Eligible Training Provider List (ETPL) User Guide

January 2024

Table of Contents

ETPL Overview

Workforce Innovation and Opportunity Act of 2014 (WIOA) Title I funds help eligible Iowans access training. Approved training programs lead to a recognized credential and enhance skills for Iowans 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 Chapter 7 Eligible Training Provider List Policies 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: WIOA Desk Reference on Eligible Training Providers
Submit questions to: etpl@iwd.iowa.gov

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 etpl@iwd.iowa.gov.

Registration Process

Step 1 – Access the Iowa*WORKS* Data Management System
The ETPL site is located at https://www.iowaworks.gov/vosnet/Default.aspx. Click **Sign In / Register**.
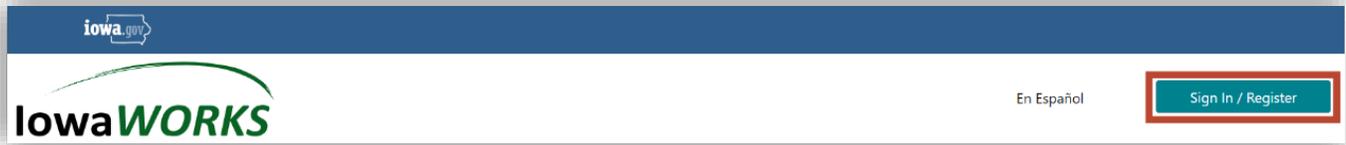
Click **Provider Registration**.
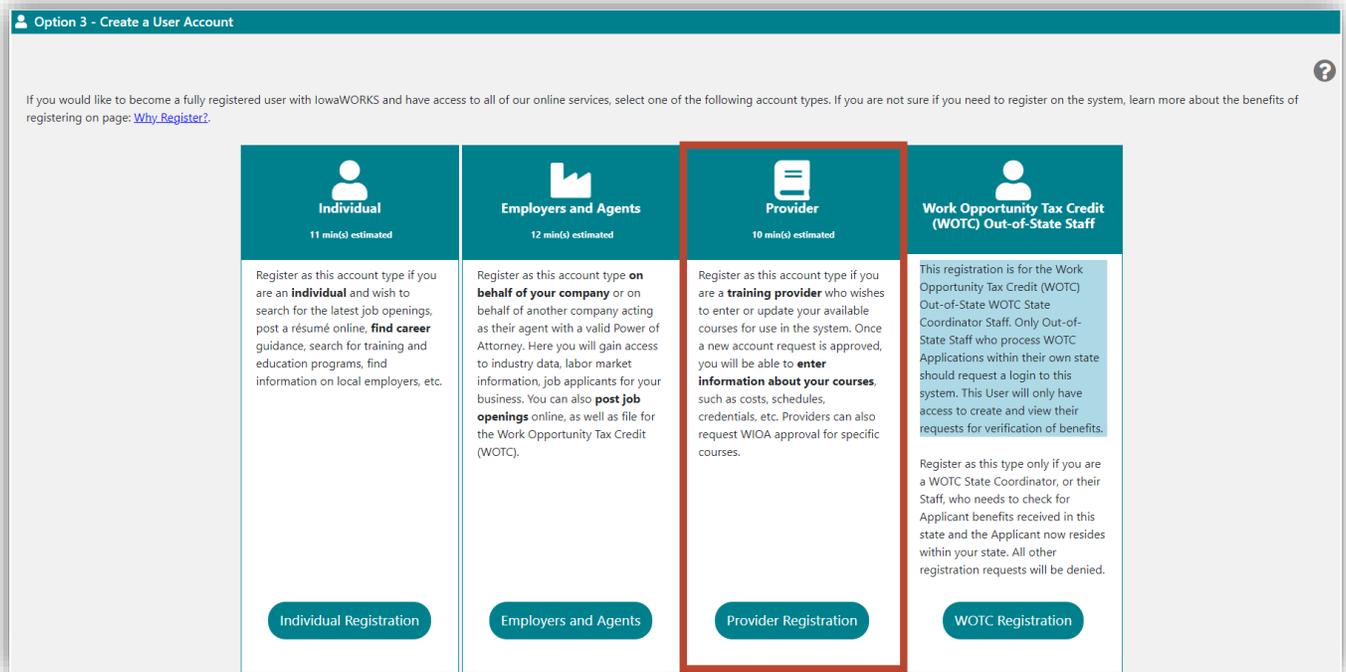
Step 2 – Create a Provider Account

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.
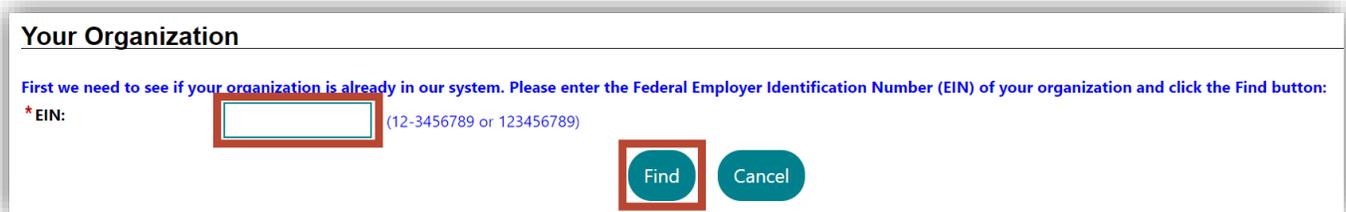
Step 2.2 – Provider User Registration

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*.

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 ETPL@iwd.iowa.gov 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.
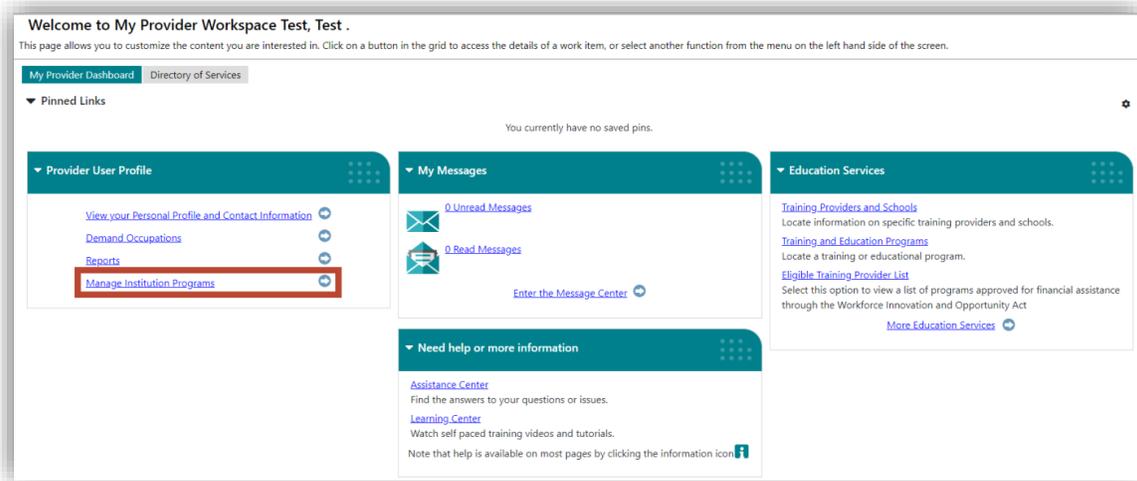
Click *Add Education or Training Program* to open the program application. The program application must be completed for each program you wish to include on the ETPL.
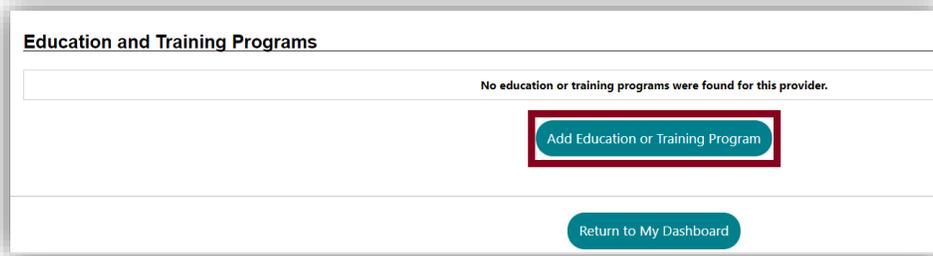
When applying for ETPL inclusion, it is best to complete all fields, regardless of whether the field is required. **Explain any acronyms or abbreviations used, such as Certified Nursing Assistant (CNA).**

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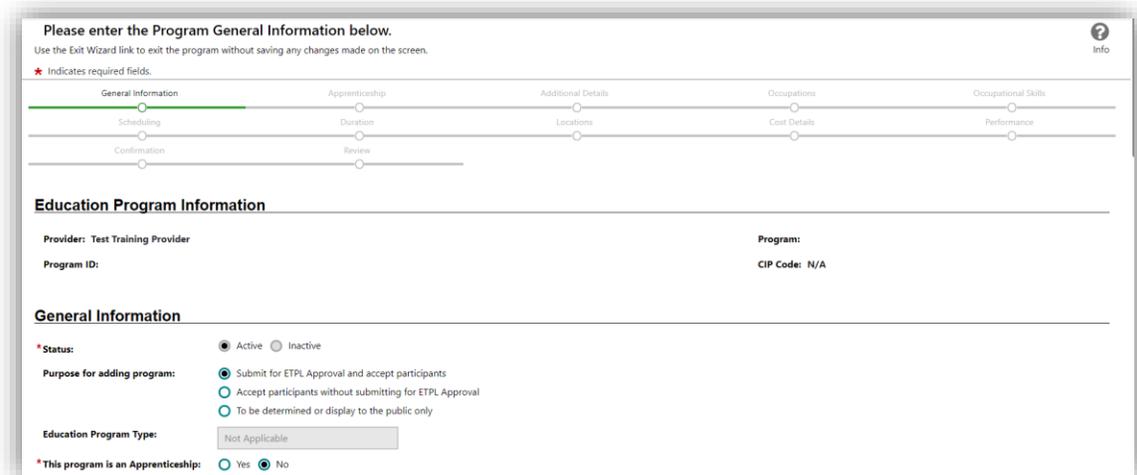
Click *Search for CIP Code* to fill in the CIP Code for the training program.

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.

Click the CIP Code name related to the training program.

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.

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.**

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

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.

Example 1:

Example 2:

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

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 **NOT** 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.

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*.

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 ✦ will 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).

Step 3.5 – Occupational Skills (Optional)

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

Select a category from the dropdown menu.

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

Click *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 ▾

Reporting Information

Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study. Actual hours must not exceed 40 hours.

* **Program Length - Clock/Contact Hours:**   15 Weekly Hours

Note: Full-time weeks indicates the length of the program 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:	☑
Duration:	15
Duration Type:	Weeks ▾
Schedule Intensity:	⦿ Full-Time ○ Part-Time
Weekly Schedule:	M/T/W/Th/F
Classes Offered:	☐ Day ☐ Weekend ☑ Night ☐ Summer

Save   Cancel

13

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

[**Add Duration**]

Exit Wizard

<< Back   Next >>

Step 3.8 – Locations

Select all locations that offer the training program and click *Next*. If additional locations should be listed, email ETPL@iwd.iowa.gov 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 entered are for the costs of the primary duration, 15 Weeks.

Cost Structure: None Selected ▼

None Selected
Total CRS Training Costs

Cost Details

No additional Cost Structures have been selected.

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*.

Click *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.

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

Click *Next*.

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*.

If you are not ready to submit the program application, click *Exit Wizard* and the data already entered will be saved. Do **NOT** 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*.

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

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.

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
  - Public
- Accredited Postsecondary Education Institution (Yes or No)
- Billing Address (Include Contact Name)
- Mailing Address (Include Contact Name)
- Institution Area
  - 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
  - Other Training Provider
  - Private Business and Technical Schools
  - Registered Apprenticeship Programs
  - 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 in-demand 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)
- [Iowa*WORKS*](#) Dashboard
    - After logging into your provider user account, click ***Demand Occupations*** to view a list of in-demand occupations in Iowa.
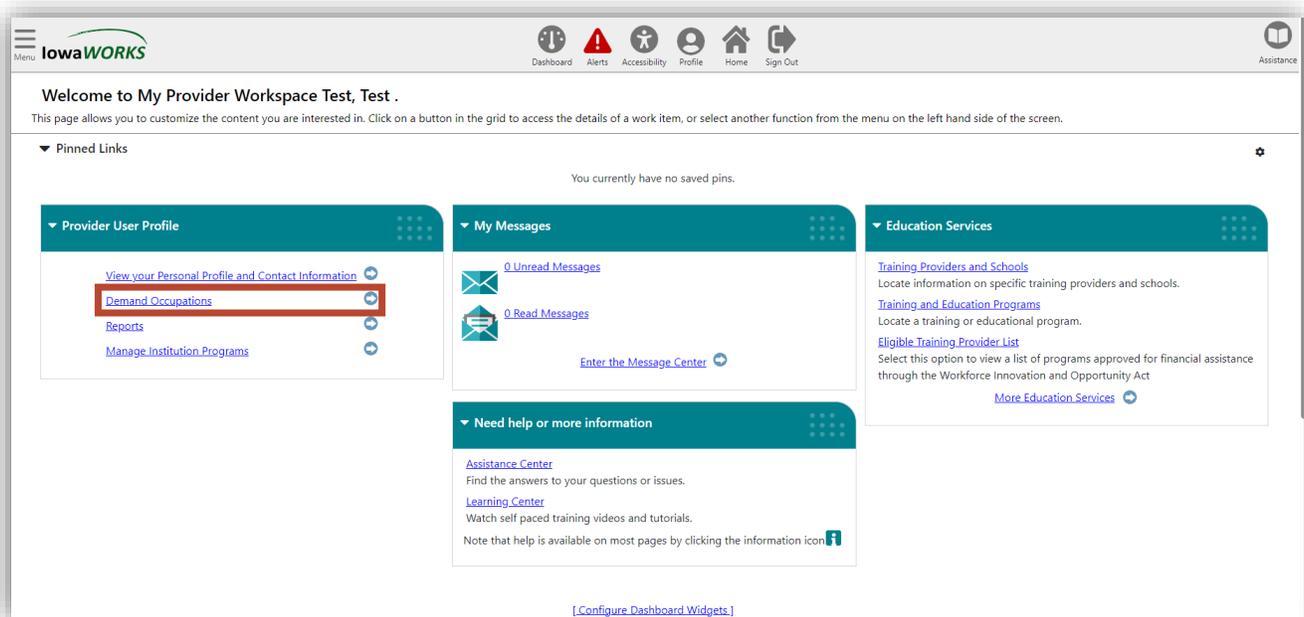
Question:
Are online training programs allowed on the ETPL?

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 **IowaWORKS.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 **not** 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 Iowa 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.