

MODULE 4

ETPL in IWDS 2.0: Dashboards, Workflow, Reporting in IWDS 2.0 and ETPL Coordinator Recap

June 17th, 2026

Recording Notice

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Virtual Meeting Guidelines

1

Minimize Background Sounds

Mute your phone or computer microphone when you are not speaking to keep the session clear and focused for all participants.

2

Be Present

Use the "**Raise Hand**" reaction to indicate you'd like to speak aloud. Wait until you're called on. Stay engaged and minimize distractions during the session.

3

Engage Everyone

Turn on your camera if you feel comfortable doing so. Put any questions in the Q&A and comments in the chat so everyone can benefit from the discussion.



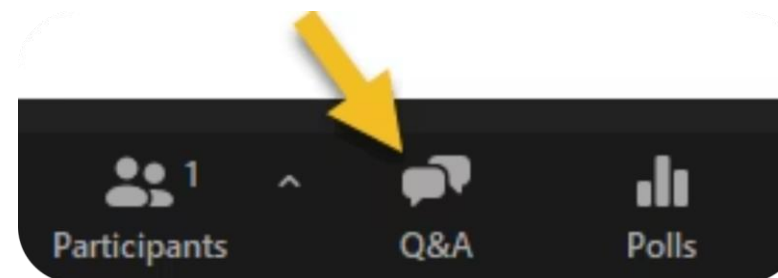
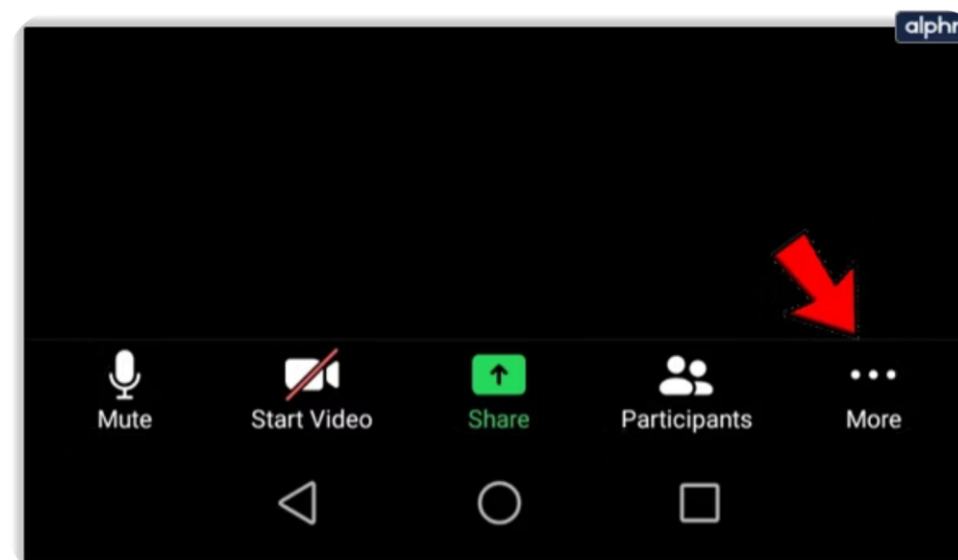
Please use the Q&A feature for questions!

Step 1:

To locate the Q&A feature, click on the "More" icon on the toolbar at the bottom of your screen.

Step 2:

Then select "Q&A" - this will place the Q&A feature on the toolbar for easy access.



SIU Staff Introduction



Al Menke

Project Manager – IWDS Transition

Southern Illinois University - Carbondale

OET Staff Introduction



Paula Barry

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Office of Employment and Training

Illinois DCEO

Today's Agenda

1

Welcome & Introductions

2

**Local ETPL Coordinator Review System
Responsibilities in IWDS 2.0**

3

**ETPL Coordinator Recap, Policy and
Best Practices**

4

Question & Answer and Closing

Chat Storm

We want to hear from you! In the chat, please share:

Your Name

Introduce yourself so the group knows who's in the room today.

Your LWIA

Let us know which Local Workforce Innovation Area you're representing.

Your Excitement

What are you most excited to explore in IWDS 2.0?



IWDS 2.0 ETPL Virtual Training Series Overview

This multi-session virtual training series prepares Eligible Training Providers, Local Workforce Innovation Boards, and ETPL Coordinators for the full implementation of IWDS 2.0. Each module builds on the last to ensure participants are confident and capable.

Policy Updates

ETPL policy changes, new requirements, and updated provider and coordinator responsibilities.

System Access

How to log in, navigate, and use IWDS 2.0 for provider and program management tasks.

Eligibility Determination

Updated processes for initial and continued eligibility, including application review workflows.

Performance Reporting

New requirements to report on **all** students — not just WIOA-funded — including data submission guidance.

- ☐ Sessions include high-level overviews of key changes, in-depth policy and process review, and hands-on demonstrations to ensure users can confidently complete ETPL-related tasks in IWDS 2.0.

Local ETPL Coordinator Review System Responsibilities in IWDS 2.0 (SIU)

Key Topics

- *ETPL Coordinator Dashboard – Forthcoming!!!*
- Navigating to Training Program Review List & Searching
- Review of an Initial Submitted Training Program
- Review of a Continued (Reapplication) Training Program
- Review of an Edited Training Program
- LWIB Review with Recommendation to Not Approve

Local ETPL Coordinator Recap, Policy and Best Practices (OET)



Recap of Policy

- ETPL Application Submission Dates
- ETPL Application Review and Decisions
- Denial, Revocation, and Appeal of Eligibility
- ETPL Monitoring and Oversight



Targeted Policy Guidance & Best Practices

- Factors for Recommendation are Policy Driven
- Accreditation Verification (Required Document Upload)
- Training Program Review
- Training Program Renewal

ETPL Application Submission Dates

Initial Application Submission

Training Providers may submit new applications for their provider eligibility or training program eligibility at any point they believe they are in compliance with eligibility criteria.

ALL Applications should be submitted by the Training Provider in the IWDS 2.0 ETPL portal.

*Local ETPL Coordinators may assist in this process, if necessary.

Continued Eligibility Application Submission

Applications for Continued Eligibility may NOT be submitted more than ninety (90) calendar days prior to expiration of current eligibility period.

It is recommended that all applications be submitted at least forty-five (45) calendar days prior to expiration of current eligibility period in order to be processed before eligibility expires.

Provider/Program Updates

Eligible Training Providers must update their provider and program information whenever there is a change.

Updates must be made in IWDS 2.0 within ten (10) calendar days of knowledge the information has changed.

*Critical Information changes will prompt a new review and approval of the current eligibility period.

ETPL Application Review and Decisions

1

Application Review Timeline

Thirty (30) calendar days allowed for review and recommendation made by Local or State ETPL Coordinator following Receipt of Application.

- Fifteen (15) calendar days allowed for review and final decision made by State ETPL Coordinator.

Thirty (30) calendar days allowed for State ETPL Coordinator for RAPs, Online-Only or Out-of-State Applications.

2

Initial Eligibility Approval

Local ETPL Coordinator will set Initial Eligibility Period to one (1) year from date of recommendation.

State ETPL Coordinator will set Eligibility Period to one (1) year from date of final Determination of Approval.

- Initial Eligibility MUST be for one (1) year from final date of Approval.

3

Continued Eligibility Approval

Local ETPL Coordinator may set Continued Eligibility Period to anything between one (1) year + one (1) day and two (2) years from date of recommendation.

- This allows for aligning training providers and training programs on a scheduled date and to meet other operational needs.

State ETPL Coordinator will not reset this without consultation with Local ETPL Coordinator.

Denial, Revocation, and Appeal of Eligibility

 NOTE: Current WIOA participants will be allowed to remain in a training program after revocation and during an appeals process unless it ceases operating or the program is deemed unable to provide a quality outcome for the students.



Application Denial

An ETPL Application may be Denied if it does not meet mandatory eligibility criteria.

Denial could be due to not meeting eligibility criteria, including submission of performance information.

Providers who have had an application denied must wait one (1) year to resubmit an application for that training program.



Eligibility Revocation

Eligibility may be Revoked under two conditions:

Level 1: Provider or Program no longer meets eligibility; provider did not submit required performance information; or provider has gone out of business/or training program discontinued. (1 year suspension)

Level 2: Provider intentionally supplied inaccurate information in an application, or training provider substantially violated requirements of WIOA Title I. (2 or more years suspension)



Notification and Appeal Process

State ETPL Coordinator will notify in writing training providers and local ETPL coordinators of any Denial or Revocation of Eligibility.

Training Providers may Appeal any adverse decision within fifteen (15) calendar days of receipt of the formal notification.

ETPL Monitoring and Oversight

Local ETPL Coordinators

- Local ETPL Coordinators are responsible for annual monitoring of all training providers and training programs to ensure they continue to meet all eligibility criteria, including maintain a record of all students in all training programs on the ETPL for reporting purposes, compliance with all assurances, and submitting all updated information, as necessary.
- Local ETPL Coordinators may work with with other Local coordinators to conduct necessary monitoring for those training facilities and programs located outside of their LWIA so long as it is consistent with policy requirements.

Required Cooperation

ALL Local Workforce Innovation Boards and Eligibility Training Providers must cooperate with the Office of Employment and Training during any monitoring or oversight activities.

State ETPL Coordinator

State ETPL Coordinators have similar responsibilities for all Out-of-State and Online-Only training providers and training programs.

Targeted Policy Guidance: Accreditation Verification

- Policy Ref. – 7.2.2.7 Initial Eligibility of Training Providers and Training Programs
 - Providers are required to upload a document (e.g., a letter) from the Accrediting Body (Regulating Agency) showing accreditation during Prescreening and to update that document if necessary, when applying for Continued Eligibility.
- Institutions are provided with an electronic copy of their approval letter immediately upon approval, and the permit is mailed to them when completed. Institutions should not have any issues in obtaining this documentation.
- Part of the review process is for ETPL Coordinators to verify accreditation status.

Targeted Policy Guidance: Continued Eligibility Submission

Providers must submit applications for continued eligibility before the training program expiration date.

- *Policy Ref. – 7.2.2.8 Continued Eligibility of Training Providers and Training Programs*
- Training Providers must submit an application in IWDS 2.0 for continued eligibility no earlier than ninety (90) calendar days before the program's eligibility expiration date and no later than forty-five (45) calendar days before the expiration date to meet the continued eligibility timeline requirements.

Targeted Policy Guidance: Continued Eligibility Submission

Policy Ref. – 7.2.2.8 Continued Eligibility of Training Providers and Training Programs

- If providers fail to submit for continued eligibility within that timeframe, they risk not being approved before their current expiration date, and **no new ITA enrollments would be allowed to occur between the expiration date and the delayed approval date.**
- Providers who fail to apply for continued eligibility within the submission for continued eligibility timeframe will be considered as having indicated they no longer wish for their training program(s) to be on the State ETPL, and the program will be removed from the State ETPL.
- Future applications for eligibility will be treated as a new application for Initial Eligibility.

Best Practices



Verify Data Quality Before Approval or Renewal

Effective review processes include validation steps to ensure accuracy before approving or renewing programs.



Require Providers to Demonstrate Capacity and Compliance

Assess whether providers can meet WIOA reporting requirements, maintain adequate staffing, and deliver industry-recognized credentials. This includes reviewing past performance, accreditation status, and alignment with state policy.



Engage Local Workforce Boards in Oversight

Local ETPL Coordinators should engage their local boards to gain critical insight into employer demand and ensure that training leads to in-demand jobs. Local ETPL Coordinators must review applications following state policy, monitor performance, and recommend removal when programs warrant revocation per policy.

Best Practices



Provide Technical Assistance to Training Providers

Because many providers struggle with WIOA's reporting requirements, Local and State ETPL Coordinators should provide training, guidance, and tools (e.g., reporting templates, webinars), to see higher compliance and better data quality.



Implement Regular Monitoring and Evaluation Cycles

Conduct periodic reviews—annually or biannually—to ensure programs continue to meet performance thresholds and remain aligned with labor market needs.



Remove or Flag Underperforming Programs Promptly

WIOA requires states to remove programs that fail to meet performance standards. Best practice is to maintain clear removal criteria and communicate them to providers to ensure fairness and transparency.

Available & Upcoming ETPL Training

Please add upcoming dates to your 2026 calendars

Module 1 – ETPL in IWDS 2.0: Development, Policy and Access

- *All Eligible Training Providers, LWIB/State ETPL Coordinators*
- May 27, 2026
- [Link to Recording](#)

Module 2 – ETPL in IWDS 2.0: Provider Access, Eligibility, and Data Management

- *All Eligible Training Providers, LWIB/State ETPL Coordinators*
- June 3, 2026
- [Link to Recording](#)

Module 3 - ETPL in IWDS 2.0: Review, Approval, and Policy Updates in IWDS 2.0

- LWIB/State EPTL Coordinators
- June 10, 2026
- [Link to Recording](#)

Module 4 – ETPL in IWDS 2.0: Dashboards, Workflow, and Reporting in IWDS 2.0

- LWIB/State EPTL Coordinators
- June 17, 2026
- 1pm-2:30pm
- Link to Recording coming soon

Module 5 - ETPL New Performance Reporting Process, Summary and Q&A

- *All Eligible Training Providers, LWIB/State ETPL Coordinators*
- June 24, 2026
- 1pm-2:30pm
- [Registration Link](#)



Your active participation and timely action are crucial for a smooth transition. Thank you for your cooperation!

Thank You & Next Steps

We appreciate your active participation and commitment to a successful IWDS 2.0 transition. Your efforts ensure continued support for our workforce development programs.

Contact SIU or OET

For questions and support regarding the new IWDS 2.0 transition, please reach out to the Illinois workNet team.

Email: iwdst.info@illinoisworknet.com

For questions regarding submitting new Initial and Continued Eligibility Applications, updating your program information, and policy updates, please reach out to your LWIB ETPL Coordinator or contact the Office of Employment and Training (OET).

Email: CEO.OET.etplcoord@illinois.gov

Online Resources & Training

Visit the [Illinois workNet IWDS Transition Page](#) for comprehensive guides, FAQs, and recorded training modules.

Upcoming Training Modules for **Training Providers**:

- **Module 5:** Performance Reporting in IWDS 2.0 (June 24th)