

ETPL IN IWDS 2.0: FINAL POLICY UPDATES IN IWDS 2.0, PERFORMANCE REPORTING PROCESS, SUMMARY AND RECAP, AND Q&A

MODULE 5

June 24th, 2026

Recording Notice

The Illinois Department of Commerce and Economic Opportunity (DCEO) allows for the recording of audio, visuals, participants, and other information sent, verbalized, or utilized during business-related meetings. This meeting is scheduled to be recorded by DCEO.

- ❏ Your participation in this meeting without expressing an objection to recording will be treated as consent. Any participant who prefers to participate via audio only should disable their video camera so only their audio will be captured.

IWDS 2.0 CAREER PLANNER LEARNING SERIES

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

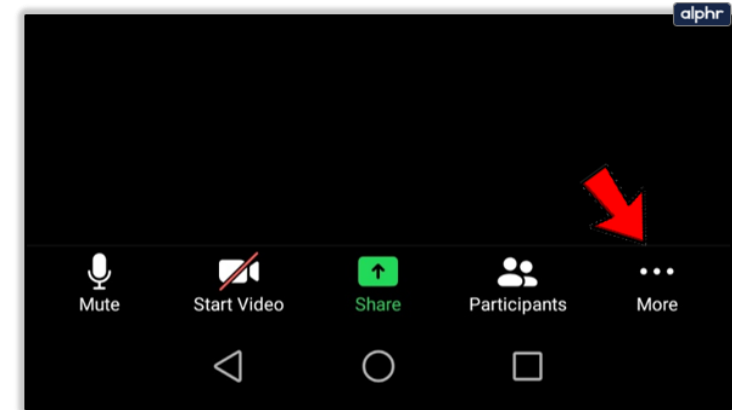
Turn on your camera if you feel comfortable doing so. Put any questions in the Q&A and comments in the chat so everyone can benefit from the discussion.



Please use the Q&A feature for questions!

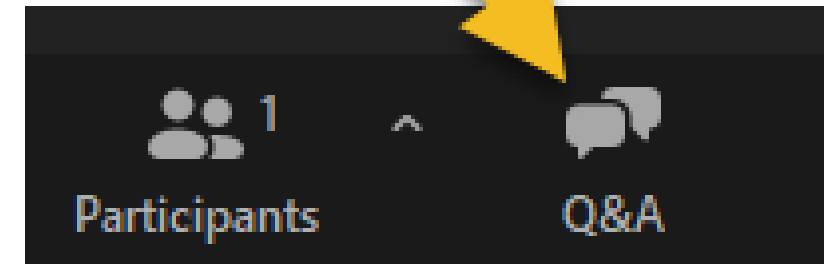
Step 1:

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



Step 2:

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



Today's Webinar Support



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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.



What are you most excited to explore in IWDS 2.0?



Today's Agenda

01

Welcome & Introductions

02

**Final Policy Updates for Training
Providers and ETPL Coordinators**

03

**WIOA ETPL All-Student Data
Reporting Process**

04

**ETPL Transition Series Summary
and Recap**

05

Question & Answer, and Closing

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.

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

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.

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.

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 coordinator 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.

Summary of Policy Updates

Application Requirements

All providers must submit applications using IWDS 2.0. No exceptions — the system transition affects all initial and continued eligibility submissions.

Provider Responsibilities

Maintain current provider and program information. ETPL approval does not guarantee student program approval — providers must set reasonable expectations with prospective students.

Who Reviews Applications?

LWIA coordinators review In-State applications and make recommendations. State coordinator reviews ALL Out-of-State, Online-Only, and RAP applications. State has final approval authority.

Performance Reporting

Report performance on **ALL** students — not just WIOA ITA-funded. Failure to submit all-student data may result in removal from ETPL. Review guidance issued by OET in [WIOA Notice 25-NOT-05](#).

[Spreadsheet Template](#) and [Reporting Guide](#)



Attend ALL ETPL Virtual Training Modules, or review recordings for in-depth guidance on application submissions in IWDS 2.0. Review Policy at WIOA ePolicy Portal, Chapter 7 at <https://apps.illinoisworknet.com/WIOAPolicy/Policy/Home>.

Eligible Training Provider All-Student Reporting

Policy:

- Requirement to Report
- Purpose of All-Student Reporting
- Who Must Report
- Which Programs and Students are Included
- Reporting Periods and Timelines
- Required Data Elements
- Zero-Enrollment Certification
- Student Privacy Requirements and FERPA

Reporting:

- State Use of Data and Reporting Requirements to USDOL
- Compliance & Consequences
- Provider Checklist
- Action Required
- Completing the All-Student Data Spreadsheet
- Submitting the All-Student Data Spreadsheet (SIU)

Requirement to Report

- **The Workforce Innovation and Opportunity Act (WIOA)** requires states to report performance information for programs listed on the Eligible Training Provider List. This includes information about WIOA-funded participants and, where required, **all individuals participating in an approved program of study.**
- WIOA Sections 116 & 122 and Training and Employment Guidance Letters 03-18, 07-21, and 07-16
- Illinois previously used federal waivers to delay these requirements, reporting only on WIOA-funded students.
- Program Year 2024 (July 1, 2024 – June 30, 2025) marks the first cycle in which the United States Department of Labor (USDOL) reviewed Illinois' data for all-student reporting.
- Providers must submit **two years of data (PY2024 and PY2025).**

Purpose of All-Student Reporting

For Illinois, this reporting supports:

- Informed consumer choice;
- Transparency about training outcomes;
- Continued eligibility decisions for training providers and programs;
- State and federal reporting requirements; and
- Publicly available information about provider and program performance to be displayed on the state ETPL website.

USDOL publishes aggregated training provider performance results on TrainingProviderResults.gov, allowing the public to compare outcomes across states, occupations, and training providers.

Who Must Report

- All providers that had a program listed on the Illinois ETPL at any time during the reporting period must submit all-student data for that program, unless an exception applies.

Provider or Program Type	Submit All-Students?	Notes
Private training provider with an ETPL-approved program	Yes	Data must be reported for each approved program of study.
Public training provider with an ETPL-approved program	Yes , unless otherwise covered by a state-level agreement	Data must be reported for each approved program of study.
Illinois Community College Program	No individual provider submission required	ICCB submits the required aggregate data for community college programs on the ETPL.
Registered Apprenticeship Program	No	Registered Apprenticeship Programs are exempt from WIOA ETP reporting requirements but may voluntarily report data.

Which Programs Must Be Reported

- All providers that had an approved program listed on the Illinois ETPL at any time during the reporting period must submit all-student data.
- Each program reports separately
- Programs with multiple locations must submit one spreadsheet and verify all location IDs.

Provider Status	Reporting Period
New Program Added within the Reporting Period (e.g., January 31, 2027)	July 1, 2026 – June 30, 2027 Annually - July 1 – June 30 thereafter
Programs Removed Mid-Year (e.g., Program is no longer offered by the provider as of June 1, 2027)	July 1, 2026 – June 30, 2027
Programs with no WIOA enrollments (e.g., for PY2026)	July 1, 2026 – June 30, 2027
Provider with Continuing Eligibility	Annually - July 1 – June 30

Which Students Must Be Included

Student Status	Include in Current Report?	Explanation
Student is enrolled during the reporting period and remains enrolled at the end of the year.	Yes	The student is active during the reporting period.
The student was enrolled in a prior year and completed during the current reporting period.	Yes	The student exited during the current reporting period.
Student withdrew during the current reporting period	Yes	The student exited during the current reporting period.
Student transferred during the current reporting period	Yes	The student exited during the current reporting period.
The student withdrew in a prior reporting period and did not re-enroll	No	The student was already reported as an exiter in a prior year.

Which Students Must Be Included

The report should include students who are enrolled during the reporting period, including students who started before the beginning of the reporting period and remain enrolled.

Students who exited in a prior reporting period and did not re-enroll do not need to be reported again.

Examples:

- John was enrolled in the program during the last reporting cycle and is **still enrolled** this year. John must be included in the current report.
- Lori was enrolled during the last reporting cycle and **completed the program this year**. Lori must be included in the current report.
- Juan withdrew from the program during the last reporting cycle and did not re-enroll this year. Juan should not be included in the current report.

Reporting Periods and Timelines

- For the initial reporting cycle, providers must submit all student data, regardless of WIOA status, for the applicable reporting period by the deadline established in ETPL Notice 25-NOT-05.

Program Year	Reporting Period	Report Due Date
PY2024	July 1, 2024 – June 30, 2025	July 15 - July 31, 2026
PY2025	July 1, 2025 – June 30, 2026	July 15 - July 31, 2026
PY2026	July 1, 2026 – June 30, 2027	August 13, 2027

- Beginning with the PY 2026 reporting period (July 1, 2026 - July 30, 2027) submission and every period thereafter if the program remains on the ETPL, the deadline for reporting will be August 15th or the earliest business day prior. Therefore, the PY 2026 reports will be due on August 13, 2027.

What Provider Data Must Be Reported

Providers must report the following provider and program information for each ETPL-approved program of study:

1. **Provider ID** — The unique provider identification number assigned in IWDS 2.0.
2. **Program ID** — The program identification number assigned to the specific ETPL-approved program.
3. **Location ID** — The program location identification number for the site where the program is offered.
4. **CIP Code** — The six-digit Classification of Instructional Programs code that must match the code in IWDS 2.0.
5. **Primary Outcome Type** — The two-digit code identifying the type of award or credential the program leads to.
6. **Credential Name** — The name of the credential earned upon successful completion (up to 50 characters).

What Student Data Must Be Reported

Providers must report the following student-level data for all students included in the report:

- **SSN / ITIN / Unique ID** — A nine-digit Social Security Number, Individual Taxpayer Identification Number, or State-approved unique identifier (no hyphens).
- **First Name** — Up to 15 characters.
- **Last Name** — Up to 25 characters.
- **WIOA-Funded Indicator** — Y = Yes or N = No.
- **Program Entry Date** — Date student entered the program (YYYYMMDD).
- **Enrollment Status** — Must be one of: Enrolled, Completed, Withdrew, Transferred.
- **Program Exit Date** — Required for Completed, Withdrew, or Transferred students (YYYYMMDD).
- **Outcome Earned** — Two-digit code identifying the award/outcome for exited students.

What Student Data is *Optional*

The following information may also be collected and reported if available and permitted by the spreadsheet instructions:

- **Middle Initial**
- **Address**
- **City**
- **State**
- **ZIP Code**
- **ZIP+4**
- **Sex** — M or F.
- **Race/Ethnicity** — Three-digit code.
- **Birth Date** — YYYYMMDD.
- **U.S. Citizenship Status** — Y or N.

Zero-Enrollment Certification

If an ETPL-approved program had no student enrollments during the reporting period, the provider must log into IWDS 2.0 and submit a zero-enrollment certification or otherwise indicate that the program had no student enrollments, as instructed by OET.

A zero-enrollment certification means the provider is certifying that:

- The program had **no enrollments** during the reporting period.
- The program had **no graduates or completers** during the reporting period.
- The program had **no withdrawals or transfers** during the reporting period; and
- **No placement or outcome data applies** for that reporting period.

Providers should **not** use the zero-enrollment option if:

- The program had students enrolled, but no students completed.
- The program had students who withdrew or transferred, or
- The program has been discontinued and should instead be updated in the system.

Student Privacy Requirements

- Student data is stored and analyzed in secure systems. Personal data is encrypted, and access to personally identifiable information is limited to authorized staff with a business need to access the information.
- Staff with access must follow applicable data security requirements, including shared data agreements and required training. Personally identifiable information reported to OET is protected under WIOA, FERPA, and other applicable privacy and data security requirements.
- Submitted data will be stored in secure databases using encryption provided by the Illinois Department of Innovation and Technology.
- Student-level personally identifiable information will not be publicly released.

FERPA Consent

- OET is collecting this information under its audit and evaluation authority. See Training and Employment Guidance Letter No. 07-16 for more information on this. Under the **Family Educational Rights and Privacy Act**, student consent is not required when a listed exception applies, including certain audit and evaluation activities.
- Even when consent is not required, providers should inform students before enrollment that the provider is required to collect and report certain data for ETPL performance reporting. Providers should also explain that the data will be used for WIOA-authorized reporting, evaluation, and performance purposes.
- Student-level personally identifiable information will not be publicly released.

Use of Social Security Numbers

- Social Security Numbers or Individual Taxpayer Identification Numbers are used to match student records with employment and wage records. **This allows the State to calculate employment and earnings outcomes required for federal reporting and continued eligibility review.**
- Providers are required to ask students for this information and report the numbers they receive. Students must be informed why the information is being requested and how it will be protected.
- A student may choose not to provide a Social Security Number. If a student refuses to provide a Social Security Number, the provider must follow the State's instructions for creating an approved nine-digit unique identifier for reporting purposes.
- **Providers should understand that missing or invalid identifying information may prevent employment and wage matching. This may affect the provider's reported performance outcomes and future eligibility assessment.**
- Sample student notification language is included in Appendix 1 of the Reporting Guide.

How the State Uses Your Data

The State will use all-student data to:

- Submit required performance information to the U.S. Department of Labor;
- Conduct wage matching through authorized state and federal wage record systems;
- Determine continued eligibility of providers and programs on the ETPL;
- Support monitoring, audit, evaluation, and technical assistance activities; and
- Provide aggregate performance information to support consumer choice.

The report submitted to USDOL is aggregate program-level data and not student-level data.

The State will not publicly release data that identifies individual students.

Appendix 2 of the Reporting Guide includes a data-flow infographic showing how ETP data is submitted, combined, reported, and used for federal and state performance purposes.

What Performance Data Does the State Report

- The State must report performance information for each approved program of study. This includes, but is not limited to:
 - The total number of individuals exiting from the program of study;
 - The percentage of individuals in unsubsidized employment during the second quarter after exit;
 - The percentage of individuals in unsubsidized employment during the fourth quarter after exit.
 - The median earnings of individuals in unsubsidized employment during the second quarter after exit; and
 - The percentage of individuals who obtain a recognized postsecondary credential, or a secondary school diploma or recognized equivalent, during participation or within one year after exit.
- The State will do wage matching using the Social Security Numbers submitted on behalf of the training providers with the Illinois Department of Employment Security to obtain the three employment and earnings measures for each program of study.

Compliance & Consequences

- Providers that do not submit the required all-student data spreadsheet in IWDS 2.0 may be subject to corrective action or removal from the ETPL, consistent with ETPL Notice 25-NOT-05 and State ETPL policy.
- Failure to submit required data, failure to correct validation errors, or failure to demonstrate a good faith effort toward compliance may result in a violation under State ETPL policy.
- Programs removed for a **Level One violation** (see revised ETPL policy) must remain off the ETPL for at least one year and may reapply after that period using the initial eligibility process.

Provider Checklist

- ✓ All programs reviewed
- ✓ All required students included
- ✓ Dates formatted correctly
- ✓ Enrollment statuses valid
- ✓ Validation tab shows zero errors
- ✓ File named correctly
- ✓ Documentation retained

Action Required

Providers must:

- Identify all ETPL-approved programs that require reporting
- Determine which students must be included
- Collect all required program-level data elements
- Ensure FERPA-compliant consent is collected and retained
- Protect student identifiers and sensitive data
- Download the All-Student Data Spreadsheet from IWDS 2.0
- Enter all required data into the spreadsheet
- Validate the spreadsheet using the built-in Validation tab
- Name the file using the required naming convention
- Upload the completed spreadsheet in IWDS 2.0
- Submit a Zero-Enrollment Certification if applicable
- Retain all supporting documentation

Completing the All-Student Data Spreadsheet

1. Download the spreadsheet from IWDS 2.0 to include provider ID, program ID, and location ID.
 - If you have already started on the template, you will need to add that information to the template attached to Notice 25-NOT-05.
2. Complete required fields
3. Use Appendix 3 of the Reporting Guide for definitions. It is also on the Instruction tab of the spreadsheet.
4. Validate using the Validation tab
 - Spreadsheets with validation errors are **not acceptable submissions**.
5. Short Walk-Thru of All-Student Data Spreadsheet

Submitting the All-Student Data Spreadsheet

- Upload through IWDS 2.0 Program Performance page
- Required file naming format: **YYYY_InstitutionName_StudentReporting**
- Contact the Local ETPL Coordinator if access issues occur
- Short Walk-Thru of All-Student Data Spreadsheet Upload (SIU)

Available ETPL Training

Please Review the Information Provided during the ETPL Transition Series

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
- [Link to Recording](#)

Module 5 - ETPL New Performance Reporting Process, Final Policy Updates, Summary and Q&A:

- All Eligible Training Providers,
LWIB/State ETPL Coordinators
- June 24, 2026
- [Link to Recording](#)

 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.