

# Eligible Training Provider List (ETPL) User Guide

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# **ETPL** Overview

Workforce Innovation and Opportunity Act of 2014 (WIOA) Title I funds help eligible lowans access training. Approved training programs lead to a recognized credential and enhance skills for lowans to help prepare them for in-demand career pathways. Iowans using WIOA Title I Adult and Dislocated Worker funds for training must select from the list of approved programs on Iowa's Eligible Training Provider List (ETPL).

Iowa Workforce Development (IWD) uses <u>Chapter 7 Eligible Training Provider List Policies</u> to make initial and continued eligibility determinations regarding programs included on the ETPL. Training programs may be approved for initial eligibility for one year. Then, continued eligibility may be granted every two years after that. Training providers wishing to remain on the ETPL must reapply for continued inclusion **prior** to the end of the eligibility period. A list of Frequently Asked Questions (FAQ) is provided in Attachment II.

For more information: <u>WIOA Desk Reference on Eligible Training Providers</u> Submit questions to: <u>etpl@iwd.iowa.gov</u>

# **ETPL Annual Performance Reporting**

The United States Department of Labor (USDOL) requires the State of Iowa to collect and submit performance data annually for all programs on the ETPL. This allows Iowans to make informed decisions about what programs will provide the best occupational outcomes following completion of the program.

The law stipulates that performance data must be collected for **ALL students** in **ALL states** in a program, regardless of whether the students are supported by WIOA funds. As a provider you will need to submit performance data, **including Social Security Numbers (SSN)**, for all students annually in **August**. IWD will use student SSNs to perform wage matching using the state's employment database. **Institutions unable to comply with annual performance reporting requirements should not apply for ETPL inclusion**.

# **Training Provider Registration**

This guide outlines the steps to complete provider registration and program application(s). All fields marked with a \* (red asterisk) are required.

Prior to registering, your institution must be authorized to operate in the State of Iowa by a state authorizing or governing body. This applies to institutions in all states. Examples of such entities are the Iowa Department of Education, the Iowa Board of Regents, and the North Central Association of Colleges and Schools Higher Learning Commission. The information collected during the registration process is required to maintain compliance with WIOA federal regulations and reporting requirements.

# **Registered Apprenticeships**

WIOA supports the use of Registered Apprenticeship (RA) programs. RA programs are allowed automatic inclusion on the ETPL. To be included on Iowa's ETPL, email <u>etpl@iwd.iowa.gov</u>.

# **Registration Process**

# Step 1 – Access the IowaWORKS Data Management System

The ETPL site is located at https://www.iowaworks.gov/vosnet/Default.aspx. Click Sign In / Register.



# Click Provider Registration.

Option 3 - Create a User Account you would like to become a fully registered gistering on page: <u>Why Register</u> ?.	user with IowaWORKS and have acces	s to all of our online services, select one of	the following account types. If you are no	t sure if you need to register on the syste
	Individual 11 min(s) estimated	Employers and Agents 12 min(s) estimated	Provider 10 min(s) estimated	Work Opportunity Tax Credit (WOTC) Out-of-State Staff
R a si g e ir	legister as this account type if you re an <b>individual</b> and wish to earch for the latest job openings, ost a résumé online, <b>find career</b> uidance, search for training and ducation programs, find nformation on local employers, etc.	Register as this account type <b>on</b> <b>behalf of your company</b> or on behalf of another company acting as their agent with a valid Power of Attorney. Here you will gain access to industry data, labor market information, job applicants for your business. You can also post job <b>openings</b> online, as well as file for the Work Opportunity Tax Credit (WOTC).	Register as this account type if you are a <b>training provider</b> who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to <b>enter</b> <b>information about your courses</b> , such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.	This registration is for the Work Opportunity Tax Credit (WOTC) Out-of-State WOTC State Coordinator Staff. Only Out-of- State Staff who process WOTC Applications within their own state should request a login to this system. This User will only have access to create and view their requests for verification of benefits. Register as this type only if you are a WOTC State Coordinator, or their Staff, who needs to check for Applicant benefits received in this state and the Applicant now resides within your state. All other registration requests will be denied.
	Individual Registration	Employers and Agents	Provider Registration	WOTC Registration

# Step 2 – Create a Provider Account

# Step 2.1 – Enter Institution's Employer Identification Number (EIN)

Enter your organization's EIN in the box provided and click *Find*. This is required to prevent multiple accounts being created for the same provider.

Your Organization	
First we need to see if your organization is already in our system. Please enter the Federal         * EIN:       (12-3456789 or 123456789)	Employer Identification Number (EIN) of your organization and click the Find button:

#### Step 2.2 – Provider User Registration

If no account exists, you will start by entering the institution's name and ownership type. Next, enter your contact information as a representative, including your job title. Then, create a login which you will use to access the system. After completing all required fields, click **Save**.

New Oceanizatio	
New Organizatio	on information
It appears that your Orga	mitation doesn't currently exist in our system. Heave enter the following information for your Deparization and click Save (or Cancel to exit Registration):
*Name:	Text Tabling Provider Up to 60 characters
an.	11 - 4 ALBA 13
*Institution Ownership:	Private nan-pradit katituatian 🔹
Enter Your Infor	mation
The	
1.000	Eastaine Dimeter
* First Name:	Test
"Last Name:	Teat
*Address 1:	123 Test Ave NS
Address To	
Address 2.	
*Zip Code:	540
* City:	Cedar Kapite
*State:	loss v
*Email Address:	Teraften@iwdiows.gov Innul Security Folicy
* Brimary Phone	
Number:	
Fax Number:	
Cell Phone Number:	
Lonin Informati	
Login information	on
* User Name:	
Contractor.	
	Enter Uner Name (1 - 20 duarsteer, and mart include characteer,
Martin Barking	Miller or numbers, Allowable characteristics are + $\phi_{-,\lambda}$
*Continu Over Name:	5173
*Pacoword:	
	Rener Processon (7 - 20 characters), and must include at lease and
	uppersonal terrary, can source and an expectal
	darade Adoute data data (1997)
*Confirm Password:	······································
*Security Question:	What is your per's name? 🔹
* Security Quertion	
Response:	
	Secial duranter are not allowed
Destance Market	
Preferred Notific	Cation
*Preferred Notification:	
	Ersal (TAvaabbo)
	Select the best way for un to contact you
	Swy Liter
<b>D</b> · ·	
Provide	er User Registration
	-
Welcom	
vveicom	
Thank you for	r registering. You now have the ability to add and maintain your institution's programs. Your submission will be reviewed, and you will receive participation for continued access sights upon approval
mank you for	registering, for now have the ability to add and maintain your institution's programs, four submission will be reviewed, and you will receive notified to for contained access rights upon approval.
	If you have any questions, please contact; etpl@iwd.jowa.gov
	. yes and any questions, prease contact <u>spine manager</u>
	Go to My Dashboard

#### Step 2.3 – Virtual ETPL Introduction Meeting Required (for New Providers)

The provider user registration must be approved by the ETPL Program Coordinator prior to completing the next steps. Email <u>ETPL@iwd.iowa.gov</u> to expedite the provider user registration approval. The ETPL Program Coordinator will schedule a virtual meeting to go over additional provider details. A list of required information needed for the virtual meeting is listed in Attachment I.

The provider user registration will be approved after the virtual meeting. Then, program applications can be added. Additional staff may be added in the system to manage ETPL programs.

# Step 3 – Add Provider Programs

After logging into your provider user account, click *Manage Institution Programs* to submit programs for inclusion on the ETPL.

My Provider Dashboard Directory of Services   Pinned Links		
	You currently have no saved pins.	
▼ Provider User Profile	✓ My Messages	✓ Education Services
View your Personal Profile and Contact Information C Demand Occupations C Reports C Manage Institution Programs C	0.Unread Messages 0.Bead Messages Enter the Message Center	Training Providers and Schools Locate information on specific training providers and schools. Training and Education Programs Locate a training or educational program. Eligible Training Provider List Select this option to view a list of programs approved for financial assist through the Workforce Innovation and Opportunity Act
	✓ Need help or more information	
	Assistance.Center Find the answers to your questions or issues. Learning.Center Watch self paced training videos and tutorials. Note that help is available on most pages by clicking the i	: information icon 🖪

Click *Add Education or Training Program* to open the program application. The program application must be completed for each program you wish to include on the ETPL.

Education and Training Programs	
	No education or training programs were found for this provider.
	Add Education or Training Program
	Return to My Dashboard

When applying for ETPL inclusion, it is best to complete all fields, regardless of whether the field is required. **Explain any acronyms or abbreviations used, such as Certified Nursing Assistant** (CNA).

#### Step 3.1 – General Information

The Purpose for adding program field defaults to Submit for ETPL Approval and accept participants. Indicate whether the program is an Apprenticeship.

Please enter the Program	General Information below.			
<ul> <li>Indicates required fields.</li> </ul>	in matour seving any energies made on the server.			
General Information Confirmation Confirmation	Apprenticeship 	Additional Details O	Occupations Occupations Cost Details	Occupational Skills O
Education Program Info	rmation		Program:	
Program ID:			CIP Code: N/A	
General Information				
* Status:	Active Inactive			
Purpose for adding program:	<ul> <li>Submit for ETPL Approval and accept participants</li> <li>Accept participants without submitting for ETPL Approva</li> <li>To be determined or display to the public only</li> </ul>	ıl		
Education Program Type:	Not Applicable			
*This program is an Apprenticeship:	Ves 💿 No			

Click Search for CIP Code to fill in the CIP Code for the training program.

*CIP Code:	None Selected	Ì
*Education Program Name:	[Search for CIP Code ]	
Education Program Description:		

There are several ways to search for CIP Code. Click on a tab to choose the search method. Search method defaults to search by Keyword. Click *Search* after entering the CIP Code search data.

Programs by Keyword	<u>Programs</u> <u>by Program</u> <u>Area</u>	Program Listing	Programs by Occupation	<u>Programs</u> <u>by Career</u> <u>Cluster</u>	<u>Programs</u> <u>by Program</u> <u>Code</u>
Search for	r a program	by keywor	d(s)		
Type your l button.	keywords in t	he box and	click the Searc	h	
	computer su	oport			
	[ <u>Keyword</u>	Search Opti	<u>ons</u> ]		
		Se	arch		

Click the CIP Code name related to the training program.

Programs by Keyword	Programs by Program <u>Area</u>	Program Listing	<u>Pro</u> <u>by Oc</u>	g <u>rams</u> cupation	Programs by Career <u>Cluster</u>	Programs by Program Code
Search fo	or a progra	ım by keyw	/ord(s	5)		
Here is a list of below also indi description of e	programs that m cates whether the each program. To	atched your keywo 9 keyword was four select a program, o	ord search nd in the click on it	n. The table title or s title.		
Program	n Progra Title	m Program Description	CIP Title	CIP Descriptio	n	
<u>Computer Sup</u> <u>Specialist (111</u>	<u>pport</u> 006 <u>)</u>		۲			
	[ <u>Chan</u>	<u>ge search criteria</u> ]		1		

The Education Program Description will auto-populate with system information for that CIP Code. Best practice is to update this field with the program description found on the provider's website. Enter the Education Program Name.

General Information			
* Status:	Active Inactive		
Purpose for adding program:	Submit for ETPL Approval and accept participants		
	O Accept participants without submitting for ETPL Approval		
	O To be determined or display to the public only		
Education Program Type:	Not Applicable		
*This program is an Apprenticeship:	Ves 💿 No		
*CIP Code:	111006 - Computer Support Specialist		
	[Search for CIP Code ]		
*Education Program Name:	TEST IT Help Desk		
•	•		
Education Program Description:	A program that prepares individuals		
	to provide technical assistance		
	users to help troubleshoot software		

Complete the program outcome information as shown in the two examples on the next page. If a program does not lead to a credential or degree, it should <u>NOT</u> be on the ETPL.

	Please indicate which potential outcomes could result from this program. Click Select below and check all that apply. Note that selecting any of the first six potential outcomes implies that the program leads to a credential, and the name of the credential will be required.
* Potential Outcomes:	[ <u>Select Potential Outcomes</u> ]

At least one of the first six boxes should be checked to indicate the type of credential the program leads to.

	Potential Outcomes
10	An industry-recognized certificate or certification
2	A certificate of completion of an apprenticeship
3	A license recognized by the State involved or the Federal Government
4	An associate degree
5	A baccalaureate degree
6	Institution of Higher Education certificate of completion
	A secondary school diploma or its equivalent
	Employment
	A measurable skills gain leading to a credential
	A measurable skills gain leading to employment
	Save Cancel

Type the name of the Associated Credential, then select the appropriate Completion Level and Attain Credential from the dropdown menus.

If one of the first three boxes is checked, enter the Certification/License Title, and select the appropriate Certification/License Type from the dropdown menu.

-			
Lvom	nla	ר ב	•
Lvaiii	μι	<u> </u>	

* Potential Outcomes:	An industry-recognized certificate or certification	Ì
	[ <u>Select Potential Outcomes</u> ]	l
*Leads to a Credential:	• Yes O No	l
Name of Credential:	CompTIA A+	
* Completion Level:	Postsec. Awards/Cert./Diplomas; < 1 yr.	
* Attain Credential:	Occupational Skills certificate or credential	
Other, Specify:		
Certification / License Title:	CompTIA A+	
Certification / License Type:	National Certification or License 🔹	

Example 2:

* Potential Outcomes:	<ul><li>An industry-recognized certificate or certification</li><li>An associate degree</li></ul>
	[ Select Potential Outcomes ]
Leads to a Credential:	Yes
* Name of Credential:	Associate's Degree
* Completion Level:	Associate's Degree
* Attain Credential:	AA/AS Degree 🗸
Other, Specify:	
Certification / License Title:	CompTIA A+
Certification / License Type:	National Certification or License -

Indicate if the program is in partnership with business and describe the partnership. Click *Next* when page is complete.

Green Job Training:	Ves 💿 No
What is a green job?	
* Is this education program in a partnership with business?	O Yes 🔘 No
Please describe the partnership or	
plans to develop partnership in 800 characters or less (supporting	
documentation may be required):	<i>A</i>
LWDB Submitted:	None Selected
it Wizard	
	Nevt
	Next

Once the General Information page is complete and *Next* has been clicked, you can *Exit Wizard* at any time and the data entered will be saved. If you do not click *Next* on a page, the data on that page will <u>NOT</u> be saved.

Step 3.2 – Apprenticeship (Required only for Apprenticeship programs)

Registered Apprenticeship (RA) programs are typically entered by the RA Program Coordinators. No information is entered on this page unless it was indicated on the first page that the program is an apprenticeship. Click *Next* to skip this page.

IowaWORKS		Distributed Alerts Accessibility Profile Rame Sign Or	1	Aug.
Please enter the Program Apprei	nticeship information below			0
<ul> <li>Indicates required fields.</li> </ul>				ino
General Information	Apprenticeship	Additional Details	Occupations	Occupational Skills
Scheduling	Duration	Locations	Cost Details	Performance
0	0	0	0	0
	Review			
Provider: Test Training Provider	1	Program: TEST IT	Help Desk	
Program ID: 33724		CIP Code: 111006		
o information is needed on this page because th	is is not an Apprenticeship program.			
it Wizard				
		<< Back Next >>		

#### Step 3.3 – Additional Details

Enter additional information for the program. Briefly explain why the program is being added to the ETPL where it asks for a reasonable explanation regarding why this is a new program. Click *Next*.

Additional Details	
Financial Aid Available:	<ul> <li>Pell Grant</li> <li>Institutional Scholarship</li> <li>Federal Loan</li> <li>Other</li> </ul>
URL of Training Program (Example: http://site.com):	https://www.test.com
*Program Prerequisites:	High School Diploma or Equivalent 🔹
Describe the minimum entry level requirements or prerequisites in 800 characters or less:	
*Date Edu. Program First Offered:	08/21/2023 🖾 <u>Today</u>
* Please provide a reasonable explanation regarding why this is a new program:	New training program developed due to the need for IT professionals in our community.
Minimum Class Size:	
Maximum Class Size:	
Number Of Instructors:	
Describe the qualifications of all instructors in 800 characters or less:	

Drug/Alcohol Screening Required: Ves   Describe any equipment used in this program and its adequacy and availability in 800 characters or less:   * Either Grievance Procedure or Grievance Procedure URL is required. Grievance Procedure (2000 characters max.):   Drug/Alcohol Screening Required:   Grievance Procedure URL   (Example: http://site.com):   * Either Refund Policy URL   (2000 characters max.):   Pre-Apprenticeship:   Internship Available:   * This education or training program is a Quality   Yes   Yes   Yes   No		
Describe any equipment used in this program and its adequacy and availability in 800 characters or less:   * Either Grievance Procedure or Grievance Procedure URL is required. Grievance Procedure (2000 characters max.):   Market or Grievance Procedure URL   (Example: http://site.com):   * Either Refund Policy URL   Refund Policy URL   (2000 characters max.):     Internship Available:   * This education or training program is a Quality Pre-Apprenticeship:     Ext Wizard	Drug/Alcohol Screening Required:	Ves Vo
* Either Grievance Procedure or Grievance Procedure URL is required.   Grievance Procedure   (2000 characters max.):     Mttps://www.test.com/grievance     * Either Refund Policy or Refund Policy URL is required.   Refund Policy   (2000 characters max.):     https://www.test.com/grievance     * Either Refund Policy URL   (gample: http://site.com):     https://www.test.com/refundpolicy     Refund Policy URL   (trample: http://site.com):     https://www.test.com/refundpolicy     * This education or training program is a Quality pre-Apprenticeship:     Kt Wizard	Describe any equipment used in this program and its adequacy and availability in 800 characters or less:	
* Either Grievance Procedure or Grievance Procedure URL is required.   Grievance Procedure   (2000 characters max.):     Grievance Procedure URL   (Example: http://site.com):     * Either Refund Policy or Refund Policy URL is required.   Refund Policy   (2000 characters max.):     Internship Available:   * This education or training program is a Quality Pre-Apprenticeship:     * Wizard		
Grievance Procedure   (2000 characters max.):     Grievance Procedure URL   https://www.test.com/grievance     * Either Refund Policy or Refund Policy URL is required.   Refund Policy   (2000 characters max.):     https://www.test.com/refundpolicy   (2000 characters max.):     Refund Policy URL   (2000 characters max.):     https://www.test.com/refundpolicy   Internship Available: <ul> <li>Yes</li> <li>No</li> </ul> * This education or training program is a Quality Pre-Apprenticeship:        Wit Wizard	*Either Grievance Procedure or Grievance Procedure UR	RL is required.
(2000 characters max.): Grievance Procedure URL (Example: http://site.com): * Either Refund Policy or Refund Policy URL is required. Refund Policy (2000 characters max.): Refund Policy URL (Example: http://site.com): Internship Available: * This education or training program is a Quality Pre-Apprenticeship: xit Wizard	Grievance Procedure	
Grievance Procedure URL (Example: http://site.com): * Either Refund Policy or Refund Policy URL is required. Refund Policy (2000 characters max.): Internship Available: * This education or training program is a Quality Pre-Apprenticeship: Ext Wizard	(2000 characters max.):	
Grievance Procedure URL https://www.test.com/grievance   * Either Refund Policy or Refund Policy URL is required.   Refund Policy   (2000 characters max.):     Internship Available:   • Yes   • Yes   • No   • This education or training program is a Quality Pre-Apprenticeship:     • Ktt Wizard		
(Example: http://site.com):     * Either Refund Policy OR Refund Policy URL is required.   Refund Policy   (2000 characters max.):     Internship Available:   Yes   Yes   No        * This education or training program is a Quality Pre-Apprenticeship:     Xit Wizard	Grievance Procedure URL	https://www.test.com/grievance
*Either Refund Policy or Refund Policy URL is required. Refund Policy (2000 characters max.): Refund Policy URL (Example: http://site.com): Internship Available: * This education or training program is a Quality Pre-Apprenticeship: Exit Wizard	(Example: http://site.com):	https://www.test.com/grevance
Refund Policy (2000 characters max.):     Internship Available:     Internship Available:     Internship Available:       * This education or training program is a Quality Pre-Apprenticeship:     Yes     No	*Either Refund Policy or Refund Policy URL is required.	
(2000 characters max.): Refund Policy URL (Example: http://site.com): Internship Available: * This education or training program is a Quality Pre-Apprenticeship: xit Wizard	Refund Policy	
Refund Policy URL   (Example: http://site.com):   Internship Available:   Yes   No   * This education or training program is a Quality   Pre-Apprenticeship:     Skit Wizard	(2000 characters max.):	
Refund Policy URL       https://www.test.com/refundpolicy         (txample: http://site.com):       0 Yes O No         Internship Available:       0 Yes O No         * This education or training program is a Quality       0 Yes O No         * This education or training program is a Quality       Yes O No         * twizzard       Image: Comparison of training program is a Quality		
(Example: http://site.com):       Internship Available:       Yes       No       * This education or training program is a Quality       Yes       No	Refund Policy URL	https://www.test.com/refundpolicy
Internship Available: O Yes O No *This education or training program is a Quality O Yes O No Pre-Apprenticeship: xit Wizard	(Example: http://site.com):	http:// minesiteon/returiponcy
* This education or training program is a Quality O Yes O No Pre-Apprenticeship:	Internship Available:	O Yes O No
ixit Wizard	* This education or training program is a Quality Pre-Apprenticeship:	O Yes 💿 No
	xit Wizard	
<< Back Next >>		<< Back Next >>

#### Step 3.4 – Occupations

Potential occupations the training program leads to will be pre-populated based on the program's CIP Code. Additional occupations can be selected by clicking **Select Occupation From ONET Table**.

Select all occupations for which the training program prepares students. A blue sun icon swill display next to occupations known to be in-demand in Iowa. A yellow sun icon will display next to occupations known to be in-demand nationally. If any selected occupations do not have a blue sun icon, provide evidence the selected occupation is in-demand. This evidence should cite labor market information (LMI) and/or describe local employer support for the occupation(s).

15123100       Computer Network Support Specialists • •       Image: Computer User Support Specialists • •       Image: Computer	-		
15123200     Computer User Support Specialists • •       BRIGHT OUTLOOK NATIONALLY     • BRIGHT OUTLOOK LOCALLY	<u>ت</u>	Computer Network Support Specialists 🔹 🔹	15123100
	0	Computer User Support Specialists 🔹 🔹	5123200

# Step 3.5 – Occupational Skills (Optional)

To add occupational skills, click Add new occupational skill(s).

Selected Occupational Skills		
	Skill Description	Select
	No records found	
Exit Wizard	[ Add.new occupational skill(s]]     elete selected occupational skill(s) ]     << Back     Next >>	

Select a category from the dropdown menu.

elect a category for dditional skills:	None Selected 👻	
	None Selected	
	General Skills	
	Construction	
	Education & Social Services	
	Entertainment & Media	Skill Description
	Financial Services	
	Agriculture & Wildlife	
records found	Healthcare	
	Legal & Protective Services	
	Management & Office Services	
	Science & Engineering	Save Cancel
	Service & Sales	
	Skilled Trades	

Select any applicable skill descriptions. Click **Save** to return to the previous page.

Test computer system operations to ensure proper functioning test data communications hardware or software	2
Update computer database information implement computer system changes	0
Use databases to locate investigation details or other information use relational database software	
Write computer programming code write computer software, programs, or code	0
Write computer programming code use computer programming language	
Write computer programming code design computer programs or programming tools	0
Write computer programming code develop mathematical or computer languages	
Write computer programming code use object-oriented computer programming techniques	0
Write computer programming code use differential equations in computer programming	
Write computer programming code encode equations for processing	0
Save	

# Click *Next*.

Selected Occupational Skills	
Skill Description	Select
install programs onto computer controlled equipment install computer programs	
Maintain professional knowledge or certifications - understand computer equipment operating manuals	0
Operate computer systems - operate computer networks	
Operate computer systems - adjust computer operation system	0
Provide technical support for software maintenance or use - provide technical support to computer users	
Resche computer schware problems - exist co-vorkers with software problems	0
Teach others to use computer equipment or hardware - provide technical computer training	
Test computer system operations to ensure proper functioning - test data communications hardware or software	
Test computer system operations to ensure proper functioning - test computer programs or systems	
Train others in computer interface or software use - train workers in use of computer and related equipment	0
Troubleshoot issues with computer applications or systems conduct computer diagnostics to determine nature of problems	
[ Add new occupational skill(s) ] Delete selected occupational skill(s) ]	
Evit Witand << Back Next >>	

# Step 3.6 – Scheduling

Enter the number of hours **PER WEEK** a student spends in class or other instructional activities (must be 40 hours or less). Enter the number of weeks the program lasts (must be 260 weeks or less). Select the program format from the dropdown menu. Click *Next*.

Scheduling	
Course Times	
Class Time:	2 Hours
Lab Time:	1 Hours
Other Time:	Hours
Class Frequency:	Daily
Note: Clock/Contact hours are the total number of *Program Length - Clock/Contact Hours:	actual hours <i>per week</i> a student spends attending class or other instructional activities that count toward completing a program of study. Actual hours must not exceed 40 hours. 15 Weekly Hours
Note: Full-time weeks indicates the length of the p	rogram in weeks, as completed by a full-time student. Full-time weeks must not exceed 260 weeks.
"Program Length - Full-time Weeks:	84 Weeks
* Program Format:	In-person 💌
Exit Wizard	<< Back Next >>

# Step 3.7 – Duration (Optional)

To add training program schedule(s), click Add Duration.

Duration						
Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
			No records found			
			[ Add Duration ]			
Exit Wizard						
			<< Back Next >>			

Enter details and click **Save** for training program schedule(s).

	Duration
Duration Title:	Evening
Primary Duration:	<b>V</b>
Duration:	15
Duration Type:	Weeks 🗸
Schedule Intensity:	● Full-Time O Part-Time
Weekly Schedule:	M/T/W/Th/F
Classes Offered:	Day Weekend
	🗹 Night 🔲 Summer
	Save

#### Click Next.

Duration						
Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
Evening	Yes	15 Weeks	Full-Time	M/T/W/Th/F 5-9	Night	Edit   Delete
Day	No	15 Weeks	Full-Time	M/T/W/Th/F 8-12	Day	Edit   Delete
xit Wizard			[ Add Duration ]			

#### Step 3.8 – Locations

Select all locations that offer the training program and click *Next*. If additional locations should be listed, email <u>ETPL@iwd.iowa.gov</u> to have them added.

Locations			
The selection of at least one location is required.			
Location Name	Address	Billing Address	Select
Test Training Provider	123 Test Ave NE Cedar Rapids, IA 52402	123 Test Ave NE Cedar Rapids, IA 52402	
Exit Wizard	<< Back Next >>		

# Step 3.9 – Cost Details

Click Add Cost Structure to add program costs.

Cost Details			
Note: \$0.00 is permitted for cost fields in the Education and Training Programs cost details screen.			
Cost Structure(s)		Amount	Action
	No records found		
	[ Add Cost Structure ]		
Line Item(s)		Amount	Action
	No records found		
	[ Add Line Item ]		
	Total Amount : \$0.00		

Select Total CRS Training Costs from the dropdown menu.

Please ensure that the amounts ent	ered are for the costs of the primary duration, 15 Weeks.
Cost Structure:	None Selected 🗸
O a st D stalls	None Selected Total CRS Training Costs
Cost Details	
	No additional Cost Structures have been selected.

#### ETPL User Guide

Enter the highest possible cost to attend the training program. If in-state and out-of-state tuition rates vary, enter the out-of-state tuition rate, since this would be higher. The Total CRS Training Costs will update automatically as you add costs in the Tuition/Fees, Books, Tools and Other Costs fields. Any costs added to the Other Costs field requires explanation in the Comments field. Click *Save*.

Please ensure that the amounts o	entered are for the costs of the primary durat	tion, 15 Weeks.						
Cost Structure:	Total CRS Training Costs 🔻							
Cost Details								
Total CRS Training Costs		\$2800.0000						
		Tuition/Fee	\$2000.0000					
		Books	\$ 300.0000					
		Tools	\$ 0.00					
		Other Costs	\$ 500.0000					
		Comments	Other cost is for a laptop	•,				
					Sav	ve Can	cel	

#### Click *Next*.

Cost Details		
Note: \$0.00 is permitted for cost fields in the Education and Training Programs cost details screen.		
Cost Structure(s)	Amount	Actio
Total CRS Training Costs	\$2,800.00	Edit   Delet
Tuition/Fee	\$2,000.00	
Books	\$300.00	
Tools	\$0.00	
Other Costs	\$500.00	
Comments	Other cost is for a laptop	
Total Amount of Cost Structures	\$2,800.00	
[ Add Cost Structure ] No additional Cost Structures are currently available.		
Line Item(s)	Amount	Actio
No records found		
[Add Line Item ]		
Total Amount : \$2,800.00		
Additional Cost Details		
<< Back Next >>		

# Step 3.10 – Performance (Recommended)

Submitting performance data with the initial program application is **highly encouraged** as this demonstrates which programs provide the best occupational outcomes following completion of the program. Click *Add SSN Record* to provide performance data for the program.

Previous Certified Perfo	rmance			
Program Year:	2022 -			
Performance Measure		WIOA		All Students
Total Enrolled		0		
Total Exited		0		
Program Completers	0	0%	0	
Credential Rate	0	0%	0	
Employment Rate 6 months after exit	0	0%	0	
Employment Rate 12 months after exit	0	0%	0	
Median Earnings 6 months after exit		0.00		
ndividual Performance	Details			
Program Has Data To Report:				
	Select No if program has no data to report for the selecte	ed Program Year		
		No SSN-Level performance data currently exists for	this program.	
4 10		Add SSN Record		
L WILCOW		<< Back Next >>		

Complete the Individual Performance Details fields for each student and click **Save**. Repeat this process for all students.

ndividual Performance	e Details				
Program Year:	2023 -				
Program Has Data To Report:	• Yes O No				
SSN	Select No if program has no data to report for the selec	ted Program Year Status	Exit Date	Credential	Action
***-**-9999	08/21/2023	Enrolled		Unknown	Edit Delete
ndividual Performance	e Details		dd SSN Record		
SSN:         999-99-           Start Date:         08/21/21           Status:         Withdre	0000 223 				
Credential:	•				
it Wizard		Sa	Cancel		
		< < B	ack Next >>		

#### Click *Next*.

Individual Performanc					
Program Has Data To Report:	Yes No     Select No if program has no data to report for the si	lected Program Year			
SSN	Start Date	Status	Exit Date	Credential	Action
***-**-0000	08/21/2023	Withdrew	11/14/2023	No	Edit Delete
***-**-9999	08/21/2023	Enrolled		Unknown	Edit Delete
it Wizard		(	Add SSN Record		

#### Step 3.11 – Confirmation

To apply for ETPL inclusion, you must agree to the statement: "The Program Description and Program Costs I am posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis. I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year." If you agree, select "Yes, I agree to the above statement. Please submit the educational program for WIOA Approval." Click *Next*.

Edu. Program Application Confirmation	
* Provides requesting approval or re-approval or a training program must agree to the statement below. The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.	
I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.	
Submit changes for Review and Approval.	
Exit Witard << Back Next >>	

If you are not ready to submit the program application, click *Exit Wizard* and the data already entered will be saved. Do <u>NOT</u> select "No, do not submit the educational program for WIOA Approval at this time." unless you do not **ever** wish to submit the program for ETPL inclusion.

#### Step 3.12 – Review

Click *Finish* to return to a listing of the institution's programs. There, additional programs may be added by clicking *Add Education or Training Program* or *Copy*.

Keview Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Actio
ITA	Pending (system-set only)	N/A	N/A	11/15/2023 10:04 AM	N/A	View
					<b>a</b>	Print Program
						Print Progra

The program will indicate it is pending until it has been reviewed and approved by the ETPL Program Coordinator.

Education and Training Programs					
Program Name	Program Description	Changes Submitted	Active	Review Status	Action
TEST IT Help Desk PS - Approved Provider Training - ITA	A program that prepares individuals to provide technical assistance support and advice to computer users to help troublehot software and hardware problems. Includes instruction in computer concepts information systems networking operating systems computer hardware the internet software applications help desk concepts and problem solving and principles of customer service.		O	Pending (system-set only)	<u>Edit</u> <u>Copy</u>

Once the program has been approved by the ETPL Program Coordinator, the Review Status will change to Approved/Eligible and the program name will have a purple WIOA icon under it.

Education and Training Programs					
Program Name	Program Description	Changes Submitted	Active	Review Status	Action
TEST IT Help Desk PS - Approved Provider Training - ITA	A program that prepares individuals to provide technical assistance support and advice to computer users to help troubleshoot software and hardware problems. Includes instruction in computer concepts information systems networking operating systems computer hardware the internet software applications help desk concepts and problem solving and principles of customer service.		o	Approved/Eligible	<u>Edit</u> <u>Copy</u>

# Attachments

Attachment I - Required Information for the Virtual ETPL Introduction Meeting

- Type of Entity
  - Higher Ed: Associate's Degree
  - Higher Ed: Baccalaureate or Higher
  - Higher Ed: Certificate of Completion
  - National Apprenticeship
  - Private Non-Profit
  - Private For-Profit
  - o Public
- Accredited Postsecondary Education Institution (Yes or No)
- Billing Address (Include Contact Name)
- Mailing Address (Include Contact Name)
- Institution Area
  - o Name of County in Iowa
  - Out of State
- Institution Type
  - Adult Education and Literacy Title II
  - Community Based Organization
  - Four-year Colleges and Universities
  - Joint Labor-Management Organizations
  - o Other Training Provider
  - Private Business and Technical Schools
  - o Registered Apprenticeship Programs
  - o Two-year, Technical, and Community Colleges
- Institution Ownership
  - Private For-Profit Institution
  - Private Non-Profit Institution
  - Public Institution
- Disabled Access (Yes or No)
- ADA Compliant (Yes or No)
- Institution Description (usually copied from training provider's website)
- Community College (Yes or No)

# Attachment II – Frequently Asked Questions (FAQ)

#### Question:

What are the main requirements for training programs to be approved for the ETPL?

#### Answer:

1) Training programs must prepare students for in-demand occupations in the state or Local Workforce Development Area (LWDA), and

2) Training programs must lead to recognized postsecondary credentials.

#### Question:

I understand ETPL programs should prepare students for an in-demand occupation. How can I tell if my training program leads to an occupation that is in-demand?

#### Answer:

Below are some possible sources of labor market information (LMI) that can be used to determine indemand occupations.

- High Demand Jobs list from Future Ready Iowa
- U.S. Bureau of Labor Statistics (BLS)
- Lightcast (if the institution has access to this data)
- IowaWORKS Dashboard
  - After logging into your provider user account, click *Demand Occupations* to view a list of in-demand occupations in Iowa.

IowaWORKS		Dathboard Alers Accessibility Profile Home Sign Out	
Welcome to My Provider Workspace his page allows you to customize the content you are inte	Test, Test . rested in. Click on a buttor	in the grid to access the details of a work item, or select another function from the menu on the left hand side of	the screen.
<ul> <li>Pinned Links</li> </ul>			
		You currently have no saved pins.	
▼ Provider User Profile		▼ My Messages ▼ Education Services	
View your Personal Profile and Contact Infor Demand Occupations Reports Manage Institution Programs		Ourread Messages     Oread Messages     Oread Messages     Oread Messages     Determine Message Center     Oread     Select this option to view a     through the Workforce Inn     Mo	tools fife training providers and schools. grams onal program. st list of programs approved for financial assistance ovation and Opportunity Act re Education Services •
		Assistance Center Find the answers to your questions or issues. Learning Center Watch self paced training videos and tutorials. Note that help is available on most pages by clicking the information icon	
		[.Configure Dashboard Widgets.]	

#### Question:

Are online training programs allowed on the ETPL?

#### Answer:

Yes, if they meet all other requirements.

#### Question:

How can I view programs on the ETPL?

# Answer:

A list of current ETPL programs can be viewed at lowaWORKS.gov.

- 1. Before signing in, scroll down to the Job Seekers section
- 2. Click Additional Services
- 3. Click Training Services
- 4. Click ETPL Approved Programs

# Question:

What if the program is competency-based rather than a certain number of weeks or hours?

# Answer:

On the Scheduling page, enter 99999 for the two Program Length fields.

# Question:

If my training program is listed on the ETPL, will WIOA participants be referred to me for training?

#### Answer:

WIOA training services are based on informed consumer choice. A WIOA participant who has been determined eligible for training services may select a training program from the ETPL after consultation with a Career Planner. Career Planners discuss training program options on the ETPL. They do not refer WIOA participants to a particular training program. Being on the ETPL does <u>not</u> guarantee you will receive WIOA participants.

# Question:

We do not collect student's Social Security Numbers. Can we still be on the ETPL?

# Answer:

Social Security Numbers are required for annual performance reporting. They are used to conduct wage matching after students have completed a training program. Collecting Social Security Numbers is required for ETPL participation.

# Question:

Does lowa allow out-of-state training providers on their ETPL?

#### Answer:

Yes, but policy requires WIOA participants to utilize in-state training programs when available. If an out-of-state training provider offers the same training program(s) as Iowa-based ETPL programs, it will not be beneficial to the out-of-state training provider to be on Iowa's ETPL.