

Wisconsin's Eligible Training Program List (ETPL) Application Process & User Guide

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Overview

Training institutions interested in joining Wisconsin's Eligible Training Program List (ETPL) must apply online through the [ETPL Provider Portal](#). Only institutions and programs found eligible through the ETPL Provider Portal are displayed to the public on the ETPL website. Once eligible, institutions manage their own program information through the ETPL Provider Portal. The Wisconsin Department of Workforce Development (DWD) emails the appropriate institution staff during each step of the process.

This Guide describes the four steps institutions must follow to apply to Wisconsin's ETPL and manage their program information through the ETPL Provider Portal.

This guide is intended for use with the Wisconsin Department of Workforce Development's:

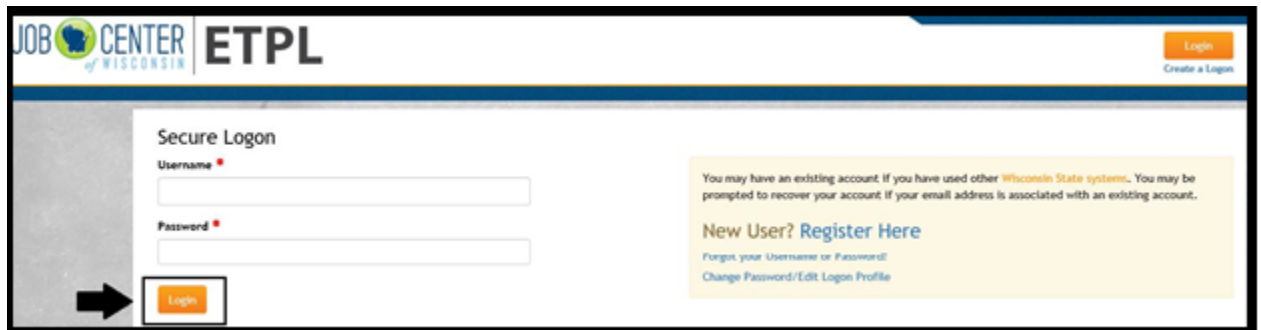
- [ETPL Eligibility Criteria Guide](#);
- [ETPL Performance Help Page](#); and
- [ETPL Continued Eligibility Guide](#).

Step 1: Submitting an Institution Application in the ETPL Provider Portal

- 1) Staff must first create a **WIEXT** account to access the ETPL Provider Portal.
 - To create a WIEXT account, visit the [ETPL Provider Portal](#) and select "[Create a Logon](#)" in the top right corner of the homepage.



- After creating the account, the staff will receive an email for account activation.
- 2) Staff log into the [ETPL Provider Portal](#) using their WIEXT account username and password.



- 3) Once logged in, staff search the list of eligible training institutions for the name of their institution.

A screenshot of a search bar on the portal. The label 'Training Institution Name' is positioned above a text input field. Inside the input field, the placeholder text 'Enter Training Institution Name' is visible. To the right of the input field is a blue 'Search' button.

If the institution is **not listed**, staff click the "Add Institution" button on the bottom right corner of the page. Staff then input the required information and click the "Submit Application" button. **This completes Step 1.**

If the institution is **already listed**, this means that the Institution Application has already been submitted for the institution. See **Step 3** for instructions on how to register to be an ETPL Portal Provider user for the institution.

- 4) DWD sends an email confirmation to the staff who submitted the Institution Application (aka "applicant").

Step 2: Department of Workforce Development Institution Application Review

- 1) DWD staff verify that the institution meets [DWD's Minimum Requirements](#). This includes DWD staff independently verifying the identity of the institution's **Officer** and the Officer electronically signing the ETPL Agreement. In the ETPL Agreement, the Officer designates up to five institution staff who control ETPL Provider Portal user access for the institution. These individuals are referred to as **Approvers**.

If DWD cannot independently verify the identity of the Officer, the institution cannot be approved for the ETPL and the applicant is notified by email.

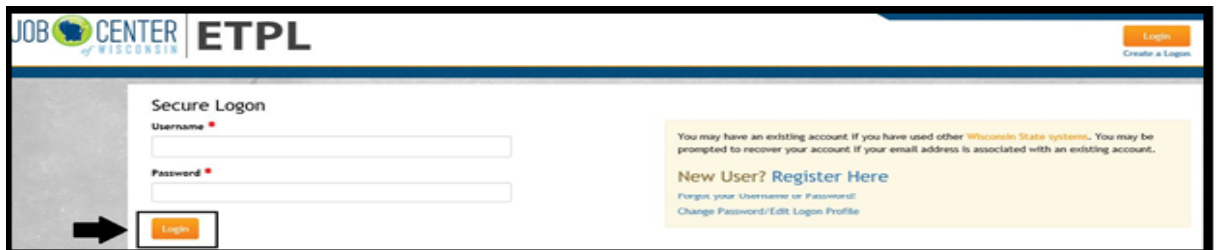
- 2) If the institution meets DWD's Minimum Requirements, DWD next determines if the institution is a [Standard or Alternate](#) institution.
- 3) DWD emails the applicant and Officer (if identified) the following information:
 - whether the institution is eligible to submit program applications for the ETPL; and
 - if eligible, whether DWD designated the institution as a Standard or Alternate institution.
- 4) If eligible, DWD lists the institution in the [ETPL Provider Portal](#).

Step 3: Staff Register with their institution in the ETPL Provider Portal

- 1) Staff without a **WIEXT** account must create one to access the [ETPL Provider Portal](#).
 - To create a WIEXT account, staff visit the [ETPL Provider Portal](#) and select "[Create a Logon](#)" in the top right corner of the homepage.



- After creating the account, the staff will receive an email for account activation.
- Staff log into the [ETPL Provider Portal](#) using their WIEXT account username and password.



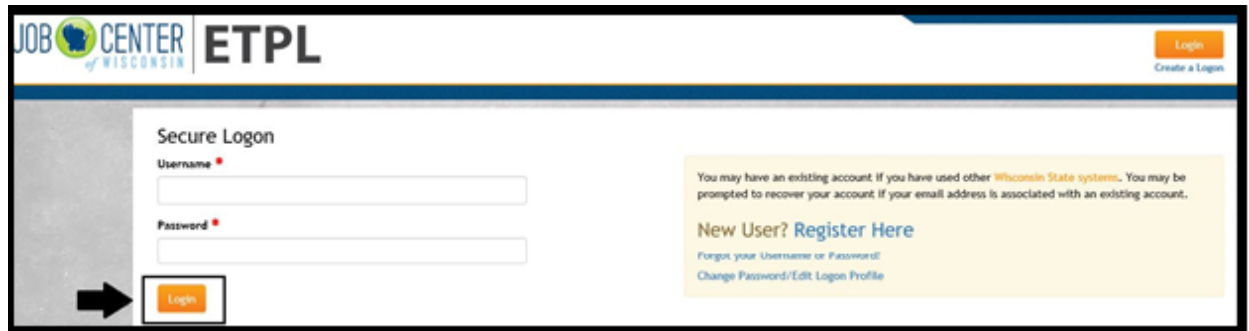
- 2) Once logged in, staff may register with their institution. Staff may only register with one institution.
- 3) To register, staff search the list of eligible training institutions for the name of their institution.

- 4) Staff click the "Register" button next to their institution. If the institution is not listed, staff can submit an Institution Application, following **Step 1**.
- 5) On the registration page, staff input the required information and click the "Submit" button at the bottom of the page.
- 6) DWD staff or the institution's **Approver**(s) verify the registrant's information before granting access to the institution's information.
 - DWD grants Approver access for staff identified by the institution Officer.
 - Institution Approvers grant or deny **Editor** access for all other staff.
- 7) Staff receive an email notifying them whether their access is granted or denied.

Step 4: Managing Sites, Contacts and Programs in the ETPL Provider Portal

Provider Portal Institution Page

Approvers and **Editors** access their institution's ETPL Provider Portal page by [logging in](#) using their WIEXT account username and password.



Managing Institution Sites

Approvers and Editors manage their institution's sites by selecting "**Manage Sites**" from the top ribbon. Sites are the physical addresses where the institution's programs take place.



- Approvers and Editors create their institution's sites on this page. A site created on this page can then be assigned to one or more programs by navigating to a program's page and selecting the "Sites" tab.
- This page lists all of the institution's sites that have been added to the ETPL Provider Portal. Approvers and Editors may edit any of the sites' information.
- To add a new site, Approvers and Editors click the "Add" button on the bottom right of the page. Approvers and Editors enter the required information and click "Save."
- To activate or inactivate a site, Approvers and Editors click the "Active/Inactive" button. Sites assigned to a program(s) published on the ETPL website cannot be inactivated. Sites must be unassigned from all programs before they can be inactivated. To unassign a site, navigate to the program's page and select the "Sites" tab.

Site Name	Address	City	Zip Code	State	Site Status	Edit
Site 1	Example Street 1	Example	55551	WI	Inactive	Edit
Site 2	Example Street 2	Example	55552	WI	Active	Edit
Site 3	Example Street 3	Example	55553	WI	Active	Edit
						Add

Managing Institution Contacts

Approvers and Editors manage their institution's contacts by selecting "**Manage Contacts**" from the top ribbon. Contacts are the institution's staff that handle program- and accommodation-related matters.



- Approvers and Editors create their institution's contacts on this page. A contact created on this page can then be assigned to one or more programs by navigating to a program's page and selecting the "Contacts" tab.
- This page lists all of the institution's contacts that have been added to the ETPL Provider Portal. Approvers and Editors may edit any of the contacts' information.
- To add a new contact, Approvers and Editors click the "Add" button on the bottom right of the page. Approvers and Editors enter the required information and click "Save."
- To activate or inactivate a contact, Approvers and Editors click the "Activate/Inactivate" button. Contacts assigned to a program(s) published on the ETPL website cannot be inactivated. Contacts must be unassigned from all programs before they can be inactivated. To unassign a contact, navigate to the program's page and select the "Contacts" tab.

First Name	Last Name	E-Mail	Job Title	Phone No (Extn)	Status	Edit
Example	Contact 1	Example1@dwd.wisconsin.gov	Example Contact 1	(555)-555-5551	Inactive	Edit
Example	Contact 2	Example2@dwd.wisconsin.gov	Example Contact 2	(555)-555-5552	Active	Edit
Example	Contact 3	Example3@dwd.wisconsin.gov	Example Contact 3	(555)-555-5553	Active	Edit

[Add](#)

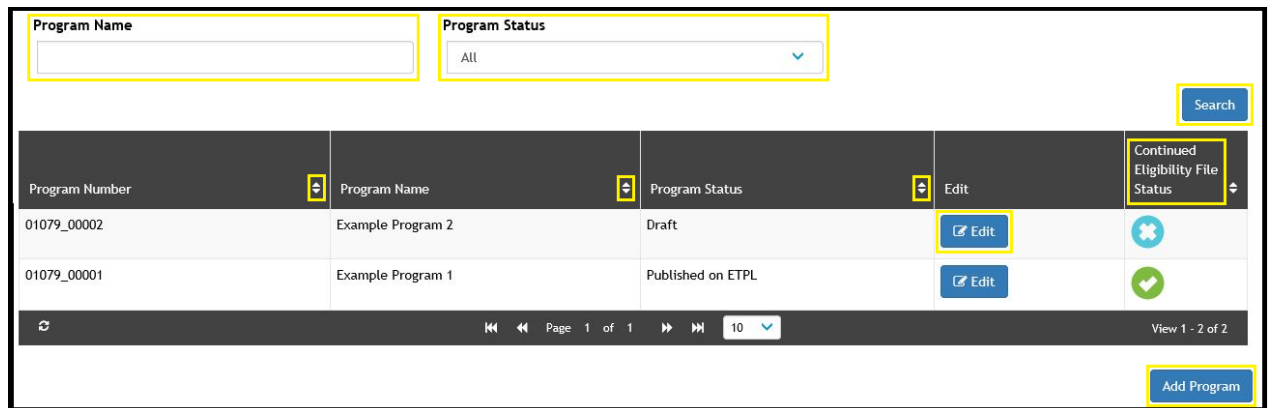
Managing Institution Programs

Approvers and Editors manage their institution's programs by selecting "**Programs**" from the top ribbon. Information entered for programs will be displayed on the ETPL website, once the program is published.



- Approvers and Editors create their institution's programs on this page. A program created on this page can then be published on the ETPL website once all required information is inputted.
- This page lists all of the institution's programs that have been added to the ETPL Provider Portal. Approvers and Editors may edit most of the program's information.
- Approvers and Editors may sort the list by clicking on the column headers. The list may also be filtered by status using the "Program Status" dropdown menu.

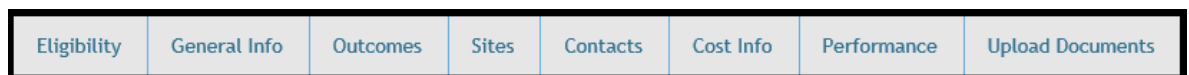
- A program's continued eligibility status is displayed in the far right column. For more information on continued eligibility, see the [Continued Eligibility Guide](#).
- To add new programs, Approvers and Editors may click the "Add Program" button and follow the instructions in the section Adding New Programs.
- To remove programs, Approvers and Editors click the "Edit" button. On the program's page, select "Remove from ETPL."



Adding New Programs

Approvers and Editors may submit new program applications at any time. Before adding a new program, check that the program is not already listed on the ETPL website by using the "Program Name" search function. If there are no search results, Approvers and Editors may add the program.

- **Click "Add Program"**
After clicking the "Add Program" button, enter the Program Name and then select "Continue." At this point, a bar appears with eight tabs.



- Select each tab to access different program information fields.
- Fields marked with a red asterisk * **must be filled out** for publication on the ETPL website. Fields that are not marked with a red asterisk * are optional.
- **Eligibility Tab**
This tab only applies to **Alternate** institutions. DWD uses this information to verify [ETPL program eligibility](#).
- Approvers and Editors must complete **at least one** field in this tab.
- If prompted to upload a document, Approvers and Editors must navigate to the "Upload Documents" tab to do so.
- **General Info Tab**
Two required fields on this tab are "Classification of Instruction Programs (CIP) Code" and "Related Occupation(s)."

- To enter the CIP Code, type the program's occupational goal in the text box and select an option that appears. Staff may also enter the CIP code directly or find a CIP code by clicking the "CIP Code List" button.

Classification of Instructional Programs (CIP) Code *	51.1609 - Pediatric Nurse/Nursing
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- To enter the Related Occupation(s), type the program's occupational goal in the text box and click the "Search" button. Select an option from the dropdown menu and then select "Add O*NET." Staff may add up to three Related Occupations.

Related Occupation(s) - Select up to three *	Nursing	<input type="button" value="Search"/>
	Registered Nurses	<input type="button" value="Add O*NET"/>


- Outcomes Tab**


- Approvers and Editors must mark **at least one** field as "Yes" on this tab.
- The "Name of Associated Credential" field at the bottom of the page is required if "Yes" is selected for any option other than: Employment; Measurable Skill Gain Leading to a Credential; or Measurable Skill Gain Leading to Employment.

- Sites Tab**

- The sites listed on this tab are created and managed in "Manage Sites," which is located in the top ribbon on each page. To assign one or more sites to a program, select the "plus" icon . To unassign the site, select the "minus" icon .

- Contacts Tab**

- The contacts listed on this tab have already been assigned to this program. Approvers and Editors may assign contacts to this program that were created in "Manage Contacts," which is located in the top ribbon on each page.
- To assign a new contact, click the "Add" button and then select the "plus" icon .
- Approvers and Editors may add contacts for the training program, disability accommodations and/or language accommodations.
- To unassign a contact, select the "trash can" icon.

Program	Disability Accommodation	Language Accommodation	Remove
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

- Cost Info Tab**

- Approvers and Editors complete the cost fields for a typical student. If there is no cost for a field, leave the field as "\$0.00." The "Tuition and Required Fees" field is required and

therefore cannot be left as "\$0.00."

- [Performance Tab](#)

This is the tab that Approvers and Editors use to upload the individual-level student information file.

Instructions for using the Performance Tab are located on the [ETPL Performance Help Page](#).

Upload Documents Tab

Approvers and Editors may upload different types of documents in this tab. **All documents uploaded in this tab will be displayed on the ETPL Website when the program is published.**

- Never upload any personally identifiable information about students in this tab, such as student names, dates of birth or other sensitive information.
- Some Approvers and Editors from **Alternate** institutions must upload one or more documents in this tab when one of the following selections is made in the Eligibility tab:
 - Program related to CBRF;
 - Program supported by three employers; or
 - Program supported by one trade association.

Publishing Programs

Before programs can be published, all required fields on the eight tabs must be completed.

- For **Standard** institutions, Approvers and Editors click the "Publish" button to publish the program on the ETPL website. All Approvers and Editors receive an email notification when the program is published.
- For **Alternate** institutions, Approvers and Editors click the "Submit to DWD" button. Program information cannot be edited while the program is in "Submitted to DWD" status. DWD will publish the program to the ETPL website if it verifies the program is eligible. All Approvers and Editors receive an email notification when the program is submitted to DWD and when the program is published or denied eligibility.

Updating Information

Approvers and Editors may update their institution's sites, contacts and programs in the ETPL Provider Portal at any time.

- [Updating Programs](#)

Approvers and Editors may update most fields in the Provider Portal while the program is published on the ETPL website.
- "Program Name" cannot be changed if the program is published. To change the name, click the "Remove from ETPL" button, which is located on the top of each program's page.
- The "Program Establishment Date" on the performance tab cannot be changed once it has been acknowledged as correct.
- The Individual-Level Student Information File(s) cannot be updated or removed once the program has been published on the ETPL.

- For **Alternate** institutions, fields on the Eligibility tab cannot be updated if the program is published on the ETPL website. To make changes, click the "Remove from ETPL" button. Additionally, uploaded documents related to program eligibility cannot be removed if the program is published on the ETPL website.
- **Continued Eligibility**
Please see the [ETPL Continued Eligibility Guide](#) for more information.
- **Removing Programs from the ETPL Website**
When Approvers and Editors click the "Remove from ETPL" button, which is located on the top of each program's page, the program is removed from the ETPL website.
- For **Standard** institutions, Approvers and Editors may republish programs on the ETPL website by clicking the "Publish on ETPL" button.
- For **Alternate** institutions, Approvers and Editors must click the "Submit to DWD" button to republish programs on the ETPL website. DWD staff review the program's eligibility before republishing the program on the ETPL website.

ETPL Provider Portal Staff Access

Institution **Approvers** manage **Editor** access for their institution.

- Approvers receive an email notification each time staff register with their institution.
- DWD does not manage Editor access.
- The **Officer** may update Approvers by emailing DETETPL@dwd.wisconsin.gov.

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