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## Table of Contents

### Introduction

I. Purpose ................................................................................................................................. 8

II. Acronyms and Definitions ................................................................................................. 8

III. References ......................................................................................................................... 11

IV. Additional Resources ........................................................................................................ 11

### Chapter 1. The Workforce Innovation and Opportunity Act

1.01 Purpose of the Workforce Investment & Opportunity Act ........................................... 1-12

1.02 Key Services ..................................................................................................................... 1-12

1.03 Highlight of WIOA Reforms ........................................................................................... 1-13

1.04 Target Population & Eligibility Requirements .............................................................. 1-16

### Chapter 2. Louisiana Workforce Development System

2.01 Louisiana Workforce Commission’s Goals ................................................................. 2-18

2.02 Louisiana’s Workforce Commission’s Duties .............................................................. 2-19

2.03 Workforce Investment Council ..................................................................................... 2-19

2.04 Occupational Forecasting Conference ......................................................................... 2-19

2.05 Louisiana Workforce Development Boards ................................................................. 2-19

2.06 Individual Training Accounts ....................................................................................... 2-21

2.07 Helping Individuals Reach Employment (HiRE) System ............................................. 2-22

### Chapter 3. Training Provider Eligibility Requirements

3.01 Training Providers that Qualify for the ETPL .............................................................. 3-23

3.02 Training Programs Required to Apply for the ETPL for WIOA .................................... 3-24

3.03 Programs not required to follow the ETPL Application Process ................................. 3-24

3.04 Initial Eligibility Requirements ....................................................................................... 3-25

3.05 Continued Eligibility Policy .......................................................................................... 3-25
3.06 Continued Eligibility Requirements ......................................................3-26

Chapter 4. State Minimum Performance Standards

4.01 Minimum Performance Standards Implementation Requirements .............4-27
4.02 Program Minimum Performance Requirements ........................................4-27
4.03 Performance Standards and Data Collection Methodologies ......................4-28

Chapter 5. Application and Continued Application Process

5.01 Initial Application/Certification Process ..................................................5-30
5.02 Continued Application/Certification Process ............................................5-31

Chapter 6. Program Review Process

6.01 Initial Eligibility Review Process .............................................................6-32
6.02 Continued Eligibility Review Process ........................................................6-32
6.03 Program Approval Process ......................................................................6-32
6.04 Program Denial Process ..........................................................................6-33
6.05 Reasons for Program Denial .....................................................................6-33
6.06 Reasons for Removal from the State’s Eligible Training Provider List ........6-33
6.07 Status of Students Attending a Program No Longer on the State’s ETPL ....6-33
6.08 Supplemental Data Provision ...................................................................6-34
6.09 Supplemental Data Submission Process ....................................................6-34
6.10 Appeals Process for Denied Provider Programs ........................................6-35

Chapter 7. Student Data Requirements

7.01 Student Data Submission Requirements ..................................................7-36
  - Figure 7.1: Student Data Submission Requirements by Program Year ..........7-36
7.02 Student Data Requirements .....................................................................7-36
7.03 Student Data Spreadsheet .......................................................................7-36
7.04 Student Data Layout Requirements .......................................................... 7-37

- Figure 7.2: LWC's HiRE Program Outcome Codes ........................................ 7-39

7.05 Student Data Submission Options ........................................................... 7-39

7.06 Securing Student Data ................................................................................... 7-39

Chapter 8. HiRE System Users Guide

8.01 Navigating the LWC Website ...................................................................... 8-40

8.02 Accessing Eligible Training Provider Information ........................................ 8-41

8.03 HiRE User Registration Process .................................................................. 8-43

8.04 Managing Institutional Information ............................................................... 8-47

8.05 Adding a Program (Part 1) – Adding an Education or Training Program ......... 8-48

8.06 Adding a Program (Part 2) – General Information ......................................... 8-49

8.07 Adding a Program (Part 3) – Registered Apprenticeship ............................... 8-53

8.08 Adding a Program (Part 4) – Additional Details ........................................... 8-52

8.09 Adding a Program (Part 5) – Occupation ..................................................... 8-53

8.10 Adding a Program (Part 6) – Occupational Skills ......................................... 8-54

8.11 Adding a Program (Part 7) – Scheduling ...................................................... 8-55

8.12 Adding a Program (Part 8) – Duration .......................................................... 8-56

8.13 Adding a Program (Part 9) – Locations ........................................................ 8-57

8.14 Adding a Program (Part 10) – Cost Details .................................................. 8-58

8.15 Adding a Program (Part 11) – Performance ................................................ 8-59

8.16 Adding a Program (Part 12) – Confirmation ............................................... 8-61

8.17 Adding a Program (Part 13) – Review .......................................................... 8-62

8.18 Editing Provider Program Information .......................................................... 8-63

8.19 Deactivating a Program in HiRE .................................................................... 8-64

8.20 Submitting a Program for Continued Approval (Reapplication) ...................... 8-65

8.21 Checking the Status of Programs ................................................................... 8-66
8.22 Recovering or Resetting a User's Username or Password ................................8-68
8.23 Updating Contact Information in HiRE .....................................................................8-69

Appendices

➢ **Appendix 1: Eligible Training Provider Forms**
  • Form A: Institutional Update Form .................................................................71
  • Form B: HiRE Access Request Form ...............................................................72
  • Form C: Student Data Certification Statement ..............................................73
  • Form D: “No Finds” List Request Form ............................................................75
  • Form F: Student Data Security Awareness Form .............................................77

➢ **Appendix 2: LWC Contact Information**
  • Louisiana Workforce Commission Contact Information .................................80

➢ **Appendix 3: Application/Reapplication Checklist**
  • Initial Application Checklist ............................................................................82
  • Continued Application Checklist .....................................................................83

➢ **Appendix 4: LWDA Maps**
  • State LWDA Map & Parish Listing ...................................................................85
Introduction

I. Purpose

The Eligible Training Provider Manual provides educational institutions with updated information about the Workforce Innovation and Opportunity Act (WIOA), Louisiana’s Workforce Development System, and provides the necessary guidance, procedures, and requirements in becoming an Eligible Training Provider (ETP) in Louisiana. The Eligible Training Provider List is a list of providers and their training programs and/or services that qualify for WIOA funding eligibility. Only providers’ programs, courses or classes that meet specific criteria and requirements are listed on Louisiana’s ETPL. The ETPL provides Louisiana with its primary means of achieving the U.S. Department of Labor’s (USDOL) WIOA goals and Louisiana’s Workforce Investment Strategies. Requirements used to determine the eligibility of training/education providers and their programs are found in the Workforce Innovation and Opportunity Act of 2014, the USDOL’s Training and Employment Guidance Letters (TEGLs), Louisiana State Law, and Louisiana Workforce Commission’s (LWC) Office of Workforce Development (OWD).

III. Acronyms and Definitions

- **AJC** - American Job Centers are designed to provide a full range of assistance to job seekers under one roof. The centers offer training referrals, career counselling, job listing, and similar employment-related services.
- **BOR** - Louisiana Board of Regents is the state licensing agency that determines if educational providers and their programs/services need to be licensed in the state of Louisiana.
- **Calendar Year Quarter** - is a three month period within a calendar year. There are four calendar year quarters: January through March, April through June, July through September, and October through December. These calendar year Quarters are used in the processing of program performance timelines.
- **CIP CODE** - Classification of Instructional Programs provides a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980; with revisions occurring in 1985, 1990, 2000 and 2010 edition (CIP-2010) is the fourth revision of the taxonomy and presents an updated taxonomy of instructional program classifications and descriptions.¹

- **Completer** - a completer is a student that completes a providers program and obtains whatever certificate, degree, etc. from the school.
- **CRS** - Consumer Reporting System is the mechanism that tracks activities and outcomes for various programs, including but not limited to: WIOA, Wagner-Peyser, LEAP, TAA, Rapid Response, and the Veterans Program, along with employer services. The CRS system in Louisiana is integrated into the Helping Individuals Reach Employment (HIRE) System.
- **CFR** - Code of Federal Regulations is the codification of the general and permanent rules and regulations published in the Federal Register by the executive departments and agencies of the federal government of the United States.

### INTRODUCTION

- **Date of Program Exit** - the term program exit means a participant has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days, and is not scheduled for future services. The exit date is the last date of service.

- **Eligible Training Provider (ETP)** – post secondary education providers that have programs approved for federal funding under the Workforce Innovation and Opportunity Act.

- **Enrollee** - a student that started a provider’s program during the enrollee data collection period. A student who is participating in a program but who started in a previous collection period is not an enrollee.

- **Enrollee Data** - data that the LWC request from providers for an ETPL program year. Enrollees include only students starting a program during the specified timeframe.

- **ETA** - Employment and Training Administration is a division within the U.S. Department of Labor that provides a variety of labor-related services, such as training and layoff assistance.

- **ETPL** - Eligible Training Provider List is a list of provider programs and/or services that have been approved by the Local Workforce Development Boards and Louisiana Workforce Commission by meeting the criteria outlined by the WIOA, the state, and the Louisiana Workforce Commission.

- **Exit Quarter** - the calendar year quarter containing the exit date of a student from a program.

- **Exiter** – a completer or non-completer of a program that exits a provider’s program.

- **Exiter Data** - data that the LWC request from providers for an ETPL program year. Includes completers and non-completers of all program participants who exit a program during the specified timeframe.

- **HiRE** - an advanced and comprehensive workforce development software system created by Geographic Solutions, Inc. in coordination with the Louisiana Workforce Commission. This system integrates services via the Internet for individuals, employers, training providers, workforce staff, and WIOA partners.

- **ITA** - Individual Training Account is the primary mechanism used to pay for training services for eligible students. When training services are determined appropriate, they must be provided through an Individual Training Account (ITA). The training must be linked to in-demand employment opportunities in the local area, planning region, or in a geographic area in which the adult or displaced worker is willing to commute or relocate.

- **LCTCS** - Louisiana Community and Technical College System is the entity that oversees all community and technical colleges in the state of Louisiana.

- **LOIS** - Louisiana Occupational Information System is a comprehensive labor market information delivery system developed by Louisiana Workforce Commission and Geographic Solutions, Inc., providing a single source of demographic, economic, and labor market information for the state, Metropolitan Statistical Areas’, and parishes.

- **LMI** - Labor Market Information is data on job seekers, employment, unemployment, and changes in industrial structure, technological changes, conditions of employment, wage rates and other related statistics.
• LWDB - Local Workforce Development Boards are regional entities created by the Workforce Innovation and Opportunity Act whose role is to direct federal, state and local funding to workforce development programs.

• LWDA - Local Workforce Development Areas are the areas throughout the state in which Workforce Innovation and Opportunity Act (WIOA) Title I-B funds are distributed.

• LWC - Louisiana Workforce Commission.

• NAICS - North American Industry Classification System is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

• Non-completer – a student that does not complete a provider’s program.

• OES - Occupational Employment Statistics is a program that manages a survey of establishments conducted in cooperation with BLS to capture detailed occupational employment and wages.

• O*Net - The O*NET program is the nation’s primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database is continually updated by surveying a broad range of workers from each occupation. Information from this freely available database forms the heart of O*NET Online, the interactive application for exploring and searching occupations. The database also provides the basis for our Career Exploration Tools, a set of valuable assessment instruments for workers and students looking to find or change careers.

• OWD - Office of Workforce Development.

• Quarter After Exit - The quarter following the exit quarter.

• RLMA - Regional Labor Market Areas are an economically integrated area within which individuals can reside and find employment within a reasonable distance or can readily change jobs without changing their place of residence. The State is divided into 8 RLMAs.

• SOC - Standard Occupational Classification is a universal occupational classification system that is designed to cover all occupations in which work is performed for pay or profit, reflecting the current occupational structure of the United States.

• UI Wage Records -- A record that contain the earnings reported by employers (on a quarterly basis) to the state’s unemployment insurance agency for each employee. Unemployment Insurance Wage Records are the primary source for determining employment and earnings outcomes under the Workforce Innovation and Opportunity Act.

• Unsubsidized Employment - Employment not financed from funds provided under a grant. In the grant program the term “adequate” or “suitable” employment is also used to mean placement in unsubsidized employment which pays an income adequate to accommodate the participants’ minim um economic needs.

• WIOA - Workforce Innovation and Opportunity Act of 2014 supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. In general, the Act took effect on July 1, 2015, the first full program year after enactment, unless otherwise noted.

• WIC - Workforce Investment Council is Louisiana’s State Workforce Investment Board and is the statewide body that was created with the goal to create a common vision for an integrated workforce delivery system and to advise the Governor with strategies to meet the needs of the state’s employers and workforce.
IV. References

- Workforce Innovation and Opportunity Act (Public Law 113-128) Sections 107, 116, 122 and 134.
- Training and Employment Guidance Letter WIOA No. 41-14, Change 1.
- Training and Employment Guidance Letter WIOA No. 16-16.
- Training and Employment Guidance Letter WIOA No. 16-16, Change 1.

V. Additional Resources

- Career One Stop Website: http://www.servicelocator.org.
- Data Encryption Methods
- Department of Children and Family Services: http://www.dcfslouisiana.gov/.
- Louisiana Board of Education: http://www.doe.state.la.us/.
- Louisiana Board of Regents: http://www.regents.state.la.us/.
- Louisiana Community and Technical College System: http://www.lctcs.edu/.
- U.S. Department of Labor Workforce Innovation and Opportunity Act Website: https://www.doleta.gov/WIOA/Overview.cfm
- O*NET Resource Center - Occupational Codes: http://www.onetcenter.org/.
Chapter 1. The Workforce Innovation and Opportunity Act

1.01 Purpose of the Workforce Innovation and Opportunity Act

The purpose of the Workforce Innovation and Opportunity Act (WIOA) is to amend and reauthorize the Workforce Investment Act of 1998, which supports the nation's primary programs and investments in employment services, workforce development, adult education, and vocational rehabilitation activities and has been due for reauthorization since 2003. The bill also reauthorizes and enhances the Adult Education and Family Literacy Act, amends the Wagner Peyser Act of 1933, and amends and reauthorizes certain provisions in the Rehabilitation Act of 1973.

1.02 Key Principles

WIOA is bipartisan, bicameral legislation that will improve our nation’s workforce development system and help put Americans back to work. Now more than ever, effective education and workforce development opportunities are critical to a stronger middle class. We need a system that prepares workers for the 21st century workforce, while helping businesses find the skilled employees they need to compete and create jobs in America.

WIOA creates:

A streamlined workforce development system by:
- Eliminating 15 existing programs.
- Applying a single set of outcome metrics to every federal workforce program under the Act.
- Creating smaller, nimble, and more strategic state and local workforce development boards.
- Integrating intake, case management and reporting systems while strengthening evaluations.
- Eliminating the “sequence of services” and allowing local areas to better meet the unique needs of individuals.

Greater value by:
- Maintaining the 15 percent funding reservation at the state level to allow states the flexibility to address specific needs.
- Empowering local boards to tailor services to their region’s employment and workforce needs.
- Supporting access to real-world education and workforce development opportunities through:
  - On-the-job, incumbent worker, and customized training;
  - Pay-for-performance contracts; and
  - Sector and pathway strategies.

Better coordination by:
- Aligning workforce development programs with economic development and education initiatives.
- Enabling businesses to identify in-demand skills and connect workers with the opportunities to build those skills.
- Supporting strategic planning and streamlining current governance and administration by requiring core workforce programs to develop a single, comprehensive state plan to break down silos, reduce administrative costs, and streamline reporting requirements.
- Ensuring individuals with disabilities have the skills necessary to be successful in businesses that provide competitive, integrated employment.
CHAPTER 1. THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

Improved outreach to disconnected youth by:
- Focusing youth program services on out-of-school youth, high school dropout recovery efforts, and attainment of recognized postsecondary credentials.
- Providing youth with disabilities the services and support they need to be successful in competitive, integrated employment.

1.03 Highlight of WIOA Reforms

Requires States to Strategically Align Workforce Development Programs:
WIOA ensures that employment and training services provided by the core programs are coordinated and complementary so that job seekers acquire skills and credentials that meet employers’ needs.

Promotes Accountability and Transparency:
WIOA ensures that Federal investments in employment and training programs are evidence-based and data-driven, and accountable to participants and tax-payers.

- Core programs are required to report on common performance indicators that provide key employment information, such as how many workers entered and retained employment, their median wages, whether they attained a credentials, and their measurable skill gains.
- Core programs must measure the effectiveness of services to employers for the first time.
- Performance reports for states, local areas, and eligible training providers will be publicly available.
- Programs will be evaluated by independent third parties at least every four years.

Fosters Regional Collaboration:
WIOA promotes alignment of workforce development programs with regional economic development strategies to meet the needs of local and regional employers.

- Local areas in regions will have coordinated planning and service delivery strategies.
- Improves the American Job Center (AJC) System: WIOA increases the quality and accessibility of services that job seekers and employers receive at their local AJCs.
- States will establish criteria to certify AJCs at least every three years to ensure continuous improvement, access to services (including virtual access), and integrated service delivery for job seekers and employers.
- Key partners and services will be available at AJCs through the co-location of the Wagner-Peyser Employment Service and the addition of the TANF program as a mandatory partner.
- The workforce system will have a common identifier so workers that need employment or training services and employers that need qualified workers can easily find their local AJC.
- The Secretary of Labor, with input from a new advisory council, other Federal agencies, and states will develop and implement plans to improve the national workforce and labor market information system and help job seekers make informed career choices.
- States and local areas are encouraged to improve customer service and program management by integrating intake, case management, and reporting systems.
- AJC partner programs will dedicate funding for infrastructure and other shared costs.
- Improves Services to Employers and Promotes Work-Based Training: WIOA contributes to economic growth and business expansion by ensuring the workforce system is job-driven – matching employers with skilled individuals.
• State and local boards will promote the use of industry and sector partnerships to address the workforce needs of multiple employers within an industry.

• State and local boards are responsible for activities to meet the workforce needs of local and regional employers.

• Local areas can use funds for demonstrated effective strategies that meet employers’ workforce needs, including incumbent worker training, Registered Apprenticeship, transitional jobs, on-the-job training, and customized training.

• Employers are incentivized to meet their workforce needs and offer opportunities for workers to learn with increased reimbursement rates for on-the-job and customized training.

Provides Access to High Quality training:
WIOA helps job seekers acquire industry-recognized credentials for in-demand jobs.

• Training that leads to industry recognized post-secondary credentials is emphasized.

• States and local areas will use career pathways to provide education and employment and training assistance to accelerate job seekers’ educational and career advancement.

• Local areas have additional procurement vehicles for training to increase customer choice and quality, including individual training accounts, pay for performance contracts, and direct contracts with higher education.

Enhances Workforce Services for the Unemployed and Other Job Seekers:
• WIOA ensures that unemployed and other job seekers have access to high-quality workforce services.

• WIA service categories of core and intensive services are collapsed into “career services” and there is no required sequence of services, enabling job seekers to access training immediately.

• Local areas have flexibility to serve job seekers with greatest need by transferring up to 100 percent of funds between the Adult and Dislocated Worker programs.

• Job seekers who are basic skills deficient, in addition to those who are low-income individuals, have a priority for services from the Adult program.

• Unemployment insurance claimants can receive eligibility assessments and referrals to an array of training and education resources through the Wagner-Peyser Employment Service program.

• Improves Services to Individuals with Disabilities: WIOA increases individuals with disabilities’ access to high quality workforce services and prepares them for competitive integrated employment.

• AJCs will provide physical and programmatic accessibility to employment and training services for individuals with disabilities.

• Youth with disabilities will receive extensive pre-employment transition services so they can successfully obtain competitive integrated employment.

• State vocational rehabilitation agencies will set aside at least 15 percent of their funding to provide transition services to youth with disabilities.
• A committee will advise the Secretary of Labor on strategies to increase competitive integrated employment for individuals with disabilities.

• VR state grant programs will engage employers to improve participant employment outcomes.

• Makes Key Investments in Serving Disconnected Youth and Other Vulnerable Populations: WIOA prepares vulnerable youth and other job seekers for successful employment through increasing the use of proven service models services.

• Local areas must increase the percentage of youth formula funds used to serve out-of-school youth to 75 percent from 30 percent under current law.

• Local areas must spend at least 20 percent of youth formula funds on work experience activities such as summer jobs, pre-apprenticeship, on-the-job training, and internships so that youth can are prepared for employment.

Reinforces Connections with Registered Apprenticeship (RA):
WIOA promotes the use of RA, a proven model that provides workers with career pathways and opportunities to earn while they learn.

• RA programs are included on the eligible training provider list for the Adult and Dislocated Worker programs as long as they remain registered, providing access to high-quality training.

• State and local boards will have representatives of RA programs as members, ensuring that a key employer voice contributes to strategic planning activities for the workforce system.

• RA completion certificates will be recognized as a post-secondary credential, providing job seekers with flexibility.

• The Youth program may offer pre-apprenticeship training to prepare youth for RA or other career opportunities.

Streamlines and Strengthens the Strategic Roles of Workforce Development Boards:
WIOA makes state and local boards more agile and well-positioned to meet local and regional employers’ workforce needs.

• State and local boards must coordinate and align workforce programs to provide coordinated, complementary, and consistent services to job seekers and employers.

• Business continues to contribute to strategic development and other activities by maintaining a leadership role on the boards and forming the majority of workforce board members.

• State and local boards are more strategic and flexible as board membership is streamlined.
CHAPTER 1. THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

1.04 Target Populations and Eligibility Requirements

ADULT
To be eligible to receive WIOA services as an Adult an individual must:

- Be a citizen or noncitizen authorized to work in the United States
- Meet Military Selective Service registration requirements (males only)
- Be 18 years of age or older
- Be unemployed or employed and in need of services in order to obtain or retain employment

Priority of Service for Adult Individualized Career and Training Services
While WIOA Adult eligibility requirements remain primarily consistent with WIA, there are some significant changes to the service priority provisions.

WIOA requires that priority for Adult services must be given to recipients of public assistance and other low-income individuals, and individuals who are basic skills deficient for receipt of individualized career and training services necessary for an individual to obtain or retain employment. Previously, under WIA, this priority applied only when Adult funds were limited. Under WIOA however, priority access to services by members of this group applies automatically. Adults must meet basic eligibility requirements and any service priority criteria in effect for the Board. Local policy must align with State policy requirements.

WIOA establishes a priority of service requirement with respect to funds allocated to a local area for "individualized" career services in addition to training services. Such "individualized" career services may include career counseling and the development of an individual employment plan which involves more dedicated staff time. AJC staff responsible for these funds must give priority to:

- Recipients of public assistance
- Other low-income individuals
- Individuals who are basic skills deficient

DISLOCATED WORKER
The WIOA Dislocated Worker program offers employment and training services for eligible workers who are unemployed through no fault of their own or who have received an official layoff notice.

WIOA expands the definition of Dislocated Worker to include the spouse of active military who lost employment as a result of a permanent change in duty location or is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.

To be eligible to receive WIOA services as a Dislocated Worker an individual must:

- Be a citizen or noncitizen authorized to work in the United States
- Meet Military Selective Service registration requirements (males only)
- Be 18 years of age or older
- Meet the definition of a Dislocated Worker defined by WIOA, meeting the criteria of one of the following five (5) parts:

  Part I- The individual:
  - Has been terminated or laid off, or has received a notice of termination or layoff, from employment
  - Is eligible for or has exhausted enTitlement to unemployment compensation; or
  - Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a AJC referred to in Section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
  - Is unlikely to return to a previous industry or occupation
Part II - The individual:

- Has been terminated or laid off, or has received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise.

- Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

- For purposes of eligibility to receive services other than training services described in Section 134(c)(3), career services described in Section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.

Part III - The individual was previously self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides, or because of natural disasters.

Part IV - The individual is a displaced homemaker. A displaced homemaker is an individual who has been providing unpaid services to family members in the home and who:

- Is unemployed or underemployed and experiencing difficulty finding or upgrading employment, and

- Meets one of the following:
  - Has been dependent on the income of another family member but is no longer supported by that income; or
  - Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member.

Part V - The individual:

- Is the spouse of a member of the Armed Forces on active duty (as defined in Section 101(d)(1) of Title 10, U.S.C.), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or

- Is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
Chapter 2. Louisiana Workforce Development System

Louisiana’s stakeholders envision a workforce system that will provide pathways for all Louisianans, including individuals who are receiving public assistance, the unemployed or underemployed, those who are deficient in basic skills, as well as persons with disabilities, including disabled veterans, and others who have significant barriers to employment. All will have access to education, training and the supportive services needed to prepare for and secure high-demand occupations that pay family-sustaining wages.

2.01 Louisiana Workforce Commission’s Goals

Goal 1: Establish Career Pathways as a model for skill, credential and degree attainment for Louisiana citizens to secure jobs that provide opportunities for economic independence and family stability. This goal will be accomplished by executing the following objectives:

1. Workforce development system partners will develop a shared vision and strategy for industry sector-based career pathways for youth and adults. Career pathways must be diverse, with multiple entry and exit points allowing individuals of varying abilities, including low-skilled adults and youth with multiple barriers to employment, to have realistic access to pathways.
2. Engage employers and integrate sector strategy principles to ensure multiple employers, business associations and organized labor are partners in creating demand-driven career pathways.
3. Increase the identification, prioritization and leverage of workforce system partner resources to provide supportive services and reduce barriers for low-skilled youth and adults.
4. Strengthen the alignment of Jump Start, WorkReady U and other viable initiatives as entry and exit points in the career pathways model for in- and out-of-school youth.
5. Expand utilization of registered apprenticeship by industry sector employers to train workers and meet occupational demands.
6. Support and grow learning opportunities for job-seekers and workers by improving processes for transfer credits through postsecondary, apprenticeships and college coursework.

Goal 2: Expand career services and opportunities for populations facing multiple barriers to close the gap in educational attainment and economic advancement through career pathways and improved career services and the expansion of bridge programs.

1. Expand and incentivize the utilization of evidenced-based workforce strategies that support targeted populations (e.g., the long-term unemployed, individuals with disabilities, veterans, out-of-school youth) into sector-based career pathway initiatives to achieve similar outcomes relative to other populations.
2. Create new pathways for success by preparing very low-skill adults to take advantage of sector-based bridge programs that link foundation skills and adult basic education.
3. Enhance and expand the delivery of integrated re-entry and employment strategies to reduce recidivism among Louisiana’s returning citizens and meet the skill and workforce needs of business and industry.
4. Promote the efficient alignment and utilization of supportive resources for populations facing multiple barriers to employment at the regional and local service delivery levels.
5. Foster the improvement and expansion of employer-driven regional sector partnerships to meet occupational demands as supported by regional labor market information.
6. Increase the use of labor market and educational data and technology, in coordination with local data, to inform and guide strategic workforce development decisions.
7. Develop focused, regional workforce initiatives that blend partner resources (co-investment) to educate and train workers for jobs within the workforce region.
8. Increase the alignment and efficacy of formula, discretionary and competitive workforce funding in efforts to support regional and local workforce initiatives.
9. Promote meaningful, portable industry credentials supported throughout the workforce delivery system that align to workforce demand.
10. Institute a system of accountability for the workforce development system that supports and promotes the evaluation of the effectiveness of state and local workforce development boards in meeting the workforce demands of business and workforce.

2.02 Louisiana Workforce Commission’s Duties

The Louisiana Workforce Commission, by statute, is the leader of the statewide workforce investment efforts with the authority to carry out integration activities across all state agencies. This ensures that the impact of all activities is aimed at meeting the needs of our customers, employers, and taxpayers. The LWC, in coordination with the WIC, provide the LWDBs, America’s Job Centers (AJCs), Training Providers, and all WIOA involved entities with guidance and direction, based on federal requirements and regulations. In addition, LWC has been designated as the agency responsible for the system that determines the performance outcomes of post-secondary training programs; and is used in the Eligible Training Provider List eligibility determinations.

2.03 Workforce Investment Council

The Louisiana Workforce Investment Council serves to develop a strategic plan to coordinate and integrate a workforce development delivery system to assure efficiency and cooperation between public and private entities by advising the Governor on the needs of Louisiana’s employers and its workforce.

Visit the Workforce Investment Council’s Webpage at www.laworks.net > Workforce Investment Council for more information, board membership, and contact information.

2.04 Occupational Forecasting Conference

An important role of the Workforce Investment Council (WIC) is directing the Occupational Forecasting Conference (OFC). The Occupational Forecasting Conference projects job growth and develops information on the needs of current, new and emerging industries for the workforce development planning process at the statewide and regional levels. The Occupational Forecasting Conference identifies information that is critical to the budgeting of state resources for workforce development.

The OFC provides information that allows for data-driven strategies for promoting and disseminating the final report to the appropriate stakeholders, as determined by the OFC. A list of these projections may be viewed at http://www.laworks.net/LaborMarketInfo/LMI_EmploymentProjections_Revised.asp?years=20152024.

2.05 Louisiana Workforce Development Boards

LOCAL WORKFORCE DEVELOPMENT BOARD FUNCTIONS

Functions of local board — Consistent with Section 108, the functions of the local board shall include the following:

1) LOCAL PLAN — The local board, in partnership with the chief elected official for the local area involved, shall develop and submit a local plan to the Governor
CHAPTER 2. LOUISANA WORKFORCE DEVELOPMENT SYSTEM

(2) WORKFORCE RESEARCH AND REGIONAL LABOR MARKET ANALYSIS —In order to assist in the development and implementation of the local plan, the local board shall—

A. Carry out analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities (including education and training), and regularly update such information;
B. Assist the Governor in developing the statewide workforce and labor market information system specifically in the collection, analysis, and utilization of workforce and labor market information for the region; and
C. Conduct such other research, data collection, and analysis related to the workforce needs of the regional economy.

(3) CONVENING, BROKERING, LEVERAGING —The local board shall convene local workforce development system stakeholders to assist in the development of the local plan under Section 108 and in identifying non-Federal expertise and resources to leverage support for workforce development activities.

(4) EMPLOYER ENGAGEMENT —The local board shall lead efforts to engage with a diverse range of employers and with entities in the region involved—

A. to promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the local board;
B. to develop effective linkages;
C. to ensure that workforce investment activities meet the needs of employers and support economic growth in the region, and
D. to develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers.

(5) CAREER PATHWAYS DEVELOPMENT —The local board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.

(6) PROVEN AND PROMISING PRACTICES —The local board shall lead efforts in the local area to—

A. identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system.

(7) TECHNOLOGY —The local board shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers.

(8) PROGRAM OVERSIGHT —The local board, in partnership with the chief elected official for the local area, shall—

A. conduct oversight for local youth workforce investment activities, local employment and training activities and the one-stop delivery system in the local area.
B. for workforce development activities, ensure the appropriate use, management, and investment of funds to maximize performance outcomes.
CHAPTER 2. LOUISANA WORKFORCE DEVELOPMENT SYSTEM

(9) NEGOTIATION OF LOCAL PERFORMANCE ACCOUNTABILITY MEASURES —The local board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures as described in Section 116(c).

(10) SELECTION OF OPERATORS AND PROVIDERS —

A. Selection of One-Stop Operators —
B. Selection of Youth Providers —
C. Identification of Eligible Providers of Training Services —
D. Identification of Eligible Providers of Career Services —
E. Consumer Choice Requirements.—Consistent with Section 122 and paragraphs (2) and (3) of Section 134(c), the local board shall work with the State to ensure there are sufficient numbers and types of providers of career services and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.

(11) COORDINATION WITH EDUCATION PROVIDERS —

A. IN GENERAL.—The local board shall coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of adult education and literacy activities under Title II, providers of career and technical education (as defined in Section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302)) and local agencies administering plans under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than Section 112 or part C of that Title (29 U.S.C. 732, 741).

(12) BUDGET AND ADMINISTRATION —

I. The local board shall develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board under this Section, subject to the approval of the chief elected official.

(13) ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES —The local board shall annually assess the physical and programmatic accessibility, in accordance with Section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), of all AJCs in the local area.

2.06 Individual Training Accounts

An individual who seeks training services and who is eligible may, in consultation with a career planner, select an eligible provider of training services from the Eligible Training Provider List. Upon such selection, the one-stop operator involved shall, to the extent practicable, refer such individual to the eligible provider of training services, and arrange for payment for such services through an individual training account.

Training services can be critical to the employment success of many adults and dislocated workers. There is no sequence of service requirement for "career services" and training. This means that the State Workforce Agency (SWA) or AJC staff may determine training is appropriate regardless of whether the individual has received basic or individualized career services first. Under WIOA, training services may be provided if the SWA or AJC staff determine, after an interview, evaluation or assessment, and career planning, that the individual:
• Is unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone;
• Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone; and
• Has the skills and qualifications to successfully participate in the selected program of training services.

Training services, when determined appropriate, may be provided through an Individual Training Account (ITA). Training services must be linked to in-demand employment opportunities in the local area or planning region or in a geographic area in which the adult or dislocated worker is willing to commute or relocate. The selection of training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations, informed by the performance of relevant training providers, and coordinated to the extent possible with other sources of assistance (see WIOA sec. 134(c)(3)).

2.07 Helping Individuals Reach Employment (HiRE) System

The HiRE system is an advanced and comprehensive workforce development software system created by Geographic Solutions, Inc. in coordination with the Louisiana Workforce Commission. This system integrates services via the Internet for individuals, employers, training providers, workforce staff, and one-stop partners. The HiRE system has improved customer satisfaction and services, staff and partners work efficiency and overall performance in the implementation of the Workforce Innovation and Opportunity Act. The Louisiana HiRE system helps to ensure the effective delivery of the services provided by the LWC and its partners and offers easier access in reporting and management of workforce development programs. The system offers access to key reporting features to provide management and government officials with valuable information for improved service delivery and enhanced performance.

The benefits of the HiRE system allow Louisiana to provide its customers and partners a complete picture of Louisiana's Labor Market by: (1) providing the necessary tools to make informed and knowledgeable decisions; (2) providing an integrated One Stop location that is accessible in real time to all involved or interested entities; and (3) enables Louisiana to fully implement the “comprehensive labor market information system,” called for in Act 743 of the 2008 Louisiana Legislature.
Chapter 3. Training Provider Eligibility Requirements

3.01 Training Providers that Qualify for the ETPL

The following types of training providers may apply to qualify for the statewide ETPL:

1. Post-Secondary educational programs that are:
   a. Eligible to receive funds under Title IV of the Higher Education Act of 1965, and
   b. Provide a program that leads to an Associate Degree, Baccalaureate degree or Certificate.

2. Public and Private providers of a program of training services, which may include joint labor-management organizations and eligible providers of adult education and literacy activities under WIOA Title II if such activities are provided in combination with occupational skills training.

3. Entities that carry out programs under the National Apprenticeship Act of 1937. These include:
   a. Universities, colleges, some community colleges, some vocational-technical colleges, some proprietary schools, and
   b. Apprenticeship programs registered with the Office of Apprenticeship and the State’s Apprenticeship office.

4. A Local WDB, if it meets the conditions of WIOA sec. 107(g)(1).

5. Community Based Organizations (CBOs), provided it meets the requirements to become eligible training providers under WIOA sec. 122 and the implementing regulations.

Under WIOA, Title I, Registered Apprenticeship program sponsors are automatically eligible for placement on the state-approved ETP list and will remain on the list as long as the program is registered or until the program sponsor notifies the State that it no longer wants to be included on the list. However, registered apprenticeship programs are given an opportunity to consent to inclusion on the ETPL before being placed on the list. Registered Apprenticeship programs are not subject to the same application and performance information requirements or to a period of initial or continued eligibility as other providers. In addition, LWDBs cannot establish additional criteria and information requirements or establish higher levels of performance for these entities to provide training services in the local areas.

"Proprietary schools" must be licensed or determined exempt from licensure through the Louisiana Board of Regents. A proprietary school, as defined by La. R.S. 17:3141.2, means any business enterprise operated for a profit or on a nonprofit basis which maintains a place of business within this state, or which sells or offers for sale any course of instruction in this state, either by correspondence using the mails or by any other means of communication, or by personal solicitation, and which offers or maintains a course or courses of instruction or study, or at which place of business such a course or courses of instruction or study is available through classroom or internet instruction, or both, to a person or persons for the purpose of training or preparing such person for a field of endeavor in a business, trade, technical, or industrial occupation, except as otherwise provided by law.

A new proprietary school must provide a copy of its license to LWC. If a proprietary school has been determined exempt from licensure by the Board of Regents, a copy of the exempt letter must be provided to LWC. Proprietary schools must provide an updated determination of exemption every two years commencing from the date of the issuance of the original letter from the Board of Regents.

If a proprietary school adds a program(s) to its list of offerings and applies for WIOA ETPL program eligibility for the new program, the school is subject to redetermination of licensure status by the Board of Regents. Documentation must be provided to LWC that validates continued exemption, or if required by the Board of Regents to be licensed, a copy of the license.
CHAPTER 3. TRAINING PROVIDER ELIGIBILITY REQUIREMENTS

Distance learning programs are eligible only when offered by institutions that are fully accredited by a recognizing accrediting body.

**RECIPROCITY:** An individual may choose (or a local area may refer individuals to) training providers and programs outside of the State of Louisiana when the training provider/program is listed on another state’s ETPL. Registered Apprenticeship programs that are registered with the USDOL Office of Apprenticeship and are on the ETPL in other states will be granted reciprocity to the Louisiana ETPL if requested through the LWC Apprenticeship Division.

### 3.02 Training Programs Required to Apply for the ETPL for WIOA

A program of training services consists of one or more courses or classes, or a structured regimen that leads to the following specified outcomes:

1. recognized postsecondary credentials, secondary school diplomas or their equivalent,
2. employment, or
3. measurable skill gains toward such credentials or employment.

A program of service may be delivered in-person, online or in a blended approach. Selection of a program of training services must be directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate.

Programs eligible for the ETPL must be

1. occupational specific;
2. at least 20 hours;
3. available to the general public- “off-the-shelf.”

### 3.03 Programs not required to follow the ETPL Application Process

Providers of on-the-job (OJT) and customized training are not subject to the requirements of ETP, which requires the submission and certification of an application. The designated AJC in each local area will collect performance information and determine whether the OJT and customized training providers meet the required performance criteria as outlined in the WIOA Local Plan.

- **On-the-Job Training (OJT)** - Employers in the public and private sectors can provide OJT. A contract shall be developed between the employer and the local program that provides occupational training for WIOA participants including the reimbursement amount for participant wages.
- **Customized Training** is designed to meet special requirements of the employer or group of employers, conducted with a commitment by the employer(s) to employ (or continue to employ) individuals upon successful completion of training.

**Note:** Stand-alone programs such as job readiness, basic skills, career exploration, and reading literacy programs will not be considered as training programs eligible for ITAs and/or the ETPL.

Educational programs that are not occupational specific, and typically 20 hours or less in duration, are considered to be an individualized career service activity designed to help individuals obtain or retain employment. These programs provide instruction wherein the knowledge obtained can be used in many different jobs and are therefore not industry or job specific. They are designed to provide participants with short-term skill upgrade assistance to enable them to become job ready or advance up a career ladder. These programs are not subject to the ETP requirements and as such, are not required to be on the ETPL. However, these programs can be utilized by any local area through their local procurement procedures. Examples of these types of programs include keyboarding, computer services, Standards of Training and Certificates of Watch Keeping (STCW) certification and Occupational Safety Health Standards (OSHA) certifications.
CHAPTER 3. TRAINING PROVIDER ELIGIBILITY REQUIREMENTS

Commercially available off-the-shelf skill refresher programs designed to assist individuals who have completed training but need courses of study to renew their license are considered to be WIOA individualized career services. Examples of these types of programs include RN or LPN refresher courses. Such programs do not need to be certified for inclusion on the statewide ETPL but must follow LWDA WIOA procurement procedures. These programs will be included in the Education Service: Training Providers and Schools or Training and Education Program Section of HiRE for the purpose of providing individuals with information necessary for informed customer choice.

3.04 Initial Eligibility Requirements

- Providers must submit an application to the State for training program(s) in order to receive WIOA funding. In addition to any local requirements, providers must follow the process outlined in this policy and submit student and performance data as required by the LWDB and/or State.
- Providers are eligible only for programs that qualify and are approved by the State and LWDBs.
- Providers must submit evidence of accreditation and/or licensure from the appropriate state or other governing body.

**ETPL Established Provider with a New Program**

- A school that had at least one eligible program on the State’s ETPL during the enactment period of WIA or during the transition period of WIOA, which ended on December 31, 2015, will be considered for eligibility without regard to performance if all other initial eligibility criteria have been met.

**New Provider with No History on the ETPL**

- A school that has never applied for eligibility under WIA provisions or WIOA initial eligibility provision shall be reviewed by the Local Workforce Development Board in the geographic area in which the school is physically located and will be considered for eligibility without regard to performance if all other initial eligibility criteria have been met.
- If the school can submit the required student data to calculate performance outcomes required under continued eligibility, it shall be reviewed by the state. Such outcomes will not be considered for initial eligibility if all other requirements have been met.
- Registered Apprenticeship programs shall automatically be included on the State’s ETPL after completing the on-line application without regard to performance.

3.05 Continued Eligibility Policy

Eligible Training Providers that want to remain on the ETPL for subsequent program years must meet the state of Louisiana’s subsequent eligibility requirements, as authorized by Section 122 of the WIOA and defined by LWC’s Office of Workforce Development. These policies have been implemented to determine if the Eligible Training Provider is:

A. Still offering the program;
B. Wishes to continue the program’s eligibility and receive WIOA Title I-B funds;
C. Providing accurate program cost information;
D. Meeting Louisiana’s minimum performance standards;
E. Maintaining accurate consumer information in the HiRE System; and
F. Providing the most recent program performance data.
3.06 Continued Eligibility Requirements

The following information is required for a continued eligibility determination:

- A completed application;
- Performance reports for the past two years, as applicable (See Chapter 7);
- Certification that the following have not changed from previous years: the provider’s refund, equal employment opportunity and accessibility policies; and the class schedule. If changes have been made, new copies of the aforementioned shall be provided;
- Any additional information requested by the State.

A continued eligibility determination will be made for each training provider on a program-by-program basis and be based on the following criteria:

- A training provider’s prior eligibility status or status of existing programs.
- The performance of training providers on the performance accountability measures relating to the State Plan and the training provider’s individual performance measures established by the State.
- The availability of training services throughout the State.
- Information reported to State Agencies with respect to Federal and State programs involving training services, including the adult education and vocational rehabilitation programs.
- The degree to which the program relates to in-demand industry sectors and occupations in the State.
- Compliance with State licensing requirements, where applicable.
- The ability of the training provider to offer quality programs that lead to postsecondary credentials.
- The ability of the training provider to provide training services to individuals who are unemployed, underemployed, incumbent workers and individuals with barriers to employment.
- Demonstrated ability of the training provider to submit timely and accurate performance reports.
- Continued compliance with State labor laws such as workers’ compensation, unemployment insurance, wage and hour, and nondiscrimination.
- A training provider’s ability to meet the State Plan’s performance measures as required by the U.S. Department of Labor.

Continued eligibility approval is good for two calendar years. However, schools are strongly encouraged to maintain changes regarding programs throughout the eligibility period, specifically but not limited to the cost associated with the program.
Chapter 4. State Minimum Performance Standards

4.01 Minimum Performance Standards Implementation Requirements

The creation of performance standards by the state must include the performance measures stipulated in Section 116 of the WIOA. All training provider programs must meet the state performance standards implemented by LWC’s Office of Workforce Development unless waived under certain circumstances defined in this chapter.

4.02 Program Minimum Performance Requirements

The Current State Minimum Performance Standards implemented by LWC’s Office of Workforce Development in accordance with the requirements stipulated by Section 116 of the WIOA for eligible training provider programs inclusion to the state’s ETPL for all are:

All Program Participants

A. Credential Attainment Rate (state minimum performance level: 35%). The percentage of those participants enrolled in an education or training program who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.

B. Employment Rate 2nd Quarter after Exit (state minimum performance level: 50%). The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.

C. Employment Rate 4th Quarter after Exit (state minimum performance level: 55%). The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.

D. Median Earnings – 2nd Quarter After Exit (state minimum performance level: $5,100 per quarter). The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program. ($5,100 divided by 520 hours equals $9.81 per hour.)

WIOA Title I-B

A. Credential Attainment Rate (state minimum performance level: 64.8%). The percentage of those participants enrolled in an education or training program who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.

B. Employment Rate 2nd Quarter after Exit (state minimum performance level: 65.3%). The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.

C. Employment Rate 4th Quarter after Exit (state minimum performance level: 66.2%). The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.

D. Median Earnings – 2nd Quarter After Exit (state minimum performance level: $5,850 per quarter). The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.
4.03 Performance Standards and Data Collection Methodologies

The Louisiana Workforce Commission (LWC) must collect data to submit to the U.S. Department of Labor. This information is used to calculate the performance of the state’s workforce investment system, the statistical results of funds invested, and the overall effectiveness of the state’s use of WIOA funds. In gathering data for quantification, the LWC must collect information from the Eligible Training Providers that is used in reporting to the USDOL and in the calculations of the performance measures of the Eligible Training Provider program’s /services. The following is information that will explain the performance Standards that providers are required to meet under the definition of Section 116 of the WIOA and defined by LWC’s Office of Workforce Development.

1. **Data Collection Timeframe** - for any program year, the data that LWC collects from the providers is based on two separate time periods, one for Exiters (Completers and Non-Completers) and one for Enrollees. The data collected is for all students of a program and not just the WIOA Title I-B funded students.

2. **Definitions** - the following definitions are used in the calculation of performance measures and apply to the data that is collected and analyzed by the system for any program year:

   a. **Calendar Year Quarter** - a three month period within a calendar year. There are four calendar quarters: January through March, April through June, July through September, and October through December; these calendar year quarters are used in processing of program performance metrics.

   b. **Date of Program Exit** - the term program exit means a participant has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days, and is not scheduled for future services. The exit date is the last date of service. *(Exceptions: Delay before the beginning of training, Health/medical condition or providing care for a family member with a health/medical condition, and Temporary move from the area that prevents the individual from participating in services, including National Guard or other related military service)*

   c. **Enrollee** - a student that started a provider’s program during the enrollee data collection period. Note: A student who is participating in a program but who started in a previous collection period is not an enrollee.

   d. **Enrollee Data** - data that the LWC requests from providers for a program year. *(Example: ETPL program year 2019 requires student enrollee data from data year June 1, 2017 through May 31, 2018.)*

   e. **Exiter** - a completer of a program or non-completer who leaves a program.

   f. **Exiter Data** - data that the LWC request from providers for a program year and includes completers and non-completers and includes all participants not just WIOA Title I-B funded students. *(Example: ETPL program year 2019 requires student exiter data from data year June 1, 2016 through May 31, 2017.)*

   g. **Exit Quarter** - the calendar quarter containing the exit or completion date of a student.

   h. **Unsubsidized Employment** - employment not financed from funds provided under a grant. In the grant program the term “adequate” or “suitable” employment is also used to mean placement in unsubsidized employment which pays an income adequate to accommodate the participants’ minimum economic needs.

   i. **ETPL Program Year** – program eligibility begins on January 1 of any year and ends on December 31 of the same year. Note: Schools may apply for the ETPL throughout the program year; however, eligibility expires on December 31.
3. **Credential Attainment Rate** - The total number of participants who exited during the reporting period who obtained a recognized postsecondary credential during the program or within one year after exit plus those who were in a secondary education program and obtained a secondary school diploma or its recognized equivalent during the program or within one year after exit and were also employed, or in an education or training program leading to a recognized postsecondary credential within one year after exit divided by the total number of participants who enrolled in an education or training program who exited during the reporting period.

4. **Employment Rate Second 2nd Quarter After Exit** - The number of all exiting participants (completers/non-completers) from the applicable program who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, in the second quarter after the exit quarter, divided by the total number of exiting participants who exited during the reporting period. This measure shows the effectiveness of students gaining unsubsidized employment after the exit from a provider’s program.

5. **Employment Rate Second 4th Quarter After Exit** - The number of all exiting participants (completers/non-completers) from the applicable program who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, in the fourth quarter after the exit quarter, divided by the total number of exiting participants who exited during the reporting period. This measure shows the effectiveness of students gaining unsubsidized employment after the exit from a provider’s program.

6. **Median Earnings 2nd Quarter After Exit** - Total quarterly earnings, for all participants employed in the second quarter after exit, are collected by either direct wage record match or supplemental wage information. The collected quarterly wage information values are listed in order, from the lowest to the highest value. The value in the middle of this list is the median earnings value, where there is the same quantity of numbers above the median number as there is below the median number as there is below the median number.
Chapter 5. Application and Continued Application Process

5.01 Initial Application/Certification Process

1. Register as a new Account for a new institution by logging into HiRE at https://www.louisianaworks.net/hire/vosnet/Default.aspx (See Chapter 8 for Instructions.)

2. Complete, Sign and Submit Hire Access Form (Appendix 1, Form B) for each individual who will have access to the account. This form can be located at http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf

3. Proprietary schools submit a copy of a letter from the Louisiana Board of Regents documenting the training programs that are licensed or exempt from licensure. If the provider is a school of Cosmetology, Real Estate, etc., the appropriate license must be provided in Lieu of a Board of Regent’s License.

*Note: Applications will not proceed through the certification process until this verification has been completed. If you have any questions regarding licensure status with the Board of Regents, please contact Carol Marabella at (225) 219-7150, (225) 342-4253, carol.marabella@la.gov or at the following address:

Louisiana State Board of Regents Proprietary School Section
P.O. Box 3677
Baton Rouge, LA 70821-3677*

4. Complete, sign, and submit a Student Data Security Awareness Form (Appendix 1, Form F) with the Student Data. This form can also be located at http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf

5. Submit Student Data (applicable to providers that the Board of Regents does not submit Student Data to LWC), as outlined located in Chapter 7. This information is also available at http://www.laworks.net/WorkforceDev/WFD_TPEligibilityInformation.asp or My HIRE Account > Training Provider Information (Under the General Resources and Services Tab)

6. Submit a completed and signed copy of the Student Data Certification Statement (Appendix 1, Form C) with the Student Data for each program the provider is applying for WIOA approval (applicable to providers that the Board of Regents does not submit Student Data to LWC). This form is located at http://www.laworks.net/Downloads/WFD/WIDataAwarenessForm.pdf

7. Add the institution’s programs and/or services that the provider wants to submit for WIOA ETPL approval in the HiRE System (See Chapter 8 for instructions.)

8. Submit each program for WIOA approval through HiRE (See Chapter 8 for Instruction.)
5.02 **Continued Application/Certification Process**

Programs that want to remain on the Eligible Training Provider List for subsequent program years **MUST:**

1. Update the HiRE institutional profile and contact information Sections. *(See Chapter 8 for instructions.)* If the provider has multiple independent locations throughout the state then they must update information for each location, if needed. A copy of this manual can also be located at [http://www.laworks.net/WorkforceDev/WFD_TPEligibilityInformation.asp](http://www.laworks.net/WorkforceDev/WFD_TPEligibilityInformation.asp)

2. If additional contacts are added, Complete, Sign and Submit Hire Access Form (Appendix 1, Form B) for each individual who will have access to the account. This form can be located at [http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf](http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf)

3. Unless previously submitted, Proprietary schools submit a copy of a letter from the Louisiana Board of Regents documenting the training programs that are licensed or exempt from licensure. If the provider is a school of Cosmetology, Real Estate, etc., the appropriate license must be provided in Lieu of a Board of Regent’s License.

   **Louisiana State Board of Regents Proprietary School Section**
   P.O. Box 3677
   Baton Rouge, LA 70821-3677

4. Completed, signed, and submitted a Student Data Security Awareness Form (Appendix 1, Form F) with the Student Data. This form can also be located at [http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf](http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf)

5. Submit Student Data (applicable to providers that the Board of Regents does not submit Student Data to LWC), as outlined located in Chapter 7. This information is also available at [http://www.laworks.net/WorkforceDev/WFD_TPEligibilityInformation.asp](http://www.laworks.net/WorkforceDev/WFD_TPEligibilityInformation.asp) or My HiRE Account > Training Provider Information (Under the General Resources and Services Tab)

6. Submit a completed and signed copy of the Student Data Certification Statement (Appendix 1, Form C) with the Student Data for each program the provider is applying for WIOA approval (applicable to providers that the Board of Regents does not submit Student Data to LWC). This form is located in this manual or at [http://www.laworks.net/Downloads/WFD/WIADataCertificationStatement.pdf](http://www.laworks.net/Downloads/WFD/WIADataCertificationStatement.pdf) or My HiRE Account > Training Provider Information (Under the General Resources and Services Tab.)

7. Update any program information data including cost information for each program and/or service that the institution wants to submit for WIOA ETPL approval *(See Chapter 8 for instructions.)*

8. Submit each program for WIOA ETPL approval through the HiRE System *(See Chapter 8 Instructions).*
Chapter 6. Program Review Process

6.01 Initial Eligibility Review Process

The State shall provide electronic notice of determination of acceptance or rejection of an initial application in HiRE to an applying entity within thirty (30) calendar days of the receipt of the completed initial eligibility determination application.

Programs that are approved for initial eligibility are granted eligibility for up to one year depending upon the timeframe within the calendar year they applied to become eligible.

- Providers seeking program eligibility before October 31 are reviewed for ETPL status in the calendar year in which they apply.
- Providers seeking program eligibility after October 31 are reviewed for ETPL status for the subsequent year.

Providers must reapply by October 31 for programs to be considered for eligibility for ETPL continued eligibility, which goes into effect January 1 of each calendar year.

6.02 Continued Eligibility Review Process

All training providers must apply biennially (every two years) to remain on the ETPL by submitting a completed application along with the required information by October 31. The State will review the application, make a determination of approval, and notify the applicant of the determination within 30 days of receiving the completed application. The State will notify the applicant of the final determination electronically in HiRE, including in the case of a denial, the reasons for the final determination and a statement that the provider may appeal the determination. The applicant may appeal the determination of the State using the appeals procedures. Any training provider that does not apply to remain on the ETPL shall be removed.

6.03 Program Approval Process

The LWC compiles and publishes the Eligible Training Provider List through the HiRE system. Once a program is approved it will remain on the state’s ETPL for two calendar years, unless removed by LWC for documented program violations noted in Chapter 6.06.

6.04 Program Denial Process

When the State determines that a complete application does not meet the eligibility requirements, the State shall issue a determination denying (denial notice) the application within 30 days of its receipt. A separate denial notice is required for each training program being denied.

Denial notices shall be issued to the training provider via email, if provided on the application. If no email provided, denial notices shall be mailed to the primary address listed on the application. The denial notice shall also clearly state that the training provider’s right to appeal within 15 days of the date the denial notice is received.
6.05 Reasons for Program Denial

A training provider’s program may be denied inclusion on the state’s ETPL for the following reasons:

A. The HiRE program application process was not completed or was missing required information after 90 days of application submission.

B. Training program does not lead to a demand occupation;

C. Performance data not submitted;

D. Performance data does not meet state minimum standards;

E. Training program does not exceed 20 hours in duration; Where applicable.

F. Any additional requirement for training providers listed under the WIOA or established by state policy has not been met.

6.06 Reasons for Removal from the State’s Eligible Training Provider List

LWC is responsible for removing training providers/programs from the statewide eligible training provider/program list under the following conditions upon receipt of documented proof that these conditions exist:

A. The training provider intentionally supplied inaccurate information; in which case, the termination will remain in effect for a minimum of two years.

B. The training provider substantially violated any requirement under WIOA or state policy; in which case, the termination will remain in effect for a minimum of two years.

C. If a Registered Apprenticeship program is de-registered, it shall be removed from the ETPL. Information on any de-registered program will be provided by the State Director of Apprenticeship.

6.07 Status of Students Attending Programs No Longer on the ETPL

Students already enrolled in provider program(s) are permitted to continue even though the program may no longer be on the state’s Eligible Training Provider List (ETPL). This is an acceptable use of WIOA dollars since the participant(s) could be adversely impacted if they are not allowed to continue and without other alternative programs, the money initially spent would be wasted. Additionally, because of the travel and transportation problems, participants might not find other programs in the same field available on the current ETPL.

This provision does not apply to programs/institutions removed from the ETPL due to violations of the WIOA law and regulations. This provision does not apply to students who have been issued an ITA by the WIOA program operator under the prior year’s ETPL, but have never been enrolled and attended the program in the previous session. The LWDA should assist these students in identifying alternative training provider programs on the ETPL.
6.08 **Supplemental Data Provision**

If a training program fails to meet the required minimum level of performance for employment, the training provider shall have the opportunity to provide the State with verifiable documentation regarding the employment status of students who exited the program. Employment documentation must be for the second calendar quarter immediately following the quarter in which the student exited the program and the fourth calendar quarter following the quarter in which the student exited the program. Providers may only provide supplemental data for the employment measure. No supplemental data is allowed for completion credential attainment rate or median earnings second quarter after exit.

Verifiable documentation includes the following:

Tax documents, payroll records and employer records such as:

- Copies of quarterly tax payment forms submitted to the Internal Revenue Service, such as Form 941 (Employer's Quarterly Tax Return);
- Copies of pay stubs (minimum of two pay stubs), or
- Signed letter or other information from employer on company letterhead attesting to an individual's employment status and earnings

6.09 **Supplemental Data Submission Process**

After LWC initially processes “student data” required for the calculation of the performance measures, the application with the required performance measures shall be reviewed by the State.

Upon determination that the program meets the minimum credential rate and median earnings rate but does not meet the employment rate for the second or fourth quarter after program exit, LWC will send to the training provider the Social Security numbers of those students who could not be found as employed through the Unemployment Insurance Wage record data.

The training provider will provide the employment status documentation (acceptable documentation is listed above) directly to the LWC. Upon verification of the documentation, LWC will include the data in the performance calculations. A copy of the employment documentation must be sent to LWC - Office of Workforce Development, Attn: MIS.

**IMPORTANT:**

ANY INFORMATION THAT CONTAINS SOCIAL SECURITY NUMBERS MUST BE PASSWORD ENCRYPTED AND SECURELY SUBMITTED! (SEE CHAPTER 7 FOR ASSISTANCE)
6.10 **Appeals Process for Denied Provider Programs**

Following issuance by LWC of a denial of eligibility, determination of suspension, or termination of eligibility, the training provider shall have 15 days in which to submit an appeal to LWC. The request for appeal must be sent by certified mail, return receipt requested, to the following address:

Louisiana Workforce Commission  
Office of Workforce Development  
Attn: Director  
P.O. Box 94094  
Baton Rouge, LA 70804

The request must include the name of the contact person and the address where official notices are to be mailed. The appeal request must be legible, written/typed clearly and concisely and the following must be placed at the top of the first page in capital letters: REQUEST FOR APPEAL. The written/typed appeal must state why the training provider disagrees with the denial, suspension, or termination and include a detailed statement of justification for approval. The request shall be no longer than five pages. (Exhibits and attachments are not included in the five-page limit). Within five calendar days of the receipt of the appeal, the Director of Office of Workforce Development will contact the appellant to schedule a hearing date. The appeal hearing will be conducted and a written decision provided to the appellant no later than ten calendar days after the hearing.

The decision rendered by LWC is final and may not be appealed to the U.S. Department of Labor.
Chapter 7. Student Data Requirements

7.01 Student Data Submission Requirements

The reporting periods needed for student data are related to the corresponding WIOA Program Year. The provider must submit student Exiter and Enrollee data for the appropriate program year in order for the correct program performance measures to be calculated and submitted to the LWDB for provider program review. (See Figure 7.1)

Remember that “exiters” include both completers and non-completers. “Enrollees” include only students starting a program during that year and not students who are continuing a program.

Figure 7.1 Student Data Submission Requirements by Program Year

<table>
<thead>
<tr>
<th>CALENDAR YEAR</th>
<th>REQUIRED EXITERS DATA</th>
<th>REQUIRED ENROLLEE DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>June 1, 2015 → May 31, 2016</td>
<td>June 1, 2016 → May 31, 2017</td>
</tr>
<tr>
<td>2019</td>
<td>June 1, 2016 → May 31, 2017</td>
<td>June 1, 2017 → May 31, 2018</td>
</tr>
<tr>
<td>2020</td>
<td>June 1, 2017 → May 31, 2018</td>
<td>June 1, 2018 → May 31, 2019</td>
</tr>
<tr>
<td>2021</td>
<td>June 1, 2018 → May 31, 2019</td>
<td>June 1, 2019 → May 31, 2020</td>
</tr>
<tr>
<td>2022</td>
<td>June 1, 2019 → May 31, 2020</td>
<td>June 1, 2020 → May 31, 2021</td>
</tr>
<tr>
<td>2023</td>
<td>June 1, 2020 → May 31, 2021</td>
<td>June 1, 2021 → May 31, 2022</td>
</tr>
<tr>
<td>2024</td>
<td>June 1, 2021 → May 31, 2022</td>
<td>June 1, 2022 → May 31, 2023</td>
</tr>
<tr>
<td>2025</td>
<td>June 1, 2022 → May 31, 2023</td>
<td>June 1, 2023 → May 31, 2024</td>
</tr>
<tr>
<td>2026</td>
<td>June 1, 2023 → May 31, 2024</td>
<td>June 1, 2024 → May 31, 2025</td>
</tr>
</tbody>
</table>

7.02 Student Data Requirements

The student data information is required to determine a provider’s program performance measures for inclusion on the state’s ETPL or in the collection of required enrollee data needed for federal reporting. The provider MUST submit student data in the format provided in this chapter. If a provider does not submit the required student data and/or in the format provided it may delay the processing of the measures, which may result in a provider being denied or removed from the state’s Eligible Training Provider List.

7.03 Student Data Spreadsheet

A Provider’s Student Data should be submitted in Microsoft Excel format using the document provided by LWC located at http://www.laworks.net/WorkforceDev/WFD_TPEligibilityInformation.asp or My HiRE Account > Training Provider Information (Under the General Resources and Services Tab)

If you have questions or do not understand how to set up an excel spreadsheet then you may contact the Louisiana Workforce Commission for assistance at by email at crs@lwc.la.gov.
7.04 Student Data Layout Requirements

There are 22 columns within the Excel Spreadsheet that make up the data requirements and each column requires specific information in the required formats that are defined below in two parts.

Note: The BLUE NUMBERS above the columns are for instructional purposes only and should not be included in your spreadsheet.

A. Part 1 - Columns A – J

<table>
<thead>
<tr>
<th>VENDOR ID</th>
<th>DATA COLL BEG</th>
<th>DATA COLL END</th>
<th>SSN</th>
<th>FIRST NAME</th>
<th>MID INITIAL</th>
<th>LAST NAME</th>
<th>CIPCODE</th>
<th>CIP EXTRA</th>
<th>PROG CERT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YYYYMMDD</td>
<td>YYYYMMDD</td>
<td></td>
<td>Jane</td>
<td>X</td>
<td>Doe</td>
<td>####</td>
<td>AA</td>
<td>#</td>
</tr>
<tr>
<td></td>
<td>YYYYMMDD</td>
<td>YYYYMMDD</td>
<td></td>
<td>John</td>
<td>X</td>
<td>Doe</td>
<td>####</td>
<td>AA</td>
<td>#</td>
</tr>
</tbody>
</table>

A. VENDOR ID - is the provider’s institutional identification number and can be only 10 characters, it is assigned by LWC for training institutions and may be located in your HiRE account under Manage Provider Profile > Provider Details > Vendor ID. This is a required field.

B. DATA COLL BEG - beginning data collection period according to the program year. This field must be only 8 characters and in the format YYYYMMDD. (See Figure 7.1: Student Data Requirements by Program Year above for the correct dates for this area. It depends on if you are listing an Exiter or an enrollee.) This is a required field.

C. DATA COLL END - ending data collection period according to the program year. This field must be only 8 characters and in the format YYYYMMDD. (See Figure 7.1: Student Data Submission Requirements by Program Year above for the correct dates for this area. It depends on if you are listing an Exiter or an enrollee.) This is a required field.

Note:
For columns 2 and 3 please refer to, “Required Exiter Data” or “Required Enrollee Data” from Figure 7.1: Student Data Submission Requirements by Program Year above for the dates needed for the applicable Program Year for the Exiter or Enrollee information.

D. SSN - the Exiter or Enrollee’s social security number and must be only 9 characters with no hyphens. This is a required field.

E. FIRST NAME - Student’s first name can be no more than 15 characters. This is a required field.

F. MID INITIAL - is the student’s middle initial (if applicable) and must be only 1 character.

G. LAST NAME - is the student’s last name and can be no more than 15 characters. This is a required field.

H. CIP CODE - is the Classification of Instructional Program Code of a training program or student’s major field of study and must be exactly 6 characters and match the CIP code the provider has entered into the HiRE system. This is a required field.

I. CIP EXTRA - must be 2 characters (usually AA, AB, AC, etc). This field differentiates between two programs that utilize the same CIP code and same award outcome (prog-cert). This is a required field only for that situation.

J. PROG CERT - is the code that denotes the type of award outcome for the program and MUST be exactly two characters and must match what the provider has entered into the HiRE system for the applicable program being reported. This is a required field.

NOTE:
See Figure 7.2: HiRE Certification & Outcome Codes below for the “Prog Cert” Code.
B. Part 2 - Columns K-V

<table>
<thead>
<tr>
<th>ENTRY DATE</th>
<th>EXIT DATE</th>
<th>ADDR</th>
<th>CITY</th>
<th>ST</th>
<th>ZIP</th>
<th>ZIP 4</th>
<th>CERT TYPE</th>
<th>SEX</th>
<th>RACE</th>
<th>BIRTH</th>
<th>CITIZEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>YYYYMMDD</td>
<td>YYYYMMDD</td>
<td>Anywhere</td>
<td>Anywhere</td>
<td>LA</td>
<td>####</td>
<td>####</td>
<td>#</td>
<td>F</td>
<td>6</td>
<td>YYYYMMDD</td>
<td>Y</td>
</tr>
<tr>
<td>YYYYMMDD</td>
<td>YYYYMMDD</td>
<td>Anywhere</td>
<td>Anywhere</td>
<td>LA</td>
<td>####</td>
<td>####</td>
<td>#</td>
<td>M</td>
<td>2</td>
<td>YYYYMMDD</td>
<td>N</td>
</tr>
</tbody>
</table>

K. ENTRY DATE - is the date the student entered the training program or school and must be exactly 8 characters in the following format YYYYMMDD. This is a required field.

L. EXIT DATE - is the date the student exited, completed or graduated from the provider’s program and must be exactly 8 characters in the following format YYYYMMDD. This is a required field for exiter data.

M. ADDR - is the student’s street address: street number, street name, etc. can be no more than 35 characters and the field cannot contain any symbols.

N. CITY - is the city where the student resides and can be no more than 20 characters.

O. STATE - is the 2-letter state abbreviation where the student resides must be exactly 2 characters and in ALL CAPS.

P. ZIP - is the first five digits of the student’s zip code and must be exactly 5 characters.

Q. ZIP 4 - is the 4 digits of the student’s zip code extension and must be 4 characters.

R. CERT TYPE - is the code that denotes the type of award the student received upon graduating the program and must be exactly 2 characters. This should be the same value as “prog cert” unless the student did not complete the program, in which case it should be 97 (See Figure 7.2: LWC’s HiRE Program Outcome Codes). This is a required field for exiter data.

NOTE: See. Figure 7.2: HiRE Certification & Outcome Codes

S. SEX - is the student’s sex and is coded as M = MALE & F = FEMALE.

T. RACE - is the student’s race and is coded with a single numeric value as follows:

1 = Asian/Pacific Islander
2 = American Indian/Alaskan Native
3 = Black, Non-Hispanic
4 = Hispanic of any Race
5 = Native Hawaiian or Other Pacific Islander
6 = White, Non-Hispanic
7 = Foreign/Non-Resident Alien
8 = Race/Ethnicity Unknown
9 = Two or more Races

U. BIRTH - is the student’s birthdate and must be in the YYYYMMDD format.

V. CITIZEN - Y = YES & N = NO

Additional Information

Please provide information on ALL students that enrolled in the program and/or graduated between the “DATA COLL BEG” period and the “DATA COLL END” period, regardless of funding. Students that did not graduate during this time period and are still enrolled should be reported as exeters for the data collection cycle in which they graduate or leave. If the student enrolled during this time period, but graduated after the “DATA-COLL-END” date, then the student must be reported as enrolled and then reported as an exiter in a data collection cycle.
Figure 7.2: LWC's HiRE Program Outcome Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>Associate Degree</td>
</tr>
<tr>
<td>06</td>
<td>Post-baccalaureate Certificates</td>
</tr>
<tr>
<td>08</td>
<td>Post Masters Certificate</td>
</tr>
<tr>
<td>10</td>
<td>First-professional degrees</td>
</tr>
<tr>
<td>20</td>
<td>Vocational Rehabilitation</td>
</tr>
<tr>
<td>31</td>
<td>Employment &amp; Training Program Completer</td>
</tr>
<tr>
<td>33</td>
<td>Apprenticeship programs</td>
</tr>
<tr>
<td>40</td>
<td>Short-Term Non-Credit</td>
</tr>
<tr>
<td>63</td>
<td>Associate of Applied Technology</td>
</tr>
<tr>
<td>72</td>
<td>Associate of Applied Science</td>
</tr>
<tr>
<td>80</td>
<td>Cert. or Diploma 3 months to 6 months</td>
</tr>
<tr>
<td>82</td>
<td>Cert. or Diploma 1 year to 2 years</td>
</tr>
<tr>
<td>97</td>
<td>Institution Defined Non-completer</td>
</tr>
<tr>
<td>05</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>07</td>
<td>Master’s Degree</td>
</tr>
<tr>
<td>09</td>
<td>Doctoral Degree</td>
</tr>
<tr>
<td>11</td>
<td>First-professional cert.</td>
</tr>
<tr>
<td>30</td>
<td>OJT = On-the-Job Training</td>
</tr>
<tr>
<td>32</td>
<td>Military Separations</td>
</tr>
<tr>
<td>34</td>
<td>Job Corps</td>
</tr>
<tr>
<td>53</td>
<td>Associate in Occ. Studies</td>
</tr>
<tr>
<td>71</td>
<td>Technical Diploma</td>
</tr>
<tr>
<td>79</td>
<td>Cert. or Diploma less than 3 months</td>
</tr>
<tr>
<td>81</td>
<td>Cert. or Diploma 6 months to 1 year</td>
</tr>
<tr>
<td>83</td>
<td>Cert. or Diploma greater than 2 years</td>
</tr>
<tr>
<td>99</td>
<td>Unidentified</td>
</tr>
</tbody>
</table>

7.05 Student Data Submission Methods

The provider will submit their student data electronically via email to LWC. All information submitted electronically should be password protected to preserve the integrity of the student’s Social Security Numbers and other personal information. A separate email will need to be sent with the password included. Please submit your student data and password to LWC at crs@lwc.la.gov

7.06 Securing Student Data

The Louisiana Workforce Commission takes student data security very seriously and requires all transmissions of personal information including Social Security Numbers to be password protected. An email containing a SSN should never be submitted unprotected to LWC. The proper method of student data submission is:

1. Password protect the data and send the document as an attachment; and
2. Send in a separate email the password to access the encrypted document.

Encryption of electronic data depends on what software program is being used. The following are links to learn how to password encrypt your data:

Chapter 8. HiRE System Users Guide

8.01: Navigating the LWC Website

For Eligible Training Providers, the most relevant Sections/links of LWC’s homepage are:

Section 1: The, “HiRE” link to access the HiRE system; and

Section 2: The, “Workforce Development” link to access the, “Eligible Training Provider Information”
8.02: Accessing Eligible Training Provider Information

Training Provider Information including the Eligible Training Provider Manual is accessible in two ways.

A. The first way to access the “Training Provider Information” is by simply selecting Workforce Development link on the LWC homepage and then selecting the Eligible Training Provider Information link.

*Note: This is halfway down the webpage

Once the “Training Provider Information” page has opened the following Eligible Training Provider information links and forms can be accessed

<table>
<thead>
<tr>
<th>HOME</th>
<th>ABOUT US</th>
<th>WORKERS</th>
<th>BUSINESSES</th>
<th>DOWNLOADS</th>
<th>CONTACT</th>
<th>FAQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workforce Development &gt; Eligible Training Provider Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Eligible Training Provider Information

Eligible Training Provider Guidance

- Eligible Training Provider Manual (PDF)

Eligible Training Provider Forms

- HiRE Access Request Form (PDF)
- Institutional Update Form (PDF)
- Student Data Security Awareness Form (PDF)
- Student Data Certification Statement (PDF)
B. The second way to access the “Training Provider Information” is by selecting My HIRE Account to get to the HiRE splash page and then selecting the Training Provider Information link under the “General Resources and Services” tab.

Once the “Training Provider Information” page has opened the following Eligible Training Provider information links and forms can be accessed.

Eligible Training Provider Information

Eligible Training Provider Guidance

- Eligible Training Provider Manual (PDF)

Eligible Training Provider Forms

- HiRE Access Request Form (PDF)
- Institutional Update Form (PDF)
- Student Data Security Awareness Form (PDF)
- Student Data Certification Statement (PDF)
8.03: HiRE User Registration Process

To register as a new user, the provider should visit http://www.laworks.net/ and select "My HiRE Account" and complete the following steps.

Step 1: Select this option to create a New Provider

Step 2: Select this option if you need access to an existing HiRE Provider

Step 3: Select this option to create a New Provider

Step 4: Select this option if you need access to an existing HIRE Provider
CHAPTER 8. HIRE SYSTEM USERS GUIDE

**Step 5**

*Login Information*

- **User Name:**
- **Password:**
- **Confirm Password:**
- **Security Question**
  - None Selected
  - Hint to help if you have forgotten your password.
- **Security Question Response:**

*Note the password requirements above*

**Step 6**

*Federal Employer ID*

- **Federal Employer ID No. or Social Security Number:**
- **Type of Identification:**
  - Social Security Number
  - Federal Employer Identification Number

Do not enter dashes. Example 999001111

**Step 7**

*Institution Identification*

- **Institution Name:**
- **Institution Code/BPA# (if you are a current provider):**

**Step 8**

*Institution Primary Location*

- **Address 1:**
- **Address 2:**
- **City:**
- **State:**
  - None Selected
- **Zip:**

**Step 9**

*Contact Information*

- **Salutation:**
- **Title:**
- **First Name:**
- **Middle Initial:**
- **Last Name** - (include suffix e.g. Jr, Sr, PhD, etc):
- **Contact Phone Number:**
  - Cell Phone
  - Contact Fax Phone Number
- **Email Address:**
- **Preferred Notification Method**
- **Institution URL:**

Be sure to Click Save

**Step 10**

- **Create Email Account**
- **Read Our Email Security Policy**

*Eligible Training Provider Manual*
Users who selected the first option to be attached to an existing HiRE Provider will stop here but need to complete the HiRE Access Request Form (Appendix 1, Form B) and submit it to LWC (see form for specific directions). Users who are creating a new provider in HiRE will have the following additional fields to complete.

**Step 11**

![Provider Information Form](image)

These fields are managed by LWC and cannot be edited.

- Status: Active or Inactive
- LWIA Region: State
- Linked Employer: [Search For Employer]
- Vendor ID:
- FEID/SSN: 895656326

**Note:** By entering the Zip Code first, the system will automatically populate the City and State fields.

- City:
- State: Louisiana
- Zip:
- URL: Enter URL e.g. (http://www.companysite.com)

- Type of Business: None Selected

- This provider is an accredited postsecondary education institution:
  - State Use 1:
  - State Use 2:
  - State Use 3:
  - State Use 4:
  - State Use 5:
Step 12

You can select the links if these are the same as your primary address and HiRE will auto populate the address.

Step 13

Step 14

Be sure to Click Save
8.04: Managing Institution Information

When a provider logs on to their account, they have multiple web link options. The following print screens show the two different options to get to the same information.

The below print screen can be accessed by clicking on Directory of Services

The below print screen can be accessed via the left navigation panel.
8.05: Adding a Program (Part 1) - Adding an Education or Training Program

The provider may add a program by selecting the Manage Institution Programs link and then selecting the Add Education or Training Program link.

Upon completion of each tab, the system will insert a green check notifying you that Section is complete.
8.06: Adding a Program (Part 2) - General Information

**Step 1:** Select the Active radio button by Status. (The system defaults to active)

**Step 2:** Select the Yes radio button by Submit for ETPL Approval

**Step 3:** Select the Search for CIP Code link. This will open the CIP Code Search screen

**Step 4:** Find the CIP Code for the associated program using any of the search tabs (by Keyword; by Program Area; by Listing; by Occupation; by Career Cluster; by Program Code)

**ADDITIONAL INFORMATION:**

- **Step 1:** Select the Active radio button by Status. (The system defaults to active)
- **Step 2:** Select the Yes radio button by Submit for ETPL Approval
- **Step 3:** Select the Search for CIP Code link. This will open the CIP Code Search screen
- **Step 4:** Find the CIP Code for the associated program using any of the search tabs (by Keyword; by Program Area; by Listing; by Occupation; by Career Cluster; by Program Code)
**ADDITIONAL INFORMATION:**

**Step 5:** Input the Education Program Name (e.g. “Practical Nursing.”) DO NOT enter the Provider Name.

**Step 6:** Select All that apply to the education program.

**Step 7:** Select Yes if the Education Program leads to a credential or degree. Otherwise; select no.

**Step 8:** Input the name of the credential associated to the education program, if applicable.

**Step 9:** Select the Completion Level of the Education Program.

**Step 10:** Select the Credential, if applicable, the student will receive upon completion of the program.

**Step 11:** Input the Certification or License Title, if applicable.

**Step 12:** Select the appropriate certification or license type, if applicable.

**Step 13:** Select Yes if this program is a green job. Visit What is a Green Job for more information.

**Step 14:** Indicate whether the program is offered in partnership with a business and describe the relationship if applicable. An example of this would be an employer that takes part in establishing the curriculum for the training program. *Note: If the program is in partnership with a business and “Yes” is selected, the description is required.*
8.07: Adding a Program (Part 3) – Registered Apprenticeship

**ADDITIONAL INFORMATION:**

**Step 1:** Select the Add Education or Training Program link. This will open up a new page.

**Step 2:** Input the date the apprenticeship was registered

**Step 3:** Input a brief description of the apprenticeship

**Step 4:** Select the Delivery Method of Instruction (In person, Online, Hybrid)

**Step 5:** Input the length of the apprenticeship in weeks

**Step 6:** Select Yes if the Instruction is provided by another Provider.

**Step 7:** Input the Instruction Provider if Yes is Selected in Step 6

- If No is selected, the below questions will not populate and you can move on to the next tab.
- If Yes is selected, the Instruction Provider will be required.
8.08: Adding a Program (Part 4) – Additional Details

### ADDITIONAL INFORMATION:

**Step 1:** Input the website associate with the provider and/or education or training program.

**Step 2:** Select the prerequisites required for this program

**Step 3:** Input the date this program was first offered

**Step 4:** Input a brief explanation regarding why this is a new program, if applicable. Please review Chapter 4 to understand the definition of a New Program and how it relates to the provider.

**Step 5:** Input the Minimum and Maximum Class Size. (Minimum size must be at least 5)

**Step 6:** Input the number of Instructors for the program

**Step 7:** Input the minimum entry level requirements or prerequisites for prospective students.

**Step 8:** Input the description of the equipment and its adequacy and availability to the prospective students.
8.09: Adding a Program (Part 5) – Occupations

**ADDITIOINAL INFORMATION:**

**Step 1:** Select the applicable Occupations for this program.
**Step 2:** If an occupation is selected that is not listed as Bright Outlook locally, provide evidence this occupation is in demand.
8.10: Adding a Program (Part 6) – Occupational Skills

**ADDITIONAL INFORMATION:**

- **Step 1:** Select Add New Occupational Skills Link and a new page will open.
- **Step 2:** Select a Skills Category
- **Step 3:** Select applicable skills that appear once a Category is selected.

*Note:* Every Program must have skills attached.
8.11: Adding a Program (Part 7) – Scheduling

**ADDITIONAL INFORMATION:**

**Step 1:** Input Course Times. (Class Time, Lab Time, and Other Time)
**Step 2:** Input the program’s class frequency (Daily, Bi-weekly, Weekly, Monthly, Quarterly, Semester, Tri-Semester, Annual, Bi-Annual, Bi-Monthly)
**Step 3:** Input the program length in hours.
**Step 4:** Input the program length in full time weeks.
**Step 5:** Input the Reporting Program Format (In person, Online, Hybrid)
**Step 6:** Select all modes of delivery that apply to the program.
8.12: Adding a Program (Part 8) – Duration

**ADDITIONAL INFORMATION:**

**Step 1:** Select Add Duration. A Duration pop up will open.
**Step 2:** Input a Duration Title
**Step 3:** Input a numerical value for Duration (In Semesters/Terms, Weeks, Hours, Months)
**Step 4:** Select a Duration Type based on Step 3 (In Semesters/Terms, Weeks, Hours, Months)
**Step 5:** Select the applicable schedule intensity for the program
**Step 6:** Input the Program’s Weekly Schedule
**Step 7:** Select all appropriate classes offered.
**Step 8:** Be sure to Click Save
8.13: Adding a Program (Part 9) – Locations

**ADDENDUM INFORMATION:**

**Step 1:** Select the checkbox for the applicable location. (At least one location is required)
8.14: Adding a Program (Part 10) – Cost Details

**ADDITONAL INFORMATION:**
- **Step 1:** Select Add Cost Structure, then select Total CRS Training Costs in the Dropdown.
- **Step 2:** Input Tuition/Fee Costs
- **Step 3:** Input Books Costs, if applicable.
- **Step 4:** Input Tools Costs, if applicable.
- **Step 5:** Input Other Costs, if applicable.
8.15: Adding a Program (Part 11) – Performance

**ADDITONAL INFORMATION:**

**Step 1:** Select Add Performance Year

**Step 2:** Input Overall Performance Measures for the Program.
### Step 3: Input WIOA Performance Measure for the Program.

<table>
<thead>
<tr>
<th>WIOA Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants:</td>
</tr>
<tr>
<td>Exiters:</td>
</tr>
<tr>
<td>Completers:</td>
</tr>
<tr>
<td>Completers in a Related Occupation:</td>
</tr>
<tr>
<td>Exiters with Unsubsidized Employment at Q2:</td>
</tr>
<tr>
<td>Exiters with Unsubsidized Employment at Q4:</td>
</tr>
<tr>
<td>Median Earnings for Employed WIOA</td>
</tr>
<tr>
<td>Completers at Q2:</td>
</tr>
<tr>
<td>Obtained Credential:</td>
</tr>
</tbody>
</table>
8.16: Adding a Program (Part 12) – Confirmation

**ADDITIONAL INFORMATION:**

**Step 1:** Read the above statement, and if you agree Select Yes.

*Note: If you select No, the Program will not be reviewed for WIOA Approval.*
8.17: Adding a Program (Part 13) – Review

**ADDITIONAL INFORMATION:**
Here you can review the Status of the Program
8.18: Editing Provider Program Information

The provider may edit a program by selecting the Manage Institution Programs link and then selecting Edit next to the applicable Program.

**Step 1:**
- Select Manage Institution Programs
- Select the Edit Link Under the Action Column and the Program Information will open.

**Step 2:**
- Select the Program Name: Sample Provider
- Select the Program Description: Accounting and Business Management, NEW An integrated or combined program in accounting and business administration management that prepares individuals to function as accountants and business managers.

**Step 3:**
- Select the Tab in which Edits need to be made.
- Select Submit Changes for Review and Approval on the Confirmation Tab.

**Step 4:**
- Select Submit changes for Review and Approval.

**ADDITIONAL INFORMATION:**

- **Step 1:** Select Manage Institution Programs
- **Step 2:** Select the Edit Link Under the Action Column and the Program Information will open.
- **Step 3:** Select the Tab in which Edits need to be made.
- **Step 4:** Select Submit Changes for Review and Approval on the Confirmation Tab.

*Note: Select this if you are managing a program that has already been approved and you are only submitting changes for approval.*
8.19 Deactivating a Program in HiRE

The provider may deactivate a program by selecting the Manage Institution Programs link and then selecting Deactivate next to the applicable Program.

**Step 1:**
- Select Manage Institution Programs
- Select the Deactivate Link Under the Action Column and the Program Information will open.

**Additional Information:**
- **Step 1:** Select Manage Institution Programs
- **Step 2:** Select the Deactivate Link Under the Action Column and the Program Information will open.
8.20 Submitting a Program for Continued Approval (Reapplication)

Select the Manage Institution Programs link to access the Education and Training Programs. To submit a Program for Reapplication, review the program and make any necessary updates as outlined in Chapter 8.18 Editing Provider Program Information. Lastly, submit the educational program for WIOA Approval on the Confirmation Tab.

ADDITIONAL INFORMATION:

Step 1: Read the above statement, and if you agree Select Yes.
*Note: If you select No, the Program will not be reviewed for WIOA Approval.
8.21 Checking the Status of Programs

There are 2 options to Check the Status of a Program.


**ADDITIOANAL INFORMATION:**

**Step 1:** Select Education and Training - Eligible Training Provider List
**Step 2:** Select Training Provider and Schools
**Step 3:** Search for Provider
**Step 4:** Programs with a Green ✔ in the Eligible for financial Assistance Under WIOA are approved Programs.
B. Option 2: Access Reports to determine the Status of a Program. You can Select View Reports from the Directory of Services or from the Left Navigation Panel.

**Step 1:** Select View Reports from either the Directory of Services or the Left Navigation Panel.

**Step 2:** Select by Program to view the status of a Program.

**ADDITIONAL INFORMATION:**
- **Step 1:** Select View Reports from either the Directory of Services or the Left Navigation Panel.
- **Step 2:** Select by Program to view the status of a Program.
8.22 Recovering or Resetting a User’s Username or Password

**Step 1:** Select Forgot Username/Password from the HiRE Homepage.

**Step 2:** Select the Option that is applicable and follow the instructions and input required information.
(Forgot Password, Forgot Username, Forgot Username & Password)

**ADDITIONAL INFORMATION:**

If you need additional assistance, contact LWC [CRS@lwc.la.gov](mailto:CRS@lwc.la.gov)

<table>
<thead>
<tr>
<th>Option 1 - Forgot Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have forgotten your password, please click <a href="mailto:retrieve/password">retrieve password</a>. You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 2 - Forgot User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have forgotten your User Name, please click <a href="mailto:retrieve/username">retrieve User Name</a>. You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 3 - Forgot User Name and Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have forgotten your User Name and password, please click <a href="mailto:retrieve/both">retrieve both</a>. You will be prompted for information about your account, and when matched, you will establish a new password then have access to your account.</td>
</tr>
</tbody>
</table>
8.23 Updating Contact Information in HiRE

Persons managing the HiRE Profile for an Institution are highly encouraged to list themselves as a contact, as that will ensure email communication updates from LWC are received. Additionally, it is a good practice to list several contacts if possible. Having multiple contacts, will ensure the Institution receives LWC email communication regardless of a contact leaving, changing potions, or is otherwise unavailable. Current email addresses and phone numbers are the most important to keep up to date.

Make sure the Location Is Selected prior to Selecting Add Contact

MANY PROVIDERS LOSE WIOA ELIGIBILITY AFTER THEIR CONTACT INFORMATION BECOMES OUTDATED AND THEY DO NOT RECEIVE REAPPLICATION REMINDERS FROM LWC. IF YOU KEEP YOUR CONTACT INFORMATION CURRENT, YOU CAN PREVENT THIS FROM HAPPENING.
Appendix 1:
Eligible Training Provider Forms
Form A: Institutional Update Form

Please complete this form and email it to crs@lwc.la.gov.

Please note that this form is for changes in name or identification number only. Training providers wanting to update LWC with other changes should log in with a provider HiRE account and select the "Manage Provider Profile" option.

*Failure to complete this form in its entirety will result in a delay of Provider and Program Review. If a Section is Not Applicable, input N/A

---

**Section 1: Provider Information**

1. Current HiRE Name: 

2. Institutional Code: 

**Section 2: Institutional Update Information**

1. Change in Institution Name: 

2. Change in FEID/EIN/SSN #

Please note that this form is for changes in name or identification number only. Training providers wanting to update LWC with other changes should log in with a provider HiRE account and select the "Manage Provider Profile" option.

---

**Signature**

**Date**

**LWC USE ONLY**

Date Received: 

Completed By: 

Date Completed:
Form B: HiRE Access Request Form

Please complete this form and email it to crs@lwc.la.gov

This form should be submitted to gain and/or remove access to the Provider in HiRE.

*Failure to complete this form in its entirety will result in a delay of Provider and Program Review. If a Section is Not Applicable, input N/A

<table>
<thead>
<tr>
<th>Section 1: Provider Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Institution:</td>
</tr>
<tr>
<td>2. Institutional Code:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2: HiRE Access Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Contact:</td>
</tr>
<tr>
<td>2. Title:</td>
</tr>
<tr>
<td>3. Phone #:</td>
</tr>
<tr>
<td>4. Fax #:</td>
</tr>
<tr>
<td>5. Email Address:</td>
</tr>
<tr>
<td>6. HiRE User Name:</td>
</tr>
<tr>
<td>7. HiRE Security Question &amp; Answer:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3: HiRE Access Removal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Contact:</td>
</tr>
<tr>
<td>2. Name of Contact:</td>
</tr>
<tr>
<td>3. Name of Contact:</td>
</tr>
<tr>
<td>4. Name of Contact:</td>
</tr>
</tbody>
</table>

X

Signature

Date

LWC USE ONLY

Date Received: 
Completed By: 
Date Completed: 

Eligible Training Provider Manual

72
FORM C: STUDENT DATA CERTIFICATION STATEMENT

Student Data will not be processed by LWC prior to receipt of this Certification.

*Failure to complete this form in its entirety will result in a delay of Provider and Program Review. If a Section is Not Applicable, input N/A
Form C: Student Data Certification Statement

Office of Workforce Development
Email: crs@lwc.la.gov

General Information

I. Eligible Training Providers “NOT” eligible under Title IV of the Higher Education Act or registered under the National Apprenticeship Act that want to apply for Initial and/or Continued Eligibility are required to submit Student Data for each program in the format required in Chapter 7 of this manual. The Student Data Layout can be obtained from our website at www.laworks.net > Workforce Development > Eligible Training Provider Information. The Student Data must be for the appropriate Program Year and should include the following:

A. Exiters Data (Completers and Non-Completers); and
B. Student Enrollee Data.

II. There are instances where Providers may be exempt from Student Data Requirements. (See Chapter 3 of the Eligible Training Manual for further details.)

III. The Louisiana Workforce Commission requires that student data be submitted securely. (See Chapter 7 for details on how to secure your Student Data for submission to the LWC.)

IV. Please refer to Figure 1: Student Data Requirements by Program Year to understand the data that is collected and analyzed by Staff for the appropriate WIOA program year.

V. A Louisiana State Fiscal Year begins on July 1 of any year and ends on June 30 of the following year.

VI. The ETPL approval period begins on January 1 of any year and ends on December 31 of the same year.

Figure 1: Student Data Requirements by Program Year

<table>
<thead>
<tr>
<th>CALENDAR YEAR</th>
<th>REQUIRED EXITERS DATA</th>
<th>REQUIRED ENROLLEE DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>June 1, 2015 → May 31, 2016</td>
<td>June 1, 2016 → May 31, 2017</td>
</tr>
<tr>
<td>2019</td>
<td>June 1, 2016 → May 31, 2017</td>
<td>June 1, 2017 → May 31, 2018</td>
</tr>
<tr>
<td>2020</td>
<td>June 1, 2017 → May 31, 2018</td>
<td>June 1, 2018 → May 31, 2019</td>
</tr>
<tr>
<td>2021</td>
<td>June 1, 2018 → May 31, 2019</td>
<td>June 1, 2019 → May 31, 2020</td>
</tr>
<tr>
<td>2022</td>
<td>June 1, 2019 → May 31, 2020</td>
<td>June 1, 2020 → May 31, 2021</td>
</tr>
<tr>
<td>2023</td>
<td>June 1, 2020 → May 31, 2021</td>
<td>June 1, 2021 → May 31, 2022</td>
</tr>
<tr>
<td>2024</td>
<td>June 1, 2021 → May 31, 2022</td>
<td>June 1, 2022 → May 31, 2023</td>
</tr>
<tr>
<td>2025</td>
<td>June 1, 2022 → May 31, 2023</td>
<td>June 1, 2023 → May 31, 2024</td>
</tr>
<tr>
<td>2026</td>
<td>June 1, 2023 → May 31, 2024</td>
<td>June 1, 2024 → May 31, 2025</td>
</tr>
</tbody>
</table>
Form D: “No Finds” List Request Form

This form is used to receive Supplemental Data on students that exited a program, but did not show employment based upon income pulled from the state Unemployment Insurance Wage Records.

*Failure to complete this form in its entirety will result in a delay of Provider and Program Review. If Section is Not Applicable, input N/A

<table>
<thead>
<tr>
<th>Section 1: General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Date of Request:</td>
</tr>
<tr>
<td>2. This “No Finds” Data Request is Being Submitted For:</td>
</tr>
<tr>
<td>a) Name of Institution:</td>
</tr>
<tr>
<td>b) Institutional Code:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2: Institutional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is this institution a Proprietary Institution that submits its Student Data directly to the LWC?</td>
</tr>
<tr>
<td>2. Does the Louisiana Board of Regents in coordination with the LCTCS submit the institution’s Student Data to the LWC for them?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3: “No Finds” List Program Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Program</td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person Completing Form</th>
<th>Date</th>
</tr>
</thead>
</table>

LWC USE ONLY

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Completed By:</th>
<th>Date Completed:</th>
</tr>
</thead>
</table>
Form D: “No Finds” List Request Form

Office of Workforce Development
Email: crs@lwc.la.gov

General Information

I. If a provider meets the minimum completion rate and hourly wage rate and desires to submit supplemental data for the Employment Rate Measure to become eligible. The provider may request a, “No Finds” list. A “No Finds” list is a list of students that exited (Completers/Non-Completers) a program, but did not show employment based upon income pulled from the state Unemployment Insurance Wage Records. (See Chapter 4 for more details on how the performance measures are calculated.) The time it takes to compile a, “No Finds” list will depend on if the school is a proprietary school that submits its data directly to LWC or if their data is submitted to LWC from the Board of Regents. The “No Finds” list that is compiled and forwarded to the training provider contains the Social Security numbers of those students who could not be found as employed through the Unemployment Insurance Wage record data. This information will be encrypted, as to protect the integrity of the students Social Security Numbers and information.

II. The training provider may provide acceptable supplemental information on the employment status of the students found on the “No Finds” list. In accordance with USDOL’s TEGL 17-05 Supplemental Sources of Data the following verifiable information is acceptable documentation:

1. A paycheck stub;
2. W-2 form;
3. A written letter from the employer on letterhead stating employment; and/or
4. Form 1099.

III. When supplemental sources are used, individuals should be counted as employed if, in the calendar quarter after the exit quarter, they did any work at all as paid employees (i.e., received at least some earnings), worked in their own business, profession, or worked on their own farm. Please remember that the supplemental information MUST show employment or employment wages in the quarter following exit quarter from the program. For Example, if the student exited a program on February 2, 2018 (1st Quarter in the Calendar year = January 1, 2018 → March 31, 2018) then the provider must provide acceptable documentation showing employment or employment wages for the 2nd Quarter of the year or the quarter after the exit quarter (2nd Quarter of the Calendar year = April 1, 2018 → June 30, 2018).

IV. Supplemental information from the Provider should be forwarded directly to LWC’s Research and Statistics Division for preliminary review and submission to the Director of the Office of Workforce Development for final determination and possible inclusion to the Employment Rate performance measure.

IMPORTANT:
ANY INFORMATION THAT CONTAINS SOCIAL SECURITY NUMBERS MUST BE ENCRYPTED AND SECURELY SUBMITTED! (SEE CHAPTER 7 FOR HELP)
This form is used to receive Supplemental Data on students that exited a program, but did not show employment based upon income pulled from the state Unemployment Insurance Wage Records.

*Failure to complete this form in its entirety will result in a delay of Provider and Program Review. If Section is Not Applicable, input N/A.

NAME OF PROVIDER: ____________________________

INSTITUTIONAL CODE (New Providers: B/C/S):

The Louisiana Workforce Commission (LWC) requires Providers, Schools, Institutions, Community Organizations, Apprenticeship Providers or any other entity not mentioned (hereafter referred to as “Provider”), to submit sensitive data including Social Security Numbers obtained from their program participants that must be protected. The LWC has implemented internal security protocols to ensure an adequate level of protection is afforded to any student information received, stored, processed, and transmitted. The LWC requires the Provider to ensure that an adequate level of protection is afforded to any student information received, stored, and transmitted to the LWC. These Security Guidelines serve as an administrative safeguard in determining the proper protections needed to maintain and transmit student information to the LWC.

As a Provider, you are responsible for the confidentiality and security of the student’s personal information and records on this information and the following:

A. Implement written policies and procedures in relation to retention, maintenance, security, and disposal of files (both paper and electronic) containing personal data.
B. Obtain and process personal data only for the purposes that are defined by the Workforce Innovation and Opportunity Act and the U.S. Department of Labor.
C. Keep it only for one or more specified and explicit/those purposes;
D. Process it only in ways compatible with the purposes for which it was given initially;
E. Keep personal data safe and secure;
F. Keep data accurate, complete and up-to-date;
G. Ensure that it is adequate, relevant and not excessive;
H. Retain it no longer than is necessary for the specified purpose(s);
I. Disclose it only to others who need to know it in any way that would violate the privacy of individuals other than that of which is required and
J. Transmit the data as necessary in a secure manner.

1. If transmitted by CD or email, the CD or email MUST be password protected for security purposes.
2. The data and the password should be submitted separately.

Signature: ________________________ 

Title: ____________________________

Date: ____________________________

Eligible Training Provider Manual
Form F: Student Data Security Awareness Form

Office of Workforce Development
Email: crs@lwc.la.gov

General Information

I. The Louisiana Workforce Commission takes student data security very seriously and requires all transmissions of personal information including Social Security Numbers to be password encrypted. An email containing a SSN should never be submitted unencrypted to LWC. The proper method of student data submission is:

   A. To password protect the data and send the document as an attachment; and

   B. Send in a separate email the password to access the encrypted document.

II. Encryption of electronic data depends on what software program is being used. The following are links to learn how to password encrypt your data:


Appendix 2: 
LWC Contact Information
LWC Contact Information

**LWC Contact for Training Providers**

Contact Person: Morgan Allain  
Phone: (225) 342-7693  
Primary Email: crs@lwc.la.gov

**CONTACT US FOR QUESTIONS REGARDING:**

1. Eligible Training Provider Application Process  
2. Eligible Training Provider System Access  
3. Student Data Submission Requirements  
4. Program Performance Requirements  
5. Appeal Procedures  
6. Program Review Process  
7. The Eligible Training Provider List  
8. Password Issues  
9. Contact Information Updates  
10. General Questions or Concerns

**PLEASE NOTE:**

Potential students seeking Workforce Innovation and Opportunity Act Information (WIOA). Eligibility Requirements and/or Program Services should refer to their local Business and Career Solutions Center.

A list of the Business and Career Solution Centers may be found on our website at:  

[www.laworks.net](http://www.laworks.net) > Business & Career Solutions Ctr or  
Appendix 3: Application/Reappplication Checklists
## Initial Application Checklist

**Office of Workforce Development**  
Email: crs@lwc.la.gov

<table>
<thead>
<tr>
<th>Provider's Name:</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Registered as a new Account for a new institution by logging into HiRE at <a href="https://www.louisianaworks.net/hire/vosnet/Default.aspx">https://www.louisianaworks.net/hire/vosnet/Default.aspx</a></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2 Completed, Signed and Submitted Hire Access Form (Appendix 1, Form B) for each individual who will have access to the account. This form is located at <a href="http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf">http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf</a></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3 Submitted a copy of a letter from the Louisiana Board of Regents documenting the training programs that are licensed or exempt from licensure or Submitted a copy of the appropriate license in Lieu of a Board of Regent’s License.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4 Complete, sign, and submit a Student Data Security Awareness Form (Appendix 1, Form F) with the Student Data. This form can also be located at <a href="http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf">http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf</a></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5 Submitted Student Data (applicable to providers that the Board of Regents does not submit Student Data to LWC), as outlined located in Chapter 7. This information is located at <a href="http://www.laworks.net/WorkforceDev/WFD_TPEligibilityInformation.asp">http://www.laworks.net/WorkforceDev/WFD_TPEligibilityInformation.asp</a> or My HiRE Account &gt; Training Provider Information (Under the General Resources and Services Tab)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6 Submitted a completed and signed copy of the Student Data Certification Statement (Appendix 1, Form C) with the Student Data for each program the provider is applying for WIOA approval (applicable to providers that the Board of Regents does not submit Student Data to LWC). This form is located at <a href="http://www.laworks.net/Downloads/WFD/WIADataAwarenessForm.pdf">http://www.laworks.net/Downloads/WFD/WIADataAwarenessForm.pdf</a></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7 Added the institution’s programs and/or services that the provider wants to submit for WIOA ETPL approval in the HiRE System.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8 Submitted each program for WIOA approval through HiRE.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
### Continued Application Checklist

**Office of Workforce Development**

Email: crs@lwc.la.gov

<table>
<thead>
<tr>
<th><strong>Provider’s Name:</strong></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Updated the HiRE institutional profile and contact information Sections. If the provider has multiple independent locations throughout the state then they must update information for each location, if needed.</td>
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<td>2. If additional contacts were added: Completed, Signed and Submitted Hire Access Form (Appendix 1, Form B) for each individual who will have access to the account. This form can be located at <a href="http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf">http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf</a></td>
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<td>3. Only for Proprietary Schools: Unless previously submitted, submitted a copy of a letter from the Louisiana Board of Regents documenting the training programs that are licensed or exempt from licensure</td>
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<td>4. Completed, signed, and submitted a Student Data Security Awareness Form (Appendix 1, Form F) with the Student Data. This form can also be located at <a href="http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf">http://www.laworks.net/Downloads/WFD/HiREAccessRequestForm.pdf</a></td>
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<td>5. Submitted Student Data (applicable to providers that the Board of Regents does not submit Student Data to LWC), as outlined located in Chapter 7. This information is located at <a href="http://www.laworks.net/WorkforceDev/WFD_TPEligibilityInformation.asp">http://www.laworks.net/WorkforceDev/WFD_TPEligibilityInformation.asp</a> or My HiRE Account &gt; Training Provider Information (Under the General Resources and Services Tab)</td>
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<td>6. Submitted a completed and signed copy of the Student Data Certification Statement (Appendix 1, Form C) with the Student Data for each program the provider is applying for WIOA approval (applicable to providers that the Board of Regents does not submit Student Data to LWC). This form is located in this manual or at <a href="http://www.laworks.net/Downloads/WFD/WIADataCertificationStatement.pdf">http://www.laworks.net/Downloads/WFD/WIADataCertificationStatement.pdf</a> or My HiRE Account &gt; Training Provider Information (Under the General Resources and Services Tab.)</td>
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<td>7. Updated any program information data including cost information for each program and/or service that the institution wants to submit for WIOA ETPL approval</td>
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<td>8. Submitted each program for WIOA ETPL approval through the HiRE System</td>
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Appendix 4: LWDA Map
LWDA Map and Parish Listing
Office of Workforce Development
Email: crs@wvc.la.gov

Parishes by RLMA:

**RLMA 1.** Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. James, St. John, St. Tammany

**RLMA 2.** Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, West Feliciana

**RLMA 3.** Assumption, Lafourche, Terrebonne

**RLMA 4.** Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, Vermilion

**RLMA 5.** Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, Vernon

**RLMA 6.** Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Winn

**RLMA 7.** Bienville, Bossier, Caddo, Claiborne, DeSoto, Lincoln, Natchitoches, Red River, Sabine, Webster

**RLMA 8.** Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll