Wisconsin's Eligible Training Program List
Continued Eligibility Guide

Continued eligibility is the annual renewal process for Wisconsin's Eligible Training Program List (ETPL). Each year, the Wisconsin Department of Workforce Development (DWD) performs continued eligibility between July 1 and August 31.

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

- Application Process & User Guide;
- ETPL Performance Help Page; and
- ETPL Eligibility Criteria Guide.

Overview

During continued eligibility:

1) the institution uses the program's Performance tab 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**.
2) DWD verifies that the institution still meets the Institution Minimum Requirements; AND
3) 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;

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 by September 7 of each year. Institution staff **must**, however, submit the individual-level information for any program not recognized by the WTCS Office. Registered Apprenticeship programs are not required to report performance information under **WIOA**.

Individual-Level Student Information

System users must submit each program's individual-level student information through the ETPL Provider Portal for the previous program year (July 1 – June 30). Information must be submitted for each program, using the template located on the ETPL Performance Help Page. ETPL Provider Portal users submit the information in each program's Performance tab.

The Programs tab displays whether the information has been successfully submitted.

If the information is not submitted by September 1, the program will be removed from the ETPL website until the file is submitted.

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If no students were served during the previous program year, click the "No" radial button on that program's Performance tab.

DWD Verification of Eligibility Criteria

DWD verifies that institutions continue to meet the [Institution Minimum Requirements](#) and the standard or alternate institution eligibility criteria. DWD will email system users by September 1, if their institution or program(s) no longer meet the eligibility criteria.

Program Information Updates

While ETPL Provider Portal users can update program information at any time, continued eligibility is a good time to update this information. Information entered in the [ETPL Provider Portal](#) is displayed on the ETPL website. The ETPL website is publicly available and used by **WIOA** participants when selecting program-funded training.

Questions?

Please email [DETETPL@dwd.wisconsin.gov.](mailto:DETETPL@dwd.wisconsin.gov)

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