<u>Training Provider Quick Reference Guide</u>

This guide serves as a quick reference to the ***INTraining and Eligible Training Provider (ETP) List Eligibility and Establishment*** policy. Its purpose is to provide an outline of various definitions, requirements, and recommendations. For further detail or explanation, please refer to DWD Policy 2020-16 INTraining and Eligible Training Provider List (ETPL) Eligibility and Establishment Under the Workforce Innovation and Opportunity Act (WIOA) Title I. The INTraining portal, policy, and all corresponding procedural documents can be found at INTrainingDWD.org.

<u>Definitions</u>

Term	Definition
Workforce Innovation and Opportunity Act (WIOA)	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.
Workforce Development Board (WDB or local board)	Part of the Public Workforce System, a network of federal, state, and local offices that support economic expansion and develop the talent of the nation's workforce. WDBs serve as connectors between the U.S. Department of Labor and local American Job Centers that deliver services to workers and employers. The WDBs' role is to develop regional strategic plans and set funding priorities for their area. WDBs facilitate partnerships between local businesses with similar training needs. WDBs also rely on labor market information to develop sector strategies that focuses resources on a particular high growth industry for their area, often involving skill training for local businesses.
Individual Training Account (ITA)	A payment agreement established by a local board on behalf of a participant with a training provider and may be used to pay for any allowable type of training, as long as the program of training service (also referred to as "program of study") is on the state ETP list.
INTraining Provider	An entity that provides a program of training services and has met the basic application standards set by the State of Indiana Department of Workforce Development. These providers may or may not qualify for WIOA grant funding. Not all INTraining providers are Eligible Training Providers (ETP).
INTraining List	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.

Eligible Training Provider (ETP)	An entity that provides a program of training services and has been determined as eligible to receive WIOA funding for training services through an ITA. All ETPs are also INTraining providers.
Eligible Training Provider (ETP) List	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 State of Indiana Department of Workforce Development. These programs are eligible for WIOA funding through the local WorkOne office.
Provider Location (campus)	Location of the training facility. Training providers may have multiple training locations.
Training Program (program of study or main program)	Course, class or a structured regimen that provides job-driven training services and leads to a recognized post-secondary credential. These training services could be delivered in-person, online, or in a blended approach. A training program may be offered at multiple provider locations.
Program Location	A program location refers to a specific main program offered at a specific provider location. Each main program will receive a unique code for each provider location it is offered at and will be referenced as the program location. Program location = main program + provider training location.
Initial Eligibility	Training providers must successfully complete the initial provider and program location applications to gain inclusion on the INTraining list. Additional initial eligibility requirements for inclusion on the ETP list consist of completing and/or meeting two requirements: in-demand metrics and performance metrics (a one-year waiver may be granted for performance metrics during initial eligibility).
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 metrics (ETP list only), annual review, and federal performance reporting.
Annual Review	All training providers must review their provider and program applications to ensure information contained within is up-to-date and accurate. This is a continued eligibility requirement.
Federal Performance Reporting	All training providers are required to report and submit student-level data for each training program according to the Department of Labor. Federal Performance Reporting refers to the annual federal reporting period each state is required to complete. This is a continued eligibility requirement.
INDemand (Indiana's occupational demand methodology)	The Indiana Flame Ranking is calculated for each occupation by using Short Term Job Projection Data and Long Term Job Projection Data. Job Projection Data is developed following

	the rules and jurisdiction of the US Department of Labor's Employment & Training Administration. Indiana occupations score a rank from 1 to 10 in the categories below to produce a both short term and long term outlook rating. Once the outlook scores are calculated, the scores are averaged to assign a flame ranking (1 to 5) to each occupation.
In-demand Metrics (ETP List only)	The minimal occupational demand and post-secondary credential criteria a program must train towards to be eligible for WIOA funding. Based upon Indiana's INDemand model, a program must train to an occupation that ranks at least 3 flames to be considered in-demand. This is an initial and continued eligibility metric.
Performance Metrics (ETP List only)	Minimum performance criteria a program's data outcomes must meet to be eligible for WIOA funding. This is an initial and continued eligibility metric.

Application Process

Step	Description
User Account/Registering the Institution	To begin the application process, a user account must first be created, and the institution registered. To create a user account, please go to intraining.dwd.in.gov, click on "Create a Training Provider User Account" and follow the prompts. To create a user account, the federal employer identification number (FEIN) will be needed. 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.
Provider Location application	This is the first application step. A separate application must be completed for each training location. From the INTraining user dashboard, navigate to the "Provider Locations" tab and then click "Add Location" and follow the prompts.
Program application	This is the second application step. At least one provider location application must be approved before a program application can

		be submitted. A separate program application must be completed for each unique training program. A user can add one or more approved provider locations to the program application. From the INTraining user dashboard, navigate to the "Programs" tab and then click "Add Program" and follow the prompts.

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	Submit any cohort data information available.	Although not required, it is strongly recommended that training providers update student-level data at the start and end of each cohort. This data _is required to be submitted on an annual basis_ 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 31st 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 1st through July 31st.