Eligible Training Provider

Navigating HiRE, FAQs & 2021 Reapplication

Webinar Recording:
(Starts at 22:52)
https://zoom.us/rec/share/4qnxC7Ze9H_sSXHxt4025HuDQ5_lXne6jVJ53JD_0FXRvoZCmL88wmv-xnfL5Uy5.fW_QHtOU7Z4oavt0

Presented By:
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CRS@LWC.LA.GOV

Louisiana Workforce Commission
The Department of Labor
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;
  - General Resources and Services> Education and Training – Eligible Training Provider List OR Training Provider Information

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

- 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 Manual - Chapter 8 Revision (PDF)
  - Eligible Training Provider Reapplication Steps (PDF)
  - Eligible Training Provider; Navigating HiRE, FAQs 2020 Reapplication with Recording (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)
  - No Finds List Request Form (PDF)
  - Student Data Spreadsheet (Excel)
Gain Access to an Existing Provider Profile

- www.louisianaworks.net > Register for your HiRE account > Option 3 – Create a User Account > Provider > Add to my institution’s existing account > Follow Prompts
New Provider/ User ID

• Once a New Provider Profile and/or User ID is approved by MIS staff the user will receive an email that states the Provider’s Name, Institution Code/Vendor ID that has been approved.

• Until this email is received, the Provider Profile and correlating User IDs are **INACTIVE** and the provider will not have access to anything other than the Dashboard.

• MIS staff will then request that the following forms be uploaded within the provider’s documents section:
  - **Hire Access Request Form**
    - If the form is not uploaded within 30 days, the User ID will be inactivated.
** If your User ID is not yet linked to the Provider Profile you cannot access these areas
Where to find Provider’s Vendor ID

• The code can be found once the provider is logged into their account

• Manage Provider Profile > General > view in Provider Details.
Public View for Eligible Training Provider Programs

- HiRE Home Page
- General Resources & Services
- Education & Training- ETPL
- Training Provider & Schools
- Enter Search Criteria
- Click location
- Review information
Public View for Eligible Training Provider Programs

SEARCH FOR A JOB

Enter a keyword and/or city or zip code and radius to search for jobs in your area.

Search

SEARCH A PROVIDER

Enter keyword and select search type.

Search

Search Criteria

Area (click to change): Louisiana

Keyword (e.g., University):

Provider Type:

Search Results

Here is a list of providers that matched your keyword search. To select a provider, click on its title.

Provider

Baton Rouge Community College

Baton Rouge Community College - Baton Rouge Community College - Acadian Campus

Baton Rouge Community College - Baton Rouge Community College - Arendale Site

Baton Rouge Community College - Baton Rouge Community College - Central Site

Baton Rouge Community College - Baton Rouge Community College - Jackson Campus

Baton Rouge Community College - Baton Rouge Community College - New Roads Campus

Baton Rouge Community College - Baton Rouge Community College - Port Allen Campus

Baton Rouge Community College - Baton Rouge Community College - Workforce Development
# Public View for Eligible Training Provider Programs

## Provider Information

**Provider Name:** Baton Rouge Community College  
**Address:** 201 Community College Drive  
Baton Rouge, LA 70806  
[Map Address](http://www.mybrcc.edu)  
**Type:** Community College  
**Ownership:** Public Institution  
**Website:** http://www.mybrcc.edu

This provider has at least one program that is eligible for financial assistance under the Workforce Innovation & Opportunity Act.

## Program Information

To sort any column, click a column title.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Total Program Costs</th>
<th>Eligible for financial assistance under the Workforce Innovation &amp; Opportunity Act</th>
<th>Program Length</th>
<th>Available Scholarships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Certificate of Technical Studies - An industry-recognized certificate or certification</td>
<td>$7,651.36</td>
<td>✓</td>
<td>2 Semesters/Terms</td>
<td>✓</td>
</tr>
<tr>
<td>Aircraft Maintenance Technician - Powerplant - An industry-recognized certificate or certification</td>
<td>$10,773.48</td>
<td>✓</td>
<td>3 Semesters/Terms</td>
<td>✓</td>
</tr>
<tr>
<td>Automotive Technology - An associate degree</td>
<td>$19,128.40</td>
<td>✓</td>
<td>5 Semesters/Terms</td>
<td>✓</td>
</tr>
<tr>
<td>Aviation Maintenance Technology - An associate degree</td>
<td>$22,074.63</td>
<td>✓</td>
<td>3 Semesters/Terms</td>
<td>✓</td>
</tr>
<tr>
<td>Aviation Maintenance Technology - Air Frame - An industry-recognized certificate or certification</td>
<td>$10,773.48</td>
<td>✓</td>
<td>3 Semesters/Terms</td>
<td>✓</td>
</tr>
<tr>
<td>Biological Sciences AS/Louisiana Transfer Degree - An associate degree</td>
<td>$17,413.00</td>
<td>✓</td>
<td>4 Semesters/Terms</td>
<td>✓</td>
</tr>
<tr>
<td>Business Associate of Science (AS) - An associate degree</td>
<td>$17,413.40</td>
<td>✓</td>
<td>4 Semesters/Terms</td>
<td>✓</td>
</tr>
<tr>
<td>Certificate of Business Technology - A certificate of completion of an apprenticeship</td>
<td>$8,706.00</td>
<td>✓</td>
<td>2 Semesters/Terms</td>
<td>✓</td>
</tr>
<tr>
<td>Computer Network Engineer Certificate - An industry-recognized certificate or certification</td>
<td>$8,706.00</td>
<td>✓</td>
<td>2 Semesters/Terms</td>
<td>✓</td>
</tr>
<tr>
<td>Computer Science Associate of Science - An associate degree</td>
<td>$17,413.00</td>
<td>✓</td>
<td>4 Semesters/Terms</td>
<td>✓</td>
</tr>
</tbody>
</table>
Approved Cost vs Most Recent Cost

- If different: MIS Staff has not yet reviewed Submitted Changed on Program Application
  
  ▫ Public View

<table>
<thead>
<tr>
<th>Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approved Costs</strong></td>
</tr>
<tr>
<td>Tuition:</td>
</tr>
<tr>
<td>Other Costs, including tools, books, etc:</td>
</tr>
<tr>
<td>Total Program Costs:</td>
</tr>
</tbody>
</table>

The display of costs does not constitute a guarantee that the amounts will be fully paid by the WIOA program.

- Provider View

<table>
<thead>
<tr>
<th>Education and Training Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Name</strong></td>
</tr>
<tr>
<td>Accounting Certificate of Technical Studies</td>
</tr>
<tr>
<td>PS - Approved Provider Training - ITA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Review Type</strong></td>
</tr>
<tr>
<td>Change</td>
</tr>
</tbody>
</table>
Approved Cost vs Most Recent Cost - Submit Changes

- If you make ANY changes to your program you must submit those changes for review before it can be displayed to the public.
Program on ETPL provider view

- Manage Institution Programs > Education & Training Programs
- Must have Purple WIOA Icon under Program Name

### Education and Training Programs

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Description</th>
<th>Changes Submitted</th>
<th>Active</th>
<th>Review Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting: PS - Approved Provider Training - ITA</td>
<td>In the traditionally strong, four-year accounting program leading to the Bachelor of Science degree, opportunities for accounting professionals exist throughout the world. As an accountant you could be active in a small business, a large corporation, the government, or a small or large public accounting firm. Accountants are employed as chief financial officers, controllers, internal auditors, management accountants, tax accountants, financial advisors, or forensic accountants. Students take approximately 39 semester hours of general education courses. The rest of the curriculum encompasses an in-depth study of related business and accounting courses.</td>
<td></td>
<td></td>
<td>Approved/Eligible</td>
</tr>
</tbody>
</table>
In Demand Occupations

- **Star Jobs**
  - www.louisianaworks.net > HiRE Homepage > Services for Job Seekers > Louisiana Star Jobs

- **LMI Statistical Reports**
  - www.louisianaworks.net > HiRE Homepage > Wages and Labor Data / LMI statistical reports > Projections by Occupation and Industry > Occupation Projections for all Occupations
In Demand Occupations

- **Star Jobs**

<table>
<thead>
<tr>
<th>Star Rating</th>
<th>Occupational Title</th>
<th>Best Match or Related</th>
<th>Currently Advertised Jobs</th>
<th>Wages</th>
<th>hourly</th>
<th>annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>★★★★★</td>
<td>Welders, Cutters, Solderers, and Brazers</td>
<td>Beest</td>
<td>00</td>
<td>$15.94</td>
<td>$24.01</td>
<td>$35.97</td>
</tr>
</tbody>
</table>

- **LMI Statistical Reports**

  ![State of Louisiana Long Term Projections for All Occupations to 2026](image-url)
Review Status’ Meaning

**Approved/Eligible:**
- Was WIOA Approved in the previous Program Year, Has not reapplied for the current Program Year.

**Approved/Eligible with the Purple WIOA:**
- Approved for the current Program Year, can be found on the current Eligible Training Provider List

**Rejected:**
- Failed to meet the application or reapplication requirements

**Pending System Set, Approve/Eligible:**
- Has reapplied for the current program year and is pending to be reviewed by staff, was WIOA approved in the previous year

**Pending System Set:**
- Applied for the current program year and is pending to be reviewed by staff

**In Progress:**
- Application still needs to be completed by Provider and submitted for WIOA Approval

**Blank:**
- An Education Program Type within program’s General Information has not been selected, therefore provider cannot submit the application for WIOA Approval
Program Eligibility Timeframe

- Our Policy Currently States:
  “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.”

- When do I know when my eligibility ends?
  - Based on the Subsequent Review Due Date
  - It will be 12/31
  - The year will depend on its eligibility timeframe.

- Initial Eligibility (1 year)
- Continued Eligibility (2 years)
**Subsequent Review Due Date**

<table>
<thead>
<tr>
<th>Provider:</th>
<th>Baton Rouge Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>Accounting Certificate of Technical Studies</td>
</tr>
<tr>
<td>Program ID:</td>
<td>18316</td>
</tr>
<tr>
<td>CIP Code:</td>
<td>520302 - Accounting Technician</td>
</tr>
</tbody>
</table>

### Review

<table>
<thead>
<tr>
<th>Review Type</th>
<th>Status</th>
<th>Subsequent Review Due Date</th>
<th>Date Reviewed</th>
<th>Last Edit Date</th>
<th>Review Location</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITA</td>
<td>Approved/Eligible</td>
<td>12/31/2018</td>
<td>12/26/2017</td>
<td>1/1/2019 3:30 AM</td>
<td>State</td>
<td>View</td>
</tr>
</tbody>
</table>

- A red “REAPP” Icon will populate 90 days before your Subsequent Review Due Date.
Common Reaplication Mistake - Changes Submitted

- You are not able to select “..submit .. program for WIOA Approval.” and “Submit changes for Review and Approval” at the same time.

- If a Program is within its “Reapp” time frame the radio button for “Yes, I agree to the above statement. Please submit this educational program for WIOA approval” will become selectable.

- If you make changes to a program and it is outside of the “Reapp” timeframe the radio button for “Submit changes for Review and Approval.” will become selectable.

- If selected you Program IS NOT submitted for WIOA Approval.
• Navigating HiRE
  ▫ Public View
  ▫ Provider View

• FAQs

• NEXT: 2021 Provider Program Reaplication
2021 Provider Program Reappplication

- Reappplication for all programs with a Subsequent Review Due Date of 12/31/2020 will begin 90 days prior on 10/1/2020
- On October 1, 2020 all Providers that have one or more programs with a SRDD of 12/31/2020 will receive this email notification.
**Notification of Program(s) Nearing Subsequent Review Due Date**

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**HiRE - ::**

**Note:** Program(s) due for reapplication are stated at the BOTTOM of this email alert.

### PROVIDERNAME### has the following program(s) on the Eligible Training Provider List nearing the subsequent review due date. Please make any necessary updates and submit for review if it is intended for the program(s) to remain on the Eligible Training Provider List. A program will no longer be included in the notification list after the subsequent review due date has passed or has been reviewed by LWC Staff.

Reapplication for programs to be eligible for financial assistance under the Workforce Innovation and Opportunity Act (WIOA) in 2021 will open October 1, 2020 and close October 31, 2020, to guarantee adequate time for review and renewal. Please click the following link to review the steps necessary to reapply for the Eligible Training Provider List (ETPL).

http://www.laworks.net/WorkforceDev/WFD_TPEligibilityInformation.asp

Providers reapplying for Continued Eligibility of program(s) must reapply biennially (every two years) to remain on the ETPL; however, no less than annually, programs are to be reviewed and updated by the Provider that include any changes to the program, such as cost.

If your program needs to be submitted for reapplication you will receive an email notification 30 days prior to the eligibility expiration and a red “REAPP” button will appear next to the Program’s name.

### PROGRAMID### ### PROGRAMNAME### ### PROGRAMCIPCODE###
### PROGRAMTOTALCOST### ### SUBSEQUENTREVIEWDUE DATE###
### DAYSREMAINING###
Reappplication Step 1:

- **STEP 1:** Log into HiRE at [www.louisianaworks.net](http://www.louisianaworks.net) to review and update all fields of each program you desire to reapply. These fields include:
  - Program/General Information;
  - Program/Apprenticeship;
  - Program/Additional Details;
  - Program/Occupations;
  - Program/Occupational Skills;
  - Program/Scheduling;
  - Program/Duration;
  - Program/Locations;
  - Program/External Approvals;
  - Program/Cost Details;
  - Program/Performance; and
  - Program/Confirmation

- Programs that do not complete the required questions (noted by a red asterisk) will not be able to submit their program for WIOA approval.

**NOTE:** Disregard Performance Tab; Refer to Step 5 for submitting performance
Reaplication Step 2:

- Update contacts within your Provider Profile.
  - All contacts, existing and new, must include an email address.
Reapplication Step 3:

- User IDs linked to Provider Profile must have a Hire Access Request form on file
  - All User IDs, existing and new, must complete a HiRE Access Request Form and upload into the Documents tab within your provider account by following the path:
    Manage Provider Profile > Documents > Upload Documents
- Lack of a complete HiRE Access Request Form will result in an inactivation of User ID
Reappplication Step 4:

- Private Institutions must submit an updated and/or current accreditation and/or licensure from the appropriate state or other governing body.

- Proprietary schools must submit their most recent Board of Regents License letter, Exemption letter or License Renewal letter.
  - These letters must be current and state the Programs that are approved by the Board of Regents.
  - The Provider must upload the License into the Documents tab within your provider account by following the path:
    - Manage Provider Profile > Documents > Upload Documents

NOTE: A BOR Exemption Letter does not entitle the Program to be exempt from the basic ETP requirements.
Reapplication Step 5:

• Submit student data using the Student Data Spreadsheet & correlating forms
  ▫ The spreadsheet will include all data required to be collected on all students of each program for which you are reapplying.
• The Student Data Spreadsheet is the only acceptable document and must be submitted electronically to CRS@lwc.la.gov with secure transmission.
• The Student Data Awareness form and the Student Data Certification Statement forms should be uploaded into Providers’ document section within their Provider Profile.
Student Data Requirements

- 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.
- Student Data is Currently being submitted for Calendar Year 2021 (Fig 7.1 ETP Manual)
Student Data Requirements

STUDENT DATA CERTIFICATION STATEMENT
(Student data will not be processed by LWC prior to receipt of this Certification)
*For the use of Private Institutions Only

Please complete this form and upload into the Documents Section of the Provider Profile

NAME OF INSTITUTION
VENDOR CODE

For Calendar Year: 2021

June 1, 2018 through May 31, 2019 (Exiters)
June 1, 2019 through May 31, 2020 (Enrollees)

<table>
<thead>
<tr>
<th>Program Name</th>
<th>CIP Code</th>
<th>CIP Extra</th>
<th># of Exiters</th>
<th># of Enrollees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>
ETPL Performance Measures

- Programs with two years of performance outcomes available are expected to meet the following to be considered for inclusion on the ETPL.
- Each program’s performance outcomes will be displayed on the ETPL to assist in providing informed customer choice.

<table>
<thead>
<tr>
<th>Performance Indicator</th>
<th>All Program Exiters</th>
<th>WIOA Title I-B Funded Exiters</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Employment Rate 2\textsuperscript{nd} Quarter after Exit</td>
<td>40%</td>
<td>25%</td>
</tr>
<tr>
<td>*Employment Rate 4\textsuperscript{th} Quarter after Exit</td>
<td>45%</td>
<td>25%</td>
</tr>
<tr>
<td>*Median Earnings 2\textsuperscript{nd} Quarter after Exit</td>
<td>$1,530</td>
<td>$2,000</td>
</tr>
<tr>
<td>Credential Attainment</td>
<td>25%</td>
<td>25%</td>
</tr>
</tbody>
</table>
Reaplication Step 6:

• LWC will review the application, make a determination of approval, and notify the primary contact of the determination via email.

• Programs approved for continued eligibility will remain on the ETPL for two calendar years, unless removed by the LWC for documented program violations.

• When LWC determines that a complete reaplication does not meet the eligibility requirements, the primary User ID will receive notice of denial with the denial reason.

• Programs not reapplied for will be removed from the ETPL no later than January 1 of the following calendar year.
Reasons for Program Denial

- Your Program Reapplication may be rejected for the following reasons:
  - Program did not meet performance measures.
  - Program is not offered to the general public.
  - Program does not lead to a credential.
  - Program did not have a total duration of 20 hours or more.
  - Program does not lead to a in demand occupation.
  - Program is not industry or job specific.
  - Program is designed to provide participants with short-term skill upgrade assistance to enable them to become job ready or advance up a career ladder.

- Proprietary Schools:
  - Program did not have an up to date Board of Regents License or Exemption letter uploaded with Provider Profile Documents.
  - Continued Eligibility:
    - Did not provide Student Data for Calendar Year 2021
    - Did not provide required Student Data Forms:
      - Student Data Certification Statement
      - Student Data Awareness Form

- Out-of-State
  - Did not include proof of inclusion on home state(s) ETPL.
• 2021 Provider Program Reappplication
• Any Other Provider Topic