

Iowa Eligible Training Provider List User Guide: Managing Program Reapplication

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ETPL Overview

As part of the infrastructure to carry out the mandates of the Workforce Innovation and Opportunity Act of 2014 (WIOA), states are required to maintain a list of training providers and programs that are certified to receive WIOA funds for training services. WIOA students are only permitted to use their Individual Training Account (ITA) funds in programs that appear on the Statewide Eligible Training Provider List (ETPL).

Iowa Workforce Development makes initial eligibility decisions regarding which providers and programs to add to the ETPL. After initial eligibility is established, subsequent eligibility decisions are made after one year and then biennially thereafter based on institutional performance data.

Managing Program Reapplication

This document is to aid an institution through the steps in completing and submitting a program reapplication. When a program nears the Subsequent Review date (e.g., is within 90 days) providers who have entered an email address within the provider profile will receive an email alert that their ETPL approved program(s) will need updated and submitted for review if it is intended for the program(s) to remain on the ETPL. If a program is not renewed before the Subsequent Review date, the program will be suspended and the training provider will no longer be permitted to provide training services funded by WIOA.

Please submit any technical questions to etpl@iwd.iowa.gov where staff are ready and available to answer any questions as they come up.

Steps to Reapply

Step 1 – Access the Login Page

The ETPL site can be reached by visiting <https://www.iowaworks.gov/vosnet/Default.aspx>. Login with your username and password. If you have forgotten your username or password, please click the “Forgot Username/Password?” link.

The screenshot displays the IowaWORKS website interface. At the top, there is a navigation bar with the IowaWORKS logo and a login section containing fields for Username and Password, a Sign In button, and links for Not Registered Yet?, Forgot Username/Password?, and En Español. Below the navigation bar, there is a grid of links: Find a Job, Find a Candidate, Job Seekers, Employers, Programs (with a dropdown arrow), File a Claim, and Contact Us. The main content area features a large group photo of staff with the text: "NEVER GIVE UP! DON'T JUST QUIT. The staff at IowaWORKS care and they are there to help you succeed." - Dev, IowaWORKS Customer. Below this, there are three colored boxes with icons and buttons: a blue box for "Find classes, workshops and job fairs near you" with a "Search Calendars" button; a green box for "Set up an account for customized job searches, tools and information" with a "Register Now" button; and a teal box for "From resume writing to training programs, IowaWORKS staff can help you find a job" with an "Explore-Services" button. A search section follows, with a "SEARCH" heading, a prompt to "Enter a keyword and/or city or ZIP code and radius to search for jobs in your area.", and input fields for "Enter Keyword", "Zip Code or City", and a radius dropdown set to "25 miles", along with a "Search" button. Below the search section, there is a link to "HELPFUL DOCUMENTS AVAILABLE IN MULTIPLE LANGUAGES" with a list of languages: English, العربية, Hakha, ភាសាខ្មែរ, Bosanski, Tiếng Việt, Deutsch, 한국어, Español, Français, မြန်မာ, and ကဏ္ဍိကဝဏ်. The footer contains the IowaWORKS logo, copyright information (Copyright © 1998-2019, Geographic Solutions, Inc. All Rights Reserved), a disclaimer, a link to "A proud partner of the AmericanJobCenter network", and social media icons for Facebook, Twitter, and LinkedIn.

Step 2 –Manage Program Reapplication

➤ Step 2.1 – Manage Institution Programs

After logging in, within the Provider User Profile section, click the “Manage Institutions Programs” link.

The screenshot shows the IowaWORKS Provider User Profile dashboard. On the left sidebar, under 'Services for Providers', the 'Manage Institution Programs' link is highlighted with a red box. The main content area has a header 'Welcome to My Provider Workspace Test, ETPL.' and a grid of links: 'View your Personal Profile and Contact Information', 'Demand Occupations', 'Reports', and 'Manage Institution Programs' (highlighted with a red box). To the right, there are sections for 'My Messages' (Unread Messages, Read Messages, Enter the Message Center) and 'Need help or more information' (Assistance Center, Learning Center). Further right, there are 'Education Services' links: 'Training Providers and Schools', 'Training and Education Programs', and 'Eligible Training Provider List'.

[\[Configure Dashboard Widgets\]](#)

You can see that programs that are within the reapplication eligibility period will display a red REAPP icon, as displayed below.

Education and Training Programs

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Test Program 1 PS - Approved Provider Training - ITA 	A program that prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations such as bilingual bicultural students special education students adult learners and students learning English. Includes instruction in techniques of general classroom supervision maintaining order assisting with lessons and carrying out related assignments.			Approved/Eligible	Edit Deactivate

➤ Step 2.2 – Reapplication Process

When you have located the program you wish to complete reapplication for, click the “Edit” link in the Action column.

Education and Training Programs

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Test Program 1 PS - Approved Provider Training - ITA 	A program that prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations such as bilingual bicultural students special education students adult learners and students learning English. Includes instruction in techniques of general classroom supervision maintaining order assisting with lessons and carrying out related assignments.			Approved/Eligible	Edit Deactivate

You will need to make any necessary updates and/or changes within each tab in the wizard (eg., more recent program descriptions, program costs, or new performance data from the Performance tab). The wizard will walk you through each tab in which you have already filled in information for initial eligibility and placement on the ETPL. It is always best practice to fill in as much information as possible regardless of whether the field is required or not.

➤ Step 2.3 – General Information Tab

Review the information you have previously submitted for your program in the General Information tab. The Status field defaults to “Active” meaning that this program has been accepted by the State, and is listed as a program offered by your institution. If anything regarding this program has changed since its original submission, information within this tab must be updated. You must review and update, as applicable the:

- CIP Code information for the program of study
- Education program name
- Education program description
- Program of study or training services potential outcomes
- Ability to obtain a credential
- Completion level
- If the education program is in partnership with business

General Information

*** Status:** ☒ Active ☐ Inactive

Purpose for adding program: ☒ Submit for ETPL Approval and accept participants
☐ Accept participants without submitting for ETPL Approval
☐ To be determined or display to the public only

Education Program Type: PS - Approved Provider Training - ITA

*** CIP Code:** 131501 - Teacher Assistant/Aide
[\[Search for CIP Code \]](#)

*** Education Program Name:** Test Program 1

Education Program Description: Test program description update

*** This program of study or training services has the following potential outcome(s) (please select all that apply):**

☐ An industry-recognized certificate or certification	☐ A community college certificate of completion
☐ A certificate of completion of an apprenticeship	☐ A secondary school diploma or its equivalent
☐ A license recognized by the State involved or the Federal Government	☐ Employment
☒ An associate degree	☐ A measurable skills gain leading to a credential
☐ A baccalaureate degree	☐ A measurable skills gain leading to employment

*** This program leads to a credential or degree** ☒ Yes ☐ No

Name of Associated Credential:

*** Completion Level:** Associate's Degree

*** Attain Credential:** AA/AS Degree

Other, Specify:

Certification / License Title:

Certification / License Type: None Selected

Green Job Training: ☐ Yes ☒ No

[What is a green job?](#)

*** Is this education program in a partnership with business?** ☒ Yes ☐ No

*** Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):** This program now offers a paid internship with the Best Business Partner in the last semester of the course.

LWDB Submitted: None Selected

If you do not make any changes to the information provided, proceed by clicking “Next”.

➤ Step 2.4 – Apprenticeship

Review the information you have previously submitted for your program in the Apprenticeship tab. If you selected “No” during initial eligibility, but your program is now an Apprenticeship, and you changed your answer to answering “Yes” as you updated General Information, it will trigger additional questions to display, as shown below.

Apprenticeship

* This program is an Apprenticeship: ☒ Yes ☐ No

* This Education Program is a Registered Apprenticeship: ☒ Yes ☐ No

* Apprenticeship Registration Date:  Today

* Apprenticeship Description:

Number of active apprentices:

* Instruction Method:

* Instruction Length in Weeks:

* Technical instruction is provided by another provider: ☒ Yes ☐ No

Instruction Provider

* Name:

* Address 1:

Address 2:

Note: By entering the ZIP Code first, the system will automatically populate the City and State fields.

* City:

* State:

* ZIP Code:

➤ Step 2.5 – Additional Details

Review the information you have previously submitted for your program in the Additional Details tab. You must review and update, as applicable the:

- URL of the Training Program
- Program Prerequisites
- Date Education Program was first offered (will likely not need to update)
- Explanation regarding why this is a new program (will likely not need to update)
- Grievance Procedure
- Refund Policy
- If the education or training program is Quality Pre-Apprenticeship

Additional Details

Financial Aid Available: ☒ Pell Grant ☒ Institutional Scholarship
☒ Federal Loan ☐ Other

URL of Training Program
 (Example: <http://site.com>):

* Program Prerequisites:

* Date Edu. Program First Offered: [Today](#)

* Please provide a reasonable explanation regarding why this is a new program:

Minimum Class Size:

Maximum Class Size:

Number Of Instructors:

Describe the qualifications of all instructors in 800 characters or less:

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

Drug/Alcohol Screening Required: ☐ Yes ☐ No

Accessibility: ☐ On-Site Parking ☐ Sign Language
☐ Public Transportation ☐ Other Languages
☐ Disabled Student Access ☐ Other

Describe any equipment used in this program and its adequacy and availability in 800 characters or less:

* Either Grievance Procedure or Grievance Procedure URL is required.

Grievance Procedure (1000 characters max.):

Grievance Procedure URL (Example: <http://site.com>):

* Either Refund Policy or Refund Policy URL is required.

Refund Policy (800 characters max.):

Refund Policy URL (Example: <http://site.com>):

Internship Available: ☐ Yes ☐ No

* This education or training program is a Quality Pre-Apprenticeship: ☐ Yes ☒ No

➤ Step 2.6 – Occupations

Select Occupation from ONET Table to add any new related occupations, or click “Next” if no updates are necessary. Provide evidence that the selected occupation is in demand if it is not identified as having a bright outlook.

Related and Selected Occupations

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select
25904100	Teacher Assistants 		☒	☐

 BRIGHT OUTLOOK NATIONALLY |  BRIGHT OUTLOOK LOCALLY |  GREEN OCCUPATIONS

[[Select Occupation From ONET Table](#)]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

➤ Step 2.7– Occupational Skills

Review any occupational skills that were previously entered. To add new occupational skills, click the “Add new occupational skill(s)” link. Select a category from the dropdown menu and select any applicable skill descriptions. Click Save to return.

Selected Occupational Skills

Skill Description	Select
adapt course of study to meet student needs	☐
advise students	☐
arrange library materials	☐
assess educational potential or need of students	☐
coordinate educational content	☐

[[Add new occupational skill\(s\)](#) | [Delete selected occupational skill\(s\)](#)]

➤ Step 2.8 – Completion Expectations

Review the information you have previously submitted for your program in the Completion Expectations tab. You must review and update, as applicable the:

- Credit Earned Program
- Number of Credits
- Credit Earned Duration
- Program Goal
- Projected Hourly Wage After Program Completion

Completion Expectations

Continuing Education Units (CEU): Units

CEU Granting Institution:

* Credit Earned Program: ☒ Yes ☐ No

* Number of Credits: Credits

* Credit Earned Duration: ☒ Semester ☐ Quarter

* Program Goal:

Credentialing Body:

* Projected Hourly Wage After Program Completion:

➤ Step 2.9 – Scheduling

Review the information you have previously submitted for your program in the Scheduling tab. You must review and update, as applicable the:

- Reporting Program Length
- Reporting Program Format

Scheduling**Course Times**

Class Time: Hours

Lab Time: Hours

Other Time: Hours

Class Frequency:

Reporting Information

* Reporting Program Length - Clock/Contact Hours: Hours

* Reporting Program Length - Full-time Weeks: Weeks

* Reporting Program Format:

➤ Step 2.10 – Duration

Review the information you have previously submitted for your program in the Duration tab. If there was no information previously submitted for Duration, you can click the Add Duration link to display the Duration box and enter details.

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
No records found						
[Add Duration]						

Duration	
Duration Title:	
Primary Duration:	☒
Duration:	
Duration Type:	None Selected
Schedule Intensity:	☒ Full-Time ☐ Part-Time
Weekly Schedule:	
Classes Offered:	☐ Day ☐ Weekend ☐ Night ☐ Summer
Save Cancel	

➤ Step 2.11 – Locations

Review the information you have previously submitted for your program in the Locations tab. If there is a new location which offers the program you wish to add, it can be added on Locations tab of the Provider Profile.

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select
ETPL Test	208 Test Street Creston, IA 50801	208 Test Street Creston, IA 50801	☒

➤ Step 2.12 – External Approvals

Review the information you have previously submitted for your program in the External Approvals tab. Update as applicable.

External Approvals

Is this program listed on another state's ETPL? ☐ Yes ☒ No

➤ Step 2.13 – Cost Details

Review the information you have previously submitted for your program in the Cost Details tab. The cost of attendance, including the cost of tuition and fees is required. You must review and update, as applicable:

- Tuition/Fees
- Books
- Tools
- Other Costs
- Comments

Cost Details

Note: \$0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	\$1,900.00	Edit Delete
Tuition/Fee	\$1,500.00	
Books	\$300.00	
Tools	\$50.00	
Other Costs	\$50.00	
Comments	test fee	
Total Amount of Cost Structures	\$1,900.00	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

The privilege to add line items cannot be applied to Provider Users.

Total Amount: \$1,900.00

➤ Step 2.14 – Performance

During initial eligibility, the Performance tab was not used, so you will not have any data to update.

At the time of re-application, it is **required** for each program to enter the applicable performance data for **all** students who were enrolled in the training program on or after July 1, 2019. Providers must report program performance for all individuals enrolled in a program, even when there are no WIOA participants in that program. This includes students who enrolled for any amount of time and later withdrew, etc. Performance data on all students is used to determine continued eligibility for each program, as required by WIOA. If a program does not provide the required data for all students, the program will be removed from the ETPL.

Registered Apprenticeship programs are exempt from the requirement to report performance; however, all other programs must report performance.

There are two methods that may be used to provide performance data for all students.

Option 1: Enter data specific to each individual, by their social security number. To add performance data for an SSN:

Click the “Add SSN Record” button to display SSN Performance Details fields.

SSN Performance Data

No SSN-Level performance data currently exists for this program. Click Add to add data.

Add SSN Record

From the SSN Performance Details section, enter all applicable data for the most recent status for one SSN. At minimum, you must enter SSN, Start Date and Status.

SSN Performance Details

* SSN:	____-____-____
* Start Date:	____/____/____
* Status:	Enrolled ▼
Exit Date:	____/____/____
Credential:	Unknown ▼
Employed Q2:	Unknown ▼
Employed Q4:	Unknown ▼

Click the “Save” button. The list of SSNs will reload with the new entry included. Repeat the process for each SSN, for each individual enrolled in the program.

SSN Performance Data

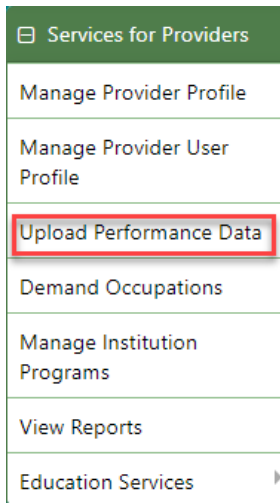
SSN	Start Date	Status	Exit Date	Credential	Employed Q2	Employed Q4	Action
***-**-9999	07/01/2018	Withdrew	12/01/2018	No	Unknown	Unknown	Edit Delete
***-**-4444	07/01/2018	Completed	07/01/2019	Yes	Unknown	Unknown	Edit Delete

Add SSN Record

When all data is entered for each SSN, click the Next button to proceed to the confirmation tab.

Option 2: Import social security number data via an Excel spreadsheet. To add performance data via an Excel spreadsheet:

Proceed to the left-navigation menu. Under Services for Providers, click on “Upload Performance Data”.



Click the “Download Empty Spreadsheet” link.

Upload Spreadsheet

Select Excel spreadsheet: No file chosen

Upload

[\[Download Empty Spreadsheet\]](#)

An Excel spreadsheet will populate with two tabs. The first titled “Instructions” and the second titled “Summary”. Review the “Instructions” for instructions regarding the spreadsheet.

Click the “Summary” tab. The summary tab will include all of the programs you have entered into the IowaWORKS site. For each program, click the applicable link under the Worksheet column.

				
Provider:	TestTitleII			
Program ID	Program Name			Worksheet
30400	Accounting			Sheet 1

This will populate additional tabs on your Excel spreadsheet. You must complete this action for all applicable programs.

Choose File No file chosen

You will now see the file with a Pending Approval status under Previous Upload Sessions.

Previous Upload Sessions

Session ID	Upload Date	File Name	Status	Uploaded By	Approved By	Approval Date	Total Records	Action
1	01/07/2020	UploadPerformanceData.xlsx	Pending Approval	Clabby-Kane, Kyle			1	View Delete

At this point, you have completed the necessary steps required to provide performance information. State staff must review and approve the submission. Once approved, you will see the status update from “Pending Approval” to “Approved”.

Previous Upload Sessions

Session ID	Upload Date	File Name	Status	Uploaded By	Approved By	Approval Date	Total Records	Action
1	01/07/2020	UploadPerformanceData.xlsx	Approved	Clabby-Kane, Kyle	Greenman, Wendy	01/07/2020	1	View

➤ Step 2.15 – Confirmation

You must agree to the statement in the Confirmation tab in order to submit your registration for approval. Click “Yes, I agree to the above statement. Please submit this educational program for WIOA Approval” and subsequently click “Next”.

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

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.

- ☒ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.
☐ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

By clicking “Finish” at the bottom of the next screen, you have completed the necessary steps for reapplication by confirming your reapplication for WIOA approval. You will see that the status of the reapplication in the Status column is now “Pending (system-set only)”.

Review

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	Pending (system-set only)	12/31/2021	N/A	12/31/2019 3:21 PM	N/A	View
ITA	Approved/Eligible	1/1/2020	1/1/2019	12/31/2019 2:26 PM	N/A	View

Records Per Page 10 Go

[Exit Wizard](#)

[<< Back](#) [Finish](#)

After clicking “Finish”, you will be taken back to the Education and Training Programs Screen. Your requirements for Reapplication are complete, and you will now wait approval of your program(s).

➤ Step 2.3 – Approval of Programs

State staff will review the Continued Eligibility of the training program. If the reapplication is approved, you will see that the program no longer has the red REAPP icon attached to it, or the “Pending” status, and has the purple WIOA icon attached, as displayed below.

Education and Training Programs

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Test Program 1 PS - Approved Provider Training - ITA 	Test program description update			Approved/Eligible	Edit Deactivate

After the first continued eligibility determination, programs will be reviewed for continued eligibility on a biennial basis.

➤ Step 2.4 – Denial of Programs

State staff will review the Continued Eligibility of training programs. Only the State can remove eligible training providers and programs from the ETPL and only after appropriate due process. Iowa Workforce Development (IWD), on behalf of the State, can remove an eligible training provider, a program, or both when IWD finds that an eligible training provider, a program, or both:

- Intentionally submits inaccurate data and there is evidence of this;
- Has substantially violated any provision of Title I of WIOA and its regulations;
- Is in violation of state and/or local laws;
- Has ceased to be in business and/or lost its license to operate; or
- Fails to meet performance levels

As part of the review of eligibility, eligible training providers and/or programs may be subject to the removal procedure due to not meeting criteria, or failure to meet established minimum performance levels.

A training provider removed from the ETPL list for failure to meet performance or for being in violation of the WIOA statute or regulations, cannot re-apply for eligibility for a period of not less than two (2) years after the official removal date. A provider whose eligibility is terminated under these conditions is liable to repay all youth, adult, and dislocated worker training funds it received during the period of noncompliance.

If the reapplication is denied, you will see Rejected in the Review Status Column, as displayed below.

Education and Training Programs

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Test Program 1 PS - Approved Provider Training - ITA 	Test program description update			Approved/Eligible	Edit Deactivate
Test Program 2 PS - Approved Provider Training - ITA	A program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding resistance welding brazing and soldering cutting high-energy beam welding and cutting solid state welding ferrous and non-ferrous materials oxidation-reduction reactions welding metallurgy welding processes and heat treating structural design safety and applicable codes and standards.			Rejected	Edit Deactivate

To view the reason selected for the program rejected, click “Edit” in the Action column.

Education and Training Programs

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Test Program 1 PS - Approved Provider Training - ITA WDA	Test program description update		✓	Approved/Eligible	Edit Deactivate
Test Program 2 PS - Approved Provider Training - ITA	A program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding resistance welding brazing and soldering cutting high-energy beam welding and cutting solid state welding ferrous and non-ferrous materials oxidation-reduction reactions welding metallurgy welding processes and heat treating structural design safety and applicable codes and standards.		✓	Rejected	Edit Deactivate

Next, click the Review tab, and see additional details in the Status column regarding the rejection reason. You may also click “View” in the Action column to see additional details on the determination.

Review

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	Rejected, Failed Performance	12/31/2021	12/31/2019	12/31/2019 4:24 PM	N/A	View
ITA	Approved/Eligible	12/31/2019	12/31/2019	12/31/2019 4:24 PM	N/A	View

Records Per Page [Go](#)

[Exit Wizard](#)

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Finish

Questions?

As before stated, please submit any technical questions to etpl@iwd.iowa.gov where staff are ready and available to answer any questions as they come up.