

ETPL PERFORMANCE REPORT FORMATTING INSTRUCTIONS

GENERAL TERMS

This document is to assist all the institutions that appear on the Statewide Eligible Training Provider List (ETPL) on supplying individual-level performance data.

It is significantly important that you adhere to the formatting guidelines outlined below. The formatting guidelines listed have been created for the processing of your report to run smoothly. Not adhering to the guidelines can cause unnecessary delays due to errors created in your files.

ELEMENT 1 - SOCIAL SECURITY NUMBER

- ❖ Student social security numbers should appear WITHOUT dash marks/hyphens, i.e. 341967422
- ❖ The SSN field must be formatted as a text field to preserve the leading zeros in some cases. For example, the SSN 023456789 will be saved as 23456789 if the format is not converted from Number to String. In this case, your report will cause errors in our processing of your report, because the SSN does not contain 9 digits.

ELEMENT 2 –LAST NAME ~ FIRST NAME~ MIDDLE INITIAL ~ DOB

- ❖ Complete all the columns for LAST NAME ~ FIRST NAME~ MIDDLE INITIAL and DOB, as appears on the student’s identification on file such as driver license, passport, etc.

ELEMENT 3 - RACE

- ❖ All responses for “Race” must adhere to the coding scheme below.
Formatted Coding Scheme: ALL NUMBERS

RACE

- 1 = African American/Black
- 2 = American Indian/Alaskan Native
- 3 = Asian
- 4 = Hawaiian/Other Pacific Islander
- 5 = Hispanic
- 6 = White
- 7 = More Than One Race
- 8 = Do Not wish to answer

ELEMENT 4 - GENDER

- ❖ All responses for “Gender” must adhere to the coding scheme below.
Formatted Coding Scheme: ALL NUMBERS

GENDER

- 1 =Female
- 2 = Male
- 3 = Do Not Wish to Answerer

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ELEMENT 5 – CERTIFIED PROGRAM NAME

- ❖ The program name must be entered **exactly** as it appears on the Eligible Training Provider List, which is found via www.jobs4tn.gov and clicking the Education and Training Datalink.

ELEMENT 6 - CIP CODE

- ❖ TBR providers must type the 10 digit major field codes **WITHOUT** periods, i.e. 3095672215

ELEMENT 7 - WIOA?

- ❖ YES = WIOA students
- ❖ NO = NON-WIOA

ELEMENT 8 - DATE ENTERED TRAINING

The date must be reported in the following form: mm/dd/yyyy:

- ❖ All of the date variables must have a month, day, and year indicator
- ❖ **DO NOT** enter a future date that has not yet occurred

ELEMENT 9 - DATE COMPLETED TRAINING

- ❖ Follow the guidelines for the DATE ENTERED
- ❖ **DO NOT** enter completion dates that will occur after the end of a reporting period.

ELEMENT 10 - DATE WITHDREW TRAINING

Follow the guidelines for the DATE ENTERED and DATE COMPLETED

- ❖ Note: For the TBR schools if a student fails to re-register after completing a particular term but does not officially withdraw from the program; continue to count the student as “**Still Enrolled.**” After the student has failed to re-register for two consecutive semesters or trimesters (TCATs), excluding the summer term, the student should then be counted as a withdrawal.
Their withdrawal date should be the last day of the second consecutive quarter of absence.
- ❖ For non-TBR schools, you should count a student who fails to re-register as a withdrawal according to the time frame stipulated by your accrediting body or by THEC.

Special Circumstance Withdrawal – In some cases, individuals have life events occur that restrict their ability to complete a program of study.

- ❖ Death, Incarceration, Called to Active Military Duty, Medical Leave

ELEMENT 11 – COST

- ❖ Total cost per participant

ELEMENT 12 – OTHER FUNDINGS

- ❖ Any federal funding sources such as: TAA, PELL, ect...

ELEMENT 13- CREDENTIAL

- ❖ Credential received after completed training such as: Certificate, Degree, Diploma, etc.

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ELEMENT 14- STILL ENROLLED

- ❖ Student who fails to re-register after completing a particular term or student who has not yet completed training.

SPECIAL NOTES

- ❖ TBR Schools = any provider who submits annual enrollment and graduation data to the Tennessee Board of Regents. All of the Tennessee Colleges of Applied Technology, State 4-Year Universities, and State Community Colleges are included on this list.
- ❖ The “ALL of student” population includes the number of WIOA students plus the number of Non - WIOA students. Essentially, every student enrolled in a particular WIOA certified program counts in the ALL of the student population.
- ❖ Students who are funded by Families First, TAA or some other source should not be counted within the WIOA student population. Only those students whose training or some other cost, such as support services, were paid by an ITA provided by a WIOA caseworker should be included among the WIOA student population.

CONSEQUENCES FOR FAILURE TO REPORT ON ALL STUDENTS OR SUBMITTING LATE REPORTS

- WIOA law requires all Eligible Training Providers to report on all participants if serviced at least one WIOA student (WIOA Section 122 (d) (1)). Providers who fail to submit their performance reports according to the WIOA law will be automatically removed from the Statewide Eligible Training Provider List (ETPL).
- Providers who fail to submit their report on time are subject to the Schedule of Consequences designed to address such issues. The Schedule of Consequences involves two levels of action beginning at level one with a temporary suspension. Yearly reports are due on the 15th day of the month of July each year. As such, any provider not submitting their yearly report by the conclusion of the first business day following the report due date will be temporarily suspended from the statewide for a mandatory period of 30 days beginning with the initial suspension date. For example, if a provider failed to submit their July 15th report before the deadline, they would be suspended from the statewide list until August 15th. During a temporary suspension, a training provider will not appear on Tennessee’s Eligible Training Provider List, in which case no new WIOA students may enroll during that time. In addition, at level one of the Schedule of Consequences, all of the Local Workforce Development Area contacts are notified of which providers have been temporarily suspended from the statewide list.
- If the yearly report is not received by the end of the suspension period, the provider will be deleted from the Eligible Training Provider List for six months beginning with the month following the temporary suspension. For example, if a provider missed the July

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15th report deadline and failed to submit their report by August 15th, then this provider would be deleted from the Statewide List until January 15th. The provider must request a readdition to the ETPL at the end of the removal period to be added back to the ETPL. The request must be received within 1 year of removal. After a provider has been off of the ETPL for 1 year, a new provider application must be submitted for approval.