing wage must be requested and received from the OFLC NPC.

Through this module, OFLC intends to create a more uniform and customer-friendly business process for employers, or the employer's authorized representative, to request prevailing wage determinations from the NPC. This more centralized approach will also allow OFLC to better manage prevailing wage workload and perform quality control on NPC wage determinations.

1.2 Intended Audience

All external parties having potential interest in the Prevailing Wage system are identified in **Table 1**, and their associated roles and responsibilities are provided as well.

Table 1. User Roles and Responsibilities

User Type	User Roles & Responsibilities
▶ External Users ◀	
Employers	Employers are those users applying for temporary, non-immigrant foreign labor. These users will submit ETA Form 9141s. Per Employer/Associate Accounts.
Attorneys/Agents	Attorneys and/or agents are those users representing the employers. These users will submit ETA Form 9141s.

2 SYSTEM OVERVIEW

Section 2 presents a broad overview of the Prevailing Wage system.

2.1 General System Description

The system will allow an External user the ability to submit a request for Prevailing Wage from the OFLC National Processing Center having jurisdiction over the area of intended employment. The system will allow external users with Case Creation and Case Submission permissions to enter data on an ETA Form 9141. While navigating through the form the user will be warned about any errors and will be provided help in completing the 9141 Form. Once submitted the external user will be able to track their Prevailing Wage request, view the determination, and file any determination reviews or appeals requests. See **Table 3.** Acronyms.

Table 2. ETA Form 9141 Icon and Functions

This table defines the conventions used in the five-step online ETA Form 9141 data entry process.

Form Convention	Form Icon	Description
Required Fields	*	All required fields on the five-step ETA Form 9141 are marked with a red asterisk.
Conditionally Required fields	§	Conditionally required fields on the seven-step ETA Form 9141 are marked with this symbol.
Navigation Icons	1 A-B	The set of five icons in the upper left corner of the online 9141 Forms allow you to track and navigate the Steps 1 through 5 for filling out ETA Form 9141 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).
Void and Exit Button	Void and Exit	Closes the current case form without saving the current set of ETA Form 9141 changes (after a prompt to do so).
Exit Button	Exit	Saves all currently entered ETA Form 9141 data and closes the current case form.
Save Button	Save	Saves all currently entered ETA Form 9141 data while leaving the current case form displayed.
Previous Arrow	◀ Previous	Displays the previous step in the ETA Form 9141 data entry process sequence.
Next Arrow	Next ▶	Displays the next step in the ETA Form 9141 data entry process sequence.

Table 2. ETA Form 9141 Icon and Functions

This table defines the conventions used in the five-step online ETA Form 9141 data entry process.

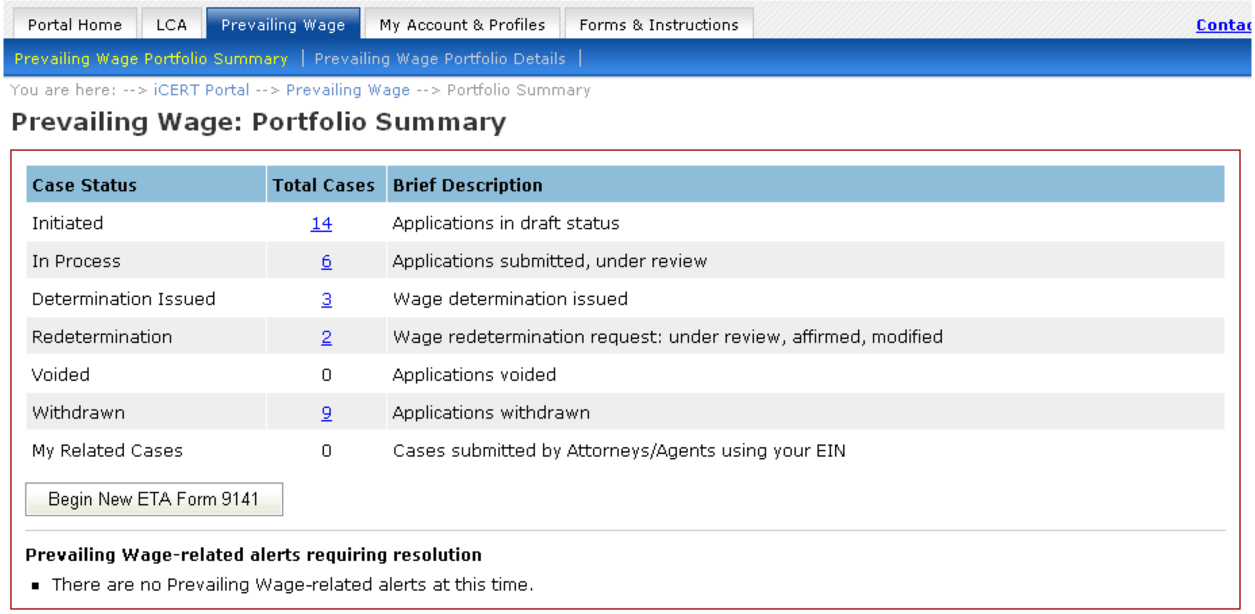
Form Convention	Form Icon	Description
Warning	⚠	When displayed above one of the ETA Form 9141 Step icons, indicates data is missing in one or more required fields for that particular form page.
Print Current Page	🖨	Writes the current online ETA Form 9141 Step page to a temporary PDF file, which you can then send to print.
Print All Pages	🖨	Writes the entire online ETA Form 9141 to a temporary PDF file, which you can then send to print.
View PDF	📝	Displays ETA Form 9141as PDF for viewing and printing purposes.

2.2 External Case Preparation 9141

If an Associate Account is completing the ETA 9141 Form and doesn't have the Pre-fill Applications from Profiles, the system will disable the **Look up Employers Associated With Your Account** button. If an Employer Master or Associate Account is completing the Form, the system will **NOT** display a **Look up Agents/Attorneys Associated With Your Account** button. If an Attorney Associate Account is logged in and has the Pre-fill Applications from Profiles and the View Main Account Holder Profiles permission, the system will display the Master Account profiles and any profiles the user entered.

1. The user will **Click** the **Begin New ETA Form 9141** button from their Portfolio summary or My Cases screen. When a user begins a new Prevailing Wage case, the system will generate a temporary Prevailing Wage Case Number. If an Associate Account is logged in and doesn't have the Application Submission permission, the system will disable the **Submit ETA Form 9141** button. See **Figure 1**.

   *As the user goes through the 9141, they will be warned about any mandatory fields left blank on form. Until these fields are completed, the system will disable the Submit ETA Form 9141 button.


Portal Home
LCA
Prevailing Wage
My Account & Profiles
Forms & Instructions
Contac
Prevailing Wage Portfolio Summary
Prevailing Wage Portfolio Details
You are here: --> iCERT Portal --> Prevailing Wage --> Portfolio Summary

Prevailing Wage: Portfolio Summary

Case Status	Total Cases	Brief Description
Initiated	14	Applications in draft status
In Process	6	Applications submitted, under review
Determination Issued	3	Wage determination issued
Redetermination	2	Wage redetermination request: under review, affirmed, modified
Voided	0	Applications voided
Withdrawn	9	Applications withdrawn
My Related Cases	0	Cases submitted by Attorneys/Agents using your EIN

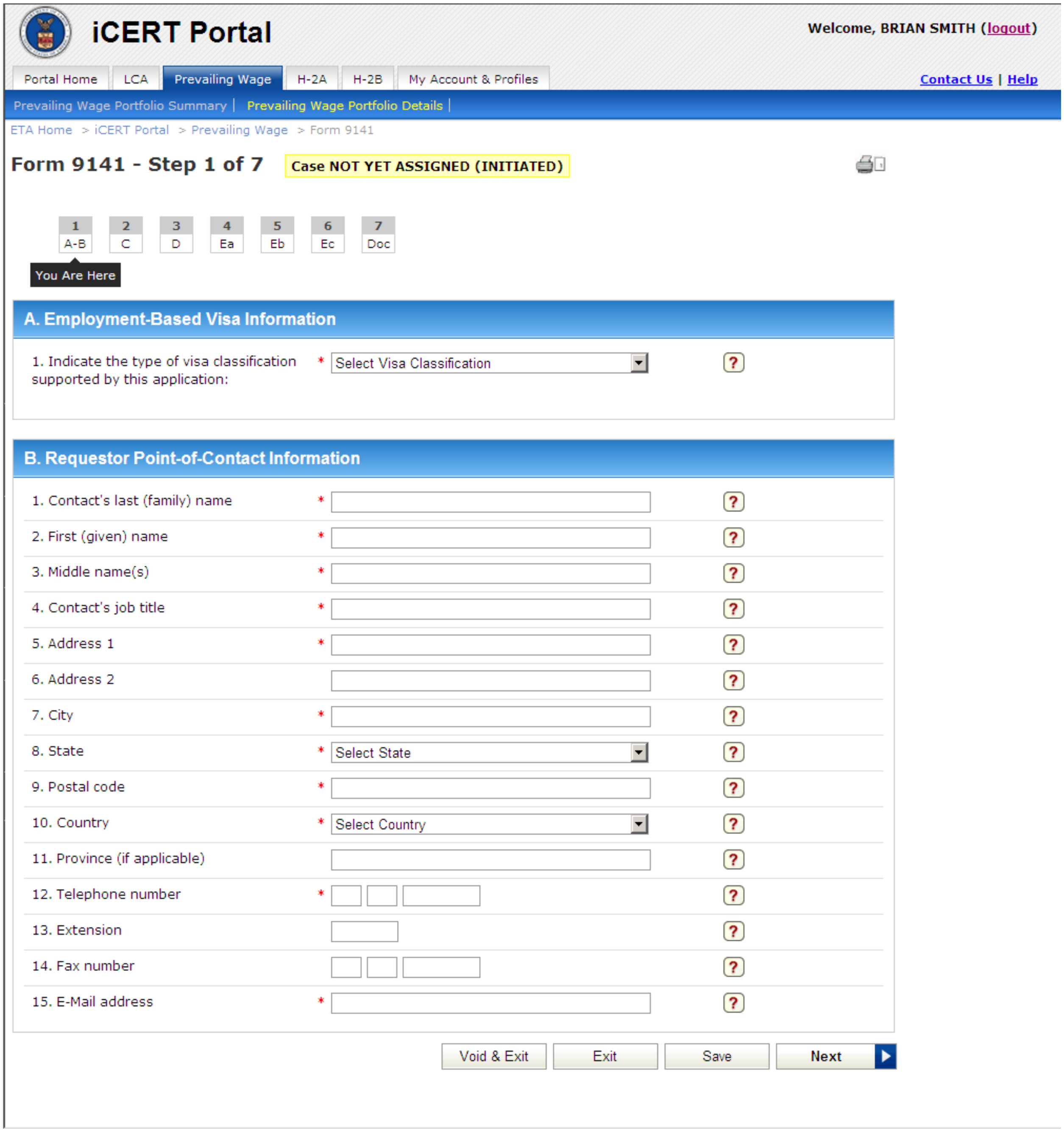
Begin New ETA Form 9141

Prevailing Wage-related alerts requiring resolution

- There are no Prevailing Wage-related alerts at this time.

Figure 1. Prevailing Wage: Portfolio Summary

2. The system will navigate the user to Step 1 of the ETA Form 9141 for data entry. The user will be required to fill all fields with an asterisk.


iCERT Portal
Welcome, BRIAN SMITH (logout)
Portal Home
LCA
Prevailing Wage
H-2A
H-2B
My Account & Profiles
Contact Us | Help
Prevailing Wage Portfolio Summary |
Prevailing Wage Portfolio Details |
ETA Home > iCERT Portal > Prevailing Wage > Form 9141
1 A-B
2 C
3 D
4 Ea
5 Eb
6 Ec
7 Doc
You Are Here
Void & Exit
Exit
Save
Next

Form 9141 - Step 1 of 7 Case NOT YET ASSIGNED (INITIATED)

A. Employment-Based Visa Information

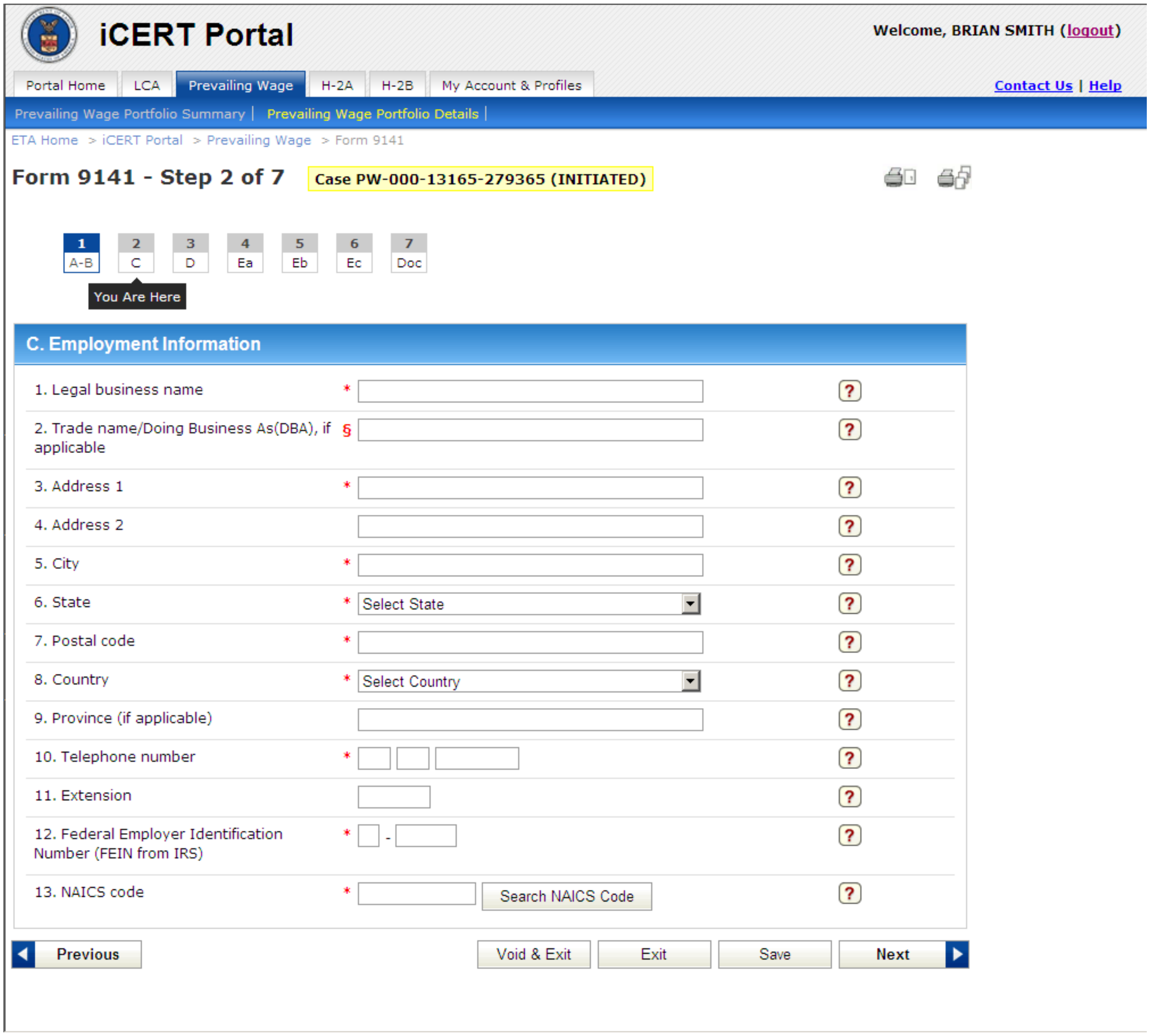
1. Indicate the type of visa classification supported by this application: * Select Visa Classification

B. Requestor Point-of-Contact Information

1. Contact's last (family) name *
2. First (given) name *
3. Middle name(s) *
4. Contact's job title *
5. Address 1 *
6. Address 2
7. City *
8. State * Select State
9. Postal code *
10. Country * Select Country
11. Province (if applicable)
12. Telephone number *
13. Extension
14. Fax number
15. E-Mail address *

Figure 2. Step 1 of ETA Form 9141

3. The user will complete Step 1 and **Click** the **Next** button to continue to the next step of the ETA Form 9141. The system will populate Section B of the 9141 from Account Point of Contact Information. See **Figure 2**.


iCERT Portal
Welcome, BRIAN SMITH (logout)
Portal Home
LCA
Prevailing Wage
H-2A
H-2B
My Account & Profiles
Contact Us | Help
Prevailing Wage Portfolio Summary |
Prevailing Wage Portfolio Details |
ETA Home > iCERT Portal > Prevailing Wage > Form 9141
1 A-B
2 C
3 D
4 Ea
5 Eb
6 Ec
7 Doc
You Are Here
Search NAICS Code
Previous
Void & Exit
Exit
Save
Next

Form 9141 - Step 2 of 7 Case PW-000-13165-279365 (INITIATED)

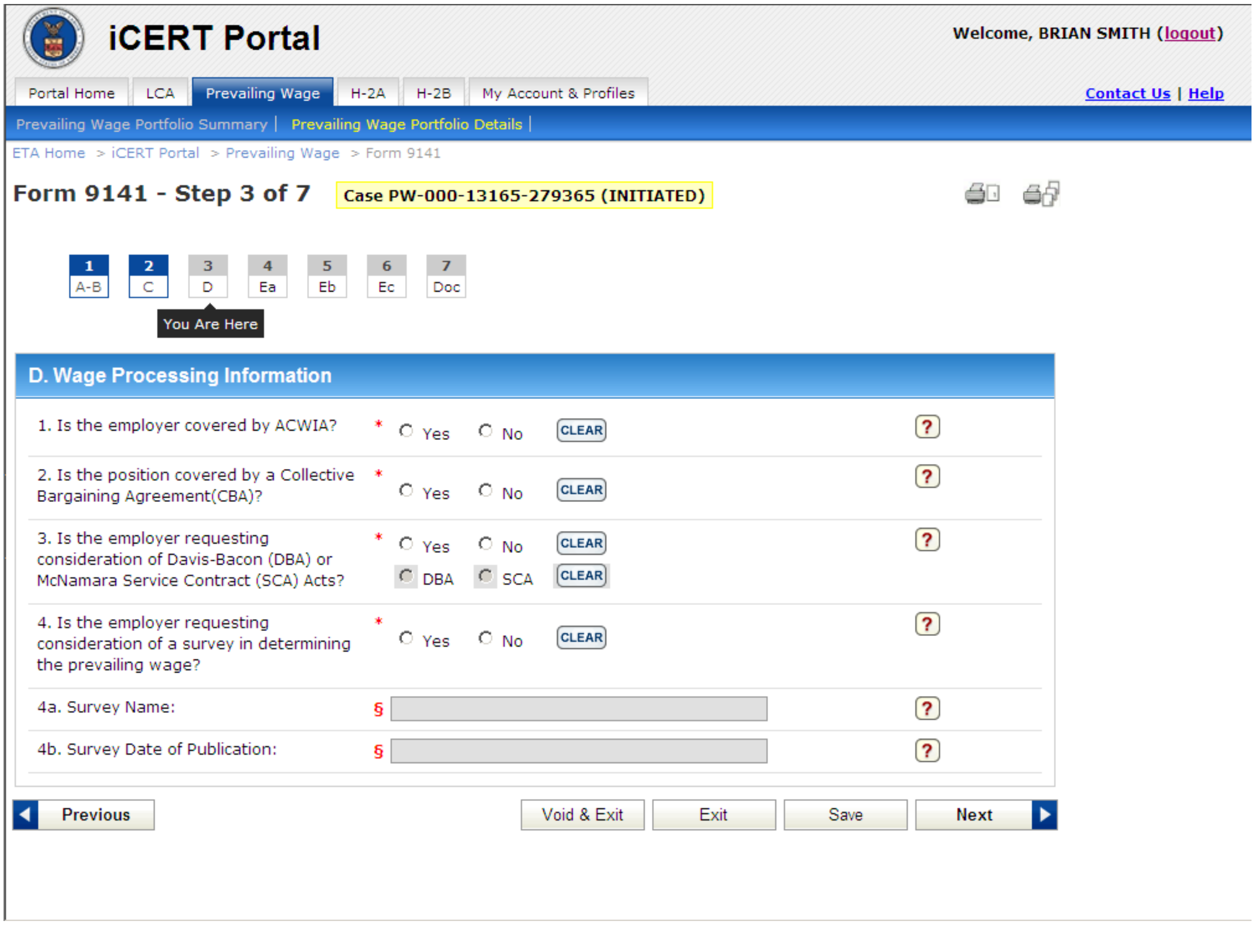
C. Employment Information

1. Legal business name *
2. Trade name/Doing Business As(DBA), if applicable §
3. Address 1 *
4. Address 2
5. City *
6. State * Select State
7. Postal code *
8. Country * Select Country
9. Province (if applicable)
10. Telephone number *
11. Extension
12. Federal Employer Identification Number (FEIN from IRS) * -
13. NAICS code *

Figure 3. Step 2 of ETA Form 9141

4. The user will complete Step 2 and **Click** the **Next** button to continue to the next step of the Form. See **Figure 3**.

5. If the Account user is an Employer, the system will populate Section C of the ETA Form 9141 from Company Information. If an Employer profile is selected, the system will load the Company Information in Section C of the ETA Form 9141.


iCERT Portal
Welcome, BRIAN SMITH (logout)
Portal Home
LCA
Prevailing Wage
H-2A
H-2B
My Account & Profiles
Contact Us | Help
Prevailing Wage Portfolio Summary |
Prevailing Wage Portfolio Details |
ETA Home > iCERT Portal > Prevailing Wage > Form 9141
1 A-B
2 C
3 D
4 Ea
5 Eb
6 Ec
7 Doc
You Are Here
Previous
Void & Exit
Exit
Save
Next

Form 9141 - Step 3 of 7 Case PW-000-13165-279365 (INITIATED)

D. Wage Processing Information

1. Is the employer covered by ACWIA? * ○ Yes ○ No CLEAR

2. Is the position covered by a Collective Bargaining Agreement(CBA)? * ○ Yes ○ No CLEAR

3. Is the employer requesting consideration of Davis-Bacon (DBA) or McNamara Service Contract (SCA) Acts? * ○ Yes ○ No CLEAR ○ DBA ○ SCA CLEAR

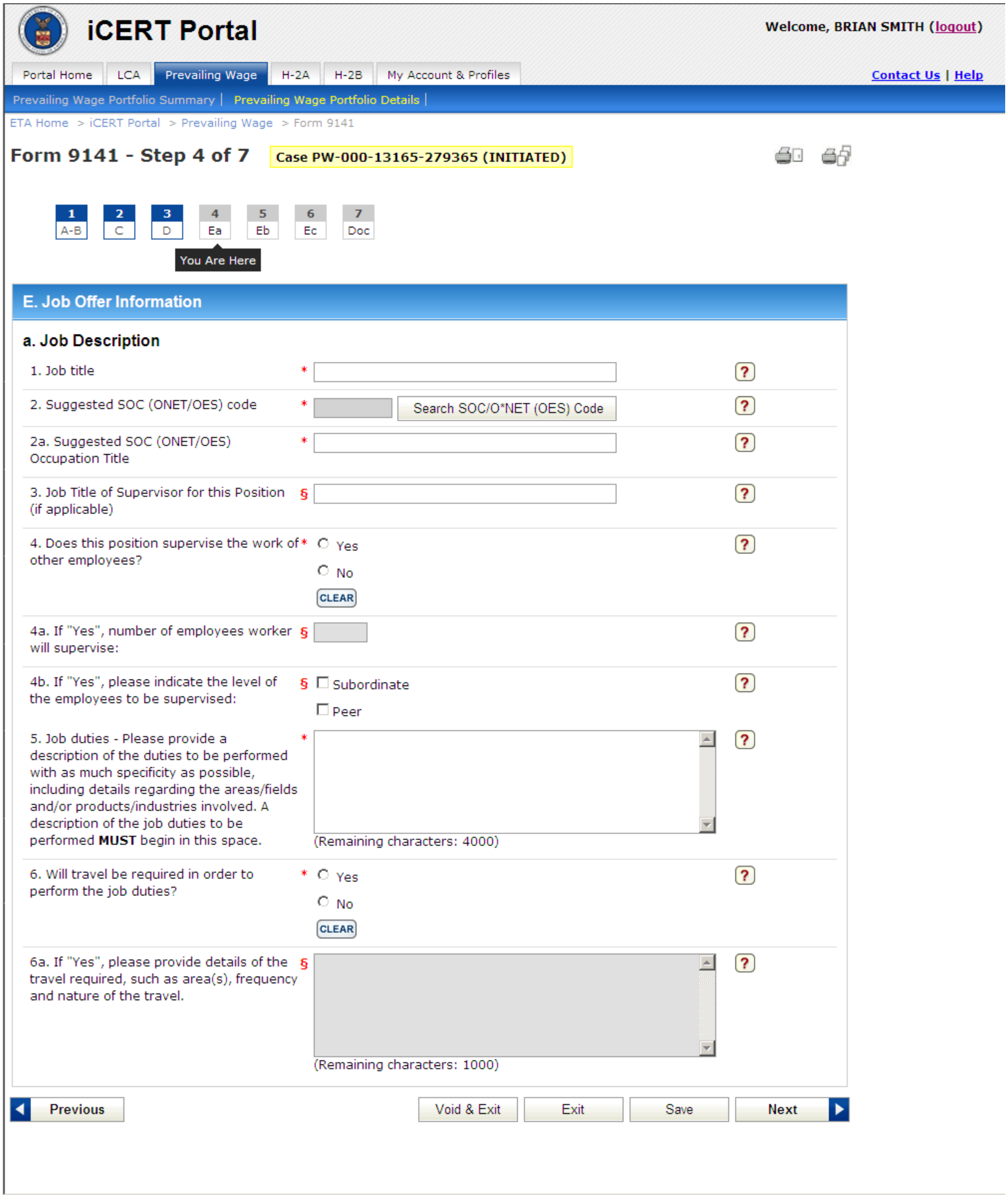
4. Is the employer requesting consideration of a survey in determining the prevailing wage? * ○ Yes ○ No CLEAR

4a. Survey Name: §

4b. Survey Date of Publication: §

Figure 4. Step 3 of ETA Form 9141

6. The user will complete all fields in Step 3 of the Form and **Click** the **Next** button. See **Figure 4**.


iCERT Portal
Welcome, BRIAN SMITH (logout)
Portal Home
LCA
Prevailing Wage
H-2A
H-2B
My Account & Profiles
Contact Us | Help
Prevailing Wage Portfolio Summary | Prevailing Wage Portfolio Details |
ETA Home > iCERT Portal > Prevailing Wage > Form 9141

Form 9141 - Step 4 of 7 Case PW-000-13165-279365 (INITIATED)

1 A-B
2 C
3 D
4 Ea
5 Eb
6 Ec
7 Doc
You Are Here

E. Job Offer Information

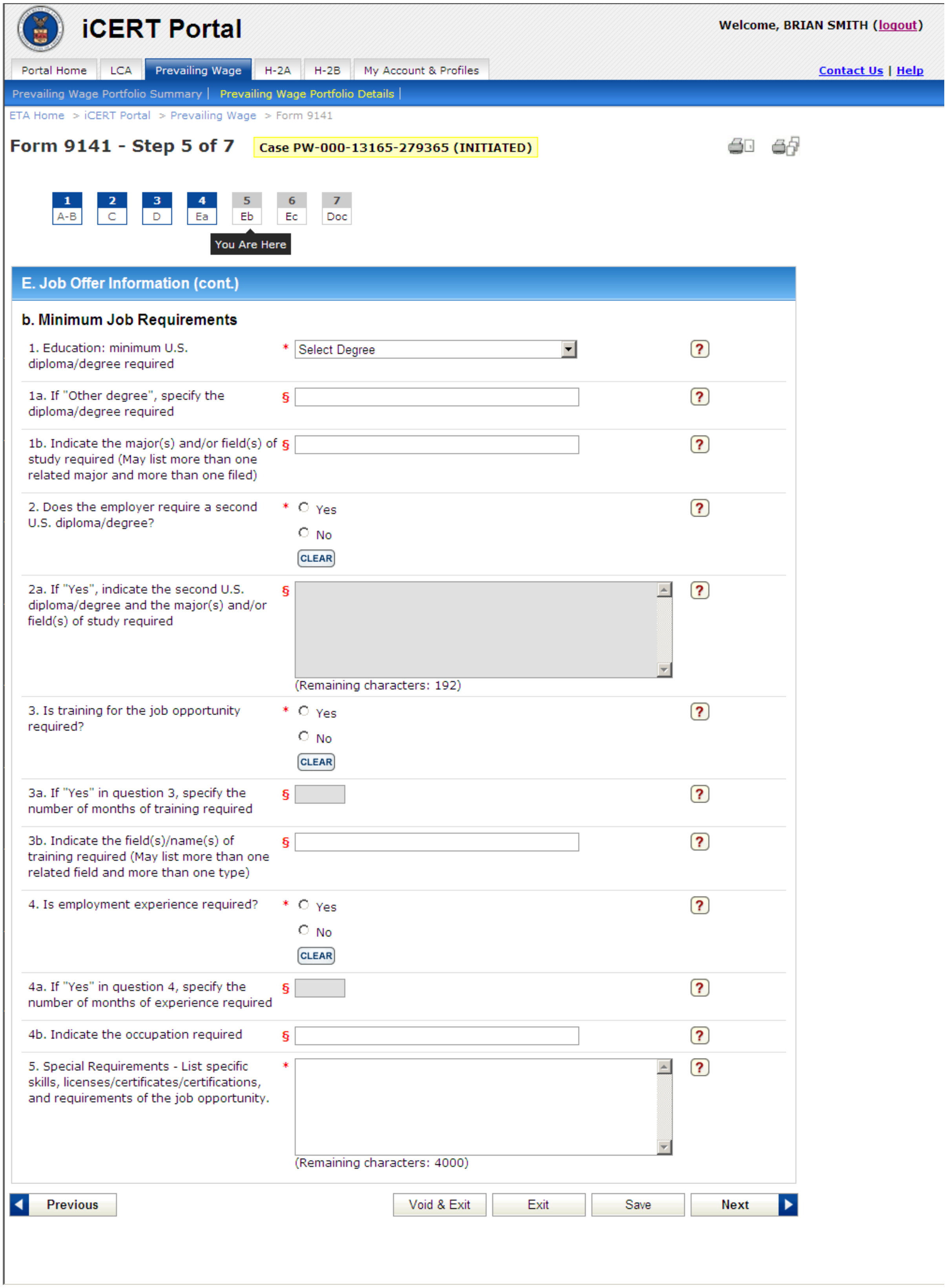
a. Job Description

1. Job title *
2. Suggested SOC (ONET/OES) code * Search SOC/O*NET (OES) Code
2a. Suggested SOC (ONET/OES) Occupation Title *
3. Job Title of Supervisor for this Position (if applicable) §
4. Does this position supervise the work of other employees? * ○ Yes ○ No CLEAR
4a. If "Yes", number of employees worker will supervise: §
4b. If "Yes", please indicate the level of the employees to be supervised: § ☐ Subordinate ☐ Peer
5. Job duties - Please provide a description of the duties to be performed with as much specificity as possible, including details regarding the areas/fields and/or products/industries involved. A description of the job duties to be performed **MUST** begin in this space. * (Remaining characters: 4000)
6. Will travel be required in order to perform the job duties? * ○ Yes ○ No CLEAR
6a. If "Yes", please provide details of the travel required, such as area(s), frequency and nature of the travel. § (Remaining characters: 1000)

Previous
Void & Exit
Exit
Save
Next

Figure 5. Step 4 of ETA Form 9141

7. The user will complete all fields in Step 4 of the Form and **Click** the **Next** button. See **Figure 5**.


iCERT Portal
Welcome, BRIAN SMITH (logout)
Portal Home
LCA
Prevailing Wage
H-2A
H-2B
My Account & Profiles
Contact Us | Help
Prevailing Wage Portfolio Summary | Prevailing Wage Portfolio Details |
ETA Home > iCERT Portal > Prevailing Wage > Form 9141
1 A-B
2 C
3 D
4 Ea
5 Eb
6 Ec
7 Doc
You Are Here
Previous
Void & Exit
Exit
Save
Next

Form 9141 - Step 5 of 7 Case PW-000-13165-279365 (INITIATED)

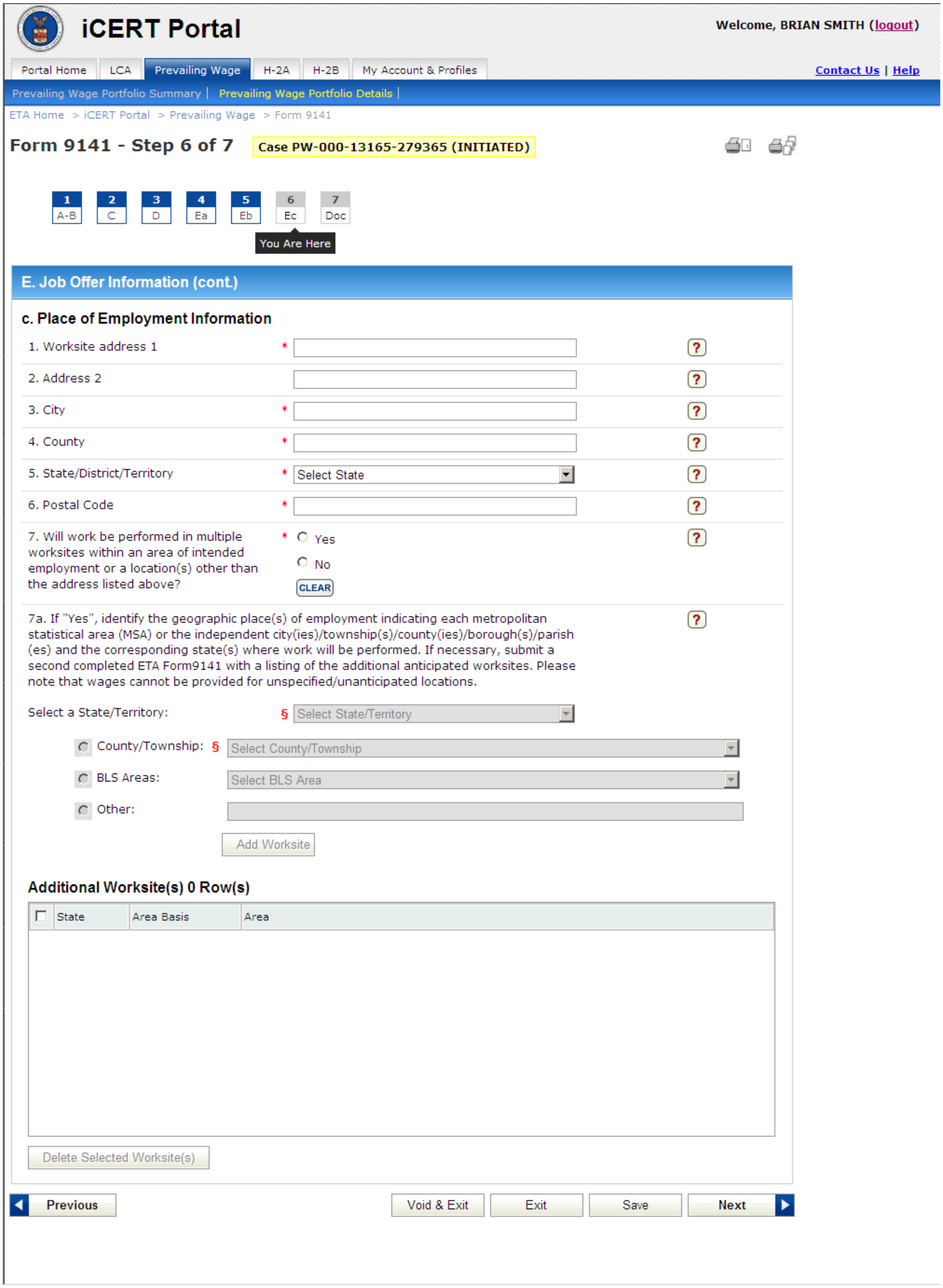
E. Job Offer Information (cont.)

b. Minimum Job Requirements

1. Education: minimum U.S. diploma/degree required	*	Select Degree	?
1a. If "Other degree", specify the diploma/degree required	§		?
1b. Indicate the major(s) and/or field(s) of study required (May list more than one related major and more than one filed)	§		?
2. Does the employer require a second U.S. diploma/degree?	*	○ Yes ○ No CLEAR	?
2a. If "Yes", indicate the second U.S. diploma/degree and the major(s) and/or field(s) of study required	§	(Remaining characters: 192)	?
3. Is training for the job opportunity required?	*	○ Yes ○ No CLEAR	?
3a. If "Yes" in question 3, specify the number of months of training required	§		?
3b. Indicate the field(s)/name(s) of training required (May list more than one related field and more than one type)	§		?
4. Is employment experience required?	*	○ Yes ○ No CLEAR	?
4a. If "Yes" in question 4, specify the number of months of experience required	§		?
4b. Indicate the occupation required	§		?
5. Special Requirements - List specific skills, licenses/certificates/certifications, and requirements of the job opportunity.	*	(Remaining characters: 4000)	?

Figure 6. Step 5 of ETA Form 9141

8. The user will continue to complete Steps 4 and 5 of the ETA Form 9141. See **Figure 6**.


iCERT Portal
Welcome, BRIAN SMITH (logout)
Portal Home
LCA
Prevailing Wage
H-2A
H-2B
My Account & Profiles
Contact Us | Help
Prevailing Wage Portfolio Summary | Prevailing Wage Portfolio Details |
ETA Home > iCERT Portal > Prevailing Wage > Form 9141
1 A-B
2 C
3 D
4 Ea
5 Eb
6 Ec
7 Doc
You Are Here
CLEAR
Add Worksite
Delete Selected Worksite(s)
Previous
Void & Exit
Exit
Save
Next

Form 9141 - Step 6 of 7 **Case PW-000-13165-279365 (INITIATED)**

E. Job Offer Information (cont.)

c. Place of Employment Information

1. Worksite address 1	*	
2. Address 2		
3. City	*	
4. County	*	
5. State/District/Territory	*	Select State
6. Postal Code	*	
7. Will work be performed in multiple worksites within an area of intended employment or a location(s) other than the address listed above?	*	○ Yes ○ No

7a. If "Yes", identify the geographic place(s) of employment indicating each metropolitan statistical area (MSA) or the independent city(ies)/township(s)/county(ies)/borough(s)/parish (es) and the corresponding state(s) where work will be performed. If necessary, submit a second completed ETA Form9141 with a listing of the additional anticipated worksites. Please note that wages cannot be provided for unspecified/unanticipated locations.

Select a State/Territory: § Select State/Territory

○ County/Township: § Select County/Township

○ BLS Areas: Select BLS Area

○ Other:

Additional Worksite(s) 0 Row(s)

☐	State	Area Basis	Area

Figure 7. Step 6 of ETA Form 9141

9. In Step 5 of the Form, if the user has multiple locations for a job the system will allow the user to enter multiple location entries. If the user clicks **Yes**, the user will go on to answer question #7. See**Figure 7**.

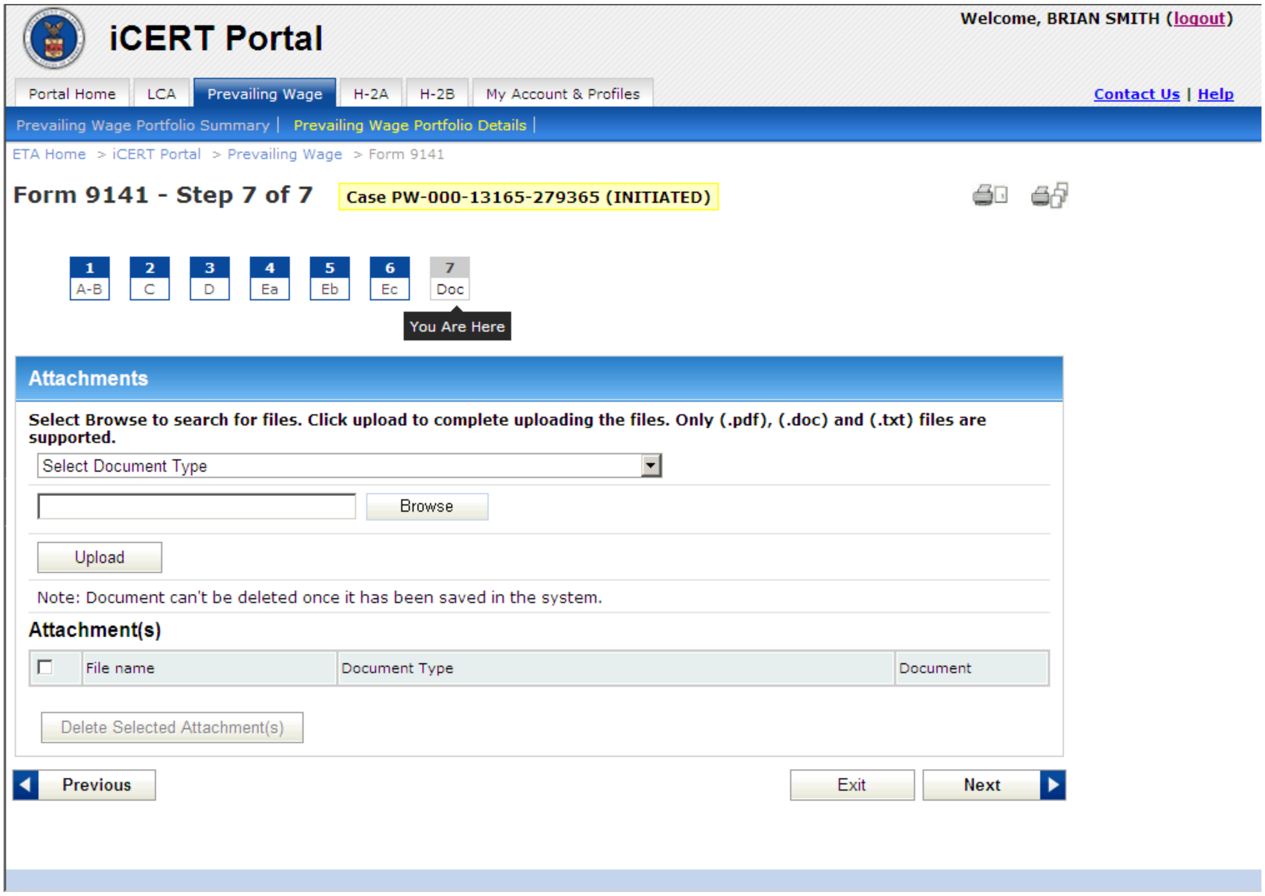
10. The user will select a state and a location either from the county/township, BLS area, or enter the location.

11. If the user selects **NO** the system will disable the **Add New Worksite** button from the dropdown.

12. The user will **Click** the **Add Worksite** button. The system will save the location record and place it in the Additional Worksite(s) table and reset the location dropdowns.

13. In Step 6 of the Form, if the user has any supporting documents relating to their case, a user can attach them and submit them with their form.

14. User will select the **Browse** button and then select a file from their system. The user will then select the **Upload** button and the system will display the file in the Attachments table.


iCERT Portal
Welcome, BRIAN SMITH (logout)
Portal Home
LCA
Prevailing Wage
H-2A
H-2B
My Account & Profiles
Contact Us | Help
Prevailing Wage Portfolio Summary |
Prevailing Wage Portfolio Details |
ETA Home > iCERT Portal > Prevailing Wage > Form 9141
1 A-B
2 C
3 D
4 Ea
5 Eb
6 Ec
7 Doc
You Are Here
Attachments
Select Document Type
Browse
Upload
Attachment(s)
Delete Selected Attachment(s)
Previous
Exit
Next

Form 9141 - Step 7 of 7 Case PW-000-13165-279365 (INITIATED)

Select Browse to search for files. Click upload to complete uploading the files. Only (.pdf), (.doc) and (.txt) files are supported.

Note: Document can't be deleted once it has been saved in the system.

☐	File name	Document Type	Document

Figure 8. External Document Submission

15. Once the user has completed all 6 steps of the form, the user will **Click** the **Submit Form** button. The system will warn the user of any blank fields, blank form steps, and any reasons that a wage may not be completed. See **Figure** 9**e 9**.

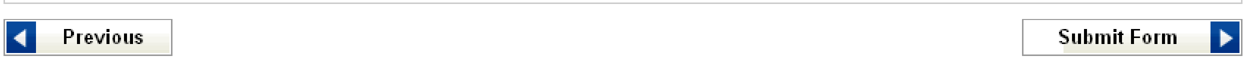


Figure 9. Submit Form tab-ETA Form 9141 (Partial)

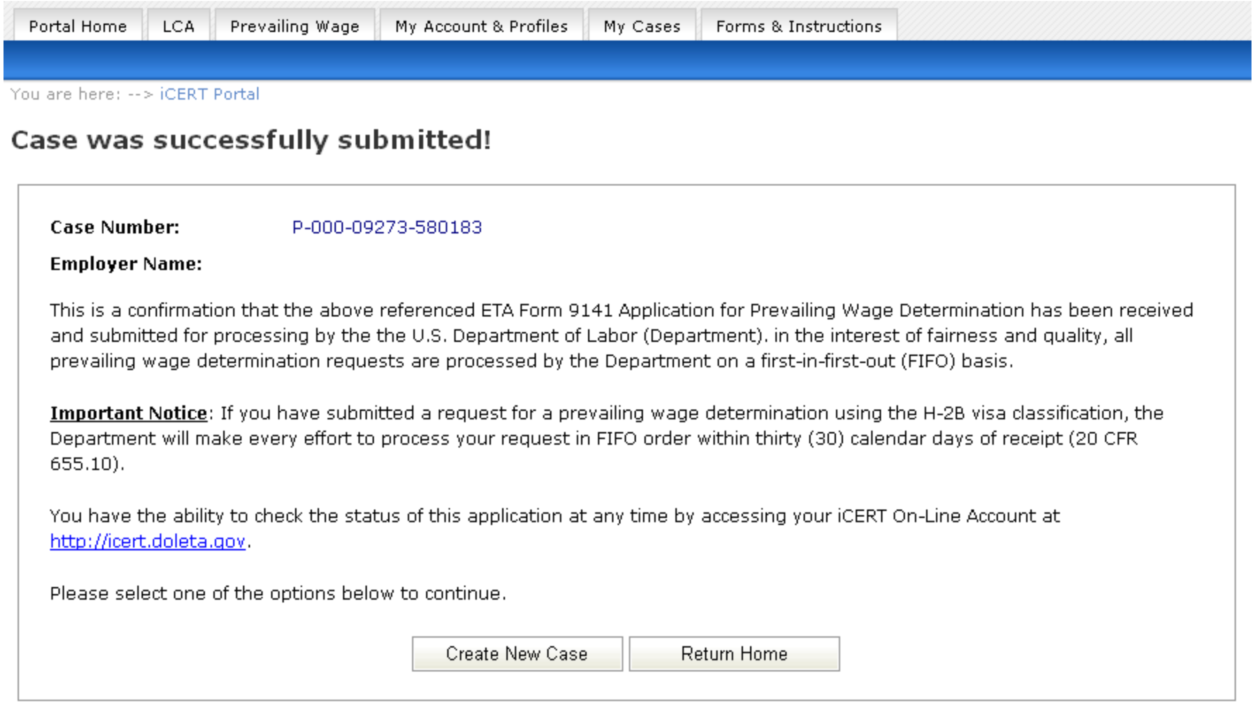
16. If there are no errors that need to be corrected, the user will continue with the submission of the Form. The system will display a confirmation page and submit the Prevailing Wage request for internal processing.

Notes:

- Once 200 records have been added to the Multiple Location Table, the system will disable the **Add New Worksite** button.
- If a user needs to delete an incomplete application, this should be handled through the Case Management features of the iCERT Portal.
- The system will allow a user to access partially completed Forms by displaying all incomplete Forms belonging to the user through the iCERT portal account.
- The system will allow a user to void any Form, either partially or fully completed, belonging to the user through the iCERT portal account.
- The system will allow a user to reuse (i.e., copy) any Form, either partially or fully completed, belonging to the user through the iCERT portal account.(discussed further in detail in Section 5 Reuse)
- The system will assign a Permanent Prevailing Wage Tracking number to cases that are submitted to OFLC for processing.
- The system will not allow a user to delete the ETA Form 9141 from within the Form.
- The system will only allow a user to upload (.pdf), (.txt), and (.doc) files.
- User will not be able to delete a file once the **Submit** button has been selected

2.3 Submission of Form 9141

Once the user has completed all fields of the pertinent fields of the ETA Form 9141, the user will **Click** the **Submit Form** button. The system will display a confirmation message stating that the case was successfully submitted. The user can then either **Click** the **Create New Case** button to navigate to Step 1 of a blank ETA Form 9141 or **Click** the **Return Home** button to navigate to the Prevailing Wage Portfolio Summary page. See **Figure 10**.



Case was successfully submitted!

Case Number: P-000-09273-580183

Employer Name:

This is a confirmation that the above referenced ETA Form 9141 Application for Prevailing Wage Determination has been received and submitted for processing by the the U.S. Department of Labor (Department). in the interest of fairness and quality, all prevailing wage determination requests are processed by the Department on a first-in-first-out (FIFO) basis.

Important Notice: If you have submitted a request for a prevailing wage determination using the H-2B visa classification, the Department will make every effort to process your request in FIFO order within thirty (30) calendar days of receipt (20 CFR 655.10).

You have the ability to check the status of this application at any time by accessing your iCERT On-Line Account at http://icert.doleta.gov.

Please select one of the options below to continue.

Figure 10. Case Submission Confirmation

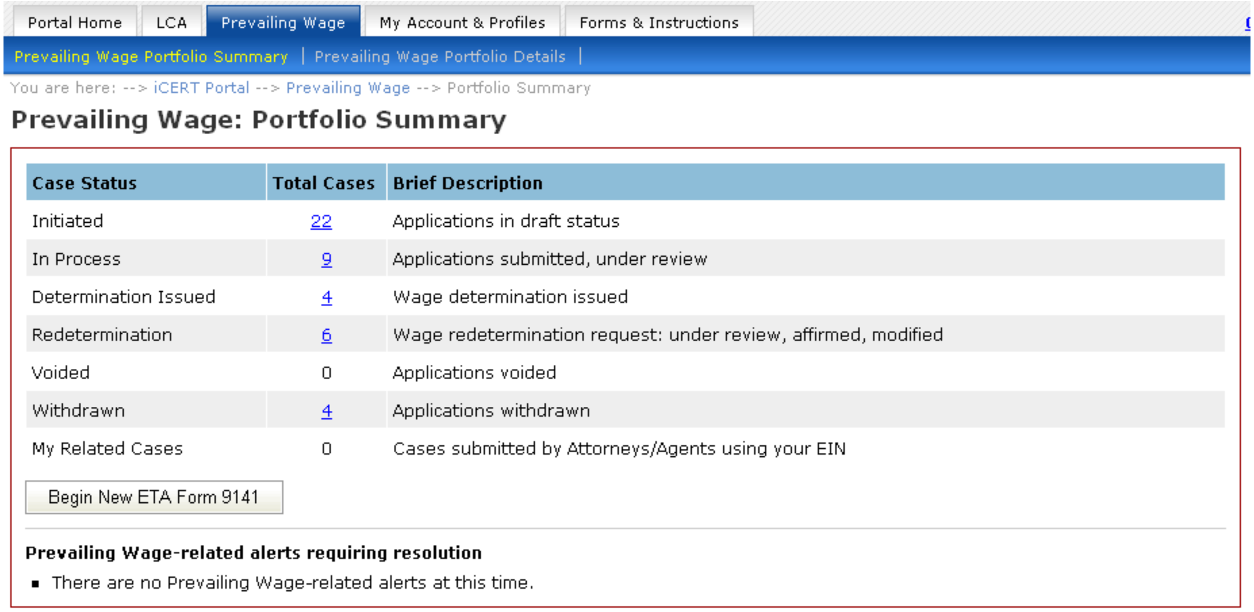
Note:

If the **Submit** button is selected the system will:

- Change the case number from PW to P

3 MY CASES

Account users will access their Prevailing Wage cases through the iCERT Prevailing Wage Portfolio and My Cases screen. See **Figure 11**. If the user has the appropriate permissions, the user will be able to withdraw, reuse, and request redetermination for their cases. If the case number is selected the system will display the Prevailing Wage: Related Case Detail page.


Portal Home
LCA
Prevailing Wage
My Account & Profiles
Forms & Instructions
Prevailing Wage Portfolio Summary | Prevailing Wage Portfolio Details |
You are here: --> iCERT Portal --> Prevailing Wage --> Portfolio Summary
Begin New ETA Form 9141

Prevailing Wage: Portfolio Summary

Case Status	Total Cases	Brief Description
Initiated	22	Applications in draft status
In Process	9	Applications submitted, under review
Determination Issued	4	Wage determination issued
Redetermination	6	Wage redetermination request: under review, affirmed, modified
Voided	0	Applications voided
Withdrawn	4	Applications withdrawn
My Related Cases	0	Cases submitted by Attorneys/Agents using your EIN

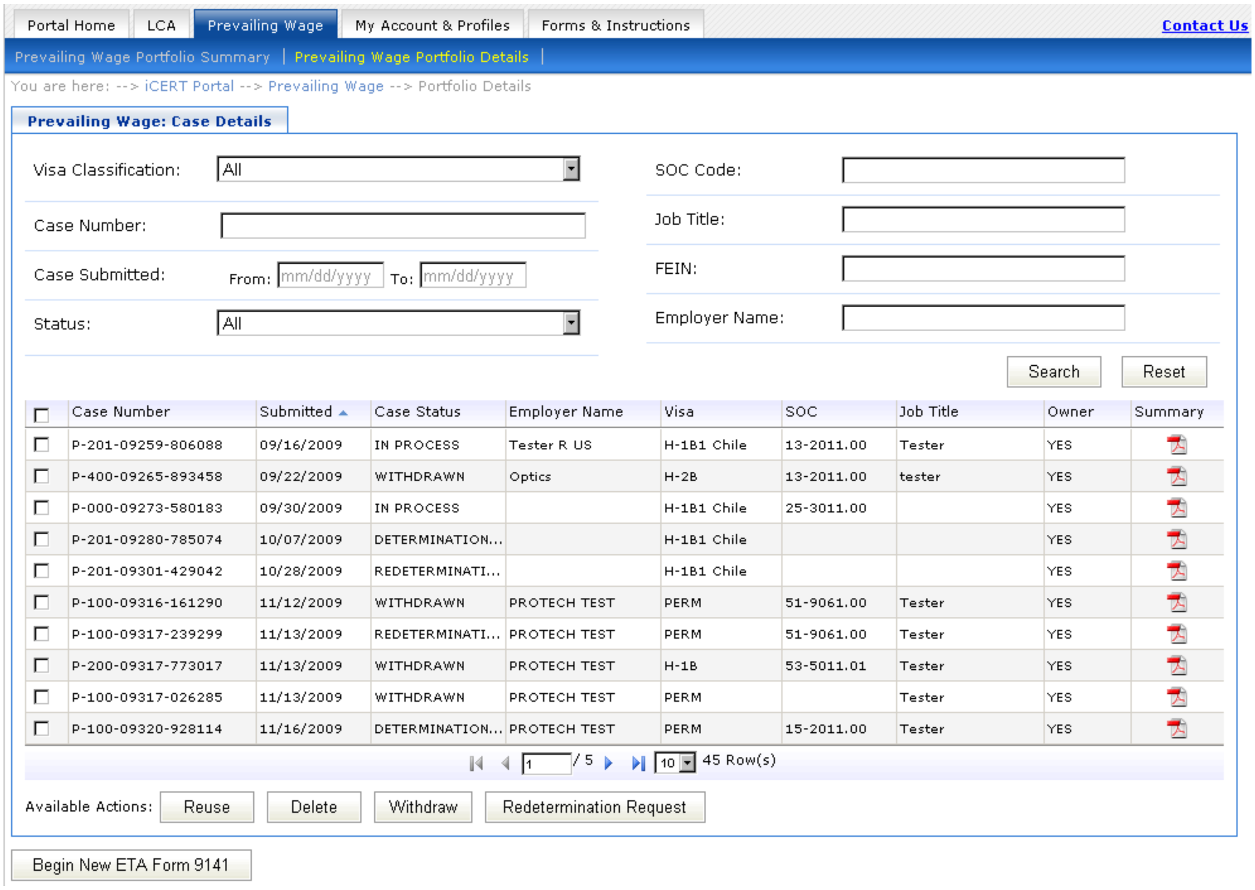
Prevailing Wage-related alerts requiring resolution

- There are no Prevailing Wage-related alerts at this time.

Figure 11. Prevailing Wage: Portfolio Summary

The Master Account Holder's search results will be comprised of their cases and cases that were submitted by their Associate Account users. If the Associate Account user has the View All Account Applications permissions, the system will display cases the user owns and all other Associate account cases except for Initiated cases. If Associate Account user does not have the View All Account Applications permission, the system will only display their cases.

1. The user will select a status from Prevailing Wage Portfolio summary. The system will display all cases in that status.


Portal Home
LCA
Prevailing Wage
My Account & Profiles
Forms & Instructions
Contact Us
Prevailing Wage Portfolio Summary | Prevailing Wage Portfolio Details |
Prevailing Wage: Case Details
Search
Reset
Reuse
Delete
Withdraw
Redetermination Request
Begin New ETA Form 9141

You are here: --> iCERT Portal --> Prevailing Wage --> Portfolio Details

Visa Classification: All

Case Number:

Case Submitted: From: mm/dd/yyyy To: mm/dd/yyyy

Status: All

SOC Code:

Job Title:

FEIN:

Employer Name:

☐	Case Number	Submitted ▲	Case Status	Employer Name	Visa	SOC	Job Title	Owner	Summary
☐	P-201-09259-806088	09/16/2009	IN PROCESS	Tester R US	H-1B1 Chile	13-2011.00	Tester	YES	📄
☐	P-400-09265-893458	09/22/2009	WITHDRAWN	Optics	H-2B	13-2011.00	tester	YES	📄
☐	P-000-09273-580183	09/30/2009	IN PROCESS		H-1B1 Chile	25-3011.00		YES	📄
☐	P-201-09280-785074	10/07/2009	DETERMINATION...		H-1B1 Chile			YES	📄
☐	P-201-09301-429042	10/28/2009	REDETERMINATI...		H-1B1 Chile			YES	📄
☐	P-100-09316-161290	11/12/2009	WITHDRAWN	PROTECH TEST	PERM	51-9061.00	Tester	YES	📄
☐	P-100-09317-239299	11/13/2009	REDETERMINATI...	PROTECH TEST	PERM	51-9061.00	Tester	YES	📄
☐	P-200-09317-773017	11/13/2009	WITHDRAWN	PROTECH TEST	H-1B	53-5011.01	Tester	YES	📄
☐	P-100-09317-026285	11/13/2009	WITHDRAWN	PROTECH TEST	PERM		Tester	YES	📄
☐	P-100-09320-928114	11/16/2009	DETERMINATION...	PROTECH TEST	PERM	15-2011.00	Tester	YES	📄

1 / 5 10 45 Row(s)

Available Actions: Reuse Delete Withdraw Redetermination Request

Figure 12. Prevailing Wage: Case Details

2. The user will select a different status from the status dropdown. The system displays all Cases in that status and either activates or deactivates the available actionable items. See **Figure 12**.

3. The redetermination status will contain all Prevailing Wage Cases in 'Pending Redetermination Review', 'Redetermination Review – Affirmed', and 'Redetermination Review – Modified'.

4. Depending on the status the user selects in the status dropdown and the user permissions; the system will activate or deactivate the action buttons on the screen.

    - Users will not be allowed to access an Intiated case, created using the old ETA Form 9141.

    - If the status dropdown is set to 'All', the system will enable all Action buttons (**Withdraw**, **Delete** **Reuse**, **Redetermination Request**).

    - If the status dropdown is set to 'Initiated', the system will enable the **Delete** and **Reuse** buttons.

    - If the status dropdown is set to 'In Process', the system will enable the **Withdraw** and **Reuse** buttons.

    - If the status dropdown is set to 'Determination Issued', the system will enable the **Withdraw**, **Reuse**, and **Redetermination Request** buttons.

- If the status dropdown is set to ‘Redetermination **-** All’, the system will enable the **Withdraw** and **Reuse** buttons.

- If the status dropdown is set to ‘Pending Redetermination Review’, the system will enable the **Withdraw** and **Reuse** buttons.

- If the status dropdown is set to ‘Redetermination Affirmed’, the system will enable the **Reuse** button.

- If the status dropdown is set to ‘Redetermination Modified’, the system will enable the **Reuse** button.

- If the status dropdown is set to ‘Withdrawn’, the system will enable the **Reuse** button.

- If the status dropdown is set to ‘Void’, the system will enable the **Reuse** button.

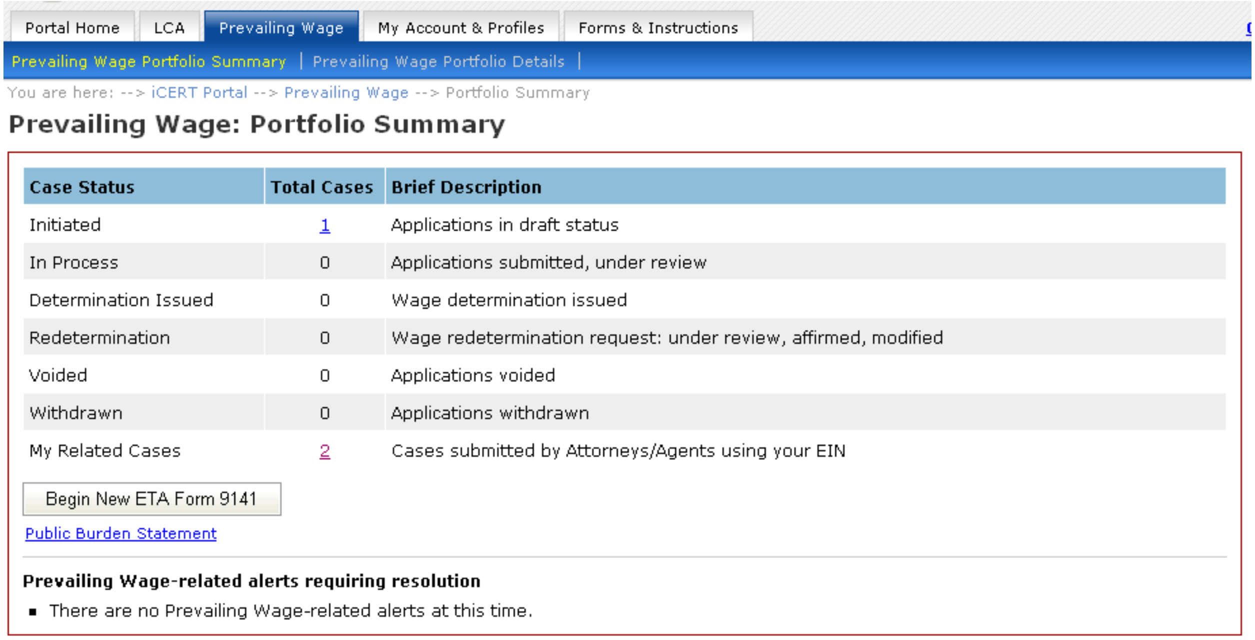
Notes:

- **Begin New ETA Form 9141** button will always be enabled.
- If an Account user does not select one Prevailing Wage Case and selects the **Withdraw**, **Delete**, or **Redetermination Request** button, the system will display the message, “You must select one case to [Action Name].”

- If an Account user selects a case **NOT** in the ‘Initiated’ status and then selects the **Delete** button, the system will display the message, “You can only delete Initiated cases.”

3.1 Related Cases

Related Cases are cases that are submitted by Attorneys/Agents using your EIN number. The Account user will access their Prevailing Wage cases through the iCERT Prevailing Wage Portfolio and My Cases screen. If the user has the appropriate permissions, the user will be able to withdraw, reuse, and request redetermination for their cases. See **Figure 13**.


Portal Home
LCA
Prevailing Wage
My Account & Profiles
Forms & Instructions
Prevailing Wage Portfolio Summary | Prevailing Wage Portfolio Details |
You are here: --> iCERT Portal --> Prevailing Wage --> Portfolio Summary

Prevailing Wage: Portfolio Summary

Case Status	Total Cases	Brief Description
Initiated	1	Applications in draft status
In Process	0	Applications submitted, under review
Determination Issued	0	Wage determination issued
Redetermination	0	Wage redetermination request: under review, affirmed, modified
Voided	0	Applications voided
Withdrawn	0	Applications withdrawn
My Related Cases	2	Cases submitted by Attorneys/Agents using your EIN

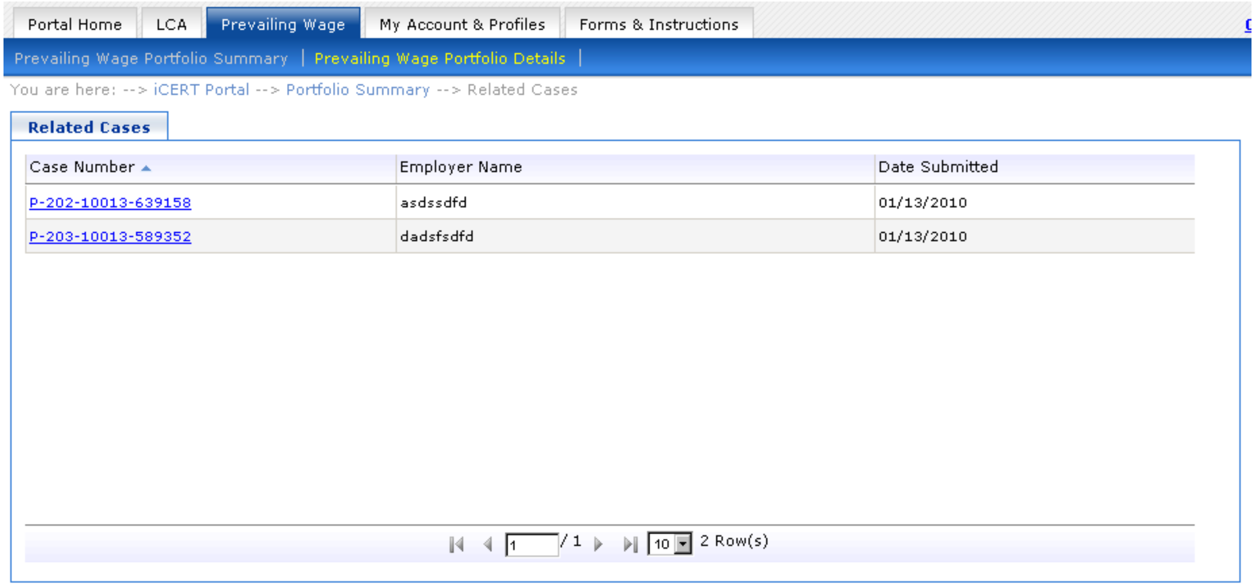
Begin New ETA Form 9141
Public Burden Statement

Prevailing Wage-related alerts requiring resolution

- There are no Prevailing Wage-related alerts at this time.

Figure 13. Related Cases: Portfolio Summary

1. If the user **Clicks** the **Related Cases** link, the system will display the cases that match the users EIN, case number, Employer name, and date submitted. See **Figure 14**.

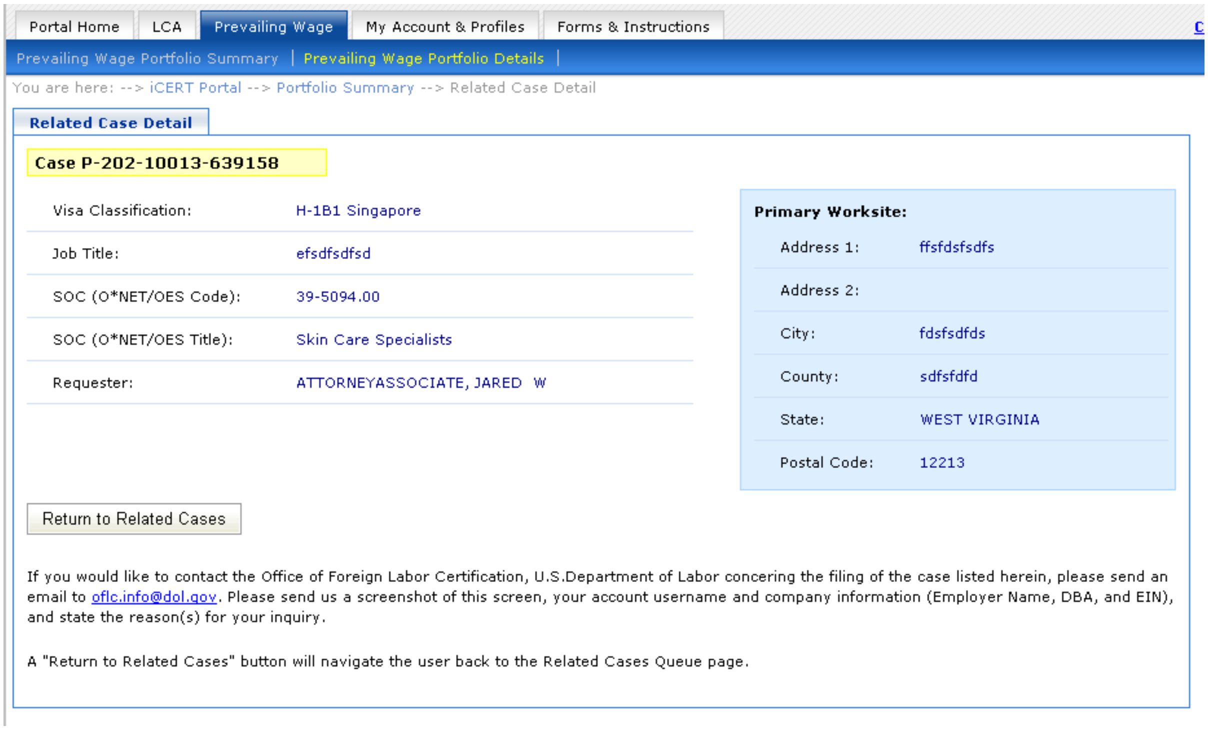

Portal Home
LCA
Prevailing Wage
My Account & Profiles
Forms & Instructions
Prevailing Wage Portfolio Summary
Prevailing Wage Portfolio Details
You are here: --> iCERT Portal --> Portfolio Summary --> Related Cases
Related Cases
1 / 1
10
2 Row(s)

Case Number	Employer Name	Date Submitted
P-202-10013-639158	asdssdfd	01/13/2010
P-203-10013-589352	dadsfsdfd	01/13/2010

Figure 14. Related Case(s)

2. If the case number is selected the system will display the Prevailing Wage: Related Case Detail page. See **Figure 15**.

3. If the Return to Related Cases button is selected the system will navigate the user to the Prevailing Wage: Related Cases page.


Portal Home
LCA
Prevailing Wage
My Account & Profiles
Forms & Instructions
Prevailing Wage Portfolio Summary
Prevailing Wage Portfolio Details
You are here: --> iCERT Portal --> Portfolio Summary --> Related Case Detail
Related Case Detail
Return to Related Cases

Case P-202-10013-639158

Visa Classification:	H-1B1 Singapore
Job Title:	efsdfsdfsd
SOC (O*NET/OES Code):	39-5094.00
SOC (O*NET/OES Title):	Skin Care Specialists
Requester:	ATTORNEYASSOCIATE, JARED W

Primary Worksite:

Address 1:	ffsfdsfsdfs
Address 2:	
City:	fdsfsdfds
County:	sdfsfdfd
State:	WEST VIRGINIA
Postal Code:	12213

If you would like to contact the Office of Foreign Labor Certification, U.S.Department of Labor concering the filing of the case listed herein, please send an email to oflc.info@dol.gov. Please send us a screenshot of this screen, your account username and company information (Employer Name, DBA, and EIN), and state the reason(s) for your inquiry.

A "Return to Related Cases" button will navigate the user back to the Related Cases Queue page.

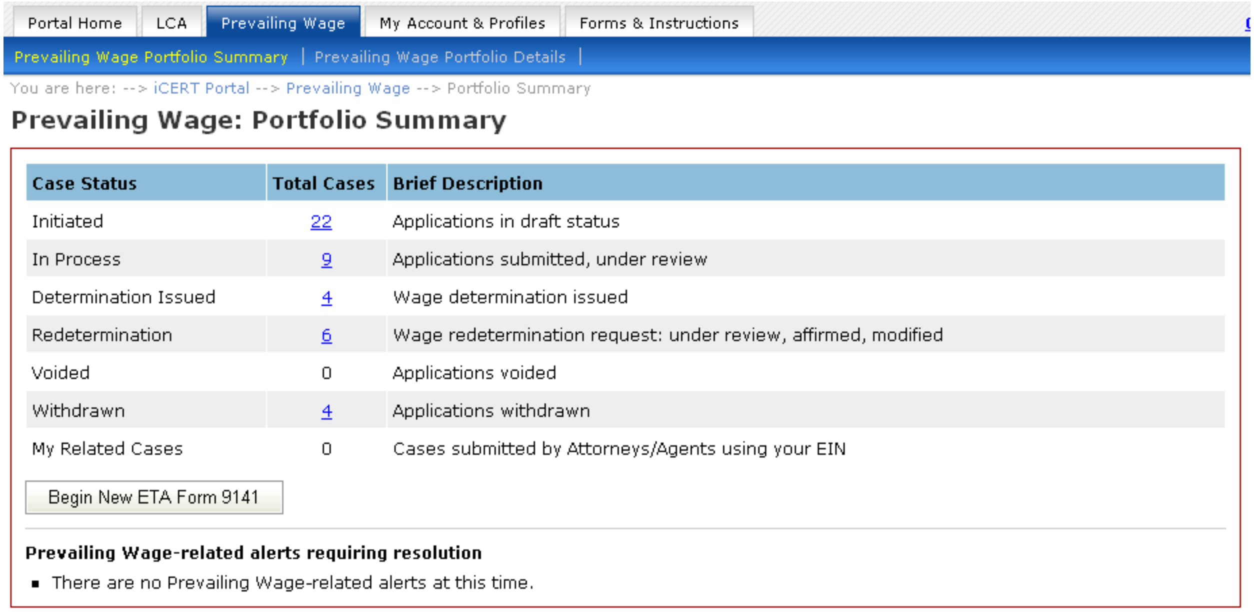
Figure 15. Related Case Detailed

3.2 View 9141 PDF

For each status, the system will list 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 Prevailing Wage Case Status Queue Page.

The Portfolio Wage Portfolio Summary divides initiated and submitted ETA Form 9141 forms by seven case statuses:

- Initiated
- In Process
- Determination Issued
- Redetermination
- Voided
- Withdrawn
- My Related Cases



You are here: --> iCERT Portal --> Prevailing Wage --> Portfolio Summary

Prevailing Wage: Portfolio Summary

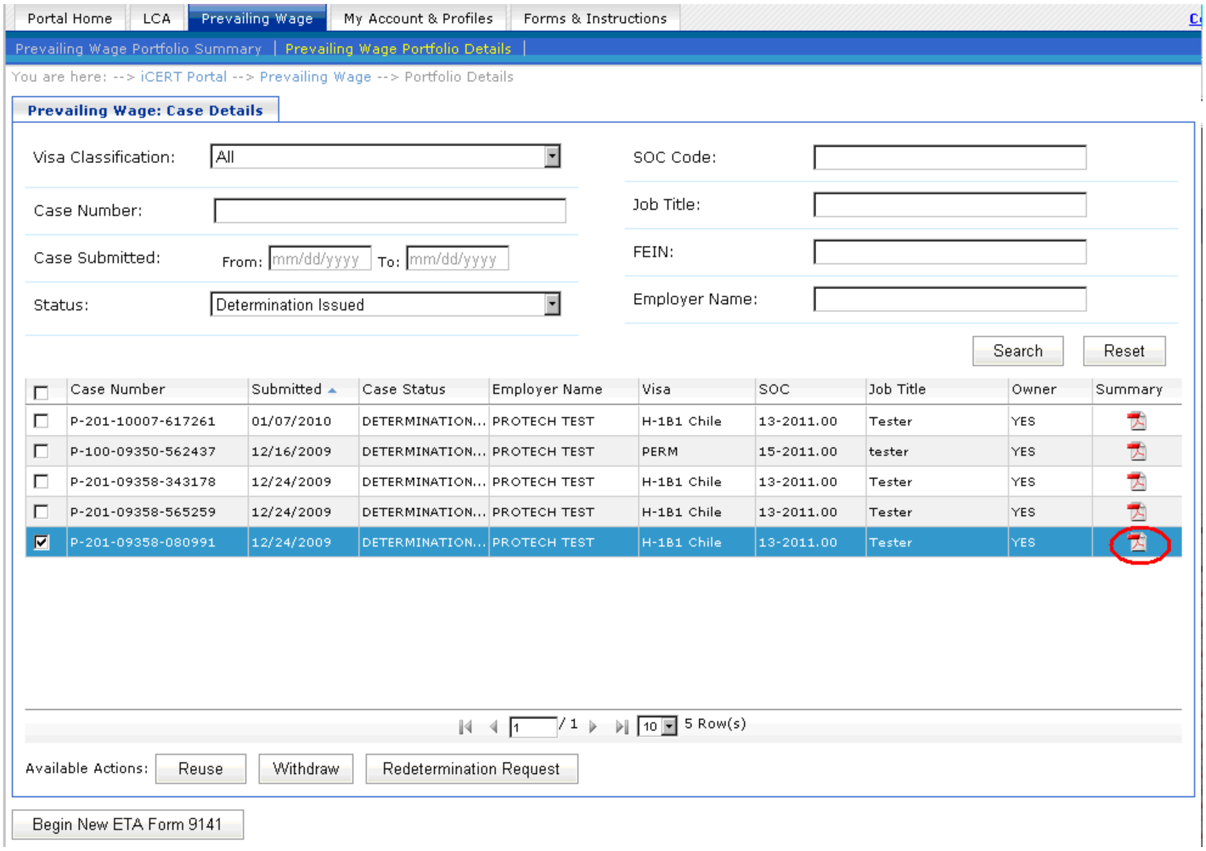
Case Status	Total Cases	Brief Description
Initiated	22	Applications in draft status
In Process	9	Applications submitted, under review
Determination Issued	4	Wage determination issued
Redetermination	6	Wage redetermination request: under review, affirmed, modified
Voided	0	Applications voided
Withdrawn	4	Applications withdrawn
My Related Cases	0	Cases submitted by Attorneys/Agents using your EIN

Prevailing Wage-related alerts requiring resolution

- There are no Prevailing Wage-related alerts at this time.

Figure 16. Portfolio Summary

4. The system will display all user cases. The system will also allow the user to view any submitted and complete any incomplete ETA Form 9141s. The user will be allowed to view any incomplete cases. They system will also allow users to complete any incomplete Forms as well. See **Figure 16**.


Portal Home
LCA
Prevailing Wage
My Account & Profiles
Forms & Instructions
Prevailing Wage Portfolio Summary | Prevailing Wage Portfolio Details |
Search
Reset
Reuse
Withdraw
Redetermination Request
Begin New ETA Form 9141

You are here: --> iCERT Portal --> Prevailing Wage --> Portfolio Details

Prevailing Wage: Case Details

Visa Classification: All
Case Number:
Case Submitted: From: mm/dd/yyyy To: mm/dd/yyyy
Status: Determination Issued
SOC Code:
Job Title:
FEIN:
Employer Name:

☐	Case Number	Submitted ▲	Case Status	Employer Name	Visa	SOC	Job Title	Owner	Summary
☐	P-201-10007-617261	01/07/2010	DETERMINATION...	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	
☐	P-100-09350-562437	12/16/2009	DETERMINATION...	PROTECH TEST	PERM	15-2011.00	tester	YES	
☐	P-201-09358-343178	12/24/2009	DETERMINATION...	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	
☐	P-201-09358-565259	12/24/2009	DETERMINATION...	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	
☑	P-201-09358-080991	12/24/2009	DETERMINATION...	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	

1 / 1 10 5 Row(s)

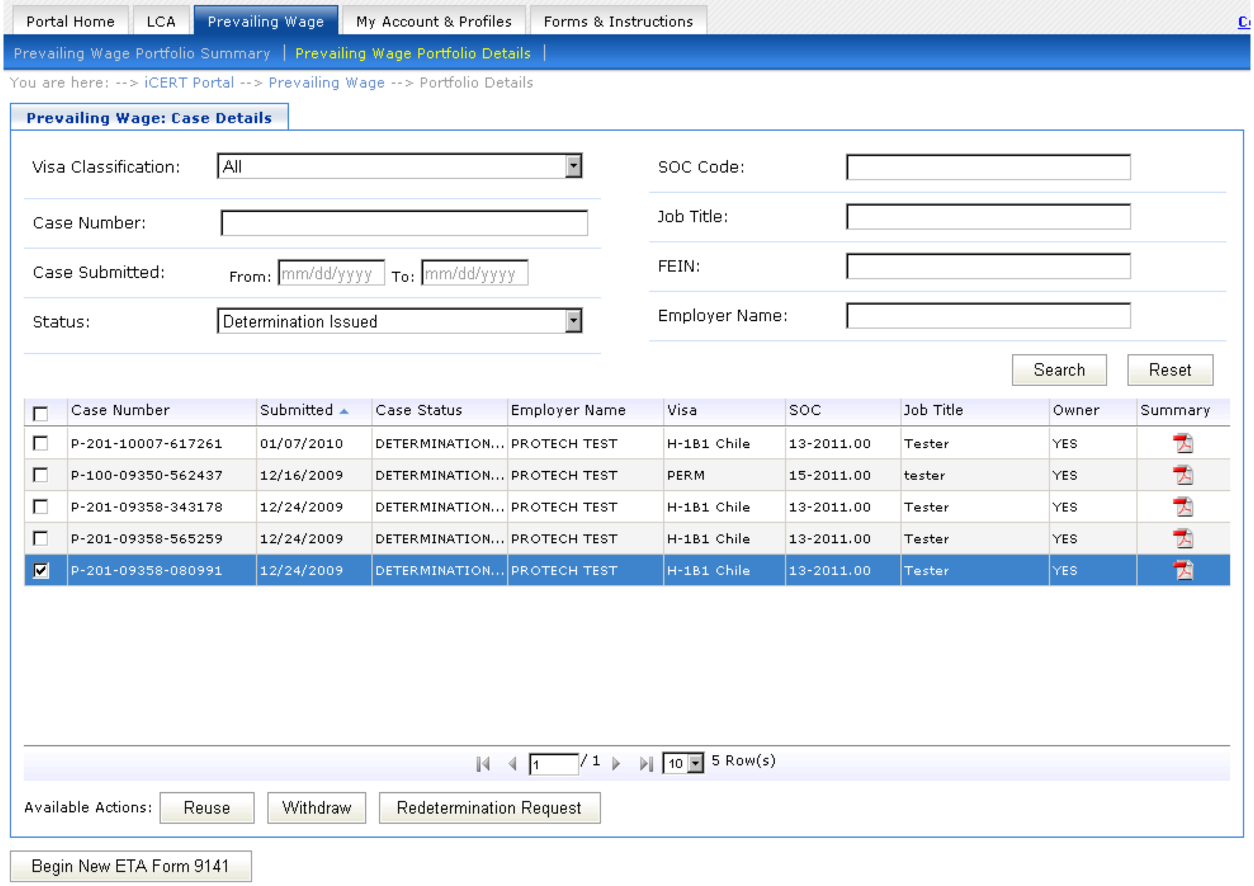
Available Actions:

Figure 17. Prevailing Wage: Case Details/ETA Form 9141 Summary

5. Section E of the ETA Form 9141 will display the determination once it has been made. The system will allow the user to view the PDF of the Form. The user will **Click** the **Icon** to the far right of the case. See **Figure 17**.

3.3 Redetermination Request

1. The user will **Click** the **Redetermination Request** button on the Landing Page, the system will determine whether the application is eligible for Redetermination by checking the case status. If the status of the Prevailing Wage Case is not 'Determination Issued', the system will display a message to the user indicating that a Request for Redetermination can not be entered. See **Figure 188**.


Portal Home
LCA
Prevailing Wage
My Account & Profiles
Forms & Instructions
Prevailing Wage Portfolio Summary
Prevailing Wage Portfolio Details
You are here: --> iCERT Portal --> Prevailing Wage --> Portfolio Details
Prevailing Wage: Case Details
Search
Reset
1 / 1
10
5 Row(s)
Available Actions:
Reuse
Withdraw
Redetermination Request
Begin New ETA Form 9141

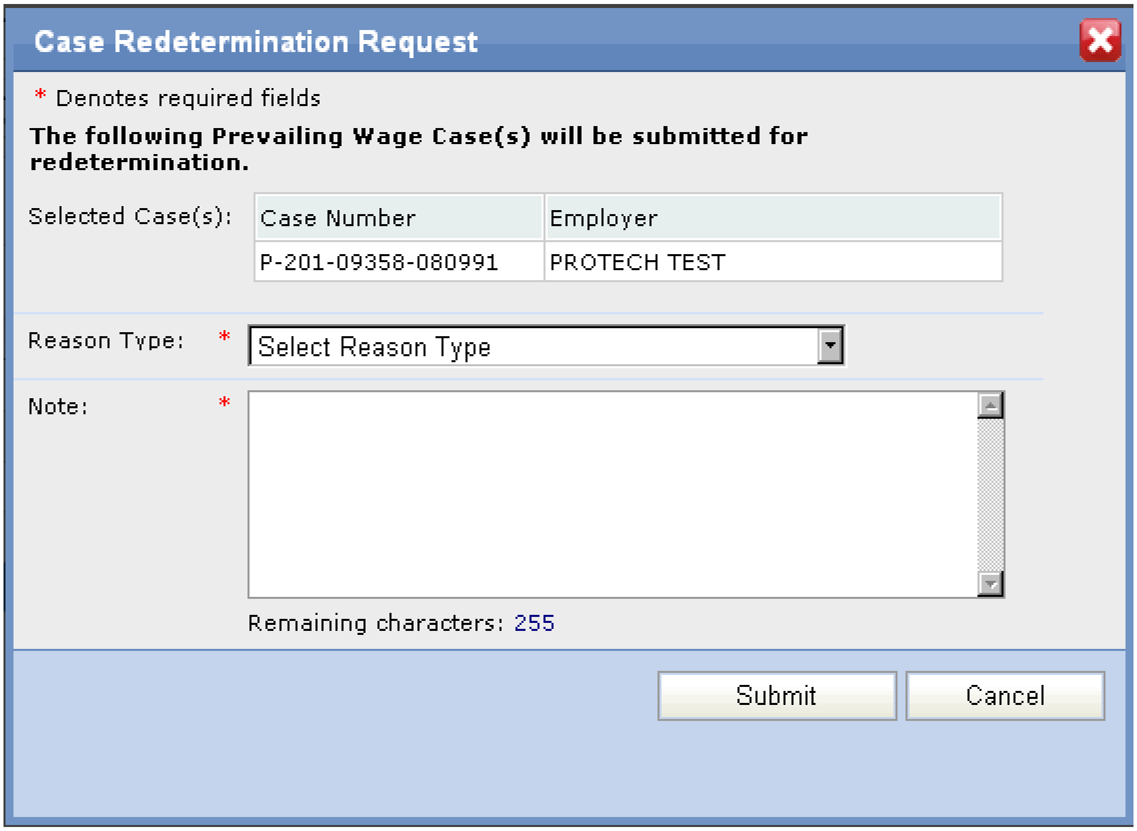
Visa Classification: All
Case Number:
Case Submitted: From: mm/dd/yyyy To: mm/dd/yyyy
Status: Determination Issued
SOC Code:
Job Title:
FEIN:
Employer Name:

☐	Case Number	Submitted	Case Status	Employer Name	Visa	SOC	Job Title	Owner	Summary
☐	P-201-10007-617261	01/07/2010	DETERMINATION...	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	
☐	P-100-09350-562437	12/16/2009	DETERMINATION...	PROTECH TEST	PERM	15-2011.00	tester	YES	
☐	P-201-09358-343178	12/24/2009	DETERMINATION...	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	
☐	P-201-09358-565259	12/24/2009	DETERMINATION...	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	
☑	P-201-09358-080991	12/24/2009	DETERMINATION...	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	

Figure 18. Redetermination Request

2. If the status is valid, the system will display a "Redetermination Request" screen, the Request number selected, the employer name, reason type dropdown. The user will enter a review reason and description of reason.

3. The user will then **Click** the **Submit** button, which will prompt the system to close the window and change the Prevailing Wage external status to Pending Redetermination Review. See **Figure 19.**



* Denotes required fields

The following Prevailing Wage Case(s) will be submitted for redetermination.

Selected Case(s):

Case Number	Employer
P-201-09358-080991	PROTECH TEST

Reason Type: *

Note: *

Remaining characters: 255

Figure 19. Case Redetermination Request Pop-Up

4. The system will **ONLY** allow a user to enter a Redetermination Request for cases that already have a Prevailing Wage Determination. The system will **NOT** allow a user to enter a Redetermination Review Request for a case that has already been through the Redetermination Review Process.

5. The system will allow the user to enter a narrative detailing the reason for requesting for a Redetermination Review. The system will require the user to enter the reason before submitting request.

6. Once the request has been submitted, the system will show that a Request for Redetermination Review was entered for the selected case.

Notes:

- If the user selects a Prevailing Wage Case that can not have a Redetermination Request entered, the system will display the message, “You may only request Redetermination for Prevailing Wage Cases in Determination Issued status.”

- If a user selects more then one Prevailing Wage Case the system will display the message, “You can only select one Prevailing Wage Case for Redetermination.”

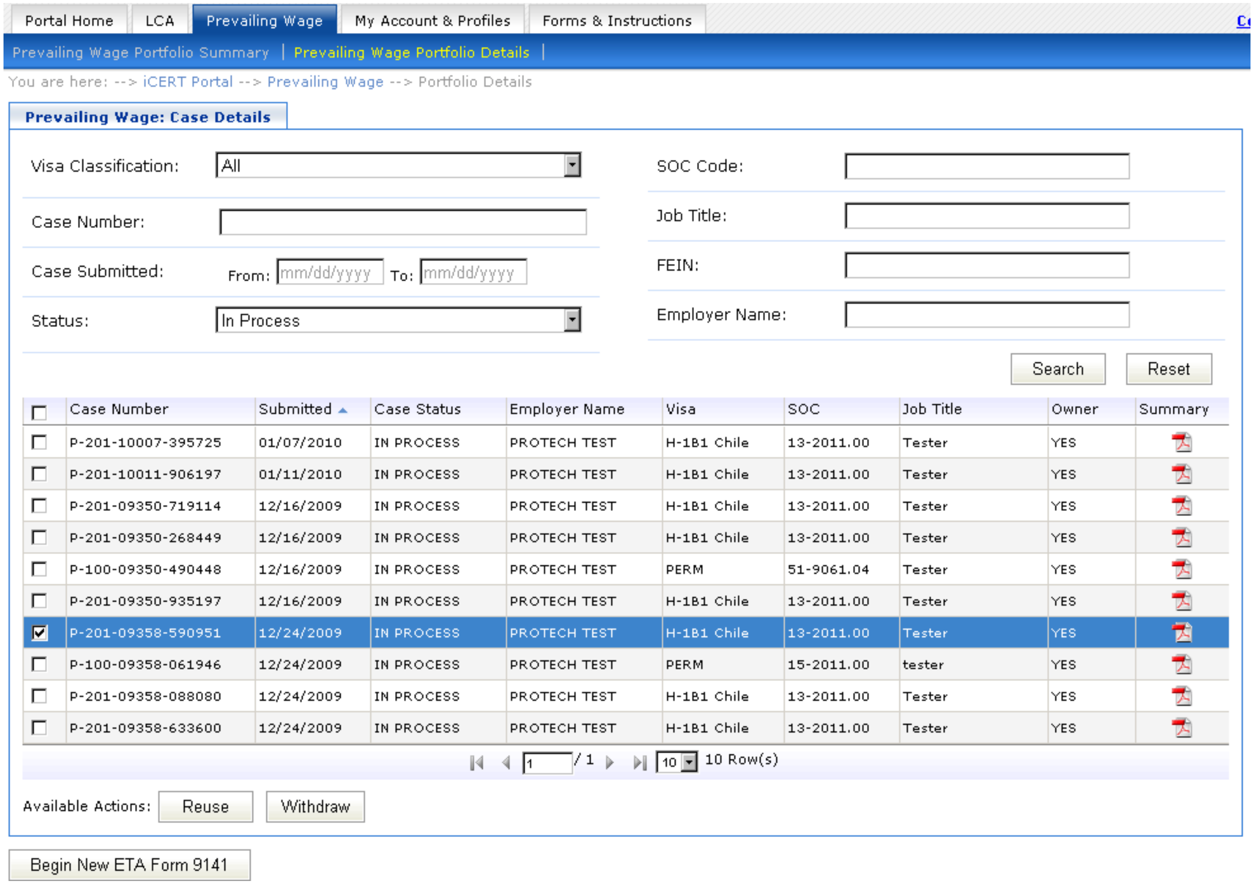
3.4 Withdraw

The system will **ONLY** allow users to withdraw cases in an active status, actively under Determination Review, or actively under Appeals. The system will allow users to withdraw multiple cases at a time.

If the user selects the Withdraw button on the Landing Page, the system will determine whether the application is eligible for withdrawal by checking the Case status.

If the status of the Prevailing Wage Case is not ‘In Process’, or ‘Pending Redetermination Review’, the system will display a message to the user indicating that Prevailing Wage Case cannot be withdrawn

1. The user will navigate to the Prevailing Wage My Cases screen and select a case with a status In Process or Re-determination. The system will display all cases in that status. See **Figure 20**.


Portal Home
LCA
Prevailing Wage
My Account & Profiles
Forms & Instructions
Prevailing Wage Portfolio Summary | Prevailing Wage Portfolio Details |
You are here: --> iCERT Portal --> Prevailing Wage --> Portfolio Details
Prevailing Wage: Case Details
Search
Reset
Available Actions:
Reuse
Withdraw
Begin New ETA Form 9141

Visa Classification: All

Case Number:

Case Submitted: From: mm/dd/yyyy To: mm/dd/yyyy

Status: In Process

SOC Code:

Job Title:

FEIN:

Employer Name:

☐	Case Number	Submitted	Case Status	Employer Name	Visa	SOC	Job Title	Owner	Summary
☐	P-201-10007-395725	01/07/2010	IN PROCESS	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	
☐	P-201-10011-906197	01/11/2010	IN PROCESS	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	
☐	P-201-09350-719114	12/16/2009	IN PROCESS	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	
☐	P-201-09350-268449	12/16/2009	IN PROCESS	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	
☐	P-100-09350-490448	12/16/2009	IN PROCESS	PROTECH TEST	PERM	51-9061.04	Tester	YES	
☐	P-201-09350-935197	12/16/2009	IN PROCESS	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	
☑	P-201-09358-590951	12/24/2009	IN PROCESS	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	
☐	P-100-09358-061946	12/24/2009	IN PROCESS	PROTECH TEST	PERM	15-2011.00	tester	YES	
☐	P-201-09358-088080	12/24/2009	IN PROCESS	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	
☐	P-201-09358-633600	12/24/2009	IN PROCESS	PROTECH TEST	H-1B1 Chile	13-2011.00	Tester	YES	

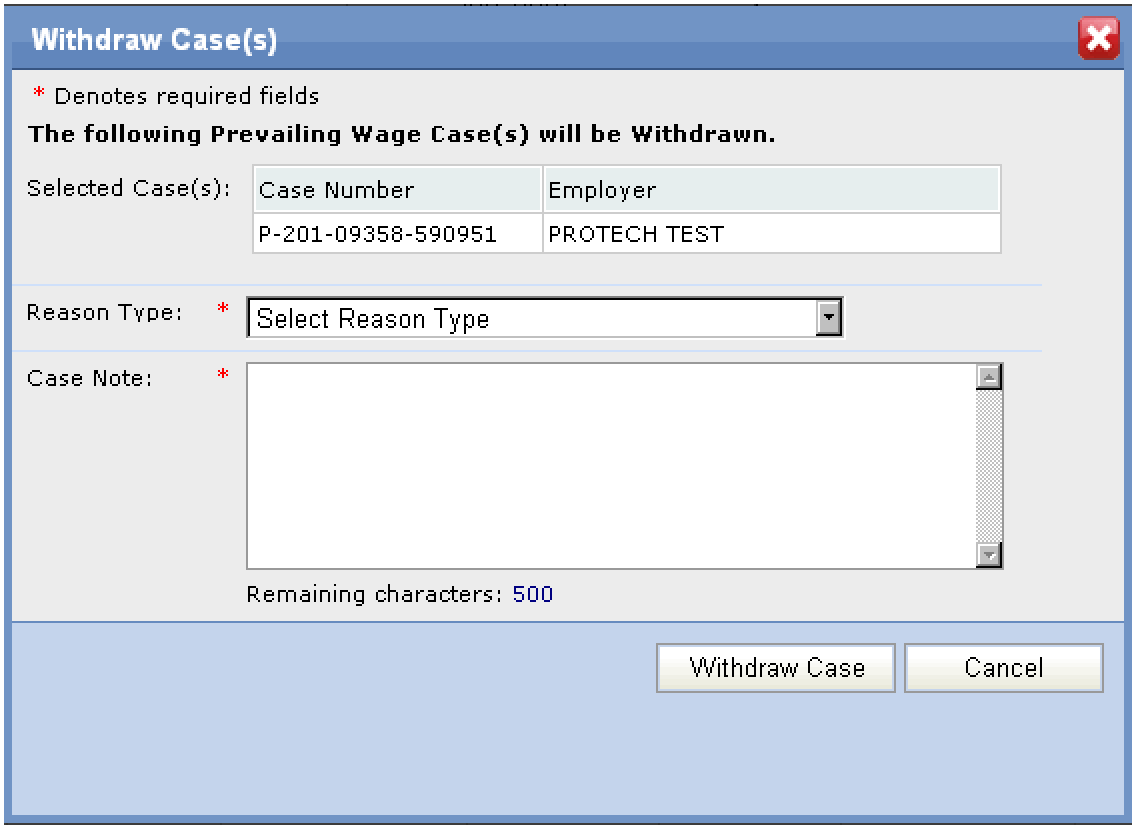
1 / 1 10 10 Row(s)

Figure 20. Withdraw

2. The user will select one or more cases in an active status and then **Click** the **Withdraw** button.

3. The system will display a message to the user with the case number, a drop-down field from which the user must select a withdrawal reason and a free form text field in which the user must provide the reason for the withdrawal.

4. Once the user has completed the Withdrawal request, the user will **Click** the **Withdraw** button. See **Figure 21**.



Withdraw Case(s)

* Denotes required fields

The following Prevailing Wage Case(s) will be Withdrawn.

Selected Case(s):

Case Number	Employer
P-201-09358-590951	PROTECH TEST

Reason Type: * Select Reason Type

Case Note: *

Remaining characters: 500

Figure 21. Withdraw Case(s) Pop-Up

5. After the **Withdraw Case** button has been selected, the system will display another message stating, “Are you certain that you would like to withdraw these case(s)?” with the option to select “Ok” or “Cancel”.

6. The user will **Click** the **Ok** button and the system will withdraw the case(s), record the action in the Case Event log, change the external status to ‘Withdrawn’, remove the message window, send the Withdrawal email to the Case Point of Contact, if applicable and navigate the user to the previous My Cases Landing Page.

7. If the Associate Account user withdraws a case, the system will allow the Main Account Holder access to the withdrawn Case(s) by increasing the number of cases in the Withdrawn column on the Portfolio Summary page of the Main Account Holder.

8. Upon selecting the hyperlinked number of Cases in the Withdrawn column, the system will navigate the user to the Withdrawn Cases Landing Page.

Notes:

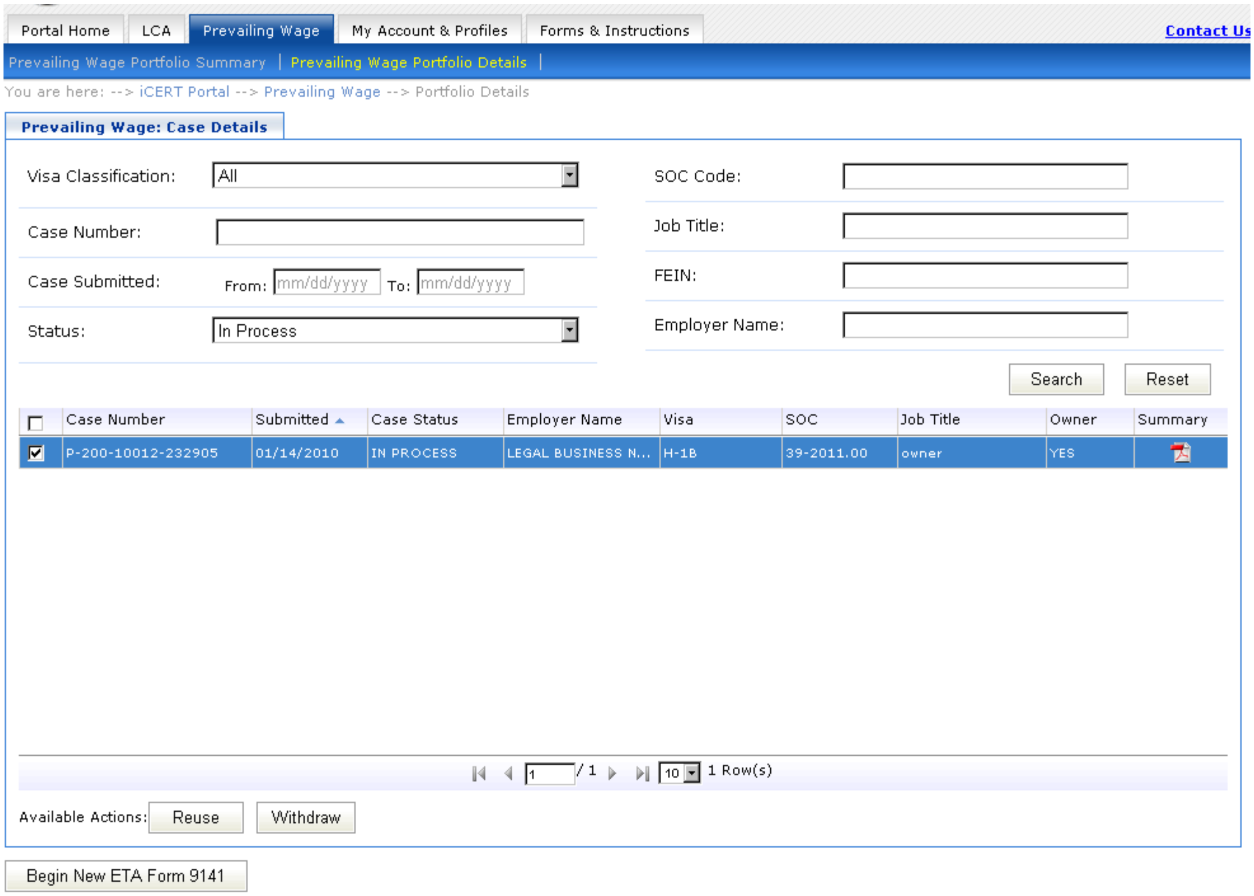
- If the Account user selects a case that can not be withdrawn, the system will display the message, “You may only withdraw cases in an Active Status.”

- If the Associate Account user selects a checkbox next to a case that is not owned by the Associate and selects the **Withdraw** button, the system will display the message, “You may only withdraw cases you have submitted”.

4 REUSE

The Reuse function will be available only to external users when the entry of a new case is begun. To select the case to reuse, users will search for the case they wish to reuse and select it from the search results. Once the case is identified, users will be allowed to select, by section, the content of the previous ETA Form 9141 to reuse. Once the sections are selected, the data from the case being reused will be pre-populated into each field of the new case for which the reused case had data. The data in the new case will then be available for editing by the user.

The Reuse Function in Prevailing Wage online system will give the external users an opportunity to select, by section, sub-section, and the content of any previous ETA Form 9141 that they want to reuse. Only one previous Prevailing Wage case (in any status) can be used at a time. If the Associate Account user does not have application creation permission then the Reuse button would be disabled.


Portal Home
LCA
Prevailing Wage
My Account & Profiles
Forms & Instructions
Contact Us
Prevailing Wage Portfolio Summary | Prevailing Wage Portfolio Details |
You are here: --> iCERT Portal --> Prevailing Wage --> Portfolio Details
Prevailing Wage: Case Details
Search
Reset
Available Actions:
Reuse
Withdraw
Begin New ETA Form 9141

Visa Classification: All
Case Number:
Case Submitted: From: mm/dd/yyyy To: mm/dd/yyyy
Status: In Process
SOC Code:
Job Title:
FEIN:
Employer Name:

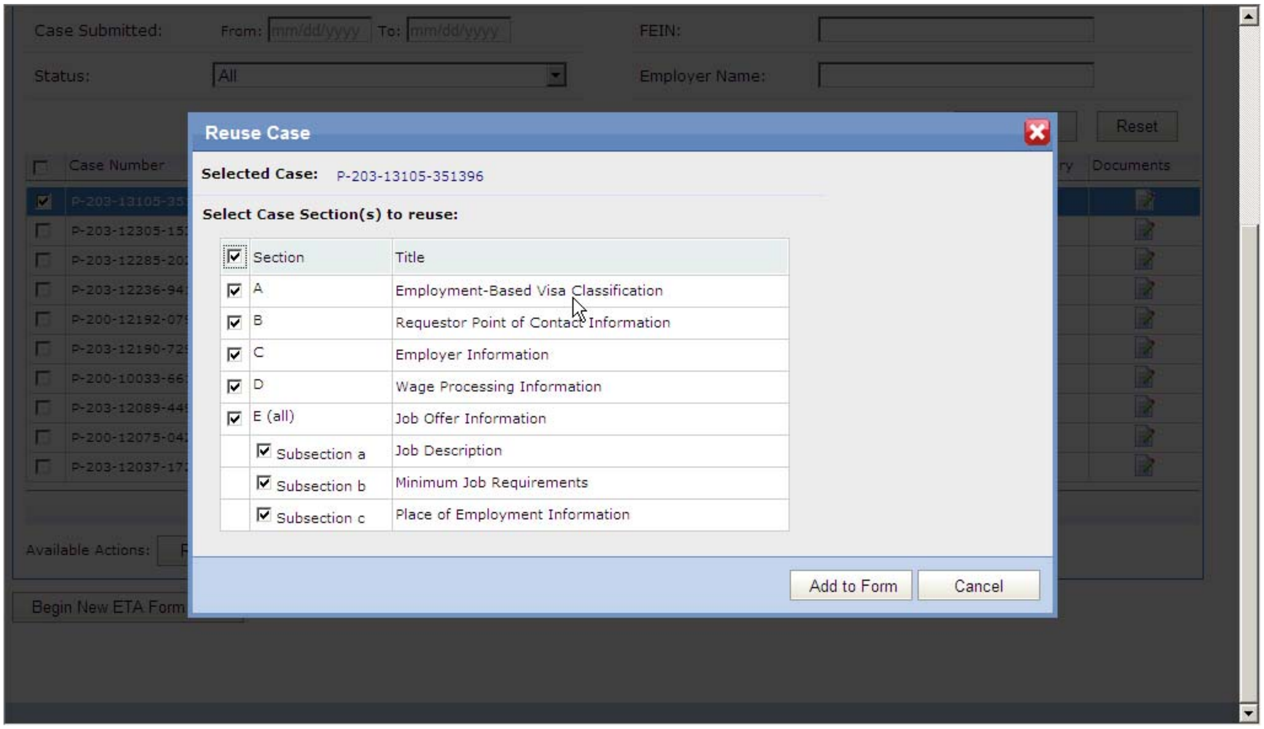
☐	Case Number	Submitted ▲	Case Status	Employer Name	Visa	SOC	Job Title	Owner	Summary
☑	P-200-10012-232905	01/14/2010	IN PROCESS	LEGAL BUSINESS N...	H-1B	39-2011.00	owner	YES	

1 / 1 10 1 Row(s)

Figure 22. Reuse

1. The system will allow the user to use the search functionality in My Cases and display all cases in that status in the search result. The system will pre-select the status drop down box with the appropriate status. See **Figure 22**.
2. The user will select the case they wish to reuse by checking the checkbox next to the desired case. The user will then **Click** the **Reuse** button.

3. The system will open a separate window displaying the Reuse Case Screen with all 6 of the sections and sub-sections pre-selected by default.
    - A. Employment-Based Visa Classification
    - B. Requestor Point of Contact Information
    - C. Employer Information
    - D. Subsection a: Job Description
      Subsection b: Minimum Job Requirements
      Subsection c: Place of Employment Information



Case Submitted: From: mm/dd/yyyy To: mm/dd/yyyy

FEIN:

Status: All

Employer Name:

Reuse Case

Selected Case: P-203-13105-351396

Select Case Section(s) to reuse:

☑ Section	Title
☑ A	Employment-Based Visa Classification
☑ B	Requestor Point of Contact Information
☑ C	Employer Information
☑ D	Wage Processing Information
☑ E (all)	Job Offer Information
☑ Subsection a	Job Description
☑ Subsection b	Minimum Job Requirements
☑ Subsection c	Place of Employment Information

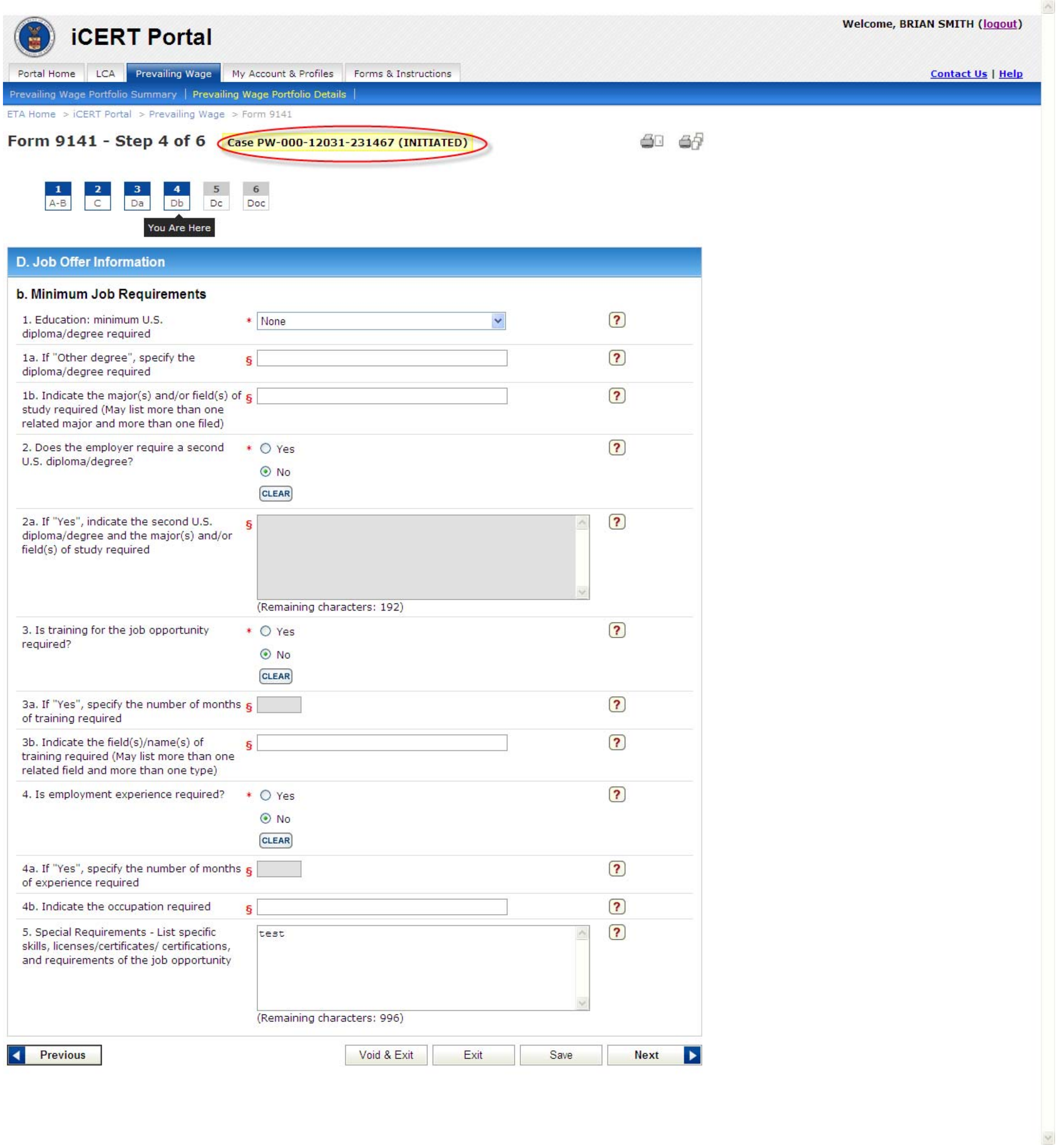
Figure 23. Reuse Case(s) Pop-Up

4. The system will allow the user to select all sections, including the 3 subsections of Section D, and deselect all sections. If the user wishes to reuse all sections, all the checkboxes are selected by default, the user will **Click** the **Add to Form** button. When the user deselects a checkbox next to any Sub-section letter/name on the Reuse Case screen, the system will clear Section D checkbox. See **Figure 23**.

5. The system will then generate a new Temporary Case number during data entry and a new Case Number when the case is submitted.

6. The system will close the window with the Reuse Case Screen, navigate the user from the Prevailing Wage My Cases screen to the first page of ETA Form 9141 for data entry with all the fields of the sections selected for reuse pre-filled with the available data from the reused case.

7. If the user only wishes to reuse certain section(s). All the checkboxes are selected by default, the user deselects the section(s) they don't want to reuse and will **Click** the **Add to Form** button.
8. The system will then close the window with the Reuse Case Screen, navigate the user from the Prevailing Wage My Cases screen to the first page of a ETA Form 9141 for data entry with all the fields of the section(s) and sub-section(s) selected for reuse pre-filled with the data from the reused case. See **Figure 24**.


iCERT Portal
Welcome, BRIAN SMITH (logout)
Portal Home
LCA
Prevailing Wage
My Account & Profiles
Forms & Instructions
Contact Us | Help
Prevailing Wage Portfolio Summary | Prevailing Wage Portfolio Details |
ETA Home > iCERT Portal > Prevailing Wage > Form 9141
1 A-B
2 C
3 Da
4 Db
5 Dc
6 Doc
You Are Here
Previous
Void & Exit
Exit
Save
Next

Form 9141 - Step 4 of 6 Case PW-000-12031-231467 (INITIATED)

D. Job Offer Information

b. Minimum Job Requirements

1. Education: minimum U.S. diploma/degree required * None
1a. If "Other degree", specify the diploma/degree required §
1b. Indicate the major(s) and/or field(s) of study required (May list more than one related major and more than one filed) §
2. Does the employer require a second U.S. diploma/degree? * ○ Yes ● No CLEAR
2a. If "Yes", indicate the second U.S. diploma/degree and the major(s) and/or field(s) of study required § (Remaining characters: 192)
3. Is training for the job opportunity required? * ○ Yes ● No CLEAR
3a. If "Yes", specify the number of months of training required §
3b. Indicate the field(s)/name(s) of training required (May list more than one related field and more than one type) §
4. Is employment experience required? * ○ Yes ● No CLEAR
4a. If "Yes", specify the number of months of experience required §
4b. Indicate the occupation required §
5. Special Requirements - List specific skills, licenses/certificates/ certifications, and requirements of the job opportunity: test (Remaining characters: 996)

Figure 24. Reuse ETA Form 9141

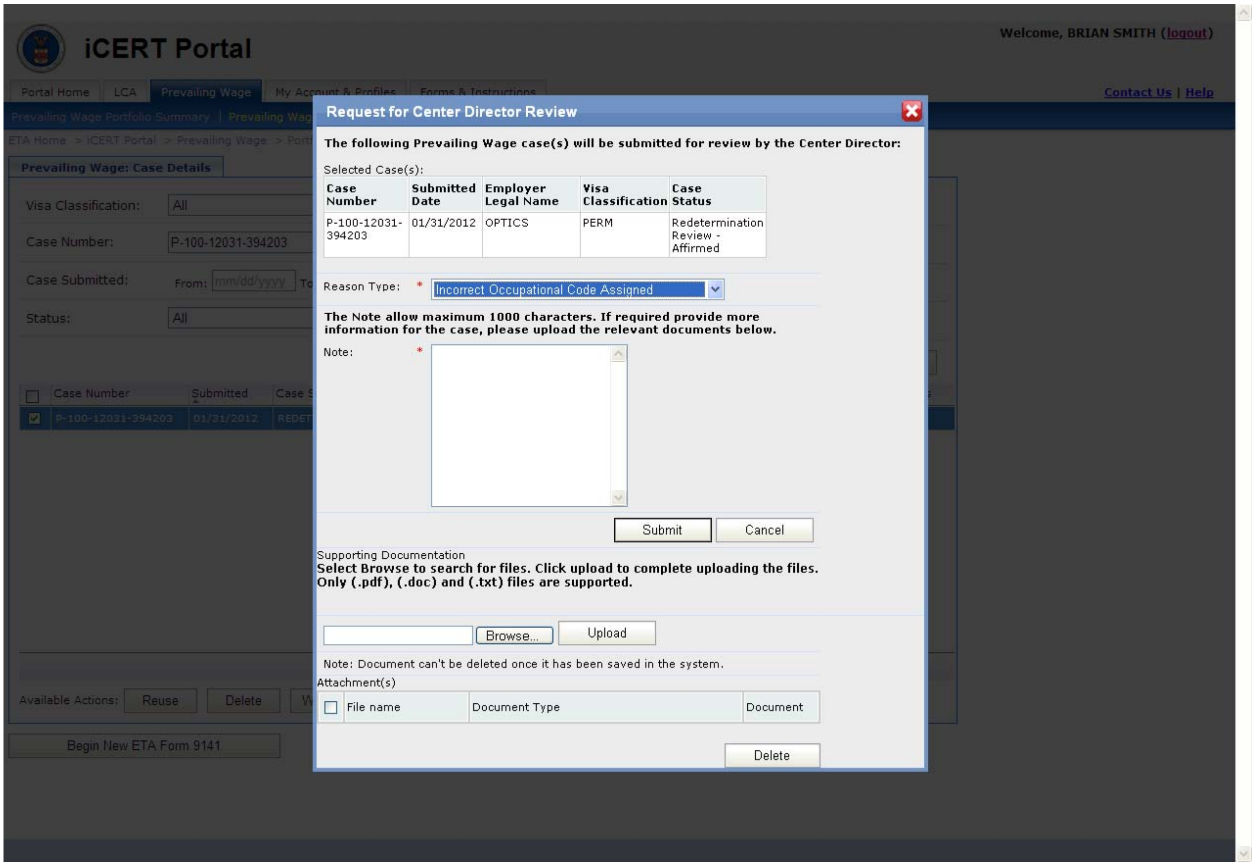
Notes:

- You will not be able to reuse a case Intiated and/or submitted using the old ETA 9141 form.
- You will not be able to reuse Step 7 of a submitted 9141.
- Users can view the documents uploaded with their case by selecting the Documents Icon from the Portfolio Details Summary.
- The system shall display an error message, ***"You can only select one Prevailing Wage Case for reuse at a time."*** when the user tries to select more than one case on the Prevailing Wage My Cases screen and clicks on the **Reuse** button.
- The system shall display an error message, ***"Please go back and select a checkbox next to one Prevailing Wage Case."*** when the user does not select a case on the Prevailing Wage My Cases screen and clicks on the **Reuse** button.
- The system shall display an error message, ***"You must select at least one section to reuse before selecting Add To Form."*** when the user clicks on the **Add to Form** button, on the Reuse Case screen, with no sections selected.

5 CENTER DIRECTOR REVIEW

The Center Director Review function will be available to external users when a case has already been given a determination. An external user can then submit the case for further review by a Center Director. Once the case has been selected and the Center Director Review button has been selected, a user will be required to submit the reason to the request. The system will also allow the user to attach any supporting document to their case.

1. The system will allow the user to use the search in My Cases and display all the cases for the specified fields.
2. The user will select the case they would like to submit for the Center Director Review by selecting the checkbox next to the desired case. The user will then click the **Center Director Review** button.
3. The system will open a separate window displaying the Request for Center Director Review screen with the following:
    a. Selected case details
        i. Case Number
        ii. Submitted Date
        iii. Employer Legal Name
        iv. Visa Classification
        v. Case Status
    b. Note field (required)
    c. Supporting documentation functionality (optional)
        i. Supports only (.pdf), (.txt), and (.doc) files
4. To attach a document user will select the **Browse** button and then select a file from their system and then select the **Upload** button.
    a. The uploaded document will then be displayed in the Attachments table


iCERT Portal
Welcome, BRIAN SMITH (logout)
Portal Home
LCA
Prevailing Wage
My Account & Profiles
Forms & Instructions
Contact Us | Help
Prevailing Wage Portfolio Summary | Prevailing Wag
ETA Home > iCERT Portal > Prevailing Wage > Port
Prevailing Wage: Case Details
Case Number
Submitted
Case S
Available Actions:
Reuse
Delete
Begin New ETA Form 9141
Submit
Cancel
Browse...
Upload
File name
Document Type
Document
Delete

Visa Classification: All

Case Number: P-100-12031-394203

Case Submitted: From: mm/dd/yyyy To

Status: All

☑ P-100-12031-394203 01/31/2012 REDET

Request for Center Director Review

The following Prevailing Wage case(s) will be submitted for review by the Center Director:

Selected Case(s):

Case Number	Submitted Date	Employer Legal Name	Visa Classification	Case Status
P-100-12031-394203	01/31/2012	OPTICS	PERM	Redetermination Review - Affirmed

Reason Type: * Incorrect Occupational Code Assigned

The Note allow maximum 1000 characters. If required provide more information for the case, please upload the relevant documents below.

Note: *

Supporting Documentation
Select Browse to search for files. Click upload to complete uploading the files. Only (.pdf), (.doc) and (.txt) files are supported.

Note: Document can't be deleted once it has been saved in the system.
Attachment(s)

Figure 25. External Center Director Request

Notes:

- Users can view the documents uploaded with their Center Director Request by selecting the Documents Icon from the Portfolio Details Summary.
- If the user selects the **Center Director Review** Request button where the value of field A.1 (ETA Form 9141) does not equal H-2B and the date on which the redetermination decision was issued is greater than 30 calendar days, the system will display an error message, "Please check the selected case. You may not request review by the NPWC Center Director on <visa classification field A.1> prevailing wage determinations where a redetermination decision was issued by the NPWC more than 30 days ago."
- If the user selects the **Center Director Review** button where the value of field A.1 (ETA Form 9141) equals H-2B and the case status is not Determination Issued, the system will display error message, 'Please check the selected case. You may only request review by the NPWC Center Director on H-2B prevailing wage requests issued a determination by the NPWC."
- If the user selects the **Center Director Review** button where the value of field A.1 (ETA Form 9141) equals to H-2B and the date on which the determination decision was issued is greater than

10 calendar days, the system will display an error message, “Please check the selected case. You may not request review by the NPWC Center Director on <visa classification field A.1> prevailing wage determinations where a determination decision was issued by the NPWC more than 10 days ago.”

- If an Account user selects more than one PW Case the system will display the message, “You can only select one Prevailing Wage Case for Center Director Review.”

- If user selects the **Submit** button and there are missing required fields, the system will display the error message, “Please enter <missing required field>.”

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APPENDIX A: ACRONYMS

Table 3 below provides a list of the acronyms pertinent to the current version of this document.

Table 3. Acronyms

Acronym	Spelled Out Term
► A ◄	
► B ◄	
► C ◄	
CO	Certifying Officer
► D ◄	
DBA	Doing-Business-As
DOL	Department of Labor
► E ◄	
EIN	Employer Identification Number
ETA	Employment and Training Administration
► F ◄	
FEIN	Federal Employer Identification Number
FLC	Foreign Labor Certification
► G ◄	
► H ◄	
► I ◄	
iCERT	Immigration Certification
► J ◄	
► K ◄	
► L ◄	
LAN	Local Area Network
LCA	Labor Condition Application
► M ◄	
MSA	Metropolitan Statistical Areas

Table 3. Acronyms

Acronym	Spelled Out Term
▶ N ◀	
NAICS	North American Industry Classification System
NPC	National Processing Centers
▶ O ◀	
OES	Occupational Employment Statistics
OFLC	Office of Foreign Labor Certification
OMB	Office of Management and Budget
▶ P ◀	
PBLS	PERM Backlog System
PERM	Permanent Case Management System
PROTECH	Performance and Technology Office
PW	Prevailing Wage
▶ Q ◀	
▶ R ◀	
RDBMS	Relational Database Management System
▶ S ◀	
SOC	Standard Occupation Classification
SSO	Single Sign-On
SWA	State Workforce Agency
▶ T ◀	
TBD	To Be Determined
▶ U ◀	
▶ V ◀	
▶ W ◀	
▶ X ◀	
▶ Y ◀	
▶ Z ◀	

Table 3. Acronyms

Acronym	Spelled Out Term

APPENDIX B: GLOSSARY OF TERMS

Table 4 below provides a glossary of key terms pertinent to this document.

Table 4. 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 Prevailing Wage system offers three types of user accounts: • Certifying Officer/Team Lead • NPC Analyst • Mail Clerk
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 permissions and privileges 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 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.

Table 4. Glossary of Terms	
Key Term	Description
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) • PERM • H-2A • H-2B
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. This wage rate is usually obtained by contacting the State Workforce Agency (SWA) having jurisdiction over the geographic area of intended employment or from other legitimate sources of information. 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.
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. The iCERT Portal system is an example of an SSO because logging in at the application's Welcome Page can gain access to the PERM, LCA, H-2A, and/or H-2B online systems for authorized users.

Table 4. Glossary of Terms

Key Term	Description
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).