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Eligible Training Provider List (ETPL) and ETP Annual Report Requirements

June 17, 2020

Objectives

- Workforce Innovation and Opportunity Act (WIOA) Overview
- WIOA Title I-B Programs and Eligibility Requirements
- Services Provided by the WIOA Title I-B Programs
- Training Services Eligibility
- ETPL and Individual Training Accounts (ITAs)
- ETPL Waiver
- ETP Annual Report Requirements
- Definition of Exit
- Supplemental Wage Collection Requirements
- Demonstration of How Training Providers Enter Performance Data into AJC

WIOA Title I-B Adult and Dislocated Worker Eligibility

WIOA Title I-B Adult Program

- Adults over 18 years old, who are able to legally work in the United States.

Workforce Innovation and Opportunity Act (WIOA)

Workforce Innovation and Opportunity Act (WIOA) is landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers, and help employers hire and retain skilled workers. The one-stop delivery system is known in Arizona as the ARIZONA@WORK system. The system includes core and required partners.

The six WIOA core programs:

- Title I - Adult Program;
- Title I - Dislocated Worker Program;
- Title I - Youth Program;
- Title II - Adult Education and Literacy Programs;
- Title III - Wagner-Peyser (Employment Service); and
- Title IV - Vocational Rehabilitation.

Jobseekers can access core and required partner services through the ARIZONA@WORK Job Centers.



WIOA Title I-B Adult and Dislocated Worker Program Career Services

Career Services

- Eligibility Determination
- Initial and Comprehensive Skill Assessments
- Job Search and Job Referrals
- Labor Market Information
- Résumé Writing Assistance
- Career Planning
- Supportive Services (tools, books, and bus passes)
- Financial Literacy Services
- Internships and Work Experiences;
- Workforce Preparation Activities;
- Follow-up Services
- More



Training Services Eligibility

Service provider staff determines, after an interview, evaluation or assessment, and career planning, that the participant is:

- Unlikely or unable to attain or retain employment that leads to economic self-sufficiency
- In need of training services to obtain or retain employment that leads to economic self-sufficiency
- Determined to have the skills and qualifications to successfully participate
- Selecting a program of training services directly linked to employment opportunities
- Unable to obtain grant assistance from other sources
- Is a member of a worker group under a petition filed for Trade Adjustment Assistance (TAA) and is waiting for a determination.
- Determined eligible according to the state and local priority of service system for the WIOA Title I-B Adult Program.



WIOA Title I-B Adult and Dislocated Worker Training Services

Training Services

- Occupational Skills Training
- Adult education and literacy activities, including English Language Acquisition and Integrated Education Programs provided in combo with another type of training.
- Entrepreneurial Training
- On-the-Job Training
- Customized Training
- Incumbent Worker Training
- Registered Apprenticeships
- Skill upgrading and training; and
- More

WIOA Title I-B Youth Program Eligibility

WIOA Title I-B Youth Program eligibility requirements:

- Youth, age 14-21, if in-school
- Youth, age 16-24, if out-of- school
- All youth must have an barrier to employment , e.g. dropout, homeless youth, basic skill deficient, English language learner, runaway, pregnant or parenting, subject to the juvenile justice or adult system, in foster care, a person with a disability, or need additional assistance to find or keep employment, or enter or complete postsecondary education.

WIOA Title I-B Youth Program Services

The 14 program elements include:

1. Tutoring, study skills instruction, and dropout prevention services
2. Alternative secondary school services, and dropout recovery services
3. Paid and Unpaid Work Experience
4. Occupational Skills Training
5. Education provided concurrently with workforce preparation activities
6. Leadership Development Opportunities
7. Supportive Service
8. Adult Mentoring
9. Follow-up services
10. Comprehensive guidance and counseling
11. Financial Literacy
12. Entrepreneurial Skills Training
13. Services that provide labor market information
14. Postsecondary preparation and transition activities



Eligible Training Provider List

The Eligible Training Provider List (ETPL) includes approved Training Providers who are eligible to receive WIOA Title I-B funds to train eligible adults and dislocated workers, and the Training Providers approved training programs.

The ETPL provides training program description, training program cost information, credential information, labor market information, and performance information to inform consumer choice.

A training program must be listed on the ETPL for WIOA Title I-B Funds to be used to pay for the training.

Exceptions that are not required to be listed on the ETPL include youth-contracted training programs, training provided through contracts with Training Providers under conditions listed in 20 CFR 680.320, including customized training, on-the-job training, and incumbent worker training.

Individual Training Accounts (ITAs)

- Individual Training Accounts (ITAs) are payment agreements established, on behalf of the individual participant, with the Training Provider, so that the participant can purchase training from a Training Provider whose training program is approved on the ETPL.
- ITAs are used for all training options that require use of the ETPL.
- WIOA Title I-B Adult, Dislocated Workers, In-School and Out-of-School youth participants may be issued ITAs to attend programs listed on the ETPL.

Eligible Training Provider List Waiver

USDOL has approved a waiver for Arizona to forgo federal reporting on **non-WIOA** funded students for the period **July 1, 2018 - June 30, 2020**. (PY July 2018- June 2019 & PY July 2019- June 2020)

The waiver approval maintains the requirement for DES to report on **all WIOA** funded students.

DES must determine continued eligibility for training programs using data on all students during the waiver period, so Training Providers, if able, are to report data on all students. **Data on all performance measures must be provided.**

Training Provider's annual reporting data is due to DES by September 30, 2020

The waiver expires June 30, 2020

For the next Program Year (**July 1, 2020 - June 30, 2021**) **all** Training Providers will be required to report on **all** students to DES.



ETPL Data Reporting Requirements for the ETP Annual Report

- States are required to submit Annual ETP performance reports for all programs of study listed on the state ETPL to U.S. Department of Labor.
- Training Providers must submit the performance data annually for all programs listed on the ETPL.
- Data submitted by Training Providers must include data on all students (**WIOA Title I-B and non-WIOA Title I-B**) who participated in each training program listed on the ETPL.
- Training Providers must submit the performance data on all students to DES through the Arizona Job Connection (AJC) system.



ETPL Annual Report

- The ETP Annual Report includes:
 1. Performance Data on **all** students that is submitted by Training Providers annually;
 2. Information about the Training Provider and training program that is provided by the Training Provider during the initial eligibility process, including the program description and the type of credential; and
 3. Performance data on WIOA Title I-B participants who participated in the training program that is calculated by the AJC System, and demographic information on WIOA Title I-B participants.

Performance Data Provided by the Training Provider for the ETP Annual Report Part I

1. Total Number of Individuals Served
2. Total Number of Individuals Exited
3. Total Number of Individuals Completed
4. Total Number Employed in the 2nd Quarter After Exit
5. Total Number Employed in the 4th Quarter After Exit
6. Median Earnings in the 2nd Quarter After Exit
7. Credential Attainment Rate
8. Average Earnings in the 2nd quarter After Exit
9. Average Earnings in the 4th quarter]After Exit



Performance Data Provided By the Training Provider for the ETP Annual Report Part I

A. Total Number of Individuals Served- The total number of students enrolled (WIOA Title I-B and non-WIOA Title I-B) in the program of study in the reporting period.

(The aggregate number of individuals - WIOA Title I-B and non-WIOA Title I-B - refers to any individual who was enrolled in a course that is part of a program of study within the reporting period.)

B. Total Number of Individuals Exited- The total number of students (WIOA Title I-B and non-WIOA Title I-B), who **completed, withdrew, or transferred** from this program of study in the reporting period.

(The aggregate number of WIOA and non-WIOA Title I-B refers to any individual who was enrolled in a course that is part of the program of study within the program period)

C. Total Number of Individuals Completed- The total number of training program individuals (WIOA Title I-B and non-WIOA Title I-B) **who completed, (i.e. did not withdraw or transfer out)** from the training program during the reporting period.



Performance Data Provided By the Training Provider for the ETP Annual Report Part II

- D. Total Number of Employed in the Second Quarter After Exit-** The number of WIOA Title I-B and non-WIOA Title I-B exiters who are in unsubsidized employment during the second quarter after exit from the program of study;
- E. Total Number of Employed in the Fourth Quarter After Exit-** The number of WIOA Title I-B and non-WIOA Title I-B exiters who are in unsubsidized employment during the fourth quarter after exit from the program of study;
- F. Median Earning in the Second Quarter After Exit –**The median earnings of participants (WIOA Title I-B and non-WIOA Title I-B) who are in unsubsidized employment **during the second quarter after exit** from the program of study.

(For all individuals in this program of study who exited during the reporting period, report the wage that is at the midpoint between the highest and lowest wage earned in the second quarter after exit.)



Performance Data Provided By the Training Provider for the ETP Annual Report Part III

G. Credential Attainment (Numerator)- The number of WIOA Title I-B and non-WIOA Title I-B exiters who completed the program of study AND attained a credential associated with the program of study within one year after exit from the training program.

This includes all individuals who:

- Attained a recognized postsecondary credential during the program or within one year after exit; or
- Attained a secondary school diploma, or its equivalent, and who were also employed or enrolled in an education or training program leading to a post-secondary credential within one year after training program exit.

H. Average Earnings (Second Quarter)- The average earnings of individuals (WIOA Title I-B and non-WIOA Title I-B) in the program of study who are in unsubsidized employment during the **second quarter after exit** from the program of study.

I. Average Earnings (Fourth Quarter)- The average earnings of individuals (WIOA Title I-B and non-WIOA Title I-B) in the program of study who are in unsubsidized employment during the **fourth quarter after exit** from the program of study.



WIOA Definition of Exit

- WIOA Definition of Exit applies to training providers
- A student is considered exited from the program of study when 90 days have passed without the student participating in the program of study.
- 90 days must pass without any participation in the training program for student to be considered exited.

The exit date is applied retroactively after the 90 days of no participation in the program of study back to the date of the last participation in the program of study. This is the last day the student participated in the program of study.

ETP Annual Report Performance Measures Cohorts

| Program Year 2019 (PY19) ETP Report | |
|--|------------------------|
| <i>Report Due Date</i> | <i>October 1, 2020</i> |
| All Individuals Served Counts | 7/01/19 to 6/30/20 |
| All Individuals Exiter counts | 4/01/19 to 3/30/20 |
| All Individuals Completer counts | 4/01/19 to 3/30/20 |
| Employed Second Quarter After Exit counts | 7/01/18 to 6/30/19 |
| Employed Fourth Quarter After Exit counts | 1/01/18 to 12/31/18 |
| Median Earnings Second Quarter After Exit | 7/01/18 to 6/30/19 |
| Average Earnings Second Quarter After Exit | 7/01/18 to 6/30/19 |
| Credential Attainment Rate | 1/01/18 to 12/31/18 |

The exit date is not set until 90 days after last service, and then it reverts back to the date of the last service. This allows for additional services, and alignment of data reported to USDOL.



Supplemental Data Collection Guidelines Part II

Training Providers must:

- Develop a method for identifying participants to contact for follow-up;
- Develop a uniform way to conduct follow-up;
- Conduct follow-up as close to the reference period as possible;
- Train staff to conduct follow-up;
- Implement procedures to improve quantity and quality of participant responses; and
- Create a database and procedures for supplemental wage information reporting.

Supplemental Data Collection

Training Providers may collect supplemental wage data for the employment-based indicators, including but not limited to:

- Copies of quarterly tax payment forms to the Internal Revenue Service, such as a Form 941 (Employer's Quarterly Tax Return);
- Copies of paystubs (minimum of 2 paystubs);
- A signed letter from an employer on company letterhead, attesting to an individual's employment status and earnings;
- Follow-up survey (self-reported) from program participants;
- Income earned from commission in sales or similar positions; and
- Self-employment worksheets signed and attested to by the program participant.



Recognized Postsecondary Credential Definition for the Credential Attainment Rate

A recognized postsecondary credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an Associate or Baccalaureate degrees.

A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation.

The definition for Title IV-Vocational Rehabilitation also includes graduate degrees.
For the WIOA Title I-B Program, the type of degrees do not count towards the Credential Attainment rate.



Credential Attainment Rate

This indicator measures attainment of two types of industry-recognized credentials:

- Recognized postsecondary credential; or
- Secondary school diploma or its recognized equivalent.

A participant should only be included in the numerator and denominator of the credential attainment indicator once per period of participation.

Types of Recognized Credentials

Educational Credentials

- High School diploma or High School Equivalency
- Educational Certificate
- Associate's diploma/degree
- Bachelor's diploma/degree

Industry Recognized Credentials

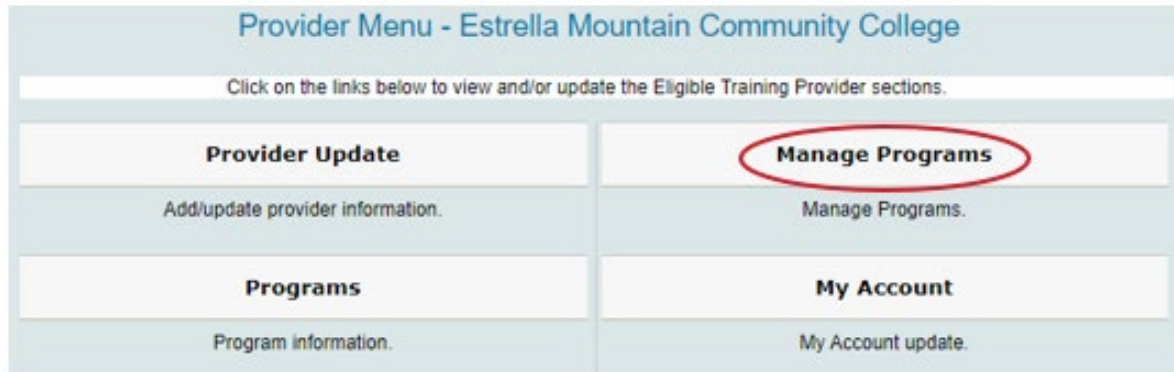
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education (CTE) certificates
- Occupational licensure
- Occupational certification

Non-Recognized Credentials

- OSHA 9/10 Certificate
- Work/Career Readiness Certificates
- ARIZONA@WORK Career Readiness Credential
- CPR Certificate
- Food Handler's Card
- Completion of Assistive Technology training program
- Completion of Orientation
- Certificates of Completion (non-credit based, single course, test prep)

Entering Performance Data into AJC for the ETP Annual Report

1. Log into AJC as a Training Provider
2. From the Provider Menu, click on Manage Programs



3. From the Manage Programs screen, click on the “Yes” link next to the program name

Manage Programs - Estrella Mountain Community College

To edit an existing program, click the Yes or No link next to the name of the program you wish to edit.

| Program Name | WIOA | Updated |
|--|------|------------|
| Electrical Systems Technology, Certificate of Completion | Yes | 01/30/2017 |
| Industrial Manufacturing & Emerging Technologies, A.A.S. | Yes | 06/02/2017 |
| Linux Networking Administration, Certificate of Completion | Yes | 06/02/2017 |
| Mechanical Systems Technology, Certificate of Completion | Yes | 01/30/2017 |
| MIT120 Industrial Technology Fundamentals | Yes | 01/30/2017 |

Entering Performance Data into AJC for the ETP Annual Report (cont'd)

4. On the Program Description page please review the information and scroll to the bottom of the page and click Save/Continue

Program Description - Estrella Mountain Community College
Electrical Systems Technology, Certificate of Completion

* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIOA Approved: State Approved

* This individual program of training services is: (check all that apply)

- ☐ Single Course/Class
- ☒ Training Program of Multi-Courses
- ☐ Non-traditional for Women

Title Industrial Machinery Mechanics

Occupation Title (O*Net-SOC) 49-9041.00 [ONET Lookup](#)

Hourly Wage 2 15.51

Required Certification 2

Occupation Title (O*Net-SOC) [ONET Lookup](#)

Hourly Wage 3

Required Certification 3

[Save/Return](#) [Save/Continue](#) [Return](#)

Entering Performance Data into AJC for the ETP Annual Report (cont'd I)

5. On the Program Performance page, click on Add Performance

Program Performance - Electrical Systems Technology, Certificate of Completion

To add a new performance set, click **Add Performance**. To edit an existing performance set, click **Edit** for the set you wish to update.

| Program Name | Type | Reporting End Date | Category | |
|--|---------|--------------------|----------|------|
| Electrical Systems Technology, Certificate of Completion | Initial | 06/30/2019 | All | Edit |

Add Performance

Continue

Return To Menu

Entering Performance Data into AJC for the ETP Annual Report (cont'd II)

6. On the Program Performance page for the specific program selected, please complete all required fields (*) for All Students (not just WIOA students) and click Save/Return.

Program Performance - Estrella Mountain Community College

Training providers must provide performance data as part of the initial ETPL applications. Registered Apprenticeship sponsors are not required to submit performance data for the initial ETP application.

Enter raw numbers.

* Indicates a required field

Electrical Systems Technology, Certificate of Completion

Program Performance For All Students

Performance Type: Subsequent

* Begin Date: 07/01/2019

* End Date: 06/30/2020

* Number Participated: 15

* Number Exited: 10

* Number Completed: 8

* Number Employed in 2nd Quarter After Exit: 7

* Number Employed in 4th Quarter After Exit: 5

* Number Who Attained Credentials: 8

* Median Earnings in 2nd Quarter After Exit: 15.00

* Average Earnings 2nd Quarter After Exit: 16.50

* Average Earnings 4th Quarter After Exit: 18.00

Save/Return Return To List Clear Changes

The system will automatically default the data being entered as subsequent when initial performance data has already been entered

- Training providers will need to reference the ETP Cohort Dates chart that outlines the selected time periods for reporting performance information on all students

| Program Year 2019 (PY19) ETP Report | |
|--|---------------------|
| Report Due Date | October 1, 2020 |
| All Individuals Served Counts | 7/01/19 to 6/30/20 |
| All Individuals Exiter counts | 4/01/19 to 3/30/20 |
| All Individuals Completer counts | 4/01/19 to 3/30/20 |
| Employed Second Quarter After Exit counts | 7/01/18 to 6/30/19 |
| Employed Fourth Quarter After Exit counts | 1/01/18 to 12/31/18 |
| Median Earnings Second Quarter After Exit | 7/01/18 to 6/30/19 |
| Average Earnings Second Quarter After Exit | 7/01/18 to 6/30/19 |
| Credential Attainment Rate | 1/01/18 to 12/31/18 |

View ETP Program Performance

To view program performance, click Edit on the Provider Programs page, and then click Save/Continue at the bottom of the Program Description page.

Provider Programs - Estrella Mountain Community College

To edit an existing program, click the Edit link next to the name you wish to edit. To delete a program, click the Delete link.

| Program | Edit | Delete |
|--|------|--------|
| Electrical Systems Technology, Certificate of Completion | Edit | Delete |
| Industrial Manufacturing & Emerging Technologies, A.A.S. | Edit | Delete |

Program Description - Estrella Mountain Community College

Electrical Systems Technology, Certificate of Completion

* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIOA Approved: State Removed

Program Performance - Electrical Systems Technology, Certificate of Completion

To add a new performance set, click **Add Performance**. To edit an existing performance set, click **Edit** for the set you wish to update.

| Program Name | Type | Reporting End Date | Category | |
|--|------------|--------------------|----------|------|
| Electrical Systems Technology, Certificate of Completion | Initial | 06/30/2019 | All | Edit |
| Electrical Systems Technology, Certificate of Completion | Subsequent | 06/30/2020 | All | Edit |

[Add Performance](#) [Continue](#) [Return To Menu](#)

WIOA Title I-B Resources

- AZ Department of Economic Security WIOA Title I-B - Training Services Policy
<https://des.az.gov/sites/default/files/media/trainingservices8.9.17.pdf>
- AZ Department of Economic Security WIOA Title I-B -Eligible Training Provider List (ETPL) Policy
https://des.az.gov/sites/default/files/media/etpl_policy_final10_3_16.pdf
- Training and Employment Guidance Letter (TEGL) 05-18 Eligible Training Provider (ETP) Guidance under Workforce Innovation and Opportunity (WIOA)
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3527
- TEGL 10-16, Change 1 Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3255

WIOA Title I-B Resources Cont.

- TEGL 26-16 Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5002
- TEGL 8-9 Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5389
- ETA-9171
[ETA-9171 https://www.doleta.gov/performance/pfdocs/ETA_9171_12.4.17.pdf](https://www.doleta.gov/performance/pfdocs/ETA_9171_12.4.17.pdf)
- ARIZONA@WORK
www.arizonaatwork.com
- Arizona Job Connection
www.azjobconnection.gov



Questions and Answers

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WIOA Title I-B Policy Questions and Technical Assistance Requests: TitlePolicy@azdes.gov

