



**South Carolina
Department of Employment & Workforce**

Workforce Innovation and Opportunity Act
Eligible Training Provider List
Procedures

August 2015

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1. Training Provider Eligibility Procedures

The Workforce Innovation and Opportunity Act (WIOA) section 122 requires the Governor and State Workforce Development Board to establish eligibility criteria and procedures and publish a list of training providers who meet the established criteria. The Eligible Training Provider List (ETPL) is to be made available to State and local boards, as well as WIOA participants and members of the public. South Carolina's phased approach to implementing ETPL reporting and performance appraisal will start July 1, 2015, and continue through 2018. Starting in late 2016, completion rate performance will be made publicly available alongside an inventory of training programs to allow for comparison, this will ultimately allow for more informed customer choice when choosing training providers. As additional performance is submitted, it will be made available in subsequent years. In 2018, the Governor, in consultation with the State Workforce Development Board, may implement minimum performance measures for continued ETPL eligibility. This is a living document and subject to change as Federal and State requirements or expectations are modified.

1.1. Training Providers Eligible to Receive WIOA Funds

Eligible training providers are entities eligible to receive WIOA funds for adult and dislocated worker participants who enroll in training. Potential providers include:

- A. institutions of higher education that provide a program that leads to a recognized post-secondary credential;
- B. entities that carry out programs registered under the National Apprenticeship; and
- C. other public or private providers of a program of training services, which may include joint labor-management organizations, and eligible providers of adult education and literacy activities under title II of WIOA if such activities are provided in combination with occupational skills training.

1.2. Initial Application and Eligibility Requirements

Training providers not currently on the ETPL and choose to apply for the ETPL will need to complete items (1)(a) through 1(e) below. **Current providers** of training who wish to add a new program of study to the ETPL must complete items (1)(d) and (1)(e) below.

1. Submit a completed Providers of Training Services Initial Application for processing to the South Carolina Department of Employment and Workforce (DEW). This application will require from the provider the following:
 - a. Provider name, contact information, Federal Employer Identification (FEIN) number, and other information as specified in Appendix B.
 - b. Evidence of Provider accreditation and/or licensure with appropriate state or other governing entity.
 - c. Student grievance and refund policy and procedure.
 - d. Information pertaining to program performance, cost, partnership with business, and alignment of training with in-demand occupations. Template for program data submission is found in Appendix C.

- e. Evidence of Program accreditation and/or licensure with appropriate state or other governing entity.
 - f. The provider agrees they will begin to gather student data based on Appendix D and will submit student data by September 30th of each year after the first full year for performance calculation. Initial submission of data is not a requirement for eligibility.
2. Complete required Memorandum of Understanding covering use of Personally Identifiable Information (PII) in Student Data and various wage records which will be mailed to the signatory official by DEW.
 3. Upon receipt of completed application and program data, DEW will make an initial determination of statewide eligibility within 14 calendar days.
 4. The Local Workforce Development Board will then review and make a determination of local eligibility within 30 calendar days.
 5. Upon successful initial eligibility determination by both DEW and the Local Workforce Development Board, the training program will be added to the ETPL within 14 calendar days. Additionally, new provider information will be added to the SC Works Online system by DEW personnel.
 6. New providers will be continually added to the ETPL as they become eligible. Initial eligibility remains in effect at least one full year.

1.3. Renewal Application and Continuing Eligibility Requirements for Calendar Year 2016

Training providers (not described as exempt in Section 1.7) who currently have programs listed on the ETPL and want to have their programs remain on the ETPL for Calendar Year 2016, will adhere to the renewal process as follows, for an eligibility period to span the following calendar year. Providers must:

- Submit a completed Providers of Training Services Renewal Application for processing to DEW by August 31st, 2015 to be included on the ETPL for January through December of 2016. Application will include:
 - a. updated provider information as outlined in Appendix B;
 - b. updated information on each program pertaining to alignment of training with in-demand occupations; and
 - c. updated program data as outlined in Appendix C.
- Upon receipt of completed application and program data, DEW will make a determination of continuing statewide eligibility by September 30th.
- Once updates are received, a Memorandum of Understanding (MOU) will be sent for review and signature by December 1, 2015. The MOU will cover use of Personally Identifiable Information (PII) in Student Data and various wage records.
- The Local Workforce Development Board will then review the application and make a final determination of continuing local eligibility by October 30th.

- The statewide ETPL for the upcoming calendar year, along with information for each training program, will be published for the Local Workforce Development Boards, SC Works Centers, and general public by December 15th.
- The period of eligibility will last from January 1st through December 31st of 2016.

1.4. Renewal Application and Continuing Eligibility Requirements for Calendar Years 2017 and 2018

Training providers (not described as exempt in Section 1.7) who currently have programs listed on the ETPL and want to have their programs remain on the ETPL for Calendar Years 2017 and 2018, will follow the procedures for continuing eligibility determination as follows:

Training providers will apply for renewal by September 30th of 2016 and 2017 for an eligibility period to span the respective following calendar year.

1. Provider and program information will be reviewed and updated as necessary via the ETPL web portal by September 30th, to be included on the ETPL for January through December of the respective following calendar years. This information will include:
 - a. updated provider information as outlined in Appendix B;
 - b. updated information on each program pertaining to alignment of training with in-demand occupations; and
 - c. updated program data as outlined in Appendix C.
2. Submit student data as outlined in Appendix D for calculation of State Performance Information as described in Section 2. Student data is due by September 30th for aggregate performance to be included in the ETPL for the upcoming calendar year.
3. Complete required Memorandum of Understanding covering use of Personally Identifiable Information (PII) in Student Data and various wage records that will be mailed from DEW.
4. Upon receipt of completed application and student data, DEW will make a determination of continuing statewide eligibility by October 30th, based on completeness of submitted information.
5. The Local Workforce Development Board will then review the application and make a final determination of continuing local eligibility by November 30th, based on local area ETPL guidelines.
6. The statewide ETPL for the upcoming calendar year, along with performance information for each training program, will be published for the Local Workforce Development Boards, SC Works Centers, and general public by December 15th.
7. The period of eligibility will last from January 1st through December 31st of 2017 and 2018 respectively.

1.5. Renewal Application and Continuing Eligibility Requirements for Calendar Year 2019 and Subsequent Calendar Years

Training providers (not described as exempt in Section 1.7) who currently have programs listed on the ETPL and wish to have their programs remain on the ETPL for subsequent calendar years, will follow the procedures for continuing eligibility determination.

Training providers will apply for renewal by September 30th of each year, for an eligibility period to span the following calendar year.

1. Provider and program information will be reviewed and updated as necessary via the ETPL web portal by September 30th, to be included on the ETPL for January through December of the respective following calendar years. Applications must include:
 - a. updated provider information as outlined in Appendix B;
 - b. updated information on each program pertaining to alignment of training with in-demand occupations; and
 - c. updated program data as outlined in Appendix C.
2. Submit student data as outlined in Appendix D for calculation of State Performance Information as described in Section 2. Student data is due by September 30th for aggregate performance to be included in the ETPL for the upcoming calendar year.
3. Complete required Memorandum of Understanding covering use of Personally Identifiable Information (PII) in Student Data and various wage records that will be mailed from DEW.
4. Upon receipt of completed application and student data, DEW will make a determination of continuing statewide eligibility by October 30th, based on completeness of submitted information.
5. The Local Workforce Development Board will then review and make a final determination of continuing local eligibility by November 30th, based on local area ETPL guidelines.
6. The statewide ETPL for the upcoming calendar year, along with performance data for each training program, will be published for the Local Workforce Development Boards, SC Works Centers, and general public by December 15th.
7. The period of eligibility will last from January 1st through December 31st of the following calendar year.

1.6. Removal from ETPL and Appeals

A training provider and/or its program may be denied inclusion in or removed from the state ETPL for the following reasons (documented proof that these conditions exist must be provided):

1. The initial and/or renewal application was not completed, was not completed by established due date, or was missing required information;
2. Performance data was not submitted or was not submitted by established due date;

3. The training provider intentionally supplied inaccurate information (This exclusion or removal will remain in effect for a minimum of two years);
4. The training provider substantially violated any requirement under WIOA, state or local laws and policy; or
5. The training provider loses its license or accreditation of its accrediting body.
6. Upon setting minimum levels of performance, a provider or program that fails to meet such levels will be removed.

If DEW or the Local Workforce Development Board denies eligibility for listing of a provider's program on the ETPL, the denying entity must, within 14 calendar days of this decision, inform the provider in writing and include the reason(s) for the denial and complete information on the appeal process. WIOA students currently enrolled in such a program will be allowed to complete the program. If a training provider chooses to appeal, a training program that is subject to removal shall remain on the State ETPL until the appeal is concluded. Every Local Workforce Development Board must create an appeal policy that can be made available upon request.

A provider choosing to appeal a decision must submit a written appeal to DEW or the Local Workforce Development Board, as applicable, within 30 calendar days of the issuance of the denial notice. The written appeal must be submitted to the office that sent the denial notice and must include:

- a statement of the desire to appeal;
- specification of the program in question; and
- specifically and in detail the grounds and the reasons upon which it is claimed that the denial was erroneous.

DEW or the Local Workforce Development Board will not consider any factual or legal grounds for relief that are not set forth in the appeal. DEW or the Local Workforce Development Board will determine whether a hearing for the purpose of fact-finding is necessary and will issue a decision not later than 30 calendar days from either the date an in-person hearing is held, or the date the appeal request is received by the DEW or the Local Workforce Development Board.

Programs that have been removed from or denied listing on the ETPL may be reinstated after one year (two years if removal was due to willful submission of inaccurate information) by applying through the initial application process.

1.7. Eligibility Exemptions

National Apprenticeship Act

Sponsors of National Apprenticeship Act programs are exempted and therefore not required to submit performance data or undergo a state review during the initial or continuing eligibility determination process. These providers, however, must submit completed applications for both initial and renewal phases. Once received, the sponsor and the program will be added to the state's list of Eligible Training Providers.

2. State Required Performance Measures

2.1. State Performance Measures

The *WIOA Participant Program Completion Rate* measure will be calculated and made available from data submitted in September 2016. State Performance Measures outlined in Table 1 will be made available, beginning in 2018.

State Performance Measures will be reviewed, modified, and/or expanded annually by the Governor, in consultation with the State Workforce Development Board, in accordance with Section 122 of WIOA.

Table 1: WIOA Eligible Training Provider State Performance Measures

Performance Measure	Implementation Year	Description
All Students Credential Attainment Rate	CY 2018	Total number of students who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation or 1 year after exit divided by the total number of students exiting the program (both completers and non-completers) within the 12 month reporting period.
All Student* Employment Rate During 2 nd Quarter After Exit	CY 2018	Total number of students exiting (both completers and non-completers) from the applicable program that were working in unsubsidized employment during the 2 nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date), divided by the total number of students exiting the program.
All Student* Employment Rate During 4 th Quarter After Exit	CY 2018	Total number of students exiting (both completers and non-completers) from the applicable program that were working in unsubsidized employment during the 4 th quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date), divided by the total number of students exiting the program.
All Student* Median Earnings in Employment during 2 nd Quarter After Exit	CY 2018	Median earnings expressed as an hourly rate for all students exiting the applicable program and working in unsubsidized employment during the 2 nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date).

Performance Measure	Implementation Year	Description
WIOA Participant Program Completion Rate	CY 2017	Total number of WIOA participants completing the applicable program divided by the total number of WIOA participants exiting the program (both completers and non-completers) within the 12 month reporting period.
WIOA Participant Credential Attainment Rate	CY 2018	Total number of WIOA participants who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation or 1 year after exit divided by the total number of WIOA participants exiting the program (both completers and non-completers) within the 12 month reporting period.
WIOA Participant Employment Rate During 2 nd Quarter After Exit	CY 2018	Total number of WIOA participants exiting (both completers and non-completers) from the applicable program that were working in unsubsidized employment during the 2 nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date), divided by the total number of WIOA participants exiting the program.
WIOA Participant Employment Rate During 4 th Quarter After Exit	CY 2018	Total number of WIOA participants exiting (both completers and non-completers) from the applicable program that were working in unsubsidized employment during the 4 th quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date), divided by the total number of WIOA participants exiting the program.
WIOA Participant Median Earnings in Employment During the 2 nd Quarter After Exit	CY 2018	Median earnings expressed as an hourly rate for WIOA participants exiting the applicable program and working in unsubsidized employment during the 2 nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or the completion date).

* Applies to All Students within a WIOA-eligible program.

3. Performance Measure Calculation Methodology and Process

3.1. Performance Measure Calculation Methodology

Four of the performance measures—Credential Attainment Rate, Employment Rate During 2nd Quarter After Exit, Employment Rate During 4th Quarter After Exit, and Median Earnings 2nd Quarter After Exit—will be calculated separately for two distinct populations of students.

1. The *WIOA Participant* population comprises only students who are participants in WIOA.
2. The *All Student* population includes every student enrolled in a WIOA-approved training program.

The Program Completion Rate measure will be calculated for the *WIOA Participant* population only.

Program Completion Rate

The program completion rate for WIOA Participant populations reflects the following fraction: Numerator = Total number completing program during the 12-month reporting period; Denominator = Total number exiting the program (both completers and non-completers) during the 12-month reporting period.

$$\frac{\text{Total \# WIOA Participants Completing Program in 12-Month Reporting Period}}{\text{Total \# WIOA Participants Exiting Program in 12-Month Reporting Period (Completers and Non-Completers)}}$$

The denominator (total number WIOA Participants exiting the program) is defined as the total number of new program enrollments and number of active (continuing) students during the 12-month reporting period minus the total number still enrolled in the program at the conclusion of the reporting period.

$$\begin{array}{rcccl} \text{Total \# Exiting} & & \text{Total \# Program} & & \text{Total \# Still} \\ \text{Program} & & \text{Enrollments} & & \text{Enrolled at End of} \\ \text{in 12-Month} & = & \text{in 12-Month} & - & \text{12-Month} \\ \text{Reporting Period} & & \text{Reporting Period} & & \text{Reporting Period} \end{array}$$

Credential Attainment Rate

The credential attainment rate reflects the following fraction: Numerator = Total number who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation or 1 year after exit; Denominator = Total number exiting the program (both completers and non-completers) during the 12-month reporting period.

$$\frac{\text{Total \# Obtaining Credential, Diploma, or Equivalent During Participation or 12-Months After Exit}}{\text{Total \# Exiting Program in 12-Month Reporting Period}}$$

Employment Rate During 2nd Quarter After Exit

The employment rate is represented by the following fraction: Numerator = Total number exiting the program (both completers and non-completers) during the 12-month reporting period with wages reported in the 2nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date); Denominator = Total number exiting the program (both completers and non-completers) during the 12-month reporting period.

$$\frac{\text{Total \# Exiting Program} \\ \text{in 12-Month Reporting Period} \\ \text{with Wages in 2}^{\text{nd}} \text{ Quarter After Exit}}{\text{Total \# Exiting Program} \\ \text{in 12-Month Reporting Period}}$$

Reported employment is found through unemployment insurance records in South Carolina and, as available, through other states or through federal payroll records.

** All Student measures will be calculated using only All Student numerator and denominator; WIOA Participant measures will be calculated using only WIOA participant numerator and denominator*

Employment Rate During 4th Quarter After Exit

The employment rate is represented by the following fraction: Numerator = Total number exiting the program (both completers and non-completers) during the 12-month reporting period with wages reported in the 4th quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date); Denominator = Total number exiting the program (both completers and non-completers) during the 12-month reporting period.

$$\frac{\text{Total \# Exiting Program} \\ \text{in 12-Month Reporting Period} \\ \text{with Wages in 4}^{\text{th}} \text{ Quarter After Exit}}{\text{Total \# Exiting Program} \\ \text{in 12-Month Reporting Period}}$$

Reported employment is found through unemployment insurance records in South Carolina and, as available, through other states or through federal payroll records.

** All Student measures will be calculated using only All Student numerator and denominator; WIOA Participant measures will be calculated using only WIOA participant numerator and denominator*

Median Earnings During 2nd Quarter After Exit

This measure calculates the **median** quarterly earnings in unsubsidized employment of individuals exiting the program (both completers and non-completers) during the reporting period **with** earnings in the 2nd quarter subsequent to the exit quarter (the calendar quarter containing the exit or completion date).

The calculated median quarterly earnings is then divided by 520 hours (the standard amount of hours considered full time employment in a calendar quarter) to arrive at an hourly rate for comparison to the Federal Minimum Wage.

Reported wages are found through unemployment insurance records in South Carolina and, as available, through other states or through federal payroll records.

** All Student measures will be calculated using only All Student numerator and denominator; WIOA Participant measures will be calculated using only WIOA participant numerator and denominator*

3.2. Data Submission Requirements

Providers of training programs will be required to submit student data annually using the Student Data Submission Template outlined in Appendix D.

Minimum Data Requirements

In an effort not to arbitrarily exclude programs from the statewide list that serve a small universe of students or have no WIOA clients, the following circumstances will be considered.

No WIOA Participants: If a program serves no WIOA clients during the reporting period, the program is considered to have met any possible future State Performance Measures for the WIOA measures.

No Students: If a program did not have any enrollments (WIOA or non-WIOA) during the reporting period, it will not be held to performance. Training providers will indicate this by indicating an enrollment number of zero (0).

Less Than 10: If a program serves fewer than ten (10) students during the reporting period (or if fewer than 10 students can be located in Wage Records Database), it will not be held to performance requirements for that Program Year. Instead, the program will be allowed to group students over two (2) consecutive years to calculate performance.

Example 1: If the WIOA Participant population of a program is 5 and the All Student population is 25, the program will be exempted from the WIOA measures but the All Student measures will be calculated. For the subsequent year, the WIOA Participant population of the previous (exempted) year will be included in the WIOA performance measures.

Example 2: If the WIOA Participant population of a program is 12, but only 7 of those individuals have employment records, the program will be exempt from the Median Wage at Placement measure for WIOA participants that year (as only 7 records will be available to calculate measure). For the subsequent year, the WIOA Participant population of the previous (exempted) year will be included in this WIOA performance measures.

Reporting periods containing student data correspond to WIOA Program Years, which run from July 1st to June 30th. Training providers will submit student data annually for the most recent WIOA Program Year. (*Example: For a program year ending on June 30th, the training provider will submit data for that program year by September 30th.*)

Enrollments: Enrollments are those students who:

- Enrolled between July 1 and June 30 of the current reporting year; OR
- Were already enrolled in the program on July 1 of the current reporting year.

Performance Measures calculated using Enrollments:

- WIOA Participant Completion Rate

Example: For reporting year 2017, Completion Rate performance measures will be calculated based on student data submitted by September 30, 2017 for the period running July 1, 2016 to June 30, 2017.

2016												2017											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
												Reporting Year 2017											
												Data for Reporting Year 2017 will be submitted by September 30, 2017											

Exiters: Due to the lag time for availability of wage records, the exiter pool for calculating both employment rate and median earnings measures will be reported two years behind all other measures. Exiters are comprised of students who:

- Actively participated in the training program during the reporting year; **AND**
- Exited the program during that same time period, regardless of their initial enrollment date.

Performance Measures calculated using the Exiter Universe include:

- All Student Employment Rate
- WIOA Participant Employment Rate
- All Student Median Earnings
- WIOA Participant Median Earnings

Example: To determine eligibility for calendar year 2020 (running January 1 to December 31, 2020), Employment Rate and Median Earnings measures will be calculated based on student data submitted by September 30, 2018.

Appendix A: Definition of Terms

Calendar Quarter: A three month period within a calendar year. There are four calendar quarters each year: January through March, April through June, July through September, and October through December.

Completers: Any student who successfully attained the desired outcome of the program they were enrolled in leading to a nationally or state recognized certificate, credential, degree, or diploma.

Completion Rate: Total number of students completing the applicable program divided by the total number of individuals exiting the program (both completers and non-completers) within the 12 month reporting period.

Desired Outcome: The goal of a program; is required and outlined on the initial program application.

Eligibility Period: The period of training provider eligibility running January 1 to December 31 of a given year. Eligibility for the period is calculated based on student data submitted for the most recent WIOA Program Year.

Employment Rate: Total number of students exiting (both completers and non-completers) from the applicable program that obtained unsubsidized employment in the 2nd and 4th quarters subsequent to the exit quarter (the calendar quarter containing the exit or completion date), divided by the total number of students exiting the program.

Exiters: All participants in the program who left during the reporting period, no matter what the reason and regardless of their start date. Defined as the total number of new program enrollments and number of active (continuing) students during the 12-month reporting period minus the total number still enrolled in the program at the conclusion of the reporting period.

Exit Quarter: The calendar quarter containing the exit or completion date of a student;

Median Earnings in Employment: Median earnings expressed as an hourly rate for all students exiting the applicable program **and** obtaining unsubsidized employment.

Program of Training Services: A “program of training services” is defined in Part 680 – Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act, Section 680.420 as: “One or more courses or classes, or a structured regimen that leads to: degree recognized post-secondary credential, secondary school diploma or its equivalent, Employment, or Measurable skills gains toward such a credential or employment.

Quarter After Exit: The following quarter after the exit quarter.

Reporting Period: The 12 month period that corresponds with the most recent WIOA Program year, running from July 1st through June 30th of the subsequent year.

Unsubsidized Employment: Any employment where the employee’s wages are not directly paid in whole or in part by federal funds. Employment in the military is considered unsubsidized employment.

WIOA Program Year: The WIOA Program Year begins July 1st and ends on June 30th of the subsequent year.

Appendix B: Provider Data Submission Template

For each reporting period, a single comma separated file (.csv) containing all information for each provider will be submitted in the format specified. A file template may be found at <https://scworks.org/etp.asp>.

Data Element	Description
Provider Code	A code assigned to each provider
FEIN	Provider's Federal Employer Identification Number
DUNS	Provider's DUNS number
Provider Name	Provider's name
Provider Name Historical	Historical/Prior name of provider
SCWOS Employer ID/Provider Code	Provider's institutional code (as assigned in SCWorksOnline.com)
Provider Type	3-digit code representing the organizational type of the provider 001 = Government/Public Institution 002 = Not-For-Profit Institution 003 = For Profit Institution
Provider Type Owner	If a for profit entity, provide owner(s) or corporation name
Year Established	Year business was established
Physical Address1	Physical Address 1
Physical Address2	Physical Address 2
Physical City	Physical City
Physical State	Physical State
Physical Zip	Physical Zip Code
Physical County	Physical County
Mailing Address1	Mailing Address 1
Mailing Address2	Mailing Address 2
Mailing City	Mailing City
Mailing State	Mailing State
Mailing Zip	Mailing Zip Code
Mailing County	Mailing County
Mailing Attention To	Mailing Address Attention To
Primary Phone	Primary phone number
Primary Fax	Primary fax number
Website	Provider's Website
Course Catalog URL	URL for location of course catalog
Primary Contact First Name	Primary Contact First Name
Primary Contact Last Name	Primary Contact Last Name
Primary Contact Title	Primary Contact Title
Primary Contact Phone	Primary Contact Phone
Primary Contact Email	Primary Contact Email
Primary Contact Address1	Primary Contact Address 1
Primary Contact Address2	Primary Contact Address 2
Primary Contact City	Primary Contact City
Primary Contact State	Primary Contact State
Primary Contact Zip Code	Primary Contact Zip Code

Data Element	Description
Student Contact First Name	Student Contact First Name
Student Contact Last Name	Student Contact Last Name
Student Contact Title	Student Contact Title
Student Contact Phone	Student Contact Phone
Student Contact Email	Student Contact Email
Signatory Authority First Name	Signatory Authority First Name
Signatory Authority Last Name	Signatory Authority Last Name
Signatory Authority Title	Signatory Authority Title
Signatory Authority Phone	Signatory Authority Phone
Signatory Authority Email	Signatory Authority Email
Disabled Accessible	A TRUE/FALSE code indicating whether the primary location is disabled accessible (1 = true, 0 = false)
Refund Grievance Policy	Full description of payment, refund, and grievance policies pertaining to this provider
Governmental Regulation	A TRUE/FALSE code indicating whether the provider is subject to governmental regulation (1 = true, 0 = false)
Governmental Regulation Body	A 1-digit character selecting from a series of government entities 1 = South Carolina Commission on Higher Education 2 = Another State Governmental Entity 3 = Another Accreditation Body
Governmental Regulation Body Name	Enter name of entity if not Commission on Higher Education
Governmental Regulation Current	A TRUE/FALSE code indicating whether the provider is currently in compliance with government entity (1 = true, 0 = false)
Accreditation	A TRUE/FALSE code indicating whether the provider is accredited (1 = true, 0 = false)
Accreditation Body	Name entity(s) in which provider is accredited
Institutional Recognized Accreditations	List recognized accreditations
Other State ETPL	List of out of state ETP list's where the provider currently resides on
Active	A TRUE/FALSE code indicating whether the provider is still active (1 = true, 0 = false)
Approved ETP	A TRUE/FALSE code indicating whether the provider has been approved (1 = true, 0 = false)
Secondary Contact First Name	Contact's first name
Secondary Contact Last Name	Contact's last name
Secondary Contact Title	Contact's title
Secondary Contact Email	Contact's email
Secondary Contact Phone	Contact's phone
Secondary Contact Fax	Contact's fax
Contact Type	A 3-digit code associated with each contact's type (e.g. President, Administrator, etc.) 001 = President 002 = Administrator 003 = Manager 004 = CEO 005 = Instructor/Trainer
Secondary Location(s) Physical Address1	Physical Address1
Secondary Location(s) Physical Address2	Physical Address2
Secondary Location(s) Physical City	Physical City
Secondary Location(s) Physical State	Physical State

Data Element	Description
Secondary Location(s) Physical Zip	Physical Zip
Secondary Location(s) Physical County	Physical County
Secondary Location(s) Mailing Address1	Mailing Address1
Secondary Location(s) Mailing Address2	Mailing Address2
Secondary Location(s) Mailing City	Mailing City
Secondary Location(s) Mailing State	Mailing State
Secondary Location(s) Mailing Zip	Mailing Zip
Secondary Location(s) Mailing County	Mailing County
Secondary Location(s) Mailing Attention To	Mailing Address Attention To
Secondary Location(s) Phone	Primary phone number
Secondary Location(s) Fax	Primary fax number
Secondary Location(s) Disabled Accessible	A TRUE/FALSE code indicating whether the location is disabled accessible (1 = true, 0 = false)
Provider LWIA(s)	A 6-digit code assigned to each LWIA

Appendix C: Program Data Submission Template

For each reporting period, a single comma separated file (.csv) containing all information for each training program at each provider will be submitted in the format specified. A file template may be found at <https://scworks.org/etp.asp>.

Data Element	Description
Program Code	A code assigned to a given program
Provider Code	A code associated with a given provider
Program Name	Name of the program or training course
Program Description	Description of the program
CIP Code	A 6-digit Classification of Instructional Program (CIP) code assigned to each program
Program URL	The URL associated with the program on the provider's website
FASFA Eligible	A TRUE/FALSE code indicating whether the program is eligible for FASFA (1 = true, 0 = false)
SC Lottery Tuition Assistance Eligible	A TRUE/FALSE code indicating whether the program is eligible for SC Lottery funds (1 = true, 0 = false)
Have Business Partnerships	A TRUE/FALSE code indicating whether the program has associated Business Partnerships (1 = true, 0 = false)
Business Partnerships	List partnerships with businesses with which this program currently participates
Is Program Accredited	A TRUE/FALSE code indicating whether the program is accredited (1 = true, 0 = false)
Program Accreditations	List accreditations held by the program (Do not enter school accreditations here.)
Entry Prerequisites	List entry qualifications and/or prerequisites for the training program, including minimal educational attainment, placement tests, etc.
Instructor Qualifications	Describe the general qualifications of program instructors
Year Program First Offered	Year in which the program was first offered
Equipment Description	Describe any equipment or tools used in the program and its availability
Teacher-to-Student Ratio	Approximate ratio of teach to student within program (e.g. 1:10)
Program Length	The general duration of the program 001 = 3 Months or Less 002 = 3 to 6 Months 003 = 6 to 12 Months 004 = 1 to 2 Years 005 = More than 2 Years
Day and/or Evening	Indicates whether program is available during the day, evening or both 001 = Day 002 = Evening 003 = Day and Evening 004 = Day or Evening
Duration Type	Indicates whether program's instruction hours is either credit hours or training hours 01 = Credit Hours 02 = Training Hours
Instructional Hours	Enter training hours or credit hours, if applicable, where a credit hour is a unit of measure representing an hour (50 minutes) of instruction per week over a 15-week period in a semester or trimester system or 10-week period in a quarter system

Data Element	Description
Class Format	Indicates if program is taught primarily via a class-room instructor, lab-based, online or as a combination 001 = Instructor Taught 002 = Lab-Based 003 = Online 004 = Instructor Taught & Lab-Based 005 = Instructor Taught & Online 006 = Online & Lab-Based 007 = Instructor Taught, Online, & Lab-Based
Online Class Resources	If program is offered primarily online, specify resources to assist students
Student Progress Tracking	Describes how provider tracks and communicates student progress through the program, if a combination, please enter the numbers as a composite (e.g. 135) 1 = Graded Tests and Assignments 2 = Attendance Verification 3 = Completed Modules 4 = Demonstrated Competencies 5 = Other
Student Progress Tracking Other	If "Other" format is selected for student progress tracking, enter alternative mode of tracking
Educational Credential	List the type of educational credential for which the program is intended 001 = Associate's Degree 002 = Bachelor's Degree 003 = Educational Diploma or Certificate 004 = Other
Educational Credential Other	If "Other" is selected for educational credential, enter alternate diploma/certificate
Licensure	A TRUE/FALSE code indicating whether the program prepares student for a license (1 = true, 0 = false)
Licensure Type	Select license program prepares student for
Licensure Additional Requirements	If any, list additional post-program requirements (i.e. on-the-job experience, additional training, etc.)
Certification	A TRUE/FALSE code indicating whether the program prepares for an industry recognized certification (1 = true, 0 = false)
Certification Type	List the certification associated the program
Certification Additional Requirements	If any, list additional post-program requirements (i.e. on-the-job experience, additional training, etc.)
Other Certificates Of Skill Completion	A TRUE/FALSE code indicating whether the program prepares for some other certificate of skills completion (1 = true, 0 = false)
Other Certificates Of Skill Completion Type	List the certification associated the program
Contact First Name	Primary program contact's first name
Contact Last Name	Primary program contact's last name
Contact Title	Primary program contact's title
Contact Phone	Primary program contact's phone
Contact Address1	Primary program contact's address line 1
Contact Address2	Primary program contact's address line 2
Contact City	Primary program contact's city
Contact State	Primary program contact's state
Contact Zip	Primary program contact's zip code
Contact Email	Primary program contact's email
Tuition Fees	Enter tuition/fees cost
Books	Enter book cost

Data Element	Description
Tools	Enter tools cost
Uniforms	Enter uniform cost
Test Fees	Enter test fees cost
State Certifications	Enter state certification cost
Tutoring	Enter tutoring cost
Other Costs	Enter other costs
Approved	A TRUE/FALSE code indicating whether the program is approved (1 = true, 0 = false)
Active	A TRUE/FALSE code indicating whether the program is active (1 = true, 0 = false)
Program Associated Location(s)	A code assigned to a provider's location
Program Associated LWIA(s)	A 6-digit code assigned to each LWIA

Appendix D: Student Data Submission Template

For each reporting period, a single comma separated file (.csv) containing all student records for each applicable program will be submitted in the format specified. A file template may be found at <https://scworks.org/etp.asp>.

Data Element	Description
Student Code	The student ID associated with the institution
SSN	The Social Security associated with each student
Driver's License Number	The driver's license number associated with each student
Driver's License State	The state in which the driver's license was issued for each student
First Name	Student's first name
Last Name	Student's last name
Middle Initial	Student's middle initial (1-character)
DOB	Date of birth of student
Gender	Student's gender (1-digit code) 1 = Female 2 = Male 3 = Not Provided
Hispanic	Student's Hispanic origin (1-digit code) 1 = Hispanic Origin 2 = Not of Hispanic Origin 3 = Unknown/Not Provided
Race	Student's race (2-digit code) 01 = White/Caucasian 02 = Black/African American 03 = American Indian or Alaska Native 04 = Asian 05 = Hawaiian Native or Other Pacific Islander 06 = Multi-Racial 07 = Other 08 = Unknown/Not Provided
Veteran Status	A TRUE/FALSE code indicating a student's veteran status (1 = true, 0 = false)
Disability Status	A coded indicating a student's disability status 1 = True 2 = False 3 = Not Provided

Data Element	Description
Prior Education	A student's prior education level attained 00 = No School Grades Completed 01 = 1st Grade 02 = 2nd Grade 03 = 3rd Grade 04 = 4th Grade 05 = 5th Grade 06 = 6th Grade 07 = 7th Grade 08 = 8th Grade 09 = 9th Grade 10 = 10th Grade 11 = 11th Grade 12 = 12th Grade (Not Graduated) 13 = 1st Year College/Technical/Vocation School 14 = 2nd Year College/Technical/Vocation School 15 = 3rd Year College/Technical/Vocation School 16 = Bachelor's Degree/Equivalent 17 = Education Beyond the Bachelor's Degree 87 = Attained High School Diploma 88 = Attained GED/Equivalent 89 = Attained Certificate of Attendance/Completion 90 = Attained Other Post-Secondary Degree/Certification 91 = Attained Associates Diploma/Degree 99 = Not Provided
Address1	Student's address (Line 1)
Address2	Student's address (Line 2)
City	Student's city
State	Student's state
Zip	Student's zip code
Program Name	The program name the student is currently enrolled
Program Credential Preparation	Code indicating the type of credential this program will provide. (2-digit code) 01 = High School Diploma/GED 02 = AA or AS Diploma/Degree 03 = BA or BS Diploma/Degree 04 = Post Graduate Degree 07 = Other recognized diploma, degree, or certificate 00 = No recognized credential
Post Program Certification Preparation	Code indicating the type of occupational licensure or certification for which this program will prepare students. (2-digit code) 05 = Occupational Skills Licensure 06 = Occupational Skills Certificate 00 = No recognized credential
Entry Date	Entry/enrollment date within program
Start Date	The start date the student begins the program
Exit Date	Exit/completion/graduation date within program
Enrollment Status	Student enrollment status as of June 30 (2-digit code) 01 = Graduated from the program 02 = Withdrew/Terminated from the Program 03 = Still Enrolled in the Program as of June 30 04 = Transferred to Another Educational Program 05 = Entered Active Duty Military 06 = Incarcerated 07 = Deceased 08 = Medical Leave 09 = Other

Data Element	Description
Credential Earned	Code indicating the type of credential earned by the student, if the program has been completed. If student is still enrolled, leave blank. (2-digit code) 01 = High School Diploma/GED 02 = AA or AS Diploma/Degree 03 = BA or BS Diploma/Degree 04 = Post Graduate Degree 07 = Other recognized diploma, degree, or certificate 00 = No recognized credential
Cost	Total costs accrued by student, regardless of funding source, including tuition, fees and other related expenses, which include, but are not limited to, books, tools, clothing, and equipment. (Costs to be rounded to nearest dollar. 8-digit numeric field with no commas, dots, or special characters, etc.)
Is WIOA	A TRUE/FALSE code indicating if student is enrolled within this program under WIOA (1 = true, 0 = false)

Appendix E: Implementation Timeline for ETPL Renewal

	Calendar Year 2016	Calendar Year 2017 & 2018	Calendar Years 2019+
 <p>ETP Submits Provider & Program Data As outlined in Appendix B & C Due August 31st in Year 1 only, thereafter September 30th</p>	✓	✓	✓
 <p>ETP Submits Student Data As outlined in Appendix D Due September 30th 2016 for Calendar Year 2017</p>		✓	✓
 <p>DEW Calculates Performance Measures <i>WIOA Participant Completion Rate Only – CY2017</i> <i>All Performance Measures – CY2018</i> As described in Section 3 To be completed October 15th</p>		✓	✓
 <p>DEW Applies Minimum Performance Standards To be determined according to Section 2</p>			✓
 <p>DEW Approves State ETP To be completed September 30th in Year 1; thereafter October 30th</p>	✓	✓	✓
 <p>Local Areas Approve Local ETPLs To be completed October 30th in Year 1; thereafter November 30th</p>	✓	✓	✓
 <p>DEW Publishes State and Local ETPLs To be completed December 15th in all years</p>	✓	✓	✓
 <p>DEW Publishes Program Performance Measures To be completed December 15th as data becomes available</p>		✓	✓