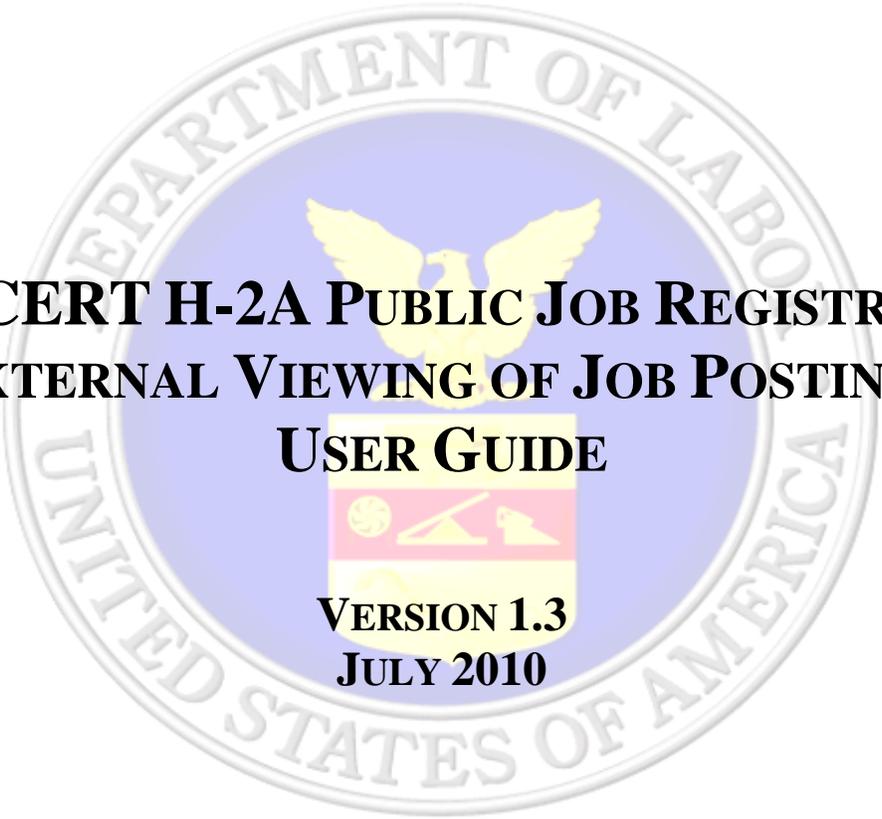




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# U.S. DEPARTMENT OF LABOR

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## **iCERT H-2A PUBLIC JOB REGISTRY EXTERNAL VIEWING OF JOB POSTINGS USER GUIDE**

**VERSION 1.3  
JULY 2010**

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# 1 INTRODUCTION

## 1.1 Purpose and Scope

Pursuant to 20 CFR 655 Subpart B, the H-2A nonimmigrant worker visa program enables United States (U.S.) agricultural employers to employ foreign workers on a temporary basis to perform agricultural labor or services in the absence of U.S. labor. Pursuant to 20 CFR 655.144 and upon acceptance of the H-2A Application for Temporary Employment Certification under 20 CFR 655.143, the CO will promptly place for public examination a copy of the job order on an electronic job registry maintained by the Department, including any required modifications approved by the CO, as specified in 20 CFR 655.142. Unless otherwise provided, the Department will keep the job order posted on the Electronic Job Registry until the end of 50 percent of the contract period as set forth in 20 CFR 655.135(d).

The H-2A Public Job Registry is now a feature of the iCERT Portal system and includes the following major features and benefits:

- Provides a single, easily searched point of entry for the public to retrieve agricultural jobs filed under the H-2A program;
- Offers customizable searches and ability for users to view, print, or download agricultural jobs in Adobe PDF format;
- Improves transparency of OFLC decisions making and encourages public access to agricultural jobs without the need for FOIA requests;
- Enhances U.S. worker access to learn about agricultural jobs to make informed decisions about where they want to work; and
- Meets 508 compliance requirements and offers direct assistance to persons with disabilities through email or phone contact with the OFLC National Processing Center.

Validity dates for time of posting are based on a regulatory rule that states a job is active from the moment it is posted through the first 50% of the period of employment (i.e., start and end dates of work). After 50% of the date has passed, the Job order will be placed in Inactive status and the public will still be able to search and retrieve those job orders.



## 1.2 Acronyms

**Table 1 below provides a list of the acronyms pertinent to this document. Table 1. Acronyms**

Acronym	Spelled Out Term
DOL	Department of Labor
FAQ	Frequently Asked Questions
H-2A	The H-2A Certification System for Temporary Agricultural Workers
iCERT	The iCERT Portal System for OFLC
OFLC	Office of Foreign Labor Certification
PDF	The Adobe Portable Document Format
PJR	Public Job Registry



## **2 SYSTEM DESIGN OVERVIEW**

The H-2A Public Job Registry is a feature of the Office of Foreign Labor's iCERT Portal system. This document will explain how the General Public can retrieve and view H-2A Job Orders.

The H-2A Public Job Registry will be available from the iCERT Portal Home Page and will not require a user to login. Users will be able to either click on a U.S. map and get all of the active H-2A Job Orders for the last 30 days for a selected State or Territory, or they can conduct a more extensive search, including searching for inactive Job Orders. Users will either be able to view the basic elements of the Job Order as uploaded by OFLC, or view the actual Job Order, in PDF format.



### **3 VIEWING PUBLIC JOB REGISTRY RECORD**

The main iCERT Portal Home Page provides access to H-2A Public Job Registry records posted by OFLC. Two methods are employed to retrieve and view H-2A Job Orders: an interactive U.S. map of States and Territories, and an Advanced Search Screen with various data elements that the user can select to customize his/her search. The user may access the H-2A Public Job Registry without logging into the iCERT Portal.

#### **3.1 Selecting a U.S. State or Territory User Scenario**

1. The General Public may access the H-2A Public Job Registry from the iCERT Portal Home Page. The user does not have to login into the iCERT Portal.
2. Once the user has navigated to the iCERT Portal Home Page, he/she may click any State or Territory on the interactive U.S. map to retrieve H-2A Job Orders which have been filed in the preceding 30 days.



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## Welcome to the iCERT Visa Portal System

**Username:**

**Password:**

**New to the iCERT System?**  
[Create Your Portal Account Today](#)

**Forgot your username or password?**  
[Click Here](#)

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- [09/23/2009 - The federal minimum wage is \\$7.25/hr effective July 24, 2009...](#)
- [LCA WARNING: Effective upon the enactment of HR 1, the American Recovery and Reinvestment Act of 2009...](#)

### iCERT CASE STATUS CHECK

Enter up to 30 case numbers, one per line  
(e.g., G-100-12345-123456)  
[Case Numbers](#)

### FIND CURRENT FAQs

To find the latest Frequently Asked Questions (FAQs) issued by the OFLC,  
[Click Here](#)

### SEARCH for PREVAILING WAGES

State/Territory:

Data Series and Source:

Collection Type:  
 All Industries  
 ACWIA Higher Education

Area based on:  
 County/Township  
 BLS Areas

Area:

Occupation:

**OR** Enter a Keyword or Phrase:

### H-2A PUBLIC JOB REGISTRY

[Advanced Search for Job Orders](#)

Click on a Specific State to Search H-2A Job Orders Posted in the Last 30 Days

Or - Select a state/territory from the menu: State:

3. The interactive U.S. map will allow the user to select **only** one geographical area at a time. If the user selects a different geographical area, the system will conduct a new search for the newly selected State or Territory.
4. The database will find the “active” Job Orders which have been filed in the preceding 30 days for the selected State or Territory. The system will display the results in a grid on a subsequent page.



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### H-2A Public Job Registry

Advanced Search

ETA Case Number: <input style="width: 150px;" type="text"/>	Job Title: <input style="width: 150px;" type="text"/>
Employer Name: <input style="width: 150px;" type="text"/>	Primary Crop: <input style="width: 100px;" type="text" value="All"/>
Case Type: <input style="width: 100px;" type="text" value="H2A"/>	Start Date of Work Range: From: <input style="width: 60px;" type="text" value="mm/dd/yyyy"/> To: <input style="width: 60px;" type="text" value="mm/dd/yyyy"/>
Status: <input style="width: 100px;" type="text" value="Active"/>	Job Order Posting Date Range: From: <input style="width: 60px;" type="text" value="05/17/2010"/> To: <input style="width: 60px;" type="text" value="06/15/2010"/>
State or Territory of Intended Employment: <input style="width: 100px;" type="text" value="Hawaii"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>

ETA Case Number	Job Posting Date	Status	Employer Name	Work Start Date	Work End Date	Job Title	PDF
<a href="#">X-854-57894-50465</a>	06/10/2010	ACTIVE	SDF	07/22/2010	08/20/2010	ASDF	

1 / 1
10
1 Row(s)

5. If there are no “active” Job Orders for the selected State or Territory, the system will display the following message:

“There are no Active Job Orders posted from mm/dd/yyyy to mm/dd/yyyy for the selected STATE OR TERRITORY.”

6. The user may also navigate to the **Advanced Search Screen** where he/she may create a more specific search for Job Orders. In order to reach the **Advanced Search Screen**, the user must click on the hyperlink titled, “Advanced Search for Job Orders.”
7. The user may enter criteria into any of the following data fields in order to customize his/her search:
- ETA Case Number
  - Case Type (H-2A)
  - State/Territory of Intended Employment
  - Employer Name (Full or Partial name)



- Job Title
  - Primary Crop
  - Status (Active, Inactive, All; Default value set to Active)
  - Start Date of Work Range (From mm/dd/yyyy, To mm/dd/yyyy)
  - Job Order Posting Date Range (From mm/dd/yyyy, To mm/dd/yyyy)
8. The H-2A Public Jobs Registry also allows the user to reset a search and clear all search values to blank or default values by clicking the **Reset** button. If the user selects the **Return to iCERT Home Page** button, the system will navigate the user to the iCERT Portal Home Page.
9. The user may click the **ETA Case Number** hyperlink to view the Job Order details for a selected Job Order.

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Job Search Details

**Job Order Record - Case X-854-57894-50465**
PRINT

Job Registry Record ID:	8173
ETA Case Number:	X-854-57894-50465
Case Type:	H-2A
Employer Legal Business Name:	SDF
State or Territory of Intended Employment:	HAWAII
Start Date of Work:	07/22/2010
End Date of Work:	08/20/2010
Case Status:	ACTIVE
Date of Inactivation:	08/07/2010
Number of Workers Requested:	3
Date of Acceptance by NPC:	05/03/2010
Date Posted on Public Job Registry:	06/10/2010
SOC (ONET/OES) Occupation Code:	25-3011.00
SOC (ONET/OES) Occupation Title:	Adult Literacy, Remedial Education, and GED Teachers and Instructors
Job Title:	ASDF
Primary Crop:	AAAAAAAAAAAAAAAAAAAA
Job Order Notes:	



10. The user may click **Return to Job Screen** button to return back to the Job Search Results page.
11. In order to view the H-2A Job Order (in PDF format), the user must click the icon in the rightmost column titled **PDF** for a corresponding Job Order. Clicking the PDF icon will open a separate browser window and display the Job Order.

**Notes:**

- If no records are found matching the selected search criteria, the system will display the message “No Records were found matching the Search Criteria entered.”
- If the record search returns more records than are technically feasible to display, the system shall alert the user with a warning message “Your search results have exceeded the maximum record limit. Please refine your search.”
- The system will warn the user if the To Date is before the From Date in Start Date of Work Range search criteria.
- The system will warn the user if the To Date is before the From Date in the Job Order Posting Date search criteria.