



ETPL Reapplication Steps

CRS@lwc.la.gov

Office of Workforce Development
1001 N 23rd St,
Baton Rouge, LA 70802



SUMMARY

Reapplication for programs to be eligible for financial assistance under the Workforce Innovation and Opportunity Act (WIOA) for the following calendar year will open October 1 and close October 31 annually. This document will outline the steps necessary to reapply for the Eligible Training Provider List (ETPL), required documentation and student data requirements.

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.

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.

Education and Training Programs

Program Name	Program Description	Changes Submitted	Active	Review Status
Biology Teacher PS - Approved Provider Training - ITA 	Biology Teacher Education. An instructional program that prepares individuals to teach biology programs at various educational levels.			Approved/Eligible

Directions

STEP 1: Log into HiRE at 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/Service Reapplication Confirmation

Programs that do not complete the required questions (noted by a red asterisk) will not be approved.

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

Step 2: Update contacts within your Provider Profile.

- All contacts, existing and new, must include an email address

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

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

Step 5: Submit student data using the Student Data Spreadsheet. The spreadsheet will include all data required to be collect on all students of each program for which you are reapplying.

Student Data Requirements can be found in the ETPL manual on the Louisiana Workforce Commission (LWC) website by using the link http://www.laworks.net/WorkforceDev/WFD_TPEligibilityInformation.asp. Please be mindful of the student data reporting periods found in Chapter 7, figure 7.1 of the ETPL manual. It is important to note that the Student Data Spreadsheet is the only acceptable document and must be submitted electronically to CRS@lwc.la.gov with secure transmission.

- Student Data should be submitted based on the following date ranges:

Figure 7.1 Student Data Submission Requirements by Calendar Year

CALENDAR YEAR	REQUIRED EXITERS DATA	REQUIRED ENROLLEE DATA
2018	June 1, 2015 → May 31, 2016	June 1, 2016 → May 31, 2017
2019	June 1, 2016 → May 31, 2017	June 1, 2017 → May 31, 2018
2020	June 1, 2017 → May 31, 2018	June 1, 2018 → May 31, 2019
2021	June 1, 2018 → May 31, 2019	June 1, 2019 → May 31, 2020
2022	June 1, 2019 → May 31, 2020	June 1, 2020 → May 31, 2021
2023	June 1, 2020 → May 31, 2021	June 1, 2021 → May 31, 2022
2024	June 1, 2021 → May 31, 2022	June 1, 2022 → May 31, 2023
2025	June 1, 2022 → May 31, 2023	June 1, 2023 → May 31, 2024
2026	June 1, 2023 → May 31, 2024	June 1, 2024 → May 31, 2025

- Complete the attached Student Data Certificate Statement and upload into the Documents tab within your provider account by following the path:
Manage Provider Profile > Documents > Upload Documents
NOTE: This form should be submitted for each Program that is being reapplied.
- Complete the attached Student Data Security Awareness Form and upload into the Documents tab within your provider account by following the path:
Manage Provider Profile > Documents > Upload Documents

Programs with two years of performance outcomes available are expected to meet the following to be considered for inclusion on the ETPL:

Performance Indicator	All Program Exiters	WIOA Title I-B Funded Exiters
*Employment Rate 2 nd Quarter after Exit	40%	25%
*Employment Rate 4 th Quarter after Exit	45%	25%
*Median Earnings 2 nd Quarter after Exit	\$1,530	\$2,000
Credential Attainment	25%	25%

*The LWC will use Unemployment Insurance Wage Records to determine employment and earnings. Providers may provide LWC with verifiable documentation regarding employment status of students who exited the program.

*If Performance levels change Providers will be notified via email.

Each program’s performance outcomes will be displayed on the ETPL to assist in providing informed customer choice.

Exceptions:

- Public Institution Academic Programs (submitted on their behalf by LA Board of Regents)
- Out of State Programs
- Registered Apprenticeship Programs



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 reapplication 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.

RESOURCES

For the most recent documents and materials please refer to the Eligible Training Provider Information at:

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

ASSISTANCE

Should you need additional assistance, please email CRS@lwc.la.gov

