

From: "LI, BWPO-CCS" <RA-LI-BWPO-CCS@pa.gov>
Subject: 2017 Eligible Training Provider List (ETPL) Year - Northwest

Dear Training Provider Contact,

This communication is to advise that the current eligible training provider list (ETPL) period will expire on August 31, 2017. To ensure your continued eligibility to have programs remain on the list, the Pennsylvania Department of Labor & Industry is encouraging you to reapply for the next ETPL year for the period of September 1, 2017 to August 31, 2018. The application is available and may be accessed at www.cwds.pa.gov. There is no deadline for applying. Applications are accepted continuously throughout the ETPL year.

Providers may apply for new programs, or continue eligibility by using the *copy* feature in the Commonwealth Workforce Development System (CWDS) for programs on the current year's list. Please refer to the attached desk guide for further instructions. A document which includes CWDS screen shots for submitting an application is also attached. If you require further assistance, please contact your local ETPL point of contact listed on pages eight and nine of the desk guide.

CHANGES TO APPLICATION

The next ETPL year application has been updated. Providers will need to add their main location and description of training provider to the first ETPL application that is completed. This information will become part of the detailed provider profile. The description of training provider will be viewable to the public, so use this opportunity to highlight your school to potential students. Another important update is to the expected planned outcomes for the program and entry of the full name of certificate/degree. This information will also be viewable by the public. You are encouraged to select as many of the expected planned outcomes achievable through your program ranging from an occupational skill gain to a postsecondary credential. Detailed information is included on pages 17 through 19 of the attached desk guide.

ALL PROGRAMS MUST SUBMIT PERFORMANCE

The Workforce Innovation and Opportunity Act (WIOA) requires performance measures of all training programs. There are two situations when this criterion would not apply. The first scenario would be when no enrolled students were scheduled to complete the program during the one-year reporting period, and the second would be when the program is new to the school and has not yet had a graduating class. Your local ETPL point of contact must be informed as to why performance data was not submitted.

Pennsylvania will accept cumulative student data which has been independently validated by a third party, such as a public accounting firm. In order to provide employment outcomes, Pennsylvania offers two services – one that matches student information with state wage records, and the other that matches against national wage records. To utilize this service, provider staff will enter students' Social Security numbers into CWDS. For confidentiality purposes, these numbers will be encrypted in the system. At no time, will personally identifiable information be displayed. If this method is chosen, please be prepared to enter student information based on the following reporting periods.

ETPL Applications Submitted	Reporting Period for Scheduled Completion Dates of All Students
07/01/2017 - 09/30/2017	01/01/2015 - 12/31/2015
10/01/2017 - 12/31/2017	04/01/2015 - 03/31/2016
01/01/2018 - 03/31/2018	07/01/2015 - 06/30/2016
04/01/2018 - 06/30/2018	10/01/2015 - 09/30/2016
07/01/2018 - 09/30/2018	01/01/2016 - 12/31/2016

TRADE ADJUSTMENT ASSISTANCE

ETPL programs may be considered by students eligible for federal funding through the Trade Act of 1974, as amended. If your school enrolls Trade Adjustment Assistance (TAA) students, a Trade Master Agreement with the Department is required. If you are unsure if your school has such an agreement, you may access your CWDS provider business folder to click on *View My Company's Profile* from the *Quick Links* option to verify whether or not your school has a current agreement. TAA students may be enrolled until June 30, 2020 under the 2017 Trade Master Agreements. Any questions or concerns regarding Trade Master Agreements may be addressed by emailing the following resource account, ra-li-bwda-gs@pa.gov.

Unlike WIOA, TAA programs are not required to submit performance data. Although trade students may choose from the ETPL, they are not limited to ETPL. The *TAA-Eligible only Training Programs/Provider Statewide List* application is accessible through CWDS and available to schools that may be interested in participating in the trade program only. Questions regarding this application process may be directed to ra-li-bwpo-trade@pa.gov.

HIGH PRIORITY OCCUPATION LISTS

Programs offered on the ETPL must lead to a high priority occupation. The DRAFT 2017 HPO Regional Lists are available at [PA HPO Lists](#). Programs submitted for the next ETPL year will access these lists. The Department executes a yearly petition process for regions across Pennsylvania to have occupations added to the list. Successfully petitioned occupations will be added to the 2017 HPO lists in September. You may contact your local ETPL point of contact regarding any questions you may have about the HPO Policy process.

APPLICATION REMINDERS

- Select occupations that the program can lead to. Local workforce areas are responsible to ensure that the training courses/programs are properly aligned to the selected occupations. The

system functions from the selection of a Classification of Instructional Programs (CIP) code which returns numerous Standard Occupational Classification (SOC) codes.

- List all associated costs, whether a program is offered full-time, part-time or both. Be precise when itemizing other costs so students understand what's needed for successful completion. If costs change throughout the ETPL year, the application must be updated accordingly to reflect these changes.
- Enter detailed information throughout the application which will help students make an informed choice when selecting a specific training course or program. The *Provider Service Description* should be different than the *Skills and Competencies Taught* section. This is an opportunity to educate the student on your program and the additional detail will achieve that.
- Review both the Admissions Office and Financial Office phone numbers to confirm these are accurate. Business folders should be kept up to date ensuring that the correct information is listed for all contacts, including email addresses. Departed staff's status should be changed from *Active* to *Inactive* and should be rejected from the business folder to deny any future access.

STATEWIDE ELIGIBLE TRAINING PROVIDER LIST

This list is available publicly at www.jobgateway.pa.gov, following the menu of Career Services > Training Opportunities. Information may be searched by keyword and location with results being filtered by county, city, program type, course title, provider and various other parameters. Results include a program description, expected outcome, program length, service cost, and other information useful to consumers. The list is updated electronically on an ongoing basis.

Should you have any questions or concerns regarding the statewide ETPL process, please contact your local ETPL point of contact. If you continue to require assistance, you may email the Department's resource account at ra-li-bwpo-ccs@pa.gov.

The Department looks forward to your submissions and thanks you for your continued support.

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