

Eligible Training Provider Annual Report Requirements Questions and Answers From Webinar on July 13, 2022

1. **When entering wage data, should providers enter the hourly wage or the Annual income amount? I noticed that the system now displays "invalid data" and "?????" when the annual amount is entered.**

The error message was due to the DES vendor changing the name of the performance type from "subsequent" to "continue" to be consistent. This was not due to the amount of wages being entered.

If this is shown in a program when entering data for either the annual report or continuing eligibility, select **"Edit Performance"**, and **click the "Save\Return" button** and the "missing performance data" or "invalid data" message will be removed.

2. **Are programs supposed to verify employment?**

Yes. Training providers must be able to verify all data entered for accuracy. For the WIOA students, it is suggested to contact the team from the Local Workforce Development Board for assistance.

3. **What should we do if individuals who complete training refuse to provide earnings data?**

This is required information needed for providers to remain on the ETPL. If earnings cannot be reported, employment will also not be reported. Those providers working with an accreditation body or some other entity to whom the school accountable, should use the data submitted to that entity, to be consistent.

When students enroll in a program, providers should let them know that you will follow up with them after they complete the program. Explain that DES and the DOL require training providers to report student earnings. In addition, DOL and DES want to ensure students are employed and earning a livable wage after exiting the program.

The following suggestions were offered during the webinar:

- *When I reach out through email with the link to the survey, I have a brief explanation of why I'm asking e.g.: "This helps us to continue making our programs available to our community."*
- *Training providers send out a kind of survey monkey and offer those who graduated a small "memorabilia - a cup, a bag with the training providers logo on" if you respond to this survey.*
- *Before covid, the provider used to have alumni dinners, inviting those who graduated and go around and ask people about their information.*

4. **Do we enter the gross earnings or net?**

Gross earnings must be entered.

- 5. If a provider is unable to verify employment, is it possible to consider finding a similar job description or job title?**

No. The actual employment and wages must be verified.

- 6. The system is giving incorrect information. The program page states hourly. However, when entering the data, it states median earnings.**

This is a labeling issue that the vendor is aware of and will be changing “average” to “median.”

- 7. Is there a pop up message that will appear once reporting has been submitted correctly? And if yes, what section or training provider portal can we view it? How does a training provider confirm Annual reporting was done correctly?**

It will show that it is entered, but it won't show whether it is entered correctly or not.

Workforce IT will start to run the ETP reports, and for those who have entered data will be getting emails on making corrections, if needed, to correct those errors.

- 8. Are providers supposed to put in hourly wages?**

That is not correct. To report wages for the annual report and for continuing eligibility, training providers must report earnings for the quarter in the cohort period.

There is a “ **WIOA Wage Conversion Chart**” in the Exhibits to the Arizona DES [Title I-B Policy and Procedure Manual](#), under the Exhibits - Policy and Procedure tab, as **Exhibit 100.3** or by clicking [here](#).

- 9. Data must include all students enrolled in the training program between 7/1/21 and 6/30/22. Does this include students that were carried over from the previous program year (enrolled before 7/2/21)?**

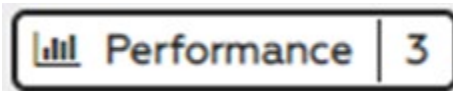
Yes, the data carries over. If an individual is still in the training program in the next year, then they are being counted as still in training.

- 10. Are quarters based on your academic year? Meaning Q1 is Jun - Aug '21, Q2 is Sept - Oct, etc.?**

The quarters are based on the ETP Annual Performance Measures Cohorts. When looking at the 2nd quarter after exit, it will be July through September of 2020.

- 11. What do the numbers beside Performance indicate? Some say 3 some say 4 When she clicks on the screen to add performance and next to the performance button are there different amounts of performance levels or should they disregard?**

It shows how many times the provider has reported performance for that program. In the example listed on the slide below, it indicates that performance has been reported three (3) times.



12. How do you suggest we calculate the wage information during the period? It seems there isn't an easy way to ask this from our survey respondents.

Please ask students for their hourly wage and use the [Wage Conversion Chart](#) to convert those wages.

Some providers may have access to unemployment insurance data, which is the best data to use, as it provides wages that individuals have earned by quarter. Unfortunately, this data is highly protected, and many providers do not have access to it. One common alternative is surveys.

13. If we have rolling admissions, we will count carryovers in the individuals served, but they won't be the same people in the 2nd/4th quarter after exit if they haven't finished yet. OK if the numbers don't match up?

The numbers will not match as they reflect activity which occurred at different points in time. Please review the page on the ETP Annual Report Performance Measures Cohorts.

We have also provided an example of how to count employment and earnings the second quarter after exit:

Exited 1/15/20 - count if employed between 7/1/20-9/30/20
Exited 4/15/20 - count if employed between 10/1/20-12/31/20
Exited 7/15/20 - count if employed between 1/1/21-3/31/21
Exited 10/15/20 - count if employed between 4/1/21-6/30/21

14. What is "UI"?

Unemployment Insurance.

15. If the reporting period is one year, and we are to report earnings for one quarter, would we divide annual wages (if we get info that way) by 4 to get a quarterly wage? Am I understanding your information correctly?

That is appropriate only if the provider knows that the individual earned the same amount of money each quarter. However, if in one quarter they earned one thousand dollars and on another two thousand dollars, and on another three thousand and, on another four thousand, that cannot be divided by four, and used to report the earnings in the second quarter after exit.

**16. What is the denominator for credential attainment? And should exiters receive both a post-secondary degree/certificate AND credential associated with... after a year after exit? Are credentials associated refer to “industry certifications”?
Looking at the students who exited -**

The denominator for the credential attainment is those individuals that went through the program from 1/1/20 to 12/31/20. The numerator is those individuals that went through the program and received a credential.

17. When pulling the data for those students who exited the program, are training providers to report those with a post-secondary degree or certificate and that they also received an industry certification?

No. It doesn't have to be all three of them, it can be just one.

18. If a student has to obtain licensure after obtaining their educational certificate would the educational certificate be recognized as a post-secondary credential?

Per TEGL 10-16, [Change 1](#), the following are acceptable types of credentials that count toward the credential attainment indicator:

- Secondary School diploma or recognized equivalent
- Associate's degree
- Bachelor's degree
- Occupational licensure
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates
- Occupational certification
- Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.

19. So it can be that they earned a certificate in electrical technology, or they just got their industry certification?

A credential is not simply completing a class.

Please note that the system includes an option for “Other.” However, **DOL no longer allows DES to report “Other.”** DOL requires the type of credential reported. DES is working with the vendor to remove this option. Training Providers who report “other” as a credential will be asked by DES to select one of the other nine options.

When entering information about the credential that may be obtained, please select from one of the choices on the following list:

Type of Credential (required)

- Industry certification
- Apprenticeship certification
- Government license
- Associate's degree
- Bachelor's degree and above
- Community college certification
- Secondary school diploma
- Employment
- Measurable skills gain

20. For credential attainment, when you say they "went through the program 1/1/20-12/31/20," do we count those who exited or served in that time period?

Please only count those who exited during that time period.

21. If a training provider was just approved for WIOA, would the training provider only be entering information on Individuals Served, Exited, and Completed? Approved this year April 2022 and not those who just started?

If the program is new to the ETPL, there will not be a full year of information to report. There are required fields, so please enter "0" for the items in which there is no data to report.