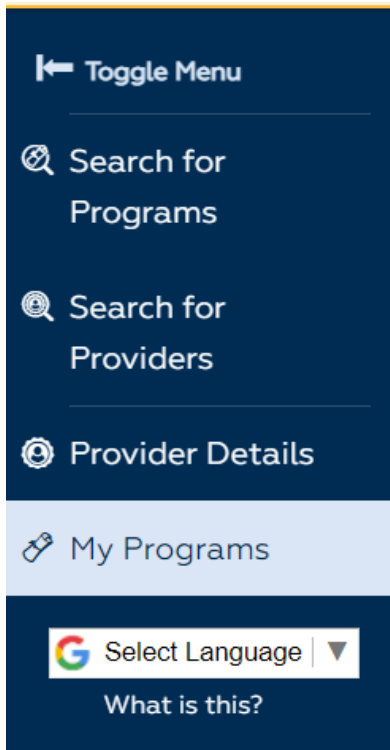


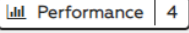

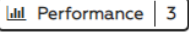




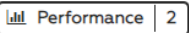


HOW TO ENTER DATA FOR ANNUAL PERFORMANCE REPORT

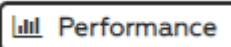
1. *Log into AJC as a Training Provider - select my programs*



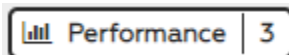
2. Locate the program name and select the Performance button

Actions	Program Name or Single Course/Class Title	WIOA	Performance	Local Area	Updated	Approved	Renewal
 Edit	Veterinary Assisting  Missing Performance Data		 Performance 4	5 - City of Phoenix, Phoenix Workforce Connection	May 20, 2021	State Approved	May 20, 2022
 Edit	Registered Nursing		 Performance 3	5 - City of Phoenix, Phoenix Workforce Connection	May 27, 2021	State Approved	May 27, 2022
 Edit	Respiratory Care  Missing Performance Data		 Performance 4	5 - City of Phoenix, Phoenix Workforce Connection	May 27, 2021	State Approved	May 27, 2022
 Edit	Surgical Technology.		 Performance 2	5 - City of Phoenix, Phoenix Workforce Connection	Mar 14, 2022	State Approved	Mar 14, 2023






Select Performance



You may also see a number that represent the number of times performance has been added to the system



3. Select Add Performance

Actions	Program Name ▾	Type ▾	Reporting End Date ▾	Category ▾
 Edit	Registered Nursing	Initial	Jun 30, 2020	All
 Edit	Registered Nursing  Invalid Data	???	Jun 30, 2020	All
 Edit	Registered Nursing  Invalid Data	???	Jun 30, 2021	All

Performance Type

- Annual
- Continued

4. For PY2021 (July 1, 2021 – June 30, 2022) Annual report select Annual

Performance Type

- Annual
- Continued

5. Select Performance Year and complete all the fields

Performance year (required)

Number Served (required)

The total number of students enrolled in the program during the reporting period.

Number Exited (required)

The total number of students who completed, withdrew, or transferred from the program during the reporting period.

Number Completed (required)

The total number of students who successfully completed the program during the program year (did not withdraw or transfer).

Number Employed in 2nd Quarter After Exit

Number Employed in 4th Quarter After Exit

Number Who Attained Credential (required)

The total number of students who exited the program and obtained a credential associated with the program within 1 year after exit from the program.

Median Earnings in 2nd Quarter After Exit

Quarterly wages

Average Earnings in 2nd Quarter After Exit (required)

Quarterly wages

Average Earnings in 4th Quarter After Exit (required)

Quarterly wages







Save

Cancel

Example of completed screen

6. Select save and finish

Training providers can see that the performance button number has changed:

Actions	Program Name ⇅	Type ⇅	Reporting End Date ⇅	Category ⇅
 Edit	Registered Nursing	Initial	Jun 30, 2020	All
 Edit	Registered Nursing  Invalid Data	???	Jun 30, 2020	All
 Edit	Registered Nursing  Invalid Data	???	Jun 30, 2021	All
 Edit	Registered Nursing	Annual	Jun 30, 2022	All

