

# Agreement for Wisconsin's Eligible Training Programs List

## I. Background

Pursuant to Title I, Subtitle B, of the Workforce Innovation and Opportunity Act (WIOA), the State Workforce Agency is required to maintain and make publicly available a list of training institutions and their programs for purposes of providing training services to WIOA participants. This list, referred to as the Eligible Training Programs List (ETPL), is published on the ETPL Website and is used by WIOA Participants to select programs of training that can be funded – in whole or part – with WIOA Program funding. The Department of Workforce Development (DWD), as Wisconsin's State Workforce Agency, is responsible for overseeing and maintaining Wisconsin's ETPL, including establishing and enforcing eligibility requirements. Only training programs that satisfy DWD's Eligibility Requirements are included and maintained on the ETPL Website.

## II. Purpose

The purpose of this Agreement for Wisconsin's Eligible Training Programs List (hereinafter "ETPL Agreement") is to set forth those items that the Officer, on behalf of the Institution, must acknowledge or agree to in order for the Institution to have its training program(s) published on the ETPL Website.

## III. Definitions

**Approver** means the individual(s) designated by the Officer to control ETPL Provider Portal user access for the Institution. Approvers grant and deny user access through the ETPL Provider Portal.

**Continued Eligibility** means DWD's annual renewal process for all training institutions and training programs on the ETPL Website. It occurs between July 1 and August 31, each year.

**Eligibility Requirements** means the requirements and criteria that are part of Initial Eligibility and Continued Eligibility.

**ETPL Agreement** means this document.

**ETPL Provider Portal** means the website used by institutions to apply for and manage content on the ETPL Website.

**ETPL Provider Portal User** means an individual who is able to add new programs, edit certain program information fields, and remove programs at any time, on behalf of the Institution.

**ETPL Website** means the website used by WIOA Participants to select training programs.

**Initial Eligibility** means DWD's process for determining if training institutions and their training programs satisfy requirements to be published on the ETPL Website.

**Institution** means the training institution named in this ETPL Agreement.

**Local Program Operator** means a Local Workforce Development Board (WDB) or the WDB's Title I, Subtitle B, service provider(s).

**Officer** means the individual who, acting on behalf of the Institution, is authorized to (1) sign the ETPL Agreement and (2) designate individuals who manage ETPL Provider Portal user access for the institution.

**Program Year** means the period from July 1 to June 30.

**WIOA Participants** means individuals participating in one or more WIOA Title I, Subtitle B, programs.

### III. Acknowledgments

- (1) Signing of this ETPL Agreement by the Institution's Officer does not guarantee that the Institution's training program(s) will be included on the ETPL Website. All training institutions and their programs must comply with [DWD's Eligibility Requirements](#) to be published on the ETPL Website.
- (2) The Institution must use the [ETPL Provider Portal](#) to apply to have its training program(s) published on the ETPL Website. The Appendix outlines the data fields contained in the ETPL Provider Portal.
- (3) The Officer can identify up to five Approvers. The Officer is responsible for notifying the Institution's Approvers of their designation. Only the Officer can make changes to the Institution's list of Approvers. Changes must be sent to [DETETPL@dwd.wisconsin.gov](mailto:DETETPL@dwd.wisconsin.gov). There are no limits on the number of ETPL Provider Portal Users for the Institution.
- (4) DWD reserves the right to immediately suspend the Institution's training program(s) from the ETPL Website if it becomes aware of inappropriate content, including but not limited to discriminatory or vulgar content. DWD will notify the Institution, should this occur, and will determine appropriate steps on a case-by-case basis.
- (5) The authority to deny or terminate eligibility for the ETPL Website belongs exclusively to DWD. Title I, Subtitle B, of the WIOA allows DWD to establish the grounds for denials and terminations through [policy](#), including those activities that constitute substantial violations of the WIOA. If the Institution's eligibility for the ETPL Website is terminated because of a substantial violation, DWD removes the Institution and all of its programs from the ETPL Website for a minimum of two years and, the Institution is liable to repay all WIOA Title I, Subtitle B, training funds it received during the period of noncompliance. The Institution has the right to appeal a decision by DWD to deny or terminate eligibility on the ETPL Website. DWD will notify the Institution of the decision to deny or terminate eligibility and provide information about the process to appeal.
- (6) Training institutions that are federally debarred, suspended or otherwise excluded from or ineligible for participation in federal programs or activities are ineligible for the ETPL Website. DWD verifies this information through [SAM.gov](#). If the Institution is privately owned and operated and any of the owners are federally debarred, suspended or otherwise excluded from or ineligible for participation in federal programs or activities, the Institution, by extension, is ineligible for the ETPL Website.
- (7) Publication of the Institution's training program(s) on the ETPL Website is not a guarantee that the Institution will receive WIOA funding. Training institutions with training programs on the ETPL Website only receive WIOA funding if and when one or more WIOA Participants enroll in their training program(s) and the participant(s) is (are) approved for WIOA assistance towards the training. If one or more WIOA Participants enrolls in the Institution's training program(s) and is approved for WIOA training assistance, payment to the Institution is made by the Local Program Operator, not DWD.
- (8) Pursuant to Title I, Subtitle B, of the WIOA and its corresponding final rules (81 FR 55791 and 81 FR 56071), DWD must report to the U.S. Department of Labor verifiable performance data for all students, including employment and wage data, for each training program on the ETPL Website. To accomplish this, DWD requires the Institution to supply individual-level information for all students through DWD's secure ETPL Provider Portal, per DWD's specifications and using the provided template. The Institution is required to supply this information for each training program that it has published on the ETPL Website. The required data fields are outlined in the Appendix. Once a file containing the individual-level student information is submitted, it is no longer accessible in the ETPL Provider Portal. DWD uses the individual-level student

information to perform a system automated process that generates employment and wage outcomes using State Unemployment Insurance data. The Institution has no rights to the individual-level employment and wage outcomes generated by DWD. Only aggregated performance outcomes are reported to the U.S. Department of Labor.

- (9) The U.S. Departments of Labor and Education have issued [joint guidance](#) that allows an audit/evaluation exception to the Family Educational Rights and Privacy Act (FERPA) for WIOA performance accountability purposes. Under this exception, an educational institution is permitted to disclose personally identifiable information (PII) from education records.
- (10) If the Institution is part of the Wisconsin Technical College System (WTCS), it will not provide individual-level student information through the ETPL Provider Portal. WTCS Central Office directly supplies DWD with the required performance data.
- (11) To successfully perform the aforementioned automated employment and wage matching process, students' social security numbers (SSNs) are needed. The Institution is not required to provide students' SSNs; however, DWD will report zeros for employment and wage outcomes for any students that do not have an SSN provided.
- (12) The Institution must supply the individual-level student information as part of Initial Eligibility and Continued Eligibility.
- (13) Pursuant to Title I, Subtitle B, of the WIOA and its corresponding final rules (81 FR 55791 and 81 FR 56071), DWD must make relevant program specific performance data publicly available on its ETPL Website. This includes completion rates, credential attainment rates, and verifiable employment and wage outcomes derived from the aforementioned automated employment and wage matching process. DWD will publish the Institution's aggregated performance information for each of its programs on the ETPL Website. DWD uses data suppression rules when posting the aggregated performance information.
- (14) The Institution may elect to publish additional information that reflects performance data for its training program(s) (e.g., graduate follow-up survey results) on the ETPL Website. This option is available in the ETPL Provider Portal.
- (15) The Institution is required to identify the potential outcome(s) for each of its training programs published on the ETPL Website. This is accomplished by selecting one or more potential outcome(s) from the provided dropdown in the ETPL Provider Portal. ETPL Provider Portal Users should make the selection(s) to the best of their knowledge. DWD, however, reserves the right to modify the type of program outcome(s) reported in the ETPL Provider Portal based on the U.S. Department of Labor's guidance on WIOA-recognized credentials. DWD will notify the Institution if modifications are made.
- (16) DWD will retain information submitted in the ETPL Provider Portal for an adequate period to satisfy its record retention requirements, which, at minimum is seven years. The information will be retained in a secure manner.
- (17) If the Officer identified in this ETPL Agreement changes, the Institution shall timely notify DWD. Notification is to be sent to [DETETPL@dwd.wisconsin.gov](mailto:DETETPL@dwd.wisconsin.gov). DWD will take appropriate steps to identify a new Officer. Change in Officer does not terminate this ETPL Agreement.
- (18) DWD considers this ETPL Agreement to be in effect until it is terminated by DWD or the Institution.

## IV. Terms and Conditions

- (1) The Institution will take appropriate steps to ensure the accuracy of information submitted in the ETPL Provider Portal, including regularly updating content for training programs published on the ETPL Website to reflect current information. Supplying false information may lead to termination from the ETPL Website.
- (2) As part of Initial Eligibility for each training program, the Institution will supply individual-level information for all students who were enrolled in the training program for the three most recently completed Program Years. If the program was recently established and the Institution therefore lacks individual-level information for all students for the three most recently completed Program Years, the Institution will supply the information for the Program Years available.
- (3) As part of Continued Eligibility for each training program, the Institution will supply individual-level information for all students who were enrolled in the training program for the most recently completed Program Year. If the program was recently established and the Institution therefore lacks individual-level information for all students for the most recently completed Program Year, the Institution will supply the information it has available for the Program Year.
- (4) The Institution will promptly notify DWD if it believes it no longer meets [DWD's Eligibility Requirements](#). This includes, but is not limited to, loss of accreditation or becoming federally debarred, suspended, or otherwise excluded from or ineligible for participation in federal programs or activities. Notification is to be sent to [DETETPL@dwd.wisconsin.gov](mailto:DETETPL@dwd.wisconsin.gov).
- (5) If DWD denies or terminates eligibility for the ETPL Website and the Institution appeals that decision, the highest level of appeal consists of an administrative hearing. The Institution agrees to accept the decision from the hearing officer as the final decision on the matter.
- (6) If DWD determines that the Institution committed a [substantial violation](#), the Institution agrees to reimburse to DWD or the Local Program Operator any WIOA funds that the Institution received during the period of noncompliance.
- (7) The Institution must identify at least one Approver in this ETPL Agreement.

## V. Approvers

The following individual(s) have been designated as Approvers:

[First Name & Last Name] [Job Title] [Email Address]  
[First Name & Last Name] [Job Title] [Email Address]  
[First Name & Last Name] [Job Title] [Email Address]  
[First Name & Last Name] [Job Title] [Email Address]  
[First Name & Last Name] [Job Title] [Email Address]

## VI. Signature

I, [Name of Officer], on behalf of [Name Institution], have reviewed, understand, and agree to the Acknowledgments and Terms and Conditions provided in this ETPL Agreement and certify that I have the legal authority to sign this ETPL Agreement on behalf of [Name of Institution].

---

Signature

---

Date

---

Position within Institution

Sample Copy

## Appendix

### Provider Portal Data Fields

Institution-Level Information	Required
Name of Institution	Y
Institution's Federal Employer Identification Number (FEIN)	Y
Institution's address for its main location (city, state, and 5-digit zip code)	Y
Institution's phone number	Y
Institution's website	N
Institution's date of establishment	N
Type of Institution <sup>1</sup>	Y
Institution's description	Y
Institution's accreditation information	Y

Program-Level Information	Required
<b>General Program Information</b>	
Name of training program	Y
Wisconsin Technical College System (WTCS) Program ID (if applicable)	Y
URL for information about the training program	N
Training program description	Y
Classification of Instructional Programs (CIP) code <sup>2</sup>	Y
O*NET-SOC code(s) associated with the training program <sup>3</sup>	Y
Training program format (in-person, online, or combination)	Y
Minimum education required for entry	Y
Additional prerequisites (if applicable)	Y
How often the training program is offered	N
Whether the training program is competency-based <sup>4</sup>	Y
Length of the training program (in weeks)	Y
Hours per week a student spends attending class or other instructional activities	Y
Whether the training program is full-time or part-time	N
Whether classes are offered during days, evenings, and/or weekends	N
Whether the training program is part of a career pathway	N

<sup>1</sup> An institution must select whether it is: (1) an institution of higher education that only awards or primarily awards associate's degrees, (2) an institution of higher education that that only awards or primarily awards bachelor or higher degrees, (3) an institution of higher education where the majority of credentials awarded are community college certificates of completion or technical diplomas, (4) an institution that is a Registered Apprenticeship provider, (5) an institution that is a private non-profit provider, (6) an institution that is a private for-profit provider, (7) an institution that is a public provider, or (8) an institution that is a type not already listed. This is how DOL has categorizes training institutions and the states must collect this information according to DOL's specifications. DWD understands that training institutions may fall into more than one category; however, training institutions must select only one option.

<sup>2</sup> CIP codes may be accessed [online](#); a lookup table will also be available in the ETPL Provider Portal.

<sup>3</sup> Up to three O\*NET-SOC codes for a program are allowed. O\*NET-SOC codes may be accessed [online](#); a lookup table will also be available in the ETPL Provider Portal.

<sup>4</sup> "Competency-based training" is a program that requires its students to demonstrate they have successfully acquired a set of skills or knowledge base prior to completing the program. Compare to a "time-based" training program that results in successful completion if the students participate in a certain number of instructional hours.

Whether the training program is in partnership with a business	Y
Whether the training program offers job placement services	N
Whether the training program offers tutoring	N
Application deadline(s) for the training program	N
Any program credit hours	N
Training program's date of establishment	Y
Site name and address for the training program (city, state, and 5-digit zip code) <sup>5</sup>	Y
Point of contact for the training program and the individual's contact information	Y
Point of contact for disability and language accommodation services	N
Potential outcome of the training program <sup>6</sup>	Y
Name of credential received for completion of the training program (if applicable)	Y
Cost of tuition and required fees	Y
Cost of books	Y
Cost of supplies / materials	Y
Cost of other program fees and description of fees	N
Whether financial aid is available for the training program	Y
The refund policy	Y
<b>Individual-Level Information for All Students</b>	
Student's first name	Y
Student's middle initial	N
Student's last name	Y
Student's suffix	N
Student's Social Security Number (SSN) <sup>7</sup>	N
Student's sex <sup>8</sup>	Y
Student's date of birth <sup>9</sup>	Y
Student's actual program start date	Y
Student's actual program end date	N*
Whether the student completed the program	N*
Whether the student withdrew from the program	N*
Whether the student transferred from the program	N*
Whether the student attained a credential during the program <sup>10</sup>	N*

<sup>5</sup> DWD does not require online-only programs to provide site information.

<sup>6</sup> The institution must select one potential outcome for each program from the following list: (1) an industry-recognized certificate or certification, (2) Certificate of Completion for a registered apprenticeship, (3) a license recognized by the state involved or the federal government, (4) an associate's degree, (5) a bachelor's degree, (6) a community college certificate of completion or technical diploma, (7) a secondary school diploma or its equivalent, (8) employment, (9) a measurable skill gain leading to a credential, or (10) a measurable skill gain leading to employment. Institutions should make the selection to the best of their knowledge. DWD, however, reserves the right to modify the type of program outcome(s) reported in the ETPL Provider Portal based on the U.S. Department of Labor's guidance on WIOA-recognized credentials. DWD will notify the Institution if modifications are made.

<sup>7</sup> Students' SSNs are needed for DWD to perform employment and wage matching to the State's Unemployment Insurance data. If institution staff do not submit student SSNs for a program, DWD reports a "0" for that program's employment and wage outcomes on the published ETPL. If staff submit an incomplete list of student SSNs, DWD-DET reports the average of verified outcomes and publishes the average, along with the percent of students that were verified for that program.

<sup>8</sup> This field is required to help ensure accuracy of employment and wage matching to the State's Unemployment Insurance data.

<sup>9</sup> This field is required to help ensure accuracy of employment and wage matching to the State's Unemployment Insurance data.

<sup>10</sup> This field is required for students who are indicated as having an actual program end date.

Whether the student attained a secondary school diploma or its recognized equivalent during the program <sup>11</sup>	N*
<b>Program Information for Alternate Institutions (only one is required)</b>	
Program accreditation information	N
Whether the training program relates to barbering, cosmetology, real estate, or Certified Nursing Assistant training	N
Whether the training program relates to Community Based Residential Facilities (CBRFs) and, if so, the name(s) and instructor ID(s) for all the instructor(s)	N
Whether the training program is a pre-apprenticeship	N
Whether the training program is on another state's ETPL and the name of the state <sup>12</sup>	N
Letter of support from a trade association	N
Letters of support from three employers	N

\* This field is required if the student has an actual program end date because the student completed, withdrew or transferred from the program.

**Note:** For initial eligibility, DWD requires institutions to submit three previous program years (July 1 – June 30) of individual-level information for all students who enrolled in the training program. The institution may indicate if no students were served during a program year.

<sup>11</sup> This field is required for students who are indicated as having an actual program end date.

<sup>12</sup> If the institution indicates the training program is on another state's ETPL, DWD requires that it provide the name of the state (only one state is required, even if the training program is on multiple states' ETPL).