



Eligible Training Provider List (ETPL): Managing Program Reapplication User Guide

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ETPL Overview

Workforce Innovation and Opportunity Act of 2014 (WIOA) Title I funds help eligible Iowans access training. Approved training programs lead to a recognized credential and help prepare Iowans for in-demand career pathways. Iowans using WIOA Title I Adult and Dislocated Worker funds for training must select from the list of approved programs on Iowa's Eligible Training Provider List (ETPL).

Iowa Workforce Development (IWD) uses [Chapter 7 Eligible Training Provider List Policies](#) to make initial and continued eligibility determinations regarding programs included on the ETPL. Training programs may be approved for initial eligibility for one year. Then, continued eligibility may be granted every two years after that. Training providers wishing to remain on the ETPL must reapply for continued inclusion **prior** to the end of the eligibility period.

For more information: [WIOA Desk Reference on Eligible Training Providers](#)
Submit questions to: etpl@iwd.iowa.gov

ETPL Annual Performance Reporting

The United States Department of Labor (USDOL) requires the State of Iowa to collect and submit performance data annually for all programs on the ETPL. This allows Iowans to make informed decisions about what programs will provide the best occupational outcomes following completion of the program.

The law stipulates that performance data must be collected for **ALL students** in **ALL states** in a program, regardless of whether the students are supported by WIOA funds. As a provider you will need to submit performance data, **including Social Security Numbers (SSN)**, for all students annually in **August**. IWD will use student SSNs to perform wage matching using the state's employment database. **Institutions unable to comply with annual performance reporting requirements will NOT be approved for ETPL continued eligibility.**

Performance reporting is a separate process from reapplying for ETPL continued eligibility.

Managing ETPL Program Reapplication

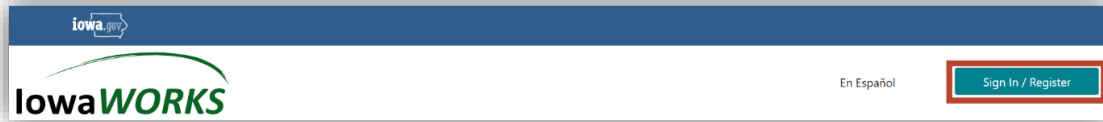
This guide outlines the steps to complete ETPL program reapplication. When a program is within 90 days of the Subsequent Review date providers will receive an email alert that their ETPL approved program(s) will need updated and submitted for review if it is intended for the program(s) to remain on the ETPL. If a program is not renewed before the Subsequent Review date, the program will no longer be included on the ETPL after the Subsequent Review date.

Program reapplications submitted prior to the Subsequent Review date may be determined eligible for continued approval for two years. Reapplications submitted after the Subsequent Review date has passed are treated as initial applications and are only eligible for approval for one year.

Steps to Reapply for Continued ETPL Inclusion

Step 1 – Access the IowaWORKS Data Management System

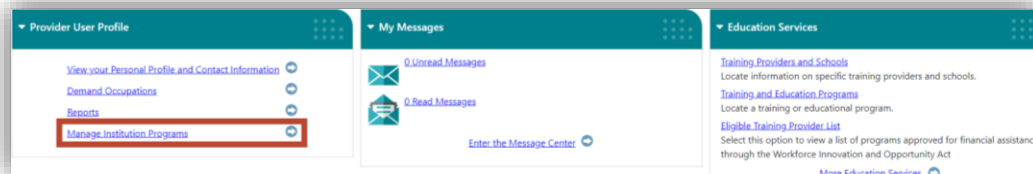
The ETPL site is located at <https://www.iowaworks.gov/vosnet/Default.aspx>. Click **Sign In / Register** and log in with your provider user credentials. If you have forgotten your user name and/or password, please click **Retrieve User Name or Password** or email etpl@iwd.iowa.gov for assistance.



Step 2 – Manage Program Reapplication

➤ Step 2.1 – Manage Institution Programs

After logging into your provider user account, click **Manage Institution Programs**.




➤ Step 2.2 – Reapplication Process





Some institutions will have programs displayed that are not on Iowa's ETPL. Programs should be filtered to only display ETPL programs. Click **Show Filter Options** on the left.

[Show Filter Options](#)

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Dental Assisting PS - Approved Provider Training - ITA	A program that prepares individuals to provide patient care take dental radiographs x-ray photographs prepare patients and equipment for dental procedures and discharge office administrative functions under the supervision of dentists and dental hygienists. Includes instruction in medical record-keeping general office duties reception and patient intake scheduling equipment maintenance and sterilization basic			Approved/Eligible	Edit Copy Deactivate

Select **PS – Approved Provider Training - ITA** from the Edu. Program Type dropdown menu. Click **Apply Filters**.

Programs within the reapplication eligibility period will have a red REAPP icon  under the program name. Click [Edit](#) in the Action column next to the program due for reapplication.

Education and Training Programs					
Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Accounting and Bookkeeping Diploma PS - Approved Provider Training - ITA 	The Accounting & Bookkeeping program is designed to provide you skills needed for entry-level positions in the accounting field. Emphasis is placed on providing strong computer skills including Excel, QuickBooks, and Sage. Concentration is available in the areas of Payroll, Income Tax, and Accounting Internships. Communication and leadership skills are incorporated in all of the courses. Upon completion you will have the skills needed to perform full-time full-charge bookkeeping and payroll services for small and medium sized businesses.			Approved/Eligible	Edit Copy
Accounting Certificate PS - Approved Provider Training - ITA 	The Accounting Certificate is designed to provide basic financial knowledge in the accounting field and/or enhance current job skills. All of the classes will allow you seamless transfer into either the Accounting & Bookkeeping diploma or Accounting Specialist program. Additionally it offers accounting credentials that complement other degrees and adds additional skills to your resume.			Approved/Eligible	Edit Copy

It is best to update all fields, regardless of whether the field is required. **Explain any acronyms or abbreviations used, such as Certified Nursing Assistant (CNA).**

Review and update the information on each page as applicable. Click [Next](#) after each page has been reviewed and updates have been made. Once [Next](#) has been clicked on a page, you can [Exit Wizard](#) at any time and the data entered will be saved. If you do not click [Next](#) on a page, the data on that page will NOT be saved.

➤ Step 2.3 – General Information

Pay particular attention to the accuracy of the following fields:

- **CIP Code:** If changing the CIP Code, the information in the Education Program Description field will change to match the new CIP Code. If you have information in this field specific to your program (rather than the default), you will want to copy that information and put it back in this field after changing the CIP code.
- **Education Program Name:** This should match the training name on the provider's website.
- **Education Program Description:** This will auto-populate with system information for that CIP Code. Best practice is to update this field with the program description found on the provider's website.

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

Associated Service Code(s) for the Education Program Type (Informational):
281 - RA: ITA Related Training Instruction
302 - Occupational Skills Training (OST) - Approved Provider List

*** This program is an Apprenticeship:** ☐ Yes ☒ No

*** CIP Code:** 510601 - Dental Assisting/Assistant
[\[Search for CIP Code \]](#)

*** Education Program Name:** Dental Assisting

Education Program Description: A program that prepares individuals to provide patient care take dental radiographs x-ray photographs prepare patients and equipment for

- **Potential Outcomes:** The program should lead to at least one of the following potential outcomes to be on the ETPL. These potential outcomes are recognized credentials. **If a program does not lead to one of the above potential outcomes, it should NOT be on the ETPL.**
 - An industry-recognized certificate or certification
 - A certificate of completion of an apprenticeship
 - A license recognized by the State involved or the Federal Government
 - An associate degree
 - A baccalaureate degree
 - Institution of Higher Education certificate of completion (this includes certificate and diploma programs)
- **Name of Credential:** **A program should lead to a credential to be on the ETPL.**
 - Credential name examples for Institution of Higher Education entities include:
 - Certificate, such as Accounting Certificate
 - Diploma, such as Dental Assisting Diploma
 - Associate degree, such as Associate of Arts in Business Administration
 - Bachelor degree, such as Bachelor of Arts in Social Work
 - Credential name examples for other entities include:
 - Industry-recognized certificates, such as CompTIA A+, Certified Nursing Assistant (CNA), or Project Management Professional (PMP)
 - Certificate of completion of an apprenticeship, such as Certificate of Completion of an Electrician Apprenticeship
 - License recognized by the State involved or the Federal Government, such as Commercial Driver's License or Licensed Practical Nurse
- **Completion Level**
- **Attain Credential:** For ETPL programs, the credential should be AA/AS Degree, BA/BS Degree, Occupational Skills License, or Occupational Skills Certificate or Credential.
- **Certification / License Title and Type:** If An industry-recognized certificate or certification, A certificate of completion of an apprenticeship, or A license recognized by the State involved or the Federal Government is selected as a potential outcome, enter the Certification/License Title, and select the appropriate Certification/License Type from the dropdown menu.
 - At times, the Name of Credential and Certification/License Title will be the same.

Please indicate which potential outcomes could result from this program. Click Select below and check all that apply. Note that selecting any of the first six potential outcomes implies that the program leads to a credential, and the name of the credential will be required.

Potential Outcomes:

- An industry-recognized certificate or certification
- Institution of Higher Education certificate of completion

[Select Potential Outcomes]

Leads to a Credential: Yes

*** Name of Credential:** Dental Assisting Diploma

*** Completion Level:** Postsec. Awards/Cert./Diplomas; 1-2 yrs.

*** Attain Credential:** Occupational Skills certificate or credential

Other, Specify:

Certification / License Title: Dental Assistant

Certification / License Type: National Certification or License

Green Job Trainings: ☐ 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):

The Dental Assisting program works with an advisory board that assists with program updates. Students complete a co-op as a required part

LWDB Submitted: None Selected

[Exit Wizard](#)

[Next >>](#)

➤ Step 2.4 – Apprenticeship (Required only for Apprenticeship programs)
Registered Apprenticeship (RA) programs are typically entered and updated by the RA Program Coordinators. No information is entered on this page unless it was indicated on the first page that the program is an apprenticeship.

➤ Step 2.5 – Additional Details
Pay particular attention to the accuracy of the following fields:

- *URL of Training Program*: Must be completed even though it does not indicate it is required.
- *Program Prerequisites*

- *Grievance Procedure*: Ensure procedure described or URL are current.
- *Refund Policy*: Ensure policy described or URL are current.

➤ Step 2.6 – Occupations

To add new related occupations, select unchecked occupations listed or additional occupations can be added by clicking **Select Occupation From ONET Table**. A blue sun icon ☀ will display next to occupations known to be in-demand in Iowa. A yellow sun icon ☀ will display next to occupations known to be in-demand nationally. If any selected occupations do not have a blue sun icon, provide evidence the selected occupation is in-demand. This evidence should cite labor market information (LMI) and/or describe local employer support for the occupation(s).

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select
15123100	Computer Network Support Specialists ☀		<input checked="" type="checkbox"/>	<input type="checkbox"/>
15123200	Computer User Support Specialists ☀		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

☀ 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.

[Exit Wizard](#)

[<< Back](#) [Next >>](#)

➤ Step 2.7 – Occupational Skills (Optional)

To add occupational skills not listed, click **Add new occupational skill(s)**.

Selected Occupational Skills

Skill Description

No records found

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

[Exit Wizard](#)

[<< Back](#) [Next >>](#)

Select a category from the dropdown menu.

Add new occupational skill(s)

Select a category for additional skills:

- None Selected
- None Selected
- General Skills
- Computers & Mathematics
- Construction
- Education & Social Services
- Entertainment & Media
- Financial Services
- Agriculture & Wildlife
- Healthcare
- Legal & Protective Services
- Management & Office Services
- Science & Engineering
- Service & Sales
- Skilled Trades
- Transportation

Skill Description

No records found

[Save](#) [Cancel](#)

We value your input, please provide your feedback below so we can assist you further.

Select any applicable skill descriptions. Click **Save** to return to the previous page.

test computer system operations to ensure proper functioning - test data communications hardware or software

Update computer database information - implement computer system changes

Use databases to locate investigation details or other information - use relational database software

Write computer programming code - write computer software, programs, or code

Write computer programming code - use computer programming language

Write computer programming code - design computer programs or programming tools

Write computer programming code - develop mathematical or computer languages

Write computer programming code - use object-oriented computer programming techniques

Write computer programming code - use differential equations in computer programming

Write computer programming code - encode equations for processing

[Save](#) [Cancel](#)

➤ Step 2.8 – Scheduling

Pay particular attention to the accuracy of the following fields:

- *Program Length – Clock/Contact Hours*: Enter the number of hours **PER WEEK** a student spends in class or other instructional activities (**must be 50 hours or less**).
- *Program Length – Full-time Weeks*: Enter the number of weeks the program lasts (**must be 260 weeks or less**).
- *Program Format*: Select the program format from the dropdown menu.

Scheduling

Course Times

Class Time: Hours

Lab Time: Hours

Other Time: Hours

Class Frequency:

Reporting Information

Note: Clock/Contact hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study. Actual hours must not exceed 50 hours.

*Program Length - Clock/Contact Hours: Weekly Hours

Note: Full-time weeks indicates the length of the program in weeks, as completed by a full-time student. Full-time weeks must not exceed 260 weeks.

*Program Length - Full-time Weeks: Weeks

*Program Format:

[Exit Wizard](#)

<< Back **Next >>**

➤ Step 2.9 – Duration (Optional)

To add training program schedule(s), click **Add Duration**.

Duration

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

[Exit Wizard](#)

<< Back **Next >>**

Enter details and click **Save** for training program schedule(s).

Duration

Duration Title:

Primary Duration: ☒

Duration:

Duration Type:

Schedule Intensity: ☒ Full-Time ☐ Part-Time

Weekly Schedule:

Classes Offered: ☐ Day ☐ Weekend ☒ Night ☐ Summer

Save **Cancel**

➤ Step 2.10 – Locations

If additional locations should be listed, email ETPL@iwd.iowa.gov to have them added. Deselect any locations that no longer offer the training program.

➤ Step 2.11 – Cost Details

To update costs, click **Edit**.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	\$2,995.00	Edit Delete
Tuition/Fee	\$2,995.00	
Books	\$0.00	
Tools	\$0.00	
Other Costs	\$0.00	
Comments	5 books and voucher for CPC exam cost and one retake are included in tuition/fee	
Total Amount of Cost Structures	\$2,995.00	

[Add Cost Structure]
No additional Cost Structures are currently available.

Enter the highest possible cost to attend the training program. If in-state and out-of-state tuition rates vary, enter the out-of-state tuition rate, since this would be higher. The Total CRS Training Costs will update automatically as you add costs in the Tuition/Fees, Books, Tools and Other Costs fields. Any costs added to the Other Costs field requires explanation in the Comments field. Click **Save**.

➤ Step 2.12 – Performance (Not Required)

Submitting performance data is done as a separate annual process in August. This page is not completed during program reapplication.

➤ Step 2.13 – Confirmation

To reapply for ETPL inclusion, you must agree to the statement: **“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.”** If you agree, select “Yes, I agree to the above statement. Please submit the educational program for WIOA Approval.”

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.

[Exit Wizard](#) << Back Next >>

If you are not ready to submit the program application, click **Exit Wizard** and the data already entered will be saved. Do **NOT** select “No, do not submit the educational program for WIOA Approval at this time.” unless you do not **ever** wish to submit the program for ETPL inclusion.

➤ Step 2.14 – Review

Click **Finish** to return to a listing of the institution's programs. Your requirements for reapplication are complete. The ETPL Program Coordinator will review the program application and reach out if there are questions regarding information provided.