

Wisconsin's Eligible Training Program List Eligibility Criteria Guide

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Overview

Training institutions interested in joining the Wisconsin Eligible Training Program List (ETPL) must meet the Wisconsin Department of Workforce Development (DWD)'s eligibility criteria and information requirements. Training institutions interested in joining the [Wisconsin ETPL](#) must apply online through the [ETPL Provider Portal](#).

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

- [Application Process & User Guide](#);
- [ETPL Performance Help Page](#); and
- [ETPL Continued Eligibility Guide](#).

Note: DWD is in the process of reviewing its ETPL eligibility criteria and is working on updating its policies and review procedures. Among the changes, DWD will update its policies to ensure that all training institutions on Wisconsin's ETPL comply with all Wisconsin State licensing requirements. These updates are set to be in effect by early 2022. To prepare for these updates, DWD encourages participating institutions to take steps to ensure that they are in full compliance with State licensing requirements.

As DWD does not regulate those licensure programs, DWD cannot provide guidance on the criteria or applicability. If you are uncertain whether licensing is required for your program, please contact the State agency that administers the licensure program. Some **examples** of links to State agencies that administer the licensure of training programs include:

Department of Safety and Professional Services

- Wisconsin Education Approval Program
<https://dsps.wi.gov/Pages/Programs/EducationalApproval/Default.aspx>
- Other Training Programs (examples: cosmetology, real estate, substance abuse counselors)
<https://dsps.wi.gov/Pages/Professions/Default.aspx>

Department of Health Services

- Certified Nursing Assistant Training Programs
<https://www.dhs.wisconsin.gov/caregiver/nurse-aide/natd-registry.htm>
- Medication Aide Programs
<https://www.dhs.wisconsin.gov/regulations/nh/medaides-programs.htm>
- Community-Based Residential Facilities
<https://www.dhs.wisconsin.gov/regulations/cbrf/introduction.htm>
- Lead and Asbestos Certification Program
<https://www.dhs.wisconsin.gov/lead/contacts.htm>

Department of Transportation

- Driver Training Schools
<https://wisconsin.gov/Pages/dmv/teen-driver/teen-hw-apply/schools.aspx>

Initial Eligibility

Institution Minimum Requirements

Before institutions can add programs onto the ETPL, DWD ensures that institutions meet the following Minimum Requirements:

1. the institution is a provider of training services;
2. The institution has a current, verifiable Federal Employer Identification Number (FEIN).¹
3. The institution is not federally debarred, suspended or otherwise excluded from or ineligible for participation in federal programs or activities.²
4. The institution is not a "delinquent taxpayer" with the Wisconsin Department of Revenue.³
5. The institution has an "**Officer**" that DWD can identify through sources other than the Institution Application. The Officer is typically an owner, president, vice president, other executive-level representative of the institution, board director, provost, chancellor, or dean. The Officer is an individual who, acting on behalf of the institution, is authorized to sign the ETPL Agreement and designate individuals who manage ETPL Provider Portal user access for the institution.

¹ DWD-DET uses several methods to verify an institution's FEIN, including: [IRS.gov](https://www.irs.gov), Wisconsin's Unemployment Insurance database, and official Internal Revenue Service (IRS) forms, such as a FEIN designation letter or W-9. If DWD-DET cannot verify the institution's FEIN, the institution will be asked for its Dun & Bradstreet D-U-N-S Number via email and DWD-DET will verify the D-U-N-S Number using its Dun & Bradstreet subscription.

² DWD uses SAM.gov to verify this information.

³ DWD uses the Wisconsin Department of Revenue's Delinquent Taxpayer list [website](#) to verify this information.

6. the Officer agrees to and electronically signs the Wisconsin [ETPL Agreement](#) within 60 days of the date the institution submitted its application to join the ETPL.

If an institution meets the Minimum Requirements, DWD determines if the institution is a Standard or Alternate institution. If the institution does not meet the Minimum Requirements, it is not eligible for Wisconsin's ETPL.

Standard & Alternate Eligibility Criteria

Standard Institutions

An institution is classified as "Standard" if the institution satisfies **at least one** of the following standard eligibility criteria:

- is accredited by an accrediting organization approved by the Council for Higher Education Accrediting (CHEA);
- is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA); or
- is approved by Wisconsin's Educational Approval Program (EAP).

ETPL Provider Portal users for Standard institutions may add training programs to the ETPL website through the Provider Portal. Users must supply all required program-level information for each program.

Alternate Institutions

An institution is classified as "Alternate" if the institution does not satisfy at least one of the standard eligibility criteria. For "Alternate" institutions, **each training program** must satisfy at least **one** of the following alternate eligibility criteria:

- the training program is accredited by one of the accrediting organizations approved by the Council for Higher Education Accrediting (CHEA);
- the training program relates to barbering, cosmetology, real estate, substance abuse counselor, aesthetics, electrology, manicuring, medication aide, certified nursing assistant, or lead and/or asbestos removal training and is approved by the Wisconsin Department of Health Services (DHS) or Department of Safety and Professional Services (DSPS);
- the training program relates to Community Based Residential Facilities (CBRFs) and the instructor(s) is (are) approved by the Wisconsin DHS through UW-Green Bay;
- the training program is a pre-apprenticeship certified by the Wisconsin Apprenticeship Advisory Council;
- the training program is currently listed on another state's ETPL;
- the training program is supported by a trade association, with a letter of support from that trade association; or
- the training program is supported by three employers, with a letter of support from each.

Note: Employer and trade association letters of support must:

- (1) identify the name and address of the trade association or employer;
- (2) include a statement from the trade association or employer supporting the training program;
- (3) clearly identify the name of the training program;

- (4) identify the position title of the individual signing the letter; and
- (5) contain a date that includes the year.

DWD does not allow trade association and/or employer letters of support from local WDBs, or their service providers, nor from the employer(s) or trade association(s) administering the training program. Letters of support do not need to be updated annually; however, the letters are made available on the published [ETPL Website](#) and must reflect the date of the letter.

ETPL Provider Portal users for Alternate institutions must supply all required program-level information through the ETPL Provider Portal before DWD will review the program's ETPL eligibility. DWD then publishes eligible programs to the ETPL website.

Institution-Level Required Information

Institution-Level Information	Required
Name of Institution	Y
Institution's Federal Employer Identification Number (FEIN)	Y
Institution's address for its main location (city, state, and 5-digit zip code)	Y
Institution's phone number	Y
Institution's website	N
Institution's date of establishment	N
Type of Institution ⁴	Y
Institution's description	Y
Institution's accreditation information	Y

The

information, below, represents the fields for the Institution Application. This information is collected within the ETPL Provider Portal.

⁴ An institution must select whether it is: (1) an institution of higher education that only awards or primarily awards associate's degrees, (2) an institution of higher education that that only awards or primarily awards bachelor or higher degrees, (3) an institution of higher education where the majority of credentials awarded are community college certificates of completion or technical diplomas, (4) an institution that is a Registered Apprenticeship provider, (5) an institution that is a private non-profit provider, (6) an institution that is a private for-profit provider, (7) an institution that is a public provider, or (8) an institution that is a type not already listed. DWD understands that training institutions may fall into more than one category; however, training institutions must select only one option.

Program-Level Required Information

ETPL Provider Portal users must complete all of the required information fields, below, in the ETPL Provider Portal, for each ETPL program application.

Program-Level Information	Required
General Program Information	
Name of training program	Y
Wisconsin Technical College System (WTCS) Program ID (if applicable)	Y
URL for information about the training program	N
Training program description	Y
Classification of Instructional Programs (CIP) code ⁵	Y
O*NET-SOC code(s) associated with the training program ⁶	Y
Training program format (in-person, online, or combination)	Y
Minimum education required for entry	Y
Additional prerequisites (if applicable)	Y
How often the training program is offered	N
Whether the training program is competency-based ⁷	Y
Length of the training program (in weeks)	Y
Hours per week a student spends attending class or other instructional activities	Y
Whether the training program is full-time, part-time, or both	N
Whether classes are offered during days, evenings, and/or weekends	N
Whether the training program is part of a career pathway	N
Whether the training program is in partnership with a business	Y
Whether the training program offers job placement services	N
Whether the training program offers tutoring	N
Application deadline(s) for the training program	N
Any program credit hours	N
Training program's date of establishment	Y
Site name and address for the training program (city, state, and 5-digit zip code) ⁸	Y
Point of contact for the training program and the individual's contact information	Y
Point of contact for disability and language accommodation services	N
Potential outcome of the training program ⁹	Y

⁵ CIP codes may be accessed [online](#); a lookup table is also available in the ETPL Provider Portal.

⁶ Up to three O*NET-SOC codes for a program are allowed. O*NET-SOC codes may be accessed [online](#); a lookup table is also available in the ETPL Provider Portal.

⁷ "Competency-based training" is a program that requires its students to demonstrate they have successfully acquired a set of skills or knowledge base prior to completing the program. Compare to a "time-based" training program that results in successful completion if the students participate in a certain number of instructional hours.

⁸ DWD does not require online-only programs to provide site information.

⁹ The institution must select one potential outcome for each program from the following list: (1) an industry-recognized certificate or certification, (2) Certificate of Completion for a registered apprenticeship, (3) a license

Name of credential received for completion of the training program (if applicable)	Y
Cost of tuition and required fees	Y
Cost of books	Y
Cost of supplies / materials	Y
Cost of other program fees and description of fees	N
Whether financial aid is available for the training program	Y
The refund policy	Y
Individual-Level Student Information	
Student's first name	Y
Student's middle initial	N
Student's last name	Y
Student's suffix	N
Student's Social Security Number (SSN) ¹⁰	N
Student's sex ¹¹	Y
Student's date of birth ¹²	Y
Student's actual program start date	Y
Student's actual program end date	N*
Whether the student completed the program	N*
Whether the student withdrew from the program	N*
Whether the student transferred from the program	N*
Whether the student attained a credential during the program ¹³	N*
Whether the student attained a secondary school diploma or its recognized equivalent during the program ¹⁴	N*
Program Information for Alternate Institutions (only one is required)	
Program accreditation information	N
Whether the training program relates to barbering, cosmetology, real estate, substance abuse counselor, aesthetics, electrology, manicuring, medication aide, certified nursing assistant, lead and/or asbestos removal training	N

recognized by the state involved or the federal government, (4) an associate's degree, (5) a bachelor's degree, (6) a community college certificate of completion or technical diploma, (7) a secondary school diploma or its equivalent, (8) employment, (9) a measurable skill gain leading to a credential, or (10) a measurable skill gain leading to employment. Institutions should make the selection to the best of their knowledge. DWD, however, reserves the right to modify the type of program outcome(s) reported in the ETPL Provider Portal based on the U.S. Department of Labor's guidance on WIOA-recognized credentials. DWD will notify the Institution if modifications are made.

¹⁰ Students' SSNs are needed for DWD to perform employment and wage matching to the State's Unemployment Insurance data. If institution staff do not submit student SSNs for a program, DWD reports a "0" for that program's employment and wage outcomes on the published ETPL. If staff submit an incomplete list of student SSNs, DWD reports the average of verified outcomes and publishes the average.

¹¹ This field is required to help ensure accuracy of employment and wage matching to the State's Unemployment Insurance data.

¹² This field is required to help ensure accuracy of employment and wage matching to the State's Unemployment Insurance data.

¹³ This field is required for students who are indicated as having an actual program end date.

¹⁴ This field is required for students who are indicated as having an actual program end date.

Whether the training program relates to Community Based Residential Facilities (CBRFs) and, if so, the name(s) and instructor ID(s) for all the instructor(s)	N
Whether the training program is a pre-apprenticeship	N
Whether the training program is on another state's ETPL and the name of the state ¹⁵	N
Letter of support from a trade association	N
Letters of support from three employers	N

Note: Institutions that are part of Wisconsin's Technical College System (WTCS) are not required to submit the individual-level information for all students if the program is recognized by the WTCS Office (i.e., the WTCS Office has assigned the program a unique identification number). The WTCS Office submits the required performance information for these programs to DWD-DET directly. Institution staff **must**, however, submit the individual-level student information for any program not recognized by the WTCS Office.

Continued Eligibility

Continued eligibility is the annual renewal process for Wisconsin's ETPL. Each year, DWD performs continued eligibility between July 1 and August 31.

An institution must meet the following requirements for **each program**:

- (1) DWD verifies that the institution still meets the Institution Minimum Requirements;
- (2) DWD verifies that the institution still meets at least one of the standard eligibility criteria or, if the institution is classified as an alternate institution, the program meets at least one of the alternate eligibility criteria;
AND
- (3) The institution uses the ETPL Provider Portal to submit a file in the required format that contains individual-level student information for all students who were enrolled in the training program for the most recently completed program year (i.e. July 1 through June 30).

More information regarding the continued eligibility application process is found in the [ETPL Continued Eligibility Guide](#).

Registered Apprenticeships

Registered apprenticeships are automatically eligible for Wisconsin's ETPL, so long as they are not federally debarred, suspended or otherwise excluded from or ineligible for participation in federal programs or activities. To join the list, a registered apprenticeship sponsor must email DETETPL@dwd.wisconsin.gov or submit an Institution Application through the [ETPL Provider Portal](#) that identifies the program as a registered apprenticeship.

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¹⁵ If the institution indicates the training program is on another state's ETPL, DWD requires that it provide the name of the state (only one state is required, even if the training program is on multiple states' ETPL).