



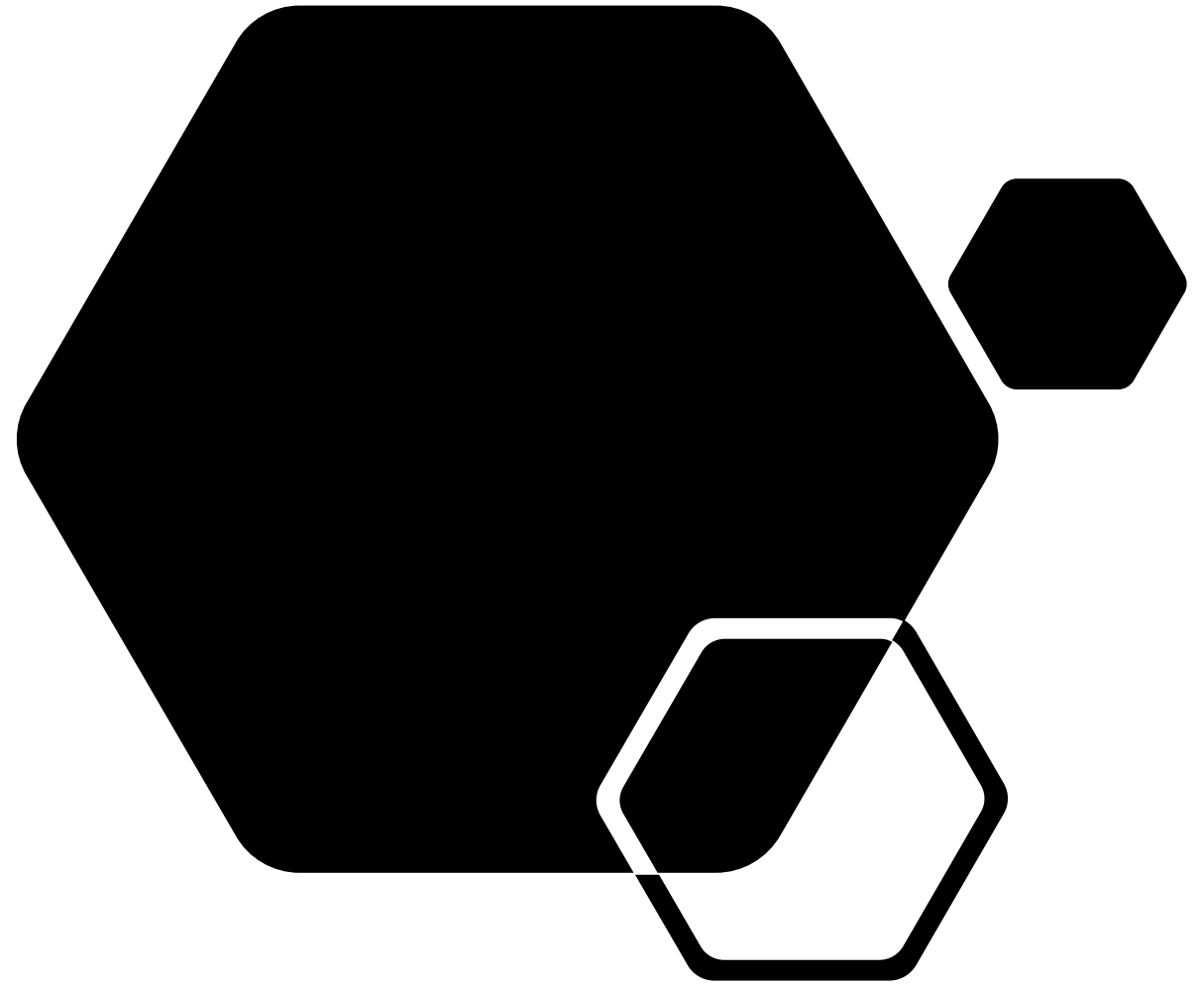
INTraining

GET THE SKILLS YOU NEED TO SUCCEED

INTrainingDWD.org

INTraining@dwd.in.gov

Framework



Signed into law on July 22, 2014, **WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.** Congress passed the Act by a wide bipartisan majority; it is the first legislative reform of the public workforce system in 15 years.


Title I of WIOA authorizes programs to provide job search, education, and training activities for individuals seeking to gain or improve their employment prospects, and which establishes the One-Stop delivery system. In addition, Title I of WIOA establishes the governing structure and the performance accountability for all programs authorized under WIOA. Title I programs are administered by the US Department of Labor (DOL), primarily through its [Employment and Training Administration](#) (ETA).

The workforce development system emphasizes **informed consumer choice, job-driven training, provider performance, cost-effective investment of public funds, and continuous improvement.** The quality and selection of providers and programs of training services is vital to achieving these core principals.

Title I of WIOA authorizes job training and related services to unemployed or underemployed individuals and establishes the governance and performance accountability system for WIOA. **Title I WIOA funds may be appropriated to eligible individuals who are participating in eligible training programs.**

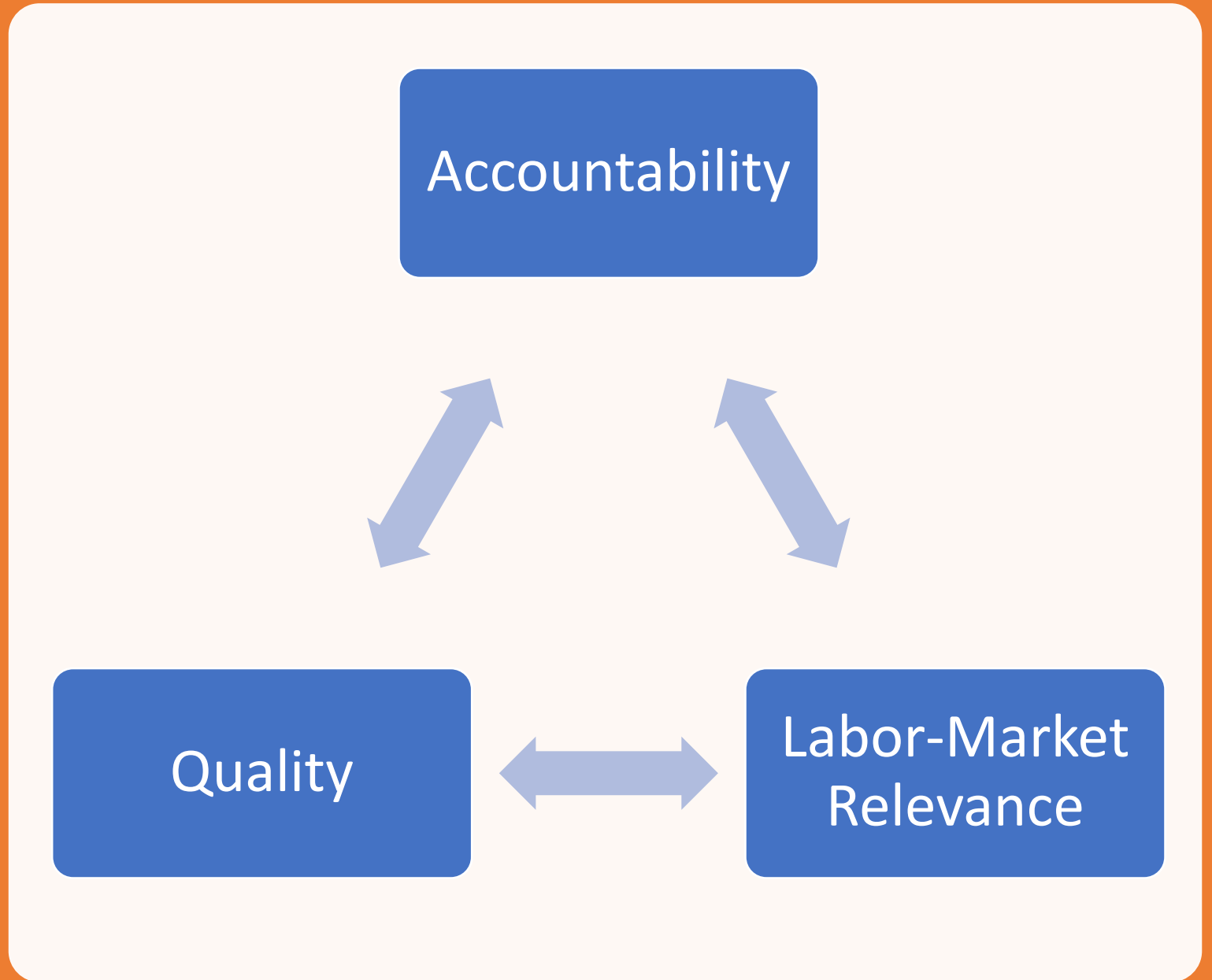


Workforce Innovation and Opportunity Act (WIOA)



All states receiving WIOA Title I funds are required to compile and disseminate a single statewide list of eligible training providers, known as the Eligible Training Provider (ETP) List .

This statewide list ensures the accountability, quality, and labor-market relevance of training programs that receive WIOA funds. Likewise, it is a means to ensure informed consumer choice for individuals who are eligible to receive training services.



Indiana's Eligible Training Provider List

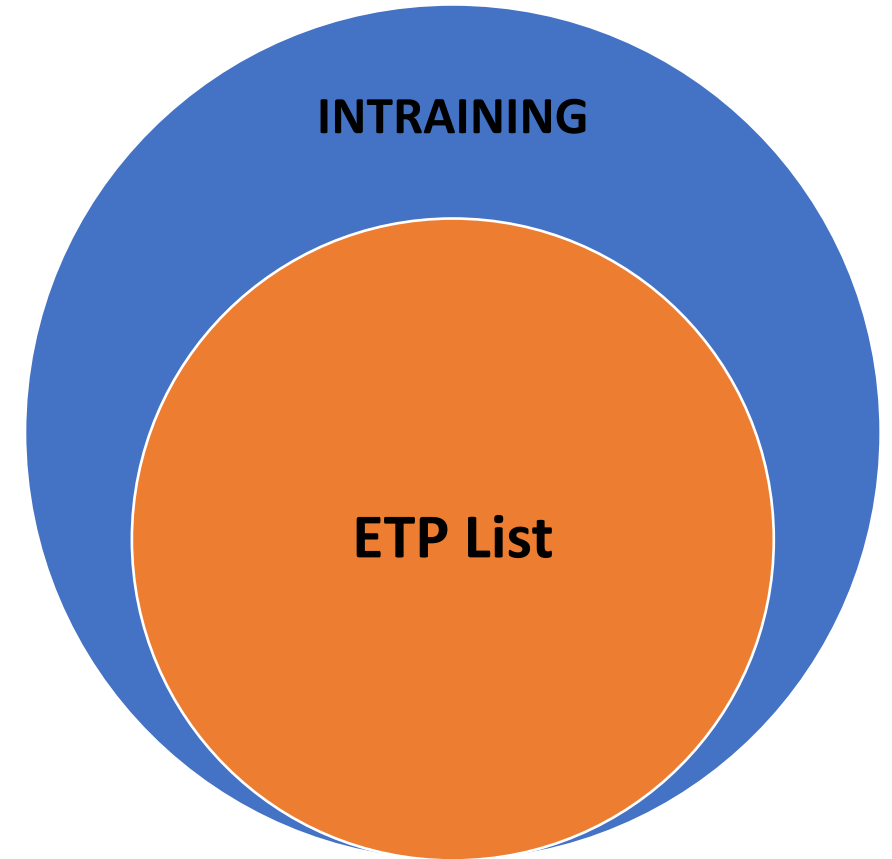
Indiana has established a two-prong approach that consists of the INTraining list and the ETP list.



The **INTraining list** is an inclusive list of all training provider applicants whose training programs meet the basic application standards set by the State of Indiana Department of Workforce Development (DWD). **All INTraining providers are initially vetted by Indiana's INTraining staff, which ensures each location meets outlined requirements.**



The **ETP list** is a subset listing of INTraining providers whose training programs **meet additional demand and performance criteria** set by the Workforce Innovation and Opportunity Act (WIOA), Governor's Workforce Cabinet (GWC), and DWD. These programs are eligible for WIOA funding through the local WorkOne office.



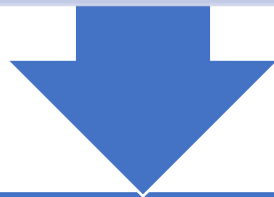
INTraining

A training provider must first seek approval for their training location(s) and program(s) to be listed on the INTraining list before they can be considered for the ETP list.



ETP List

Once the provider location and training program is listed on INTraining, programs will automatically be reviewed for ETP list approval. If a program does not initially qualify to be added to the ETP list, it will continue to be reviewed for approval if it remains active and approved on the INTraining list.



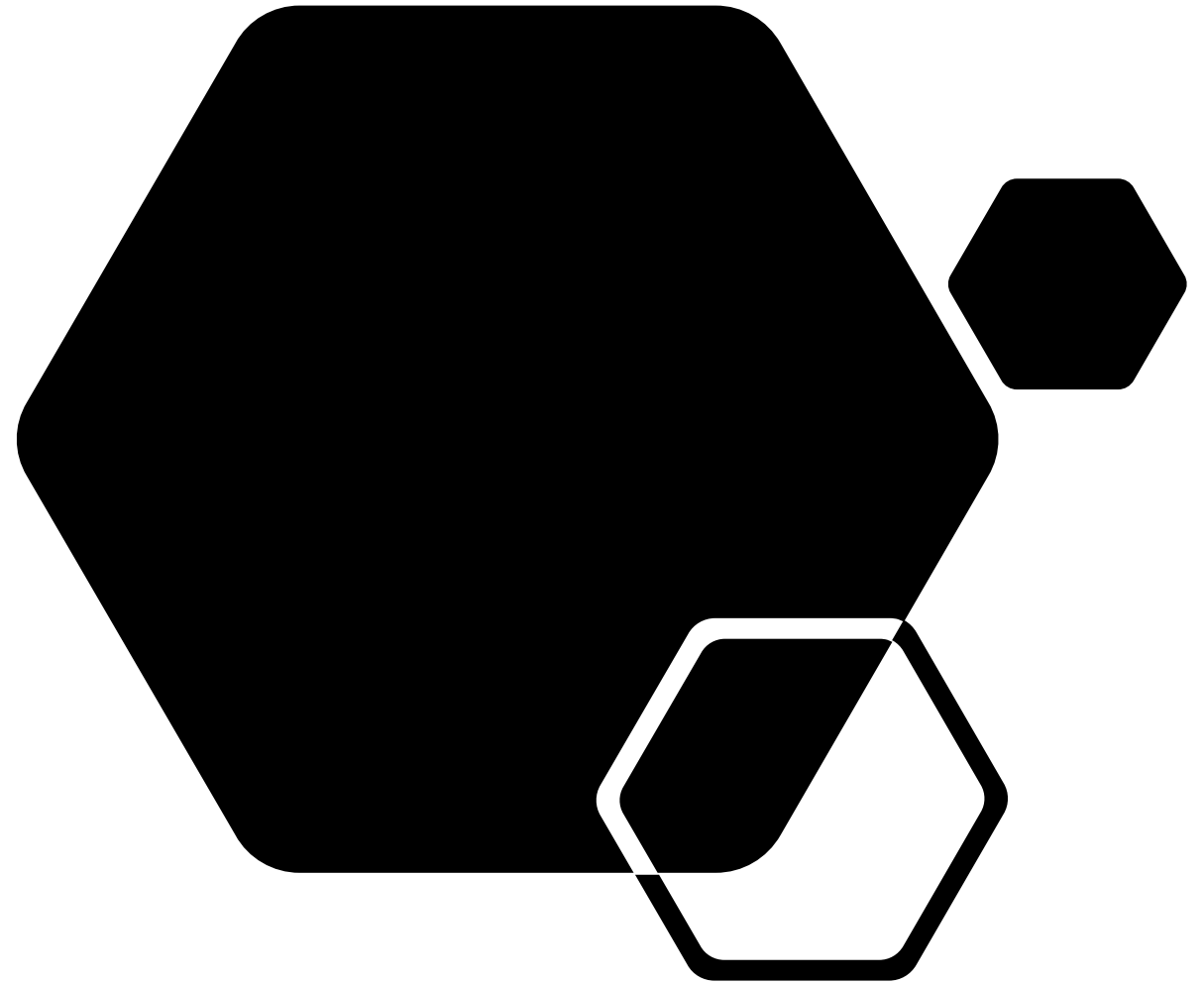
WIOA Funding

A program that receives ETPL approval is eligible to receive WIOA funding.

INTraining and the Eligible Training Provider (ETP) List

**Indiana's source to locate
quality occupational
training.**

Eligibility



Initial and Continued Eligibility



Training providers must complete initial and annual requirements to receive and maintain eligibility on the **INTraining list** and **ETP list**.

The Governor's Workforce Cabinet (GWC) in consultation with the DWD reserves the right to review and reestablish the initial and continued eligibility requirements on an annual basis.

Initial and Continued Eligibility Continued...

Initial Eligibility refers to the process and steps a training provider must first complete for each application and the requirements a program must meet to be eligible.

INTraining list: Submitting and receiving approval on the provider location and program applications

ETP list: Meeting and completing additional in-demand and performance requirements

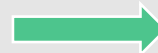
Continued Eligibility refers to the process and steps a training provider must complete to maintain eligibility and the requirements a program must continue to meet.

INTraining list: Completing the annual review and submitting performance reporting.

ETP List: Meeting and completing four requirements: in-demand metrics, performance metrics, annual review, and performance reporting.

Initial Eligibility

INTraining staff will review the training provider's application(s) to determine eligibility. A separate application must be submitted for each training location and each training program. Upon satisfactory submission and approval of a training provider location(s) and program(s) application, the location(s) and program(s) will appear on the INTraining website. This indicates the provider location and program met the **initial eligibility** requirements for the **INTraining list**.



A training provider location(s) and program(s) must be approved on the INTraining list to be considered for the ETP List. At the time of INTraining approval, the system will automatically review the program specifics to determine whether the program(s) meets the in-demand and performance outcome metrics. If the program meets these initial requirements, the program will be included on the ETP list; and, therefore eligible for WIOA Title I funding.

In-demand

The minimal occupational demand and post-secondary credential criteria a program must train towards to be eligible for WIOA funding.

To view a full explanation of the in-demand metrics, please review the ***INTraining and ETP List Procedural Guidance*** located at INTrainingDWD.org.

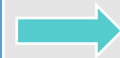
Performance Outcomes

The minimal performance criteria a program's data outcomes must meet to be eligible for WIOA funding.

To view a full explanation of the performance metrics, please review the *INTraining and ETP List Procedural Guidance* located at INTrainingDWD.org.

Continued Eligibility

Training providers **must complete annual requirements to maintain eligibility** on the INTraining and ETP lists.



Continued eligibility requirements consist of completing and/or meeting four requirements:

- **in-demand metrics** (ETP list only)
- **performance outcome metrics** (ETP list only)
- **annual review**
- **performance reporting**



In-demand and performance metrics are automatically calculated.

Training providers will be notified when annual review and performance reporting is required to be completed.

Annual Review

All training providers must review their provider and program applications to ensure information contained within is up-to-date and accurate.

The annual review due date is based upon the provider location or program application initial approval date; therefore, training providers may have to complete an annual review multiple times throughout the year.

An annual review includes the training provider reviewing and making any needed updates on the provider location or program application. During the annual review time, training providers should ensure the user account list is up-to-date and accurate and all current users are active.

To view a full explanation of the annual review requirements, please review the ***INTraining and ETP List Procedural Guidance*** located at INTrainingDWD.org.

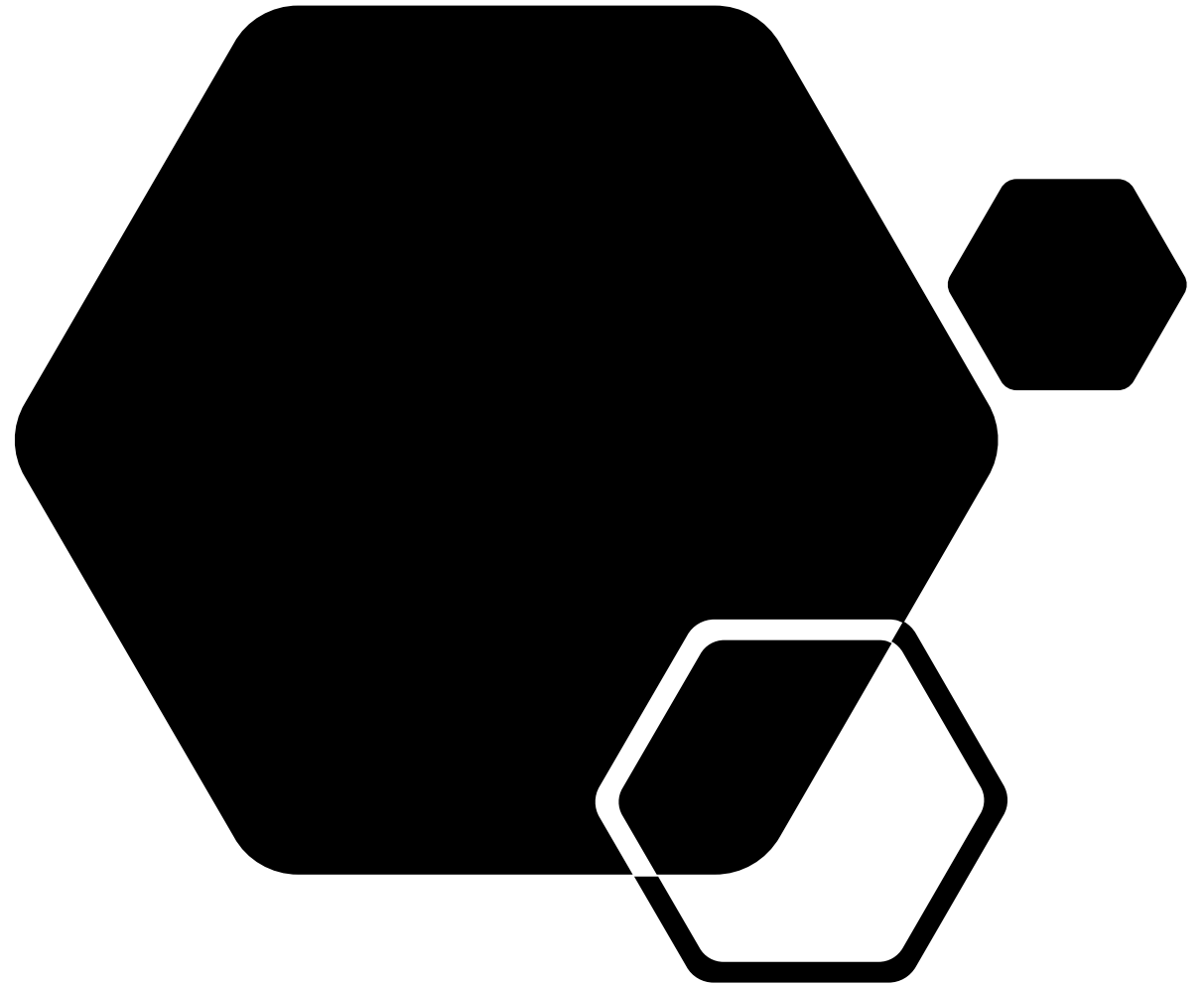
Federal Performance Reporting

All training providers are required to report and submit student-level data for everyone enrolled in an INTraining or ETP list training program. Federal Performance Reporting refers to the annual performance reporting period each state is required to complete.

Under WIOA, each state is required to submit student-level data for all training programs to the Department of Labor (DOL) on an annual basis. Student-level data should be reported at the beginning and end of each cohort and MUST be reported by the July 31st deadline of that reporting period.

To view a full explanation of the performance reporting requirements and to [view a list of the data elements required to be collecting and submitted](#), please review the *INTraining and ETP List Procedural Guidance* located at INTrainingDWD.org.

Apply



Prior to applying, be sure to review...

INTrainingDWD.org



INTraining and ETP List
Policy



INTraining and ETP List
Procedural Guidance



Training Provider Quick
Reference Checklist

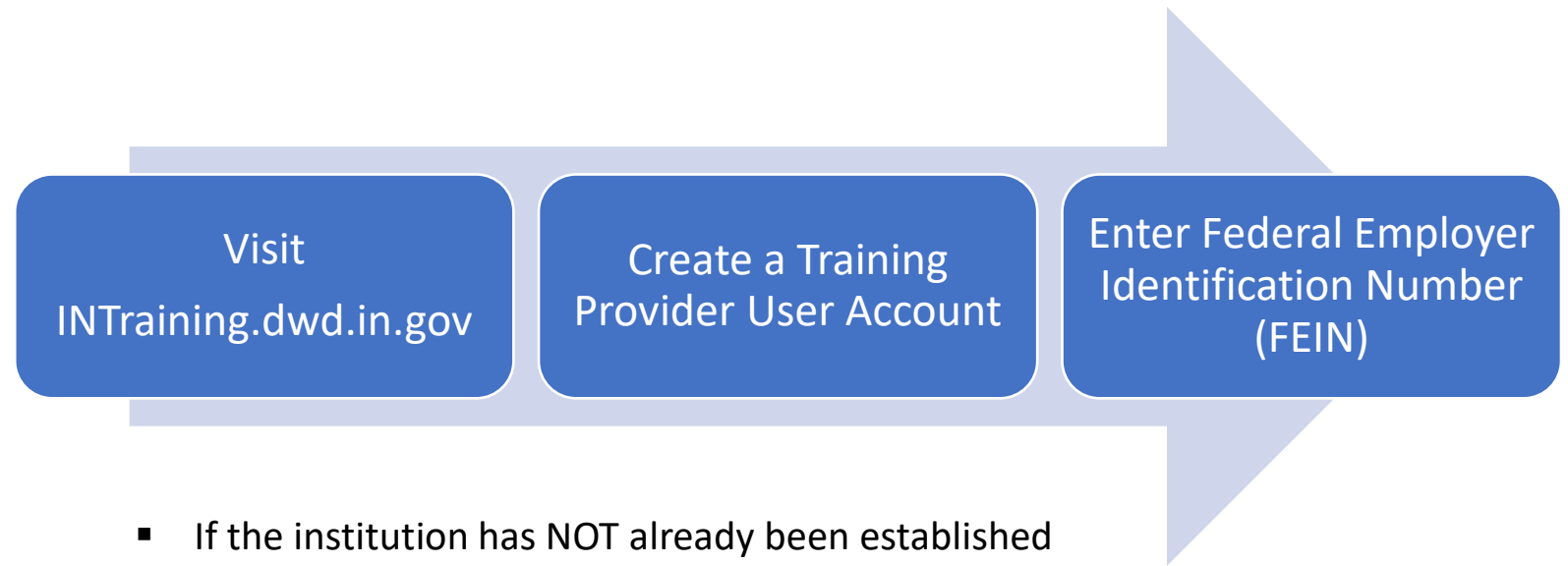
INTraining and ETP List Process Overview



1. Create an account within the INTraining Portal.
2. Submit and receive approval for Provider Location. A new application is required for each training location.
3. Submit and receive approval for Program. A new application is required for each unique program
4. Complete monthly and yearly tasks for each application.

Create a User Account and Register the Institution

To begin-



- If the institution has NOT already been established under the FEIN, the user account creation process will prompt the user to register the institution.
- If the institution HAS been established, the new user account will be linked to the institution record.
- The institution and FEIN should only be registered ONCE.
- The registered institution can have multiple user accounts.

Once the institution is registered, and at least one user account has been established, you can begin the application process-

Provider Location and Program Applications

The application process consists of two application types: Provider Location and Program.

Provider Location Application

This is the first application step. The provider location application requires information about the specific training location. A separate application must be completed for each training location.

This application may be found on the INTraining user dashboard by navigating to the “Provider Locations” tab and then clicking on “Add Location”.

Once a training provider has at least one provider location approved, they may move to the second application step: program applications.

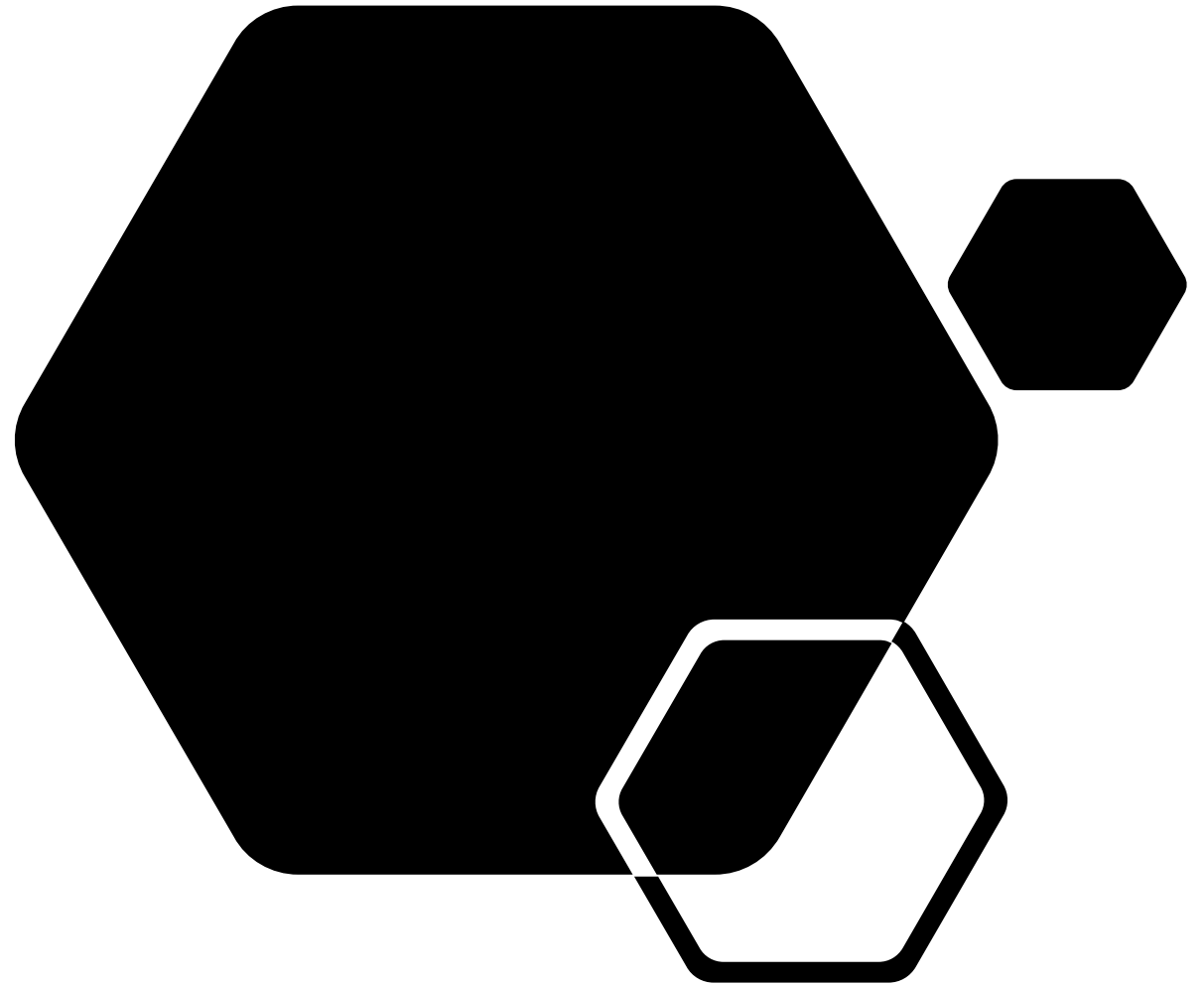
Program Application

This is the second application step. At least one provider location application must be approved before a program application can be submitted. The program application requires information about the training course. A separate program application must be completed for each unique training course.

This application may be found on the INTraining user dashboard by navigating to the “Programs” tab and then clicking “Add Program”.

An institution may have one or several training program applications. A user can add one or more approved provider locations to the program application.

Approval



Approval and Next Steps



INTraining List Approval

INTraining List approval will be indicated on each training location and training program with the

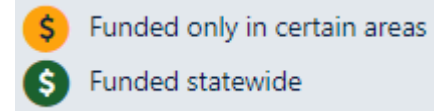
 indicator.

Both the training location and training program must be approved for the information to be available to the public.



ETP List Approval

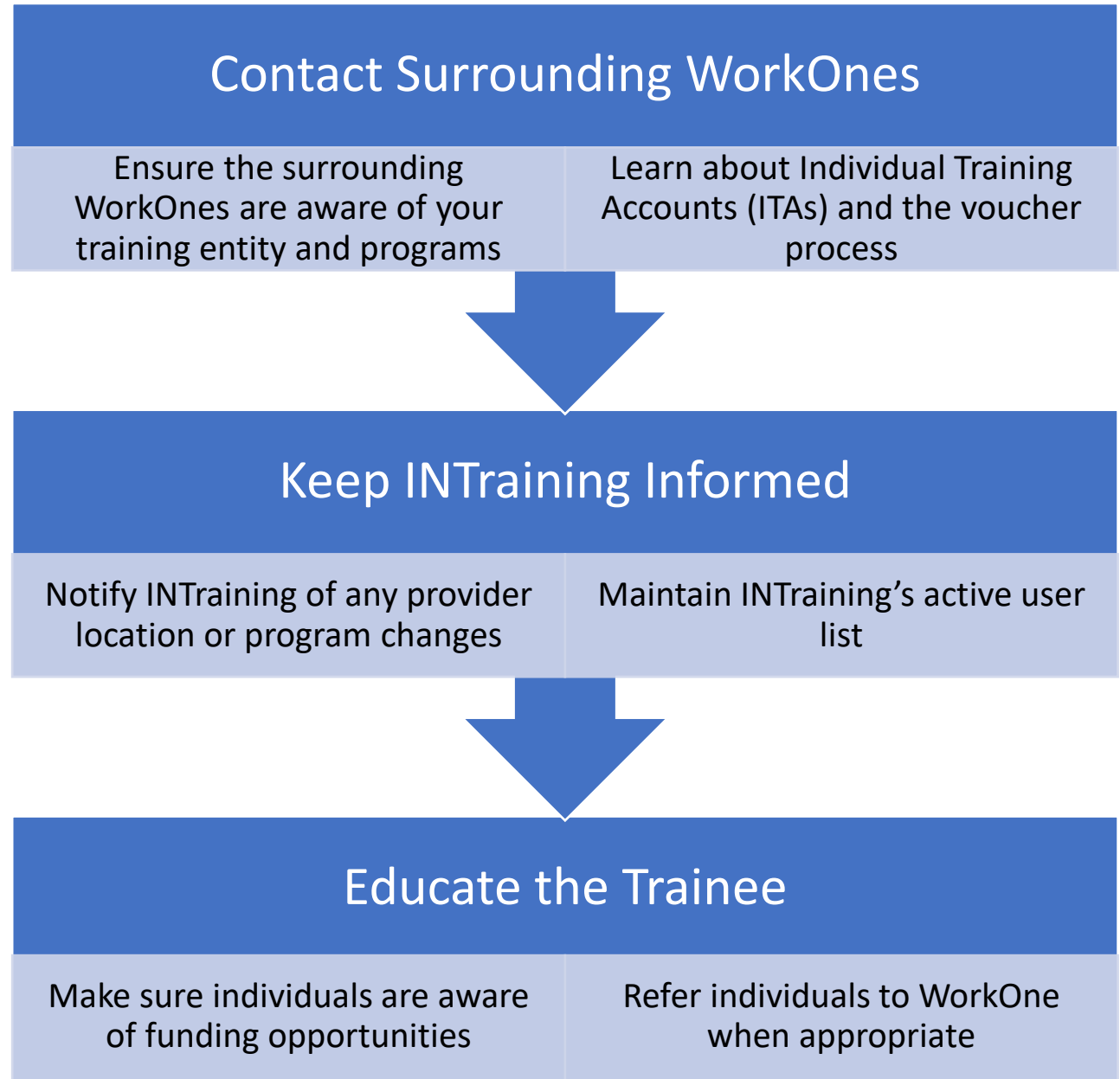
ETP List approval will be indicated on each program with the one of the following funding indicators:



Eligible trainees can now utilize WIOA funding to help off-set their training costs for trainings programs that have received the funding indicator.

Once a training provider and program is approved for the INTraining List or the ETP List, the training provider is ready to begin cultivating partnerships and enrolling students.

Partnerships



WorkOne Centers

WorkOnes determine an individual's eligibility to receive WIOA funding and help them select appropriate training. WorkOnes will then issue a voucher to the individual for the training provider and program they wish to participate in.

 WorkOne Locations 

Data Collection and Reporting

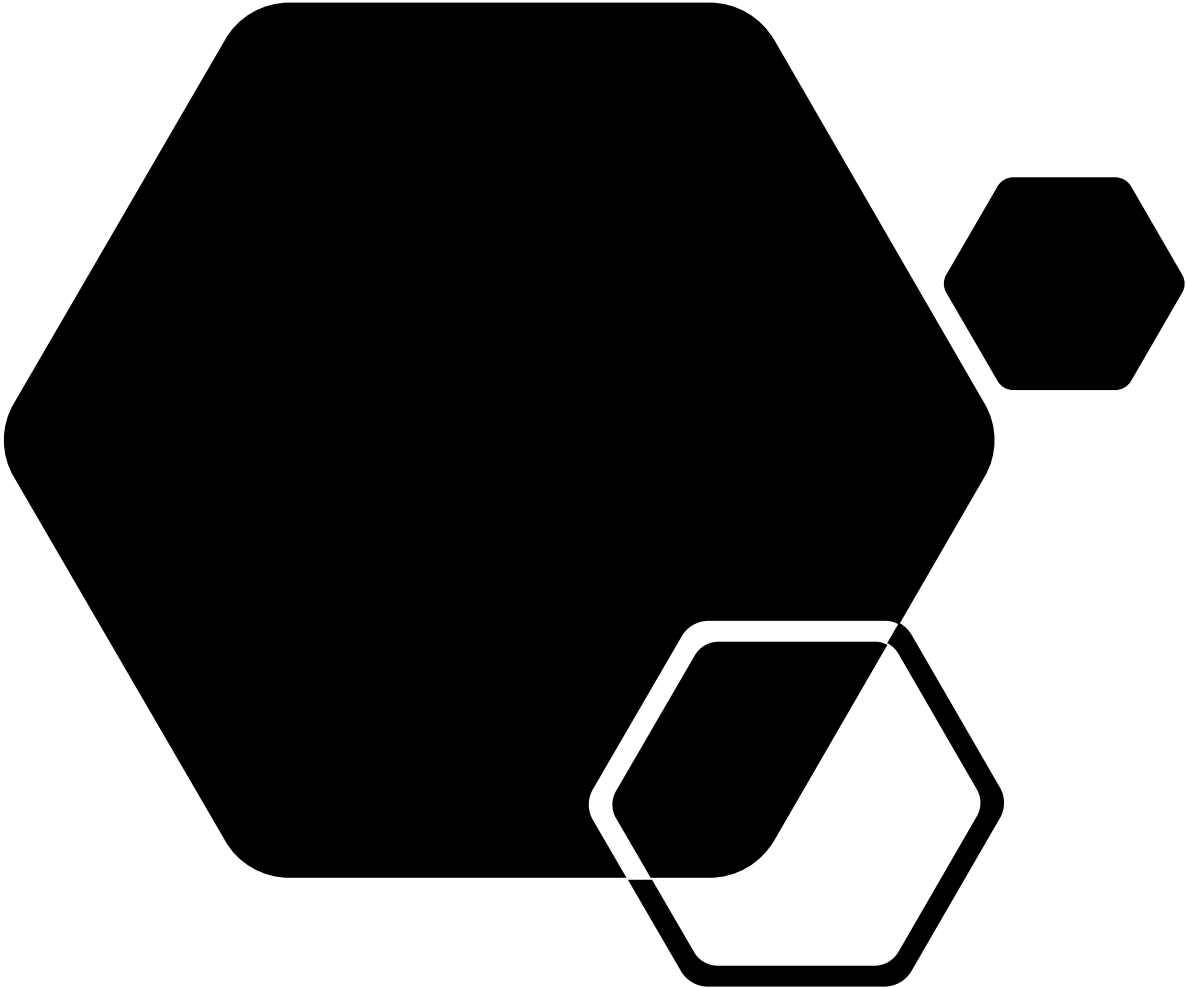
Training providers are required to collect and report student-level data to INTraining via the INTraining Data Portal.

- ➔ Training providers **MUST** collect the required data outlined in the *Procedural Guidance* document for EVERY student enrolled in the INTraining program. **This includes non-WIOA participants.**
- ➔ Data should be reported at the start and end of each cohort.
- ➔ Data **MUST** be reported annually during the federal performance review period.

Provider Responsibilities

- ➔ Collect and report student level data.
- ➔ Complete initial and continue eligibility requirements.
- ➔ Ensure instructor credentials meet the minimum qualifications.
- ➔ Maintain a paper or digital record of all eligible participants.
- ➔ Ensure the training facility and program meet ADA compliance.
- ➔ Maintain at least one active email address that is regularly checked.
- ➔ Respond within 5 business days to all communications from the IDWD including phone calls, emails, online surveys, or requests for other documentation to assist the Department with ongoing program quality assurance measures.

Tasks



Monthly Tasks

Task	Action	Description
Dashboard Review—User Accounts	Ensure all INTraining user accounts are up-to-date, and all current users are active.	This is the primary contact list for INTraining communications, and it is the training provider’s responsibility to ensure there is always at least one active user.
Dashboard Review—Applications	Ensure all active provider locations and programs are approved and not in need of additional information.	While the INTraining portal will send electronic notifications to any active user listed within the portal when information is needed on a particular program, emails can be lost, placed into an unchecked folder, or sent to a user that is no longer an active employee. It is strongly recommended that training providers routinely log-in to the INTraining portal to review their dashboard.
Data Submission	Collect and submit available cohort data information.	Although not required, it is strongly recommended that training providers update student-level data at the start and end of each cohort. <u>This data is required to be submitted on an annual basis</u> and updating this information on a monthly basis will help reduce the burden.

Annual Tasks

Task	Action	Description
Application Annual Review	Review all applications and submit any application changes.	Training providers are required to review all approved applications on an annual basis to ensure all listed information is true and accurate. The annual review due date is based upon the provider location or program's initial approval date; therefore, training providers may have to complete an annual review multiple times throughout the year. Notification will be sent 60 days prior to the annual review due date for a particular application.
Federal Performance Reporting	Report and submit student-level data for all participants within a training program for the required reporting period. Even if no students were served, the training provider is still required to complete this task for any program subject to federal performance reporting. Student-level data should be reported at the beginning and end of each cohort and MUST be reported by the July 31 st deadline of each year.	Part of WIOA requirements is for states to report student-level data for all training programs. To fulfill this requirement, Indiana requires all training providers to report, at a minimum, student-level data annually. The INTraining portal will indicate which programs are subject to this reporting by placing a red "Federal Reporting Due" alert next to the program during the open federal performance reporting time period of July 1 st through July 31 st .



INTraining

GET THE SKILLS YOU NEED TO SUCCEED

INTrainingDWD.org

INTraining@dwd.in.gov