

Eligible Training Provider List (ETPL) and ETP Annual Report Technical Assistance Questions and Answers

Presentation Questions

Question 1:

Is it possible to make the presentation available to all ETPL Annual Report Technical Assistance Attendees?

Response:

Yes. The Eligible Training Provider List and ETP Annual Reporting Requirements Technical assistance presentation is currently available at the following link:

<https://des.az.gov/services/employment/workforce-innovation-and-opportunity-act/policies-and-resources>

Question 2:

Were all ETPL Training providers invited to this webinar?

Response:

All eligible training providers were invited to participate in the June 17, 2020, technical assistance session.

Data Entry Questions

Question 3:

Is the AJC system able to calculate program performance for WIOA Title I-B participants, or do LWDBs need to run ETP performance reports and manually enter the data in the AJC?

Response:

The AJC system calculates performance for WIOA Title I-B participants using data entered by the case manager on the second and fourth quarter outcome screens in the AJC system. This information is automatically included in the ETP Annual report based on data entered into AJC by the case managers. LWDBs do not need to enter the data manually into the ETP Annual Report.

Question 4:

When a WIOA Title I-B participant is exited from a WIOA Title I-B program (within the AJC system), is there a way to differentiate/separate services by WIOA Title I-B program? If a participant has an Employment Service job search open within 90

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days after exit, they are not included in the report until that service is closed, so there are discrepancies with numbers. Is there a way to separate the WIOA Title I-B exit from the Employment Service exit?

Response:

No. Arizona uses a common exit policy. This means that the participant has not exited until they have not received any service from any WIOA partner and the participant does not have any planned services for 90 days.

After the 90 days of no service from any WIOA partner, the exit date is set at the last date of service. The AJC System sets the exit date correctly based on this definition. See 20 CFR 677.155.3.ii.

Question 5:

Is the "exit" date the date a student exited a program of study?

Response:

For *training providers*, the exit date is the last day a student participated in the program of study. Training providers must wait 90 days, to ensure the student will not begin to participate again before the exit date is set. The exit date is then set as the last day the student participated in the training program. Please note this training provider exit is not the same as the exit from WIOA activities as described in the response to Question #4.

Question 6:

Please explain why Eligible Training Providers are required to report performance on all students when a DOL waiver is in place for Arizona through June 30, 2020, eliminating the need to report data on all students?

Response:

Although the approval letter from USDOL waives the state's requirements to report on all students to USDOL as part of the ETP Annual Report, the approval letter maintains the state's requirement to take into consideration performance data on all students for continued eligibility.

Question 7:

Will training providers be removed from the ETPL for failure to submit performance data for Program Year (PY) 19?

Response:

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No. Training providers will not be removed for failure to submit performance data for PY19, if the data is not available. However, every training provider must submit the data available. For example, all training providers should be able to provide data for the "Number Participated", "Number Exited", "Number Completed", "Number Who Attained Credentials" fields in the AJC system.

Training providers must implement systems to track and report data on all students for the PY20 report. For PY19, training providers who fail to report any data will be put on corrective action plans, but will not be removed from the ETPL at this time.

Question 8:

What if some data is not available for PY19? Should training providers submit whatever data which exists and leave performance measure fields blank in the AJC system where data is not available?

Response:

No. Training providers must provide all ETP performance data available at this time. If no data is available for the performance measure the training provider must fill the field in AJC with a zero. The AJC system requires that data be entered for each performance measure. Data must be provided for each of the ETP performance measures for the AJC system to save the data.

Question 9:

When the ETP performance measure includes "in the second quarter", does that mean six months?

Response:

Yes. The second quarter after exit does not include the quarter the participant exits in or the following quarter. Each quarter is three months. For example, if a participant exits the program any time in the first quarter (January-March) of 2020, the second quarter after exits would be the quarter beginning July (July-September) 2020.

Question 10:

Since the training providers do not conduct placement activities or track individuals, are students required to send performance data to the WIOA Title I-B case manager or ARIZONA@WORK staff to enter this information into the AJC system?

Response:

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No. The training provider, not the case manager, enters the performance data for the annual ETP report through the AJC system.

Question 11:

What are the dates of the reporting year? What dates should be added to begin date and end dates fields in the AJC System? Are all the begin and end dates the same for each of the degrees/certificates/etc. that we are entering?

Response:

The begin date is July 1 of the program year, and the end date is June 30 of the program year. However, each performance measure has a unique cohort period. Individuals who exit the program of study during the specific cohort period for the measure are included in the performance calculation for the measure. DES will send out the chart with the cohort period for each measure annually.

Question 12:

Does the website currently allow training providers to input information?

Response:

The AJC System has been programmed to accept performance data from training providers. However, performance data for the program year can not be entered until after the end of the program year, June 30th of each year.

Question 13:

Are providers required to track for 2nd and 4th quarter after exit?

Response:

Yes, the Employment Rate in the 2nd and 4th quarter, Median Earnings in the 2nd quarter after exit, Average Earnings in the 2nd Quarter and 4th quarter after exit must be tracked and reported to DES. Requirements for the ETP Annual report are included in 20 CFR 463.230.

Question 14:

Is there a place in the AJC system to identify students for whom the school no longer has current contact information or those students who chose not to divulge information?

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Response:

No, the AJC system does not provide a place for training providers to identify students for whom the school no longer has current contact information or those who chose not to divulge information.

Question 15:

Does the data provided by training providers include only WIOA Title I-B funded students, or does it also include other WIOA funds, such as Vocational Rehabilitation Services, and Tribal funds, and non-WIOA funded students, such as self-pay?

Response:

The data provided by the training provider includes data on all students, this includes both WIOA funded students and all other students that participate in the training program during the cohort period. Data required to be provided by the training provider is included in [TEGL 3-18 Eligible Training Provider \(ETP\) Reporting Guidance under the Workforce Innovation and Opportunity Act \(WIOA\)](#). Definitions for the ETP Annual Report are included in [ETA 9171](#).

Question 16:

Does the training provider just enter performance information in the area where it states "WIOA Students" in AJC, or do we also enter information where it states "all participants"?

Response:

The training provider only has the ability to enter initial and subsequent program performance on all students. See the screenshot on the next page. See screen shot on next page.

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Program Performance - [Redacted]

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 ETPL application.

Enter raw numbers.

* Indicates a required field

[Redacted]

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	6
* 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

Credential Question

Question 17:

Does an Award of Completion issued by a community college constitute a Career and Technical Education (CTE) Certificate or credential?

Response:

No. Certificates of completion are not considered recognized credentials. Career and Technical certificates are awarded after a participant completes the CTE program. Per TEGL 10-16, change 1, CTE certificates are considered industry-recognized credentials.

Question 18:

Is it okay to assess with Pass/Fail or is a letter grade required?

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Response:

The state level ETPL policy does not include a requirement for the training programs to assess student's performance using a letter grade.

Question 19:

Is the Arizona Career Readiness Credential an industry-recognized credential?

Response:

No. Per TEGL 10-16, [Change 1](#) work readiness certificates are not considered industry-recognized credentials for purposes of calculating the Credential Attainment Rate, because work readiness certificates are not recognized industry-wide, nor do they document the measurable technical or industry/occupational skills necessary to gain employment or advancement within an occupation.

Miscellaneous Questions

Question 20:

What is the definition of training provider? Is this the organization that is case managing the individuals or the actual training provider of a specific training that is approved to provide training?

Response:

Training providers receive WIOA Title I-B funds to provide training services for programs approved on the ETPL and are defined at 20 CFR [680.410](#).

Question 21:

Is there a template for a survey that training providers can use to collect supplement wage data from students?

Response:

No. Supplemental wage data collection is discussed in [TEGL 26-16 Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act](#).

Question 22:

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Can income data obtained through the Department of Labor and Statistics be used for reporting income for Commercial Drivers?

Response:

No, the data should be specific to the actual students that participated in your training programs and includes their success in finding employment and obtaining a credential after the exiting the training program. If the training provider does not have access to UI wage information, supplemental wage collection will need to be conducted by the training provider.