

Pennsylvania Department of Labor & Industry
Workforce Development
Bureau of Workforce Development Partnership
WORKFORCE INVESTMENT INFORMATION NOTICE NO. 1-07, Change 1

June 24, 2011

TO: ALL LOCAL WORKFORCE INVESTMENT AREAS

FROM: Daniel Kuba
Acting Director
Bureau of Workforce Development Partnership

SUBJECT: WIA Certification Process for Eligible Training Programs/Providers
(ETPP)

Inquiries: If you have questions concerning this issuance, please direct inquiries to the following staff members by e-mail or telephone:

Wendy Wert	wwert@state.pa.us	(717) 783-8540
Kathy Raptosh	kraptosh@state.pa.us	(717) 346-1579
Keith Baker	kebaker@state.pa.us	(717) 783-4807

1. **Purpose:** To provide ongoing information and guidance regarding program/provider eligibility requirements, school licensing requirements and appeal procedures. This document is intended to furnish local workforce investment areas (LWIAs), training providers and other pertinent stakeholders with the most up-to-date information relative to the training program certification process.
2. **Reference:** WIA Public Law 105-220, dated August 7, 1998 (29 USC § 2801, et seq); and WIA Final Regulations, dated August 11, 2000 (20 CFR § Part 652 et seq.)

**Auxiliary aids and services are available upon request to individuals with disabilities
Equal Opportunity Employer Program**

3. **Discussion:** The Bureau of Workforce Development Partnership (BWDP) is distributing the attached guidance information relevant to updates to the certification process for eligible training programs/providers, which will serve as the basis for the development and issuance of future technical assistance guides. This WIIN is changing the performance requirements that training providers are required to meet. This change to the WIIN 1-07 is a result of discussions with local staff and training providers concerned about the impact that economic conditions are having on employers and training providers alike.
4. **Action Required:** Local workforce investment boards (LWIBs) are requested to widely distribute copies of this issuance to training providers, LWIA agency staff, and other PA CareerLink[®] partners within the LWIA.
5. **Rescissions:** WIIN 1-99, Change 4, dated June 4, 2004, WIIN 1-00, Change 3, dated March 17, 2003, and WIIN 1-07, dated August 24, 2007.
6. **Attachments:** Certification Process for Eligible Training Programs/Providers, Performance Data Format, and Performance Charts.
7. **Expiration Date:** Ongoing. Training provider performance information is subject to an annual review.

CERTIFICATION PROCESS FOR

ELIGIBLE TRAINING PROGRAMS/PROVIDERS

AND

INDIVIDUAL TRAINING ACCOUNT POLICY

TABLE OF CONTENTS

I.	Application Process	I – 1
A.	Program Services	I – 1
B.	High-Priority Occupations	I – 2
C.	Types of Training Requiring Applications	I – 2
D.	School Categories and Approvals	I – 3
E.	Exemptions to the Application Process.....	I – 4
F.	Other Training Provider Requirements	I – 8
II.	Program Eligibility Determination.....	II – 1
A.	Eligibility.....	II – 1
B.	Performance Measures and Levels	II – 1
C.	Submission of Student Data to Calculate Performance	II – 3
D.	Calculation of Performance.....	II – 8
E.	Program Costs.....	II – 10
III.	Identification and Availability of Statewide List	III – 1
IV.	Maintenance of Eligible Training Program/Provider System	IV – 1
A.	Statewide List of Eligible Training Programs/Providers	IV – 1
B.	Monitoring	IV – 1
C.	Record Retention Requirements.....	IV – 2
D.	Maintenance of Training Providers’ Business Folders	IV – 2
V.	Consumer Report System	V – 1
VI.	Rejection/Removal of Programs/Providers from the Statewide List.....	VI – 1
A.	Training Programs	VI – 1
B.	Training Providers.....	VI – 1
C.	Training Institution Closures/Changes to Programs.....	VI – 2
VII.	Repayment of Program Funds.....	VII – 1
VIII.	Appeal Process	VIII – 1
A.	LWIB Level Appeals	VIII – 1
B.	State Level Review – First Appeal	VIII – 1
C. Reapplicatio n Process for Training Courses/Programs of Study.....	VIII - 2

IX.	Individual Training Accounts (ITAs).....	IX – 1
A.	Eligibility	IX – 1
B.	Payment Procedures.....	IX – 1
C.	Training Services	IX – 1
D.	Accessing ITAs	IX – 2
E.	Limits on ITAs	IX – 2
F.	When an ITA is Not Required.....	IX - 2

Attachment 1 – Performance Data Format

Attachment 2 – Performance Calculations

Executive Summary

Eligible Training Programs/Providers

The Pennsylvania Department of Labor & Industry (the Department), Bureau of Workforce Development Partnership is issuing WIIN 1-07, Change 1. Through this policy issuance, BWDP is providing LWIBs, interested training providers, and other PA CareerLink[®] partners with guidance and needed information to comply with Pennsylvania's certification procedures for courses/programs.

The Workforce Investment Act of 1998 (WIA) emphasizes informed customer choice, system performance, and continuous improvement. WIA mandates LWIBs, in partnership with the Department, to identify training providers at the local level, whose certification criteria qualifies them to receive WIA/Trade funds to train job seekers, based on minimum criteria established by the Governor. This basis builds on the following three guiding principles:

- Empower individuals by allowing them to choose the program of training or education they need and giving them the information to make good choices;
- Increase accountability and quality among providers; and
- Establish strong state and local partnerships to ensure quality training options and accuracy of information for the client.

Consequently, these principles set the framework for a competitive market designed to give customers the best choices for training, and receive premium services and information that will lead to a strong provider marketplace.

It is worth noting that neither the WIA nor its supporting federal regulations mandate a "work first" system that forces individuals into first-available employment. Rather, WIA reforms federal job training programs into a new system that is customer-focused, enabling customers to access the tools they need to manage their careers through information and high quality services. WIA promotes individual responsibility and customer choice through the use of Individual Training Accounts (ITAs), or vouchers, that allow adult and older youth to purchase training they determine is best for them.

While WIA opens the whole training marketplace to its customers, it also puts consumer protections in place. The legislation mandates that providers of education and training meet certain specified performance levels. This performance information is required so that customers can effectively evaluate the quality of each program.

A fundamental component of this WIIN is the required program performance mandated by WIA for continued eligibility on Pennsylvania's Statewide Eligible Training Program/Provider (ETPP) List. The performance and cost information that training providers must submit to be identified as an eligible provider of training services under Section 122 of WIA, combined with the negotiated local area common performance measures, are essential for ensuring high quality individual and program-wide outcomes.

Adults and dislocated workers eligible to receive training services under Title I of WIA and/or Trade Act will have the opportunity to select any of the eligible providers/programs that are included on the State's ETPP List. WIA intends for job seekers to make informed decisions based on consumer information, including performance information.

The statewide list and the associated consumer and cost information are disseminated through the Commonwealth Workforce Development System (CWDS) within the State and are made available to customers as the directory for their eligible training service providers.

In short, training providers and their programs must meet the following criteria for inclusion on the ETPP List:

- Facility must meet one of fourteen (14) Certification Categories; (If a training provider fails to meet one of these categories, their impending inclusion will be dealt with on a case by case basis.)
- Facility must comply with the Americans With Disabilities Act (ADA) of 1990;
- Nondiscrimination and Equal Opportunity Provisions of the WIA;
- Courses/programs must be available to the general public;
- Courses/programs must train for high-priority occupations; and
- Course/programs must meet established performance levels.

More detailed information will be provided throughout this document.

I. **Application Process** [Ref. – Final Rule. Sec. 663.515(a)(b)(c)]

Each LWIB shall solicit training providers to submit applications to have their courses/programs considered for inclusion on Pennsylvania’s Statewide ETPP List. This solicitation may be done through a combination of direct mailings, newspaper notices, and other appropriate means. At the discretion of the LWIB, it may also solicit training providers from outside of the Local Area, including other states. Training providers will electronically submit training program applications to LWIBs for review and approval at the following web address: www.pacareerlink.state.pa.us.

Prospective training providers must submit complete applications covering each individual training course/program of study to be offered at each specific site/campus. **NOTE: COURSES/PROGRAMS**, not providers, are certified through this process.

Individual training providers may submit applications to any LWIB that they wish to provide services in. However, applications **should not be submitted to more than one LWIB.**

A. **Program of Training Services** [Ref. - Final Rule. Sec. 663.508]

Potential training providers must submit a complete application to the LWIB for each training course/program of study being proposed. Information related to the course/program performance criteria which must be met, **may** be found in Sections II.B. and II.C. of this document.

A program of training services is one or more courses or classes, or a structured regimen, that upon successful completion, leads to:

- a. An Associates Degree, Bachelors Degree, Certificate of Completion, Diploma, Doctorate Degree, Licensing, Masters Degree, GED or Other; or;
- b. The skills or competencies needed for a specific job or jobs, an occupation, occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.

B. High-Priority Occupations

To compete in today's global economy, businesses need a skilled workforce, and Pennsylvania's citizens need increasingly higher levels of skills and knowledge. In the past, most workforce education and training programs in Pennsylvania were not aligned with skill needs and job openings in the economy. Pennsylvania's new workforce development strategy seeks to change that by targeting education and training funds to high-priority occupations. To ensure that WIA, Trade, and other training funds are targeted to training and education that will enable customers to compete for higher skill, higher wage jobs in demand by employers, Pennsylvania's workforce system has defined Regional High Priority Occupation (HPO) Lists, which will guide all public workforce investments. This list will be evaluated on an annual basis to ensure that public investments keep pace with rapidly changing technology and labor market demand. More information on the Regional HPO lists for each LWIA and the policy governing HPOs can be accessed at:

http://www.paworkforce.state.pa.us/portal/server.pt/community/high_priority_occupations/12910

LWIBs will be responsible for ensuring that training courses/programs of study accurately correspond to the occupation(s) selected.

C. Types of Training Requiring Applications [Act – Sec. 134(d)(4)(D); Final Rule. 663.300]

All proposed training services must be certified in order for WIA or Trade-eligible clients to enroll. The following list of training services is not all inclusive and additional training services may be provided:

1. Occupational skills training, including training for non-traditional employment;
2. Programs that combine workplace training with related instruction, which may include cooperative education programs;
3. Training programs operated by the private sector;
4. Skill upgrading and retraining;
5. Entrepreneurial training;
6. Job readiness skills;
7. Adult education and literacy activities provided in combination with any other training services outlined above; and
8. Post-secondary education for careers.

D. School Categories and Approvals

All training providers must meet all applicable state and federal requirements for operating certain schools. It is the responsibility of the individual training provider to contact the appropriate state agencies to be licensed or approved under the proper state law.

Depending on what type of school is being operated, a training provider might have to register, be licensed, or receive a permit or approval from one or more various state/federal agencies.

Training providers submitting training course/program applications should meet one of the following categories:

1. Apprenticeships – Apprenticeship programs approved by the Pennsylvania State Bureau of Apprenticeship and Training (BAT) and/or programs registered with the U. S. Department of Labor, BAT
2. Auctioneers – State Board of Auctioneer Examiners, 63 P.S. §734. 1 et seq and 49 PA Code §1.11;
3. Aviation – Schools that provide training or instruction in flying and are regulated by the Federal Aviation Administration; however, as an example, if the school chooses to offer training in the field of Aircraft Mechanics, **then this program must be licensed by the Pennsylvania Department of Education (PDE);**
4. Barber schools – State Board of Barber Examiners, 63 P.S. §562;
5. Cosmetology Schools – State Board of Cosmetology, 63 P.S. §512; however, as an example, if the school chooses to offer Massage Therapy, **then this program must be licensed by PDE;**
6. Community-Based Organizations (CBOs) providing occupational skills training;
7. Out-of-state schools – Schools providing educational instruction at institutions within the confines of their particular state and that do not have a physical presence within Pennsylvania;
8. Private tutorial schools – Schools providing individual instruction by a private tutor;
9. Real Estate – Schools providing training in the field of real estate - State Real Estate Commission, 63 P.S. §455.402 and/or schools providing training for real estate appraisal - State Real Estate Commission, 63 P.S. §§ 457.5(2) (training providers will be required to supply their license number);
10. Hospital Schools – Operated by a hospital licensed under the Health Care Facilities Act, 35 P.S. §§448.101 – 448.904 and accredited by a regional or national accreditation agency; educational programs for LPNs, RNs and CRNPs are approved by the State Board of Nursing, 49 PA Code §§21.31-21.33 and 49 PA Code §21.161;

11. Colleges and Universities – Schools authorized to award degrees under 24 PA C.S. §6505 (relating to power to confer degrees) other than those schools approved to award specialized associate degrees under §§42.11-42.14 (relating to specialized associate degree programs approval procedure); i.e., includes four-year colleges;
12. Pennsylvania Schools – Schools operated by the Commonwealth of Pennsylvania or a political subdivision thereof, such as the Department of Education’s Stevens College of Technology, community colleges or vocational technical schools;
13. Service Occupations – Schools/classes providing training in public service or other service occupations. Persons engaged in public service occupations are limited to ambulance personnel, emergency medical technicians, firefighters, police, school bus drivers, and school crossing guards. Persons engaged in other service occupations are limited to maids, butlers, and chauffeurs; and
14. Private Licensed Schools – The Private Licensed Schools Act of 1974 (PLSA), requires certain private proprietary career training institutions in Pennsylvania to be licensed by the Pennsylvania Department of Education. Schools which meet all five (5) of the following requirements **must be licensed before operating**: (1) offers classes or maintains a school, (2) charges tuition or makes a profit from its fees, (3) contracts with members of the public directly rather than through a third party, (4) prepares those members of the public to pursue employment as defined in the Dictionary of Occupational Titles as supplemented or amended, and (5) is not specifically exempt under the statute. For further information, training providers should contact the Department of Education, Division of Private Licensed Schools, at telephone (717) 783-8228.

If a training institution does not fall into one of the fourteen (14) certification categories listed above, it will be considered for inclusion on the Statewide List of Eligible Training Programs/Providers on a case-by-case basis. Input from LWIAs and the Pennsylvania Department of Education will be used as program applications from institutions not listed above are reviewed.

E. Exemptions to the Application Process [Ref. – Act Sec. 122(h); Final Rule. Sec. 663.430; 663.595]

Providers of OJT, customized training and/or community-based programs of demonstrated effectiveness **ARE NOT SUBJECT** to the requirements outlined in Sections II. and III. which requires the submission and certification of an application. Each LWIA is required to disseminate information identifying the providers of OJT, customized training, and community-based programs of demonstrated effectiveness available to their clients.

1. **On-the-Job Training (OJT)** [Ref. – Act Sec. 101(31); Final Rule Sec. 663.430; 663.700; 663.705; 663.710; 663.730]

- a. An OJT is provided by an employer in the public, private non-profit, or private sector. A contract may be developed between the employer and the entity that runs the local program that provides occupational training for WIA participants for reimbursement up to a maximum of 50 percent of participants' wages or more based on a federal waiver. Pennsylvania was granted a waiver from the U.S. Department of Labor (USDOL) to allow employers to be reimbursed on a graduated scale based on the size of the business. The scale is based as follows:
 - (1) Up to 90 percent reimbursement for employers with 50 or less employees;
 - (2) Up to 75 percent reimbursement for employers with more than 50 employees, but less than 100; and
 - (3) Up to 50 percent reimbursement for employers with 100 or more employees.
- b. The entity that runs the local program shall not contract with employers who have previously demonstrated a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits, and working conditions equivalent to those provided to regular employees who have worked the same length of time and performed the same type of work.
- c. OJT contracts shall be limited to the period of time required for the participants to become proficient in the occupations for which training is being provided. In determining the length of the contract, consideration should be given to the skill requirements of the occupation, academic and occupational skill levels of the participants, prior work experience, and the participant's individual employment plan.
- ii. Funds provided to employers for OJT may not be used to directly or indirectly assist, promote, or deter union organizing.

2. **Customized Training** [Ref. – Act Sec. 101(8); Final Rule Sec. 663.430; 663.715; 663.720; 663.730]

- a. Customized training (CT) is designed to meet special requirements of the employer, conducted with a commitment by the employer to employ or continue to employ individuals upon successful completion of training. The employer pays not less

than 50 percent of the cost of training. However, Pennsylvania was granted a waiver from USDOL to replace the 50 percent employer match with a sliding scale from 10 percent to 50 percent. The sliding scale is based on characteristics such as the type of training, size of business, number of trainees, hiring needs of the employer, and the industry/skill needs. The minimum 50 percent requirement has been a deterrent for employers who have considered CT has a means to access or develop workforce skills necessary for growth in their respective areas.

- b. CT may be provided under the following conditions:
 - (1) Employees are not earning self-sufficient wages as defined by the LWIB;
 - (2) All the requirements for CT are met; and
 - (3) The training relates to the introduction of new technologies, new production and/or service procedures, and/or upgrading that requires additional skills or other appropriate purposes identified by the LWIB.
- c. Funds provided to employers for CT may not be used to directly or indirectly assist, promote, or deter union organizing.

3. **Programs of Demonstrated Effectiveness** [Ref. – Act Sec. 134(d)(4)(G)(ii)(III); Final Rule. Sec. 663.430; 663.595]

The LWIB may determine that there is a training services program of demonstrated effectiveness offered in the area by a community-based organization or another private organization to serve special participant populations that face multiple barriers to employment.

Special participant populations who face multiple barriers to employment are populations of low-income individuals that are included in one or more of the following categories:

- a. Individuals with substantial language or cultural barriers;
- c. Offenders;
- d. Homeless individuals; and
- d. Other hard-to-serve populations as defined by the Governor.

Each LWIB must develop criteria to be used in determining demonstrated effectiveness, particularly as it applies to the special participant population to be served. These criteria may include, but are not limited to the following:

- a. Financial stability of the organization;
- b. Demonstrated performance in the delivery of services to hard-to-serve client populations such as:
 - (1) Program completion rates;
 - (2) Attainment of skills;
 - (3) Certificates or degrees;
 - (4) Placement in unsubsidized employment; and
 - (5) Retention in employment.
- c. How the specific program relates to the workforce investment needs to be identified in the local plan.

Training providers should ensure that comprehensive training programs include, but are not limited to, the following components:

- a. Evaluates the individual's specific barriers to employment and establishes corrective measures;
- b. Assesses client skill levels and develops an appropriate individual employment plan;
- c. Designs career planning guides that are suitable to the individual's needs;
- d. Results in employment;
- e. Provides job placement assistance upon completion of the training; and
- f. Receives a certificate upon successful completion of the program.

Training providers are required to report program performance outcome data as described in Section II for each specific course/program to the LWIA.

F. Other Training Provider Requirements

1. Non-discrimination Policy

Section 667.275 of the Final Rule specifies that all training providers must comply with the nondiscrimination and equal opportunity regulations at 29 CFR Part 37, Implementation of the Nondiscrimination and Equal Opportunity Provisions of the WIA.

2. Accessibility

Training providers must provide physical and programmatic accessibility and reasonable accommodations/modifications, as required by Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; Section 188 of WIA; and the regulations implementing these statutory provisions.

3. Advertising Restrictions

Since courses/programs, not training providers, are certified through this process, training providers are not permitted to advertise their school as an “**approved Pennsylvania statewide workforce development training provider.**” However, training providers are allowed to provide a list of their courses/programs that are state approved for the specified program year. Providers may also provide additional information to local PA CareerLink[®] offices, such as pamphlets and school catalogs.

II. **Program Eligibility Determination** [Ref. – Act Sec. 122(c); Final Rule. Sec. 663.535]

A course/program of training services is subject to eligibility procedures that include, but are not limited to, meeting minimum levels of performance for **each** course/program at **each** specific site for which certification is being sought.

These procedures are as follows:

A. **Eligibility**

In order to be eligible to provide training services, training providers' programs must meet certification criteria on an annual basis.

Training providers shall electronically submit applications for training courses/programs of study for LWIB approval and State certification for program eligibility. Training courses/programs of study submitted throughout the program year that are state certified will remain on the single statewide ETPP list for no more than a one-year period, which runs from July 1st through June 30th.

At a specified date after January 1st of each year, training providers may begin to submit applications for the next program year commencing on July 1st. BWDP will send out notification via e-mail to training providers when the application period for the next program year is opened.

Training program/provider information must be submitted electronically to the Department of Labor & Industry no later than **30 calendar days from receipt of the information by the LWIBs.**

LWIBs should also consult with training providers to obtain the best possible mix of programs that may help meet the needs of the labor market in their respective areas.

B. **Performance Measures and Levels**

In order to ensure that workforce development investments yield the best possible results, Pennsylvania has developed a Performance Management Plan for evaluating the performance of workforce programs. The plan is not designed to simply measure program performance; rather it is about improving the outcomes from these investments. This plan sets forth the framework to monitor trends in key economic, workforce and education indicators, and gathers quantitative data using common measures. Based on this plan, courses/programs shall be evaluated using a total of 10 measures.

Five (5) performance measures have been established for **two (2) distinct populations**; 1) **WIA**, and 2) **ALL** (WIA and Non-WIA), as follows:

1. **Program Completion – 70 Percent**

This measure is calculated by dividing the number of program completers by the number of participants scheduled to complete during the reporting period.

2. **Entered Unsubsidized Employment – 80 Percent**

This measure is calculated by dividing the number of program completers who entered unsubsidized employment (excluding individuals who were employed when they entered the program or plan to continue their education after this training) by the number of individuals who completed the program during the reporting period.

3. **Employment Retention – 82 Percent**

This measure is calculated by dividing the number of individuals who entered unsubsidized employment by the number of individuals who entered unsubsidized employment in the first quarter after completing the program and retained employment through the 3rd quarter.

4. **Average Quarterly Wage - \$5211**

This measure is calculated by using Pennsylvania Wage Record information and WRIS data (if necessary). WRIS (Wage Record Interchange System) is a data sharing agreement with other states to access wage record information. The calculation is the amount of quarterly wages divided by the number of individuals who are employed in the second and third quarters after exit or completion. This is based on the combined wages reported for both the second and third quarters after exit or completion.

5. **Program Graduate/Certificate – 60 Percent**

This measure is calculated by dividing the number of individuals who completed and attained a certificate by the number of program completers.

All training courses/programs must meet at least six (6) of the ten (10) measures. The ten (10) measures include the five (5) WIA measures and the five (5) All measures described above. However, if a course/program serves no WIA clients, it must meet at least three (3) of the five (5) measures for the ALL population.

Additional information regarding the number of measures that need to be met for program approval may be found in Part D of this section.

C. Submission of Student Data to Calculate Performance

The Commonwealth Workforce Development System (CWDS) allows training providers to provide raw data on individuals participating in each course/program for a specified time period by uploading a worksheet containing the required data elements.

Training providers can use one of the following methods to provide student data to apply to have courses/programs considered for inclusion on Pennsylvania's ETPP List.

1. Upload Student Data Method

Users can upload a **“Comma Separated Value” (CSV)** file. This method requires close attention to detail.

The CSV file can be completed as an Excel spreadsheet that contains a list of all the students who attended the course/program during a specified reporting period. A two-year reporting window is defined on the training course/program application in CWDS. The system will automatically advance the reporting window one quarter at the end of each calendar quarter. For example, for applications submitted during July 2010 through September 2010, the reporting window will be 7/1/2007 to 6/30/2009. The reporting window will display in **bold, black text** on the Upload Service Performance section of the application. Providers may use **any 12-month period** within the two-year reporting window. Attached is the CSV format and instructions for completion.



CSV Format.doc

The required information will include the following data elements:

- a. SSN;
- b. Certificate Attainment (y/n);
- c. WIA Student (y/n);
- d. Course Completion (y/n);
- e. Scheduled to Complete (y/n);
- f. Individuals employed when they entered the program or furthering their education (y/n); and
- g. Course End Date.

The disclosure of SSNs is critical to the performance calculations. SSNs will be used to match wage record information for entered employment, employment retention, and average quarterly wages. Without SSNs, the system will not be able to calculate these measures, and courses/programs may be excluded from the statewide list for failure to meet performance requirements.

Course/program applications will be processed on a daily basis comparing SSNs against Pennsylvania Wage Record Information. If the course/program does not meet the performance criteria for the employment-related measures, a secondary comparison will be conducted using WRIS. WRIS enables in-state and out-of-state providers to attempt to meet the employment-related measures for courses/programs by searching other states' wage record databases to look for matches. After the student information has been processed, the system will automatically populate the training and performance section of the application with the results.

The raw data supplied by training providers will be stored in a secure table within the operating system database. When the program year has ended, the information will be backed-up and removed from the active database. However, for federal record retention purposes, the information will need to be retained for three program years. After the three-year period, the information will be destroyed.

If providers would like to use this method, but are reluctant to provide SSNs without individual student authorization, the Department has established an option for training providers to enter into a Computer Match Agreement (CMA) with the Department in accordance with the U.S. Department of Education's Key Policy Letter of January 2003.



USDOE policy letter
from Janua...

Training providers who enter into a CMA will essentially "hire" the Department, **at no cost**, to act on their behalf to conduct a computer match for each course/program to determine if it meets the employment-related performance levels necessary to be included on Pennsylvania's Statewide ETPP List. This document fulfills the U.S. Department of Education's requirements and eliminates the burden on training providers to obtain release authorization from former or current students.

A copy of the CMA is attached below for information and use. Providers wishing to enter into this agreement with the Department should complete and return two (2) copies with original signatures to the mailing address contained in the agreement.



Performance
Measures Computer

To further protect the integrity and confidentiality of the information being submitted, only the last four (4) digits of the SSN will display to Area LWIA staff approving applications for inclusion on the ETPP List. The system will suppress the first five (5) digits after the information has been entered into CWDS. Training providers and authorized state-level officials will be the only individuals who have access to the performance data until the application has been approved. After the application has been approved, the participant data will no longer be accessible.

2. Manual Data Entry Method

Users can use a “Manual Data Entry” method using the following steps:

- a. The user clicks on the “**Manual Data Entry**” button.
- b. The user clicks on the “**Add New Entry**” button.
- c. User answers the following questions for each student in the particular course of study:

SSN

Number format - **123456789, no dashes or spaces**

Certificate Identification

(Upon completion of the course/program did participant receive a certificate)

 Yes No

WIA Identification

(Was participant receiving Workforce Investment Act funding (WIA))

 Yes No

Completer Identification

(Participant completed the course or program during the specified reporting period)

 Yes No

Scheduled Completion Identification

(Participant was scheduled to complete course or program during the specified reporting period)

 Yes No

Employed or Continuing Education

(Participant was employed when they started the course or program, or continued their education beyond completion of the course program; e.g. first year of a two or more year program)

 Yes No

Participation End Date

(Date the participant actually exited the course or program during the specified reporting period)

Date format – mm/dd/yyyy

1. After each student entry, click on the save button.
2. Click on the “**Add New Entry Button**” and continue entering student information for all students in the specified course/program.

NOTE: The SSN field is a required data element.

3. Aggregate Student Data Method

Providers may also enter aggregate student data for each performance question on the application for each course/program, which must be independently validated.

Training providers who use this method will be required to have the data independently validated by a third party, such as a public accounting firm, and provide a copy of the report to the LWIA, **OR** provide a copy of the annual report for the courses/programs performance that is sent to training

providers' accrediting agencies. Course/program applications cannot be approved until the report is received by the LWIA. This report must be forwarded to the LWIA within 20 working days of the date the application is submitted into the CWDS.

The information below applies to all three of the methods of supplying student performance data described above:

Occasionally, circumstances arise that are beyond the control of both the participant and the provider **and** are expected to last for an undetermined period **beyond 90 days.**

A student in any one of the following categories should be excluded from performance if they did not complete the course/program:

- **Institutionalized** – The participant is residing in an institution or facility providing 24-hour support, such as a prison or hospital, and is expected to remain in that institution for at least 90 days. This reason does not apply to individuals with disabilities (as defined in 29 CFR 37.4) residing in institutions, nursing homes, or other residential environments; individuals participating in the Responsible Reintegration of Youthful Offenders program; and individuals participating in the Prisoner Reentry initiative.
- **Health/Medical or Family Care** – The participant is receiving medical treatment or providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. This does not include temporary conditions or situations expected to last for less than 90 days.
- **Deceased** – The participant is no longer living.
- **Reserve Forces Called to Active Duty** – The participant is a member of the National Guard or a Military Reserve unit and is called to active duty for at least 90 days.

The statements below only apply to student data submitted using the CSV or Manual Data Entry methods.

On a nightly basis, the system will download the student information entered for each course/program application completed on that given day and match the SSNs against Pennsylvania employer wage records to determine if former students are working and receiving wages. If the course/program fails to meet any of the employment-related measures, LWIAs have the ability to further process applications utilizing the WRIS data to determine if former students are working in other states.

NOTE: Based on the WRIS Data Sharing Agreement with other states, the wage information will be suppressed if the course/program **serves fewer than 3 individuals**.

D. Calculation of Performance

CWDS automatically calculates the percentages for each performance measure based on the information submitted for each data element. The system contains edit checks to ensure that percentages are equal to or less than 100 percent. Therefore, no measure can have performance above 100 percent. Attached for informational purposes is a chart outlining how the system calculates each measure.



P:\PROGRAMS\PMS\
Certification\Certifica

Threshold Exception Criterion

In an effort not to arbitrarily exclude programs from the statewide list that serve a small universe of students or have no WIA clients, performance levels will be considered met under the following circumstances:

WIA Zero Participant Threshold Exception

If a program serves no WIA clients during the reporting period, the program is considered to have met performance for the WIA measures; or

Small Universe Threshold Exception

If a program serves fewer than ten (10) during the reporting period, it will not be held to performance requirements. For example, if the WIA population of a program is 5 and the All population is 45, the program will be exempted from the WIA measures but the program will need to meet three out of the five All measures.

Zero Enrollments

If a course/program did not have any enrollments during the reporting period, it will not be held to performance. Training providers will indicate this by selecting the statement, **“This course/program did not have any enrollments during the reporting period.”**

Exempt from Entered Unsubsidized Employment Measure

If a provider indicates that all the students scheduled to complete a program during the system-specified reporting period were employed in a **full-time** position or were continuing their education at the time of program participation, the program will not be measured against the WIA and All Entered Unsubsidized Employment performance measures. This is consistent with the definition of the Entered Unsubsidized Employment Measure found in Part B above.

CWDS indicates that a program is exempt from this measure by displaying the following text: **“Percentage of Employed WIA/All Completers: Exclude Measure from Performance.”**

In these cases, the program will only need to meet five (5) out of the remaining eight (8) performance measures. However, if the WIA population of the program is zero (0) or is below the small universe performance threshold, it will need to meet two (2) out of the remaining four (4) All performance measures.

Please note that if a student is working in a part-time position at the time of program participation, the student should be marked as “not employed” during the student data submission process.

New Programs

Courses/programs of study that have recently been developed and never offered to the general public will be recognized as new programs since there will be no history or performance to report.

A **“new”** program is defined as a career educational-training program that has been offered for **less than 12 months**. However, a two or more year program will also be considered new until it has its first graduating class. The program must be new to the training provider, not only new to the statewide list. The requirement for providing performance data shall be waived. The LWIB must document reasons for waiving performance in the “Comments” section of the Service Status History List, within the course/program service application.

For purposes of certification performance criteria, an **“existing program”** is defined as a career educational-training program that has been offered for **longer than 12 months**.

If an application for a training course/program of study is submitted as “new,” training providers must be able to provide documentation if requested, to attest to the authenticity of the “new” training course/program of study. **If a program has been revised but 75 percent**

of the course content is the same, then it cannot be considered new. Course/program name changes do not constitute “new” program status.

Training providers are cautioned and should refrain from circumventing certification criteria requirements for continued program eligibility by renaming existing programs and submitting them as “new.”

Institutions of Higher Education

Since Institutions of Higher Education meet the stringent requirements of the Higher Education Act of 1965, they are not required to provide program performance data in order for their courses/programs to be approved. The definition of an Institution of Higher Education may be found at this link:

<http://www.ed.gov/policy/highered/leg/hea98/sec101.html>. The CWDS contains a statement on the Upload Service Performance screen that providers may use if their school/programs qualify under this definition. This statement is: **“The training provider is an Institution of Higher Education (as defined by the Higher Education Act of 1965) and the Course/Program is exempt from performance.”**

Providers are cautioned and should refrain from circumventing certification criteria requirements for continued program eligibility by using the institution of higher education statement on programs/courses that do not qualify for this exemption. The only types of programs that this statement may be used on are associate’s degrees, bachelor’s degrees, master’s degrees, and occupational skills programs that are an academic year or more in duration. Additionally, the program/course offerings using the statement will need to teach occupational skills related to a HPO.

E. Program Costs [Ref. – Final Rule. Sec. 663.540]

The application must include all the costs required to complete the training course/program of study. Such costs include tuition, fees and other related expenses, which include, but are not limited to, books, tools, clothing, and equipment.

These costs may be broken out in the “Provider Service Description” field on the training course/program service application.

Tuition for the training course/program of study is based on the advertised tuition amount contained in the school catalog. The amounts contained in the application as tuition and other costs shall not exceed the amount charged by the school to the general public as established by law, regulation, school catalog, or published price lists.

III. Identification and Availability of Statewide List

Training programs/providers are systematically added to the statewide list after the Department of Labor & Industry certifies the program's eligibility. As new programs are submitted and certified throughout the year, the statewide list will be updated electronically on an ongoing basis.

NOTE: Please be advised that inclusion on the statewide list alone does not automatically authorize enrollment and payment of training dollars for Trade Adjustment Assistance (TAA) eligible students. A fully executed TAA Master Agreement is also required.

For more information on obtaining a TAA Master Agreement for Trade-eligible students, please e-mail RA-LI-BWDP-Financial@state.pa.us.

IV. Maintenance of Eligible Training Program/Provider System [Ref. – Act Sec. 122 (e)(1)(2); Final Rule. Sec. 663.510; 663.550; 663.555]

A. Statewide List of Eligible Training Programs/Providers

The Department of Labor & Industry, BWDP, is responsible for the development, operation, and maintenance of the statewide Internet-based ETPP system. LWIBs are responsible for ensuring that action is taken on all pending training courses/programs of study within 30 calendar days of the application date. This includes new, pending, and revised training courses/programs of study. This will ensure that individuals in need of training have the most up-to-date information to make good quality training choices. The list will contain specific consumer information for each training course/program of study.

Within 30 calendar days of receipt of LWIB approved training programs, BWDP's Certification Coordination Services (CCS) staff will review and determine whether those courses/programs have met minimum certification criteria. If the certification criteria have not been met, CCS staff, in consultation with the LWIB, shall reject the program(s) based on the criteria found in Sections I and II.

B. Monitoring

All recipients defined as any entity to which federal financial assistance under WIA Title I is extended, whether it is a grant, or sub-grant, are subject to the accessibility and equal opportunity provisions outlined in Section I-F. The Governor must ensure that training providers are ADA and Equal Opportunity (EO) compliant. Consequently, the Governor is responsible for ensuring that a system is in place for periodically monitoring the compliance of recipients. Therefore, LWIBs must ensure that a system is in place at the local level to monitor training providers for ADA and EO compliance. The following link to the Civil Rights Center of the U.S. Department of Labor can provide assistance to Local Areas as they conduct EO or ADA monitoring activities:

<http://www.dol.gov/dol/topic/discrimination/index.htm>.

Monitoring requirements for training providers may be limited to "new" training providers applying for inclusion on the statewide ETPP List. If a new provider applies for consideration to be included on the statewide list and the LWIB has no knowledge about the provider, LWIBs should visit the facility to ensure accessibility. LWIBs are not expected to monitor all training providers on an annual basis. As an example, colleges, universities, career and technology centers, and community colleges receive federal funds from other sources and, therefore, must comply with ADA and EO requirements.

C. Record Retention Requirements

1. Applications

Federal law requires training providers and LWIAs to retain all supporting documentation for applications electronically entered into the CWDS ETPP system for a period of three years.

2. Performance Information

Federal law requires training providers and LWIAs to retain all performance information for a period of three (3) years for each Program Year from the date the job seeker completes or terminates from the program.

3. Retention Coverage

The three-year record retention requirements shall apply to all certification periods.

Records shall be retained and stored in a manner that will preserve their integrity as evidence in any appeal or other proceeding. The burden of production and authentication of the records shall be on the custodian of the records. LWIBs and training providers must have a satisfactory plan of record recovery if critical records are lost. The use of electronic media, such as computerizing or microfilming for the storage of records, is an acceptable method.

D. Maintenance of Training Providers' Business Folders

Training providers registering with the CWDS website must establish business folders, which contain pertinent consumer information about the institution, as well as available training courses/programs of study.

In order to maintain the most up-to-date information in the business folders, each training provider is responsible for updating all pertinent information. It is the responsibility of training providers to keep business folders and training offerings as up-to-date as possible. **E-mail is the vehicle used to notify training providers about policy updates, conferences, training sessions, etc. Therefore, training providers must keep their e-mail address current. Training providers are reminded of the critical need to keep this information accurate.**

If training courses/programs of study are no longer available to the general public, they should be withdrawn. Procedures for withdrawing training courses/programs of study are outlined in the Training Provider Desk Aid.

It is expected that LWIAs make every effort to communicate with training providers in an effort to remind them of their responsibilities with respect to institution and course information.

V. Consumer Report System [Ref. – Final Rule. Sec. 663.570]

The Consumer Report System is a guide to inform WIA customers about the performance of training providers and approved training courses/programs of study.

The consumer report contained within each training course/program of study includes information necessary for adult and dislocated workers to effectively choose a program of training services. Such factors include, but are not limited to the following:

- Overall performance;
- Performance of specific provider sites;
- Duration of training programs.

In an effort to supplement the consumer information available to job seekers, the following information provides a provider “snap shot” for individuals choosing training programs to make informed choices:

- Child care offered on-site;
- Assistance in obtaining child care;
- Accessible for the disabled;
- Career counseling available;
- Spanish spoken by staff;
- Evening classes;
- Financial aid assistance available; and
- On-site job placement assistance.

VI. Rejection/Removal of Programs/Providers from the Statewide List [Ref. – Act Sec. 122(f)(1); Final Rule. Sec. 663.535]

Training programs/providers may be rejected and/or removed from the statewide list under the conditions outlined below. Training programs may be **rejected** during the application process or training programs may be **removed** from the statewide ETPP List after the certification process has been completed.

A. Training Programs

Training programs must perform satisfactorily to be recertified for inclusion on the statewide list for each new program year. A provider's courses/programs may be rejected or removed from the statewide list of eligible training programs for one or more of the following reasons:

1. Training does not lead to employment in a high-priority occupation;
2. Program fails to meet minimum levels of performance; or
3. Failure to reapply for program eligibility certification.

B. Training Providers

Additionally, training providers, as well as their courses/programs, may be rejected or removed under the following conditions:

1. Inaccurate information regarding a program is intentionally supplied to the Department of Labor & Industry. A termination of eligibility will occur and remain in effect for a minimum of two (2) years;
2. The Department of Labor & Industry determines that an eligible provider has substantially violated any requirements under the Act. The provider's eligibility to receive funds will be terminated until the Department of Labor & Industry approves a corrective action plan;
3. All of the provider's courses/programs fail to meet or exceed established performance levels. The provider's eligibility to receive funds shall be suspended by the Department of Labor & Industry, after consultation with the LWIB, for a period of not less than one (1) year;
4. Training provider does not meet the minimum application criteria; i.e., approved certification category, ADA, etc.
5. Training provider violates state and/or local laws;
6. Training provider loses its license to operate; or
7. The training provider's financial stability has been compromised and fiscal mismanagement has been documented.

C. Training Institution Closures/Changes to Programs

Training providers whose programs have been certified for inclusion on the statewide list must notify the LWIB of institution closings and/or changes to training courses/programs of study.

Privately licensed schools should contact the Pennsylvania's Department of Education at (717) 783-8228 for further information on school closings and/or changes to courses/programs of study.

VII. Repayment of Program Funds [Ref. – Act Sec. 122(f)(3); Final Rule. Sec. 663.565(a)(3)]

Providers determined to have intentionally supplied inaccurate information or who have violated any provision of Title I of WIA or the supporting federal regulations shall be removed from the statewide eligible provider list. A provider whose eligibility is terminated under these conditions shall be liable to repay, from non-Federal funds, all adult and dislocated worker training funds received during the period of non-compliance.

VIII. Appeal Process [Ref. – Act Sec. 122(g); Final Rule. Sec. 663.565(b)(4) and Sec.667.640 (b)(1)(2)(3)]

The purpose of the appeal process is to provide a mechanism for a training provider to challenge one of the following actions initiated by a LWIB or the Department of Labor & Industry:

- The rejection of training courses/programs for inclusion on the Statewide List of Eligible Training Programs/Providers;
- A denial of continuing eligibility;
- Suspension; or
- Termination of eligibility.

A. LWIB Level Appeals [Ref.- Final Rule. 667.640 (b)(1)(2)(3)]

An appeal at this level includes:

- The rejection of training courses/programs by a LWIB;
- Denial of continued eligibility due to unsatisfactory performance; and
- Suspension of eligibility due to non-compliance or violation of the WIA.

The appeal shall be electronically filed through the CWDS website (www.pacareerlink.state.pa.us) and submitted to the LWIB not later than **20 working days** from the date of the rejection notice or notice of suspension of eligibility. Any documentation supporting the training provider's case must be available upon request by the LWIB and/or Department of Labor & Industry, BWDP.

For those providers who do not have Internet access, the appeal must be submitted, in writing, to the LWIB within **20 working days from the date of the rejection notice or notice of suspension of eligibility.**

The LWIB will issue a decision no later than **20 working days** from the date the appeal request is received by the LWIB.

B. State Level Review – First Appeal

An appeal at this level includes:

- The rejection of training courses/programs by a LWIB;
- Denial of continued eligibility due to unsatisfactory performance for a period of one year;
- Suspension of eligibility due to non-compliance or violation of the WIA for a period of two years; and

- Termination of eligibility.

If the training provider is dissatisfied with the LWIB's decision, the training provider will have **20 working days** from the date of the LWIB's decision to electronically file a request for a review by the Department of Labor & Industry, BWDP, through the CWDS website (www.pacareerlink.state.pa.us).

For those providers who do not have Internet access, the appeal must be submitted, in writing, to BWDP within **20 working days** from the date of the LWIB's decision.

The request for review shall set forth specifically and in detail the grounds and the reasons upon which it is claimed that the rejection, denial, suspension or termination was erroneous. BWDP will not consider any factual or legal grounds for relief that are not set forth in the appeal.

BWDP will determine whether a fact finding hearing is necessary. BWDP will issue a decision not later than **45 working days** from either the date an in-person hearing is held, or the date the appeal request is received by the BWDP.

C. Reapplication Process for Training Courses/Programs of Study

Training providers who have had training courses/programs of study removed from the statewide list may reapply for recertification as follows:

1. Performance

Providers may reapply to have training courses/programs of study recertified **one (1) year** from the date of the final action taken either at the local or state level.

2. Violations of WIA

Providers may reapply to have training courses/programs of study recertified **two (2) years** from the date of the final action taken either at the local or state level.

IX. INDIVIDUAL TRAINING ACCOUNTS (ITAs) [Ref. – Act, Sec. 134(d)(4)(G); Final Rule Sec. 663.400 – 440]

The ITA is established on behalf of a participant to finance training services. WIA Title I adults and dislocated workers purchase training services from eligible training providers in consultation with a case manager. Each LWIB has the authority under the WIA to set their own respective ITA policy.

The Department of Labor & Industry has been granted a waiver of the prohibition on the use of ITAs for out-of-school youth at 20 CFR 664.510 for the period January 1, 2005 through June 30, 2011.

This waiver affords LWIAs increased flexibility in using youth funds to provide training services to youth while retaining limited adult funds to be used on adult training services. The waiver further allows LWIAs to enhance delivery of occupational skills training and promote better customer choices for youth.

A. Eligibility

Individuals are determined eligible for training services through the PA CareerLink[®] based on the criteria established by the Act. ITAs shall be limited to individuals who are (1) unable to obtain other grant assistance for such services; and (2) require assistance beyond the compensation available under other grant assistance programs, which includes but is not limited to, Pell grants, Trade Adjustment Assistance (TAA), other Federal grants, or as defined in the LWIB ITA policy.

Training programs may only be selected from the approved single statewide list of Eligible Training Programs/Providers, must lead to an occupation in demand, and must be completed within the time limits established by the LWIB.

B. Payment Procedures

Each LWIB, or its designee, will establish a mechanism that will allow for the payment of training dollars to an approved training provider. The LWIB, or designee, shall establish a legal document that would allow for the transfer of funds from the Fiscal Agent to the training provider. As individuals are approved for training services and an eligible program/provider is selected, an application for an ITA must be completed by the individual. The mechanism will allow for the purchase of training in an amount not to exceed locally set limits.

C. Training Services

Individuals use the ITA to access training services from the approved statewide list of Eligible Training Programs/Providers. The training consumer and their case manager decide which training program is best for them to take. The decision is made by the training consumer with the advice of their case manager. This is in keeping with the WIA philosophy of “informed choice” and also allows for prudent use of limited ITA funds.

D. Accessing ITAs

Each LWIB will define a process by which individuals can access their ITA. Individuals must apply for Pell/PHEAA funding and provide a copy of the Student Aid Report, if applicable. Participants may enroll in WIA-funded training while their application for a Pell/PHEAA grant is pending. Individuals must reapply yearly for Pell/PHEAA, if they are enrolled in a multi-year program or in single year programs that overlap a fiscal year.

E. Limits on ITAs

Each LWIB has the authority under the WIA to set limits on ITAs. This allows for the distribution of ITA funds to individuals in a LWIA in the most need, allows LWIAs to focus on specific areas of their local economies, and ultimately allows for prudent use of limited ITA funds. Limits on ITA use that LWIAs might set may include but is not limited to “caps” on the amount of money distributed to individuals per ITA, limits on the expenditures that may be covered under an ITA, limits on the HPOs for which a LWIA is willing to fund training, and LWIA residency requirements. Information about each LWIA’s respective ITA policy may be obtained by contacting the LWIA point-of-contact listed in the Training Provider Desk Aid.

F. When an ITA is Not Required

Contracts for services may be used instead of the ITA process when:

1. Funding OJT and customized training experiences;
2. The LWIB determines that there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITAs. The LWIB must describe the process used in selecting providers under a contract for services. This process must include a 30-day public comment period for interested providers; or
3. The LWIB determines that there is a training services program of demonstrated effectiveness offered in the area by a CBO or another private organization to serve special participant populations that face multiple barriers to employment. The LWIB must develop criteria to be used in determining these providers. Criteria may include:
 - i. Financial stability of the organization;
 - ii. Demonstrated performance in the delivery of services to hard to serve participant populations. This may include program completion rate, attainment of the skills, certificates, or degrees the program is designed to provide, placement after training in unsubsidized employment, and retention in employment; and

- iii. How the specific program relates to the special workforce investment needs identified in a LWIB's Local Plan.
 1. Special participant populations listed in a Local Plan that face multiple barriers to employment are populations of low-income individuals that fall into one or more of these categories:
 - a. Individuals with substantial language or cultural barriers;
 - b. Offenders;
 - c. Homeless individuals; and
 - d. Other hard to serve populations as defined by the Governor.

Parts of this information is also discussed in Section I. Part E. Exemptions to the Application Process.

Comma Separated Value (CSV) Format

For “Excel” and related spreadsheet applications						
SSN	Certificate ID	WIA ID	Completer Identification	Scheduled Completion ID	Employed or Continuing Educ.	Participation End Date
123456789	Y	Y	Y	Y	Y	1/1/2004
223456780	N	N	Y	Y	Y	1/1/2004

You must follow the format as shown above. Please do not return the header row containing the data element titles; e.g. SSN, WIA Identification, etc.

You can save a file as a “**Comma Separated Values**” (CSV) by: Click on 'File', then click on “Save As.” In the “Save as Type” drop down, make sure the suffix “csv” is selected. Provide a name for the file, then click on “Save.” Please note the location where the file is saved to so you can easily locate the file when you need to upload it for the course/program.

For Excel Users: MS Excel will truncate leading zeros in the SSN column. For instance, 000000001 will be displayed as 1. To preserve the zeros when editing, select the SSN column, right-click and choose "Format Cells", and then under the number tab, select the word "Text".

For “Text” editors (Notepad, MS Word, and related software applications):

Create the text file. The first line contains the field names or column headings noted above. Subsequent lines contain records. Use commas to separate data and a carriage return to indicate the end of the row. Remember to include a comma for fields that are missing data.

Enter the participant data in the order indicated in the Table above, separated with a comma, followed by a space. Example: 123456789,Y,Y,Y,Y,Y,1/1/2004 with a carriage return at the end of each row.

SSN	Social Security Number – This field identifies the individual students Social Security Number. This number must be entered as a nine-digit number with no dashes or spaces.
Certificate Identification	Credential Identification – This field indicates whether the individual, upon completion of the course or program, received a certificate from the training provider. If the student received a certificate, a Y should be entered into this field. If the student earned no certificate, then an N should be entered into this field. A certificate, for this purpose, is defined as a degree, diploma or other certification.
WIA ID	WIA Identification– This field identifies whether a student was receiving Workforce Investment Act (WIA) funds. If a student was receiving WIA funds, regardless of state of residence, a Y should be entered into this field. If the student was not receiving WIA funds, an N should be entered into this field.
Completer Identification	Completer Identification – This field indicates whether the individual completed the course or program. If the student completed the course or program, a Y should be entered into this field. If the student did not complete this program, (withdrew or dropped out) an N should be entered into this field.
Scheduled Completion ID	Scheduled Completion Identification – This field identifies if the student was scheduled to complete the course or program within the identified “reporting” time constraints. (Used to validate the participants raw data, and if it belongs in the reporting period or not.)
Employed or Continuing Education	Employed or Continuing Education – This field identifies the students that were employed when they began the course or program for which you are submitting information or are continuing their education beyond completion of this course/program. If the student was employed when training began or will continue their education after completion of the course/program, a Y should be entered into this field. If the student was not employed when they began training or is not going to continue additional educational activities, an N should be entered into this field.
Participation End Date	Participation End Date – This field indicates the date that the student exited the course or program. The exit may be due to graduation, withdrawal or dropping out. Regardless of the cause, enter the exit date in this field in the numerical format of Year, Month, and Day as follows M/D/YYYY.

Attachment 2

Line Number	Display Results	Participants	Percentage	Percentage Calculations	<i>Edit Checks for the Participant Column</i>
#1	(WIA) How many WIA participants were served during the reporting period? * This establishes the threshold.	0			Must be less than or equal to question #8
#2	(WIA) Number of participants scheduled to complete the applicable program.	0			Must be less than or equal to question #1
#3	(WIA) Number of participants who completed the applicable program.	0	Percentage of WIA 'Completions' <u>70%</u>	Calculation: (3 ÷ 2) Total number of participants with WIA ID=Y & Completer ID=Y Divided by: Total number of participants with WIA ID=Y & Scheduled Completer ID=Y	Must be less than or equal to question #1
#4 Entered Employment	(WIA) Number of participants (excluding participants already employed when they entered the program or continuing their education) who completed the applicable program and were placed in unsubsidized employment.	0	Percentage of Employed WIA Completers <u>80%</u>	Calculation: Total number of participants with WIA ID=Y & Completer ID=Y, & Employment or Continuing Education ID=N & have first Quarter after exit wages Divided by Number of participants that have WIA ID=Y & Completer ID=Y, & Employed or Continuing Education ID=N	<i>Must be less than or equal to question #3</i>

#5 Retention	(WIA) Number of program completers that either obtained or retained employment during the 9 months (3 Quarters) after program completion:	0	Percentage of Employed WIA Completers Still Employed at the end of the 3rd Quarter <u>82%</u>	<p>Calculation: Total number that: Are WIA (WIA ID=Y) & Completed (Completer ID=Y) & have 1st, 2nd, and 3rd Quarter after exit wages.</p> <p>Divided By: Are WIA (WIA ID=Y) & Completed (Completer ID=Y) & have first Quarter after C/P exit wages (based on Pennsylvania Wages and/or WRIS)</p>	<i>Must be less than or equal to question #3</i>
#6	(WIA) Average quarterly wages received by individuals who have completed the applicable program.	N/A	<u>\$5211</u>	<p>Calculation: Total number that: Are WIA (WIAID=Y) & Completed (Completer ID=Y) & have 1st, 2nd and 3rd Quarter after exit wages</p> <p>Divided by 2 &</p> <p>Then divided by the number of participants wages used.</p>	<i>Wage Information</i>
#7	(WIA) Number of participants who completed this program and attained a certificate.	0	Percentage of WIA Completers Who Attained a Certificate <u>60%</u>	<p>Calculation: (7 ÷ 3)</p> <p>Total number of participants with a WIA ID=Y & Certification ID=Y</p> <p>Divided By</p> <p>Number of participants with a WIA ID=Y & Scheduled Completion ID=Y</p>	<i>Must be less than or equal to question #3</i>
#8	(All) How many WIA and Non-WIA individuals were served during the reporting period? *This establishes the threshold.	0			<i>Must be greater than or equal to question #1</i>
#9	(All) Number of individuals participating in the applicable program scheduled to complete the program.	0			<i>Must be less than or equal to question #8 Must be greater than or equal to 2</i>

#10	(All) Number of individuals who completed the program.	0	Percentage of ALL 'Completers <u>70%</u>	<p>Calculation: (10 ÷ 9)</p> <p>Number of participants with Completion ID =Y</p> <p>Divided by</p> <p>Total number of participants with Scheduled Completion ID=Y</p>	<i>Must be less than or equal to question #9 Must be greater than or equal to question #3</i>
#11 Entered Employment	(All) Number of individuals participating in the applicable program (excluding participants already employed when they entered the program or continuing their education) who obtained unsubsidized employment.	0	Percentage of Employed ALL Completers <u>80%</u>	<p>Calculation:</p> <p>Total number of participants with Completer ID=Y, & Employed or Continuing Education ID=N & have first Quarter after exit wages</p> <p>Divided by</p> <p>Number of participants that have Completer ID=Y, & Employed or Continuing Education ID=N</p>	<i>Must be less than or equal to question #10 Must be greater than or equal to question #4</i>
#12 Retention	(All) Number of program completers that either obtained or retained employment during the 9 months (3 Quarters) after program completion:	0	Percentage of Employed ALL Completers Still Employed at the end of the 3rd Quarter <u>82%</u>	<p>Calculation:</p> <p>Total number that:</p> <p>Have Completed (Completer ID =Y) & have 1st, 2nd, and 3rd Quarter after exit wages.</p> <p>Divided By:</p> <p>Total number of participants with (Completer ID = Y) & have first Quarter after C/P exit wages (based on Pennsylvania Wages and/or WRIS)</p>	<i>Must be less than or equal to question #10 Must be greater than or equal to question #5</i>
#13	(All) Average quarterly wages received by individuals who have completed the applicable program.	N/A	<u>\$5211</u>	<p>Calculation:</p> <p>Total number that:</p> <p>Completed (Completer ID=Y) & have 1st, 2nd and 3rd Quarter after exit wages</p> <p>Divided by 2 &</p> <p>Then divided by the number of participants wages used.</p>	<i>Wage Information</i>
#14	(All) Number of participants who completed this program and attained a certificate.	0	Percentage of ALL Completers Who Attained a Certificate <u>60%</u>	<p>Calculation: (14 ÷ 10)</p> <p>Total number of participants with a Certification ID=Y</p> <p>Divided By</p> <p>Number of participants with a Scheduled Completion ID=Y</p>	<i>Must be less than or equal to question #10 Must be greater than or equal to question #7</i>