



Illinois
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 & Economic Opportunity
 OFFICE OF EMPLOYMENT & TRAINING
 JB Pritzker, Governor

UAT Release #12 Cycle 1
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UAT Guide – Release #12, Cycle 1

ETPL – Training Plan Renewals & Edits Workflow

Contents

Overview	1
Purpose	2
UAT Release #12 – Cycle 1 Expectations	2
Feature Areas	2
Due Date	3
Access to UAT Environment	3
Reporting Issues	3
Expectations for UAT	3
Best Practices for Effective UAT	4
Step-by-Step Guide	5
The Training Program Renewal Process	5
Navigating to the Training Program for a Provider	5
Accessing Entity Mgt	5
Accessing Training Programs	6
Setting Up the Training Program for the Reapply Process	7
Select a Program and Setup for Reapply	7
Editing the Program in the Renewal Process (As a Provider)	9
ETPL Coordinators Reviewing a Continued Program	10
Selecting a Program to Review from the Training Plan Review Landing Page and Reviewing	10
Editing Active Program Causing Review	15

Overview

User Acceptance Test (UAT) Release #12 cycle 1, has been deployed to the SIU UAT environment. Security constraints for this environment will require a login through the State Login Portal. When you follow the link to the UAT environment, the system will route the user to the State of Illinois Login. After a successful login, the user will be returned to the UAT environment where IWDS-2.0 is running.

When the user is returned to the UAT environment, there will be NO security role permission constraints to access the application at this time. Security permissions will be deployed later. This means that any user can act as an LWIB ETPL Coordinator or a State ETPL Coordinator.

It is still important not to enter any personal identifiable information (PII).

ETPL Training Plan Renewals and edits will start with the provider user, move to the LWIB ETPL Coordinator, then to the State ETPL Coordinator. We will need to use some imagination on that workflow process during this UAT until we assign user roles that are specific to these actions. This UAT guide will highlight the various times of how you work as that role in the future. Future UATs must assign different roles to different users to test the workflow conditionally.

Purpose

The purpose of Release #12 cycle 1 is first to review ETPL Plan renewal submission, LWIB approval recommendations, State ETPL approvals/denials. The second feature is the process of editing an active training plan and triggering a review process when necessary.

UAT Release #12 – Cycle 1 Expectations

Feature Areas

For this UAT tasks will focus on the following key areas listed below:

- Set a plan to ready for renewal editing by using the Reapply Button
- Edit the training plan prior to renewal, add performance information, submit for review
- LWIB ETPL Coordinator Review Steps and Outcomes
 - Review and request for changes – Back to provider user
 - Review and recommend for continued approval – Continue to DCEO Coordinator for review
 - Review and do NOT recommend for continued approval – Continue to DCEO Coordinator for review
- State ETPL Coordinator Review Steps and Outcomes
 - Review and request for changes – Back to provider user
 - Review and Approve – Active Pending
 - Review and Do Not Approved – Renewal not approved, program is discontinued after current program is expired.
- Edit an Active Training Program, causing review
- LWIB ETPL Coordinator Review Steps and Outcomes after Edit
 - Review Edits and request for changes – Back to provider user
 - Review Edits and recommend for continued approval – Continue to DCEO Coordinator for review
 - Review Edits and do NOT recommend for continued approval – Continue to DCEO Coordinator for review
- State ETPL Coordinator Review Steps and Outcomes after Edit
 - Review Edits and request for changes – Back to provider user
 - Review Edits and Approve – Active

- Review Edits and Do Not Approve program cannot be used for assignment going forward.

Due Date

Please complete your testing in these areas and submit your feedback by **EOD DDD, mm/dd/yyyy**. This will give us an opportunity to address any issues prior to the next release.

Access to UAT Environment

To access the UAT environment in your browser, follow the link provided here.

<https://testapps.illinoisworknet.com/iwdst-Preview>

Reporting Issues

Please document any issues, bugs, or enhancement requests you identify in our shared notebook - [UAT Reporting Notebook](#). The main purpose of using a shared notebook is for collaboration between members of the UAT team and Business Analysts. This will cut down on duplicate issues being reported.

- **When logging your entries:**
 - You should document this information as you are completing your UAT work.
 - The first page of the notebook is labeled as Example Issue Reporting. Please refer to that page to get an idea of how you can report an issue.
 - In the notebook, you will find a section labeled Release #12 – Cycle 1. The section is divided into several pages; each page is specific to the pages of the process. Ensure that each item is tracked under the correct category for the cycle and feature set you are providing feedback on.
 - Be concise but detailed.
 - If multiple issues arise in one area, log each one separately for clarity.
 - Please add your name/initials to your entry.
- **If you have issues accessing the OneNote notebook-** Please contact one of the Business Analysts (BA) on the team. The business analysts are:
 - Al Menke - al.menke@siu.edu
 - Olivia Miller - olivia.miller@siu.edu
 - Lynette Tritz - lynette.tritz@siu.edu
 - Laura Menke - laura.menke@siu.edu
 - Andi Grabemeyer - andi.grabemeyer@siu.edu

Expectations for UAT

As you test these areas, please keep in mind the following best practices:

- **Test Thoroughly:** Ensure that you navigate through all functions and features within these areas. Pay attention to any discrepancies between expected and actual results. Please explain your expected results and the actual



results you found.

- **Detail-Oriented:** When reporting issues, provide as much context as possible, including:
 - Steps to reproduce the issue
 - Screenshots or recordings, if possible
 - Browser or device used during testing
 - Actual outcome vs. Expected outcome
- **Feedback Categories** – The SIU team will categorize your findings into three (3) possible classifications.
 - **Bugs**- When the system does not perform as expected, and the system is not performing according to the requirements, then a bug will be reported, tracked, fixed, and retested.
 - **Issues**- If the system is performing according to the requirements, but the user feels that the requirement was not captured correctly or now the user feels like the requirement is just not working as expected, then this is recorded as an issue. Issues are tracked and prioritized for change.
 - **Enhancements**- Once we are in UAT and the users recognize an area that could be improved, then this will be also logged as an issue and tagged as an enhancement.

Best Practices for Effective UAT

- **Think like the end user:** Approach your testing from the perspective of someone unfamiliar with the system. This will help us identify usability issues and areas for improvement.
- **Be specific and thorough:** The more specific your feedback, the easier it will be to address. Include specific steps, expected outcomes, and actual results.
- **Provide context:** Always give context for your feedback. For instance, explain why an enhancement would improve the user experience or system performance.

By following these guidelines and providing detailed feedback, you're helping to ensure the final product meets user expectations and performs as intended.

Step-by-Step Guide

The following step-by-step guide will lead you through the user interface for this set of features in UAT. The objective here is to test the training program renewal process and training program edit process.

The Training Program Renewal Process

The training program renewal process will be designed to kick-off 90 days prior to the expiration date of an active program. Date logic is needed to enable the Reapply Button on a training program for a provider user. In order to execute the workflow in a test environment, the UAT user, acting as a provider, must change the expiration date of an active program to be within 90 days of the current date. At that time a button [Reapply for Continued Eligibility] will appear at the top of an active program.

Navigating to the Training Program for a Provider

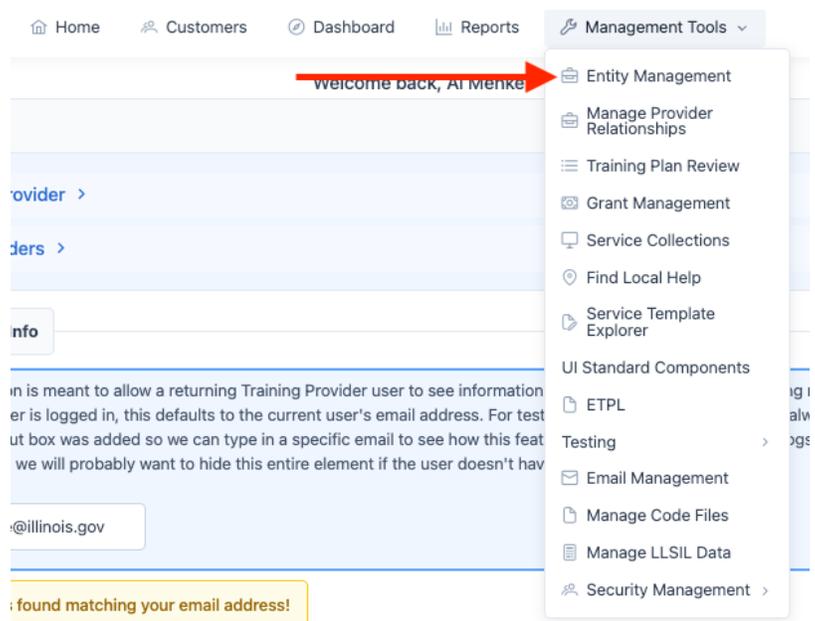
The main purpose of these first steps is to access an active training program.

Note: Each user will be given a unique Provider (accessed using Entity Management) and two (2) active training programs setup and assigned in the participation page of the UAT Notebook. One of the programs can be used for testing the reapplication for continued eligibility process. The other program can be used to test edits that cause a review process.

Accessing Entity Mgt

1. Use the top menu bar and select **Management Tools**
2. Select **Entity Management** from the Management Tools dropdown

The Entity Management landing page will now be visible



- From the Entity Management landing page you will see a search panel on the left and Entities (Providers) on the right. After searching for your Entity, Select the Entity Name link.

The system will route to the Entity Details page.

Name	Entity Type	Locations	Identification
Business Employment Skills Team Inc	LWIA Office	32	36-3297621
Career Link	LWIA Office	5	N/A
CEFS Economic Opportunity Corporation	LWIA Office	15	N/A
Champaign County Regional Planning Commission	LWIA Office	26	N/A
Chicago Cook Workforce Partnership	LWIA Office	199	N/A
DCEO	LWIA Office	2	N/A
DuPage County Workforce Development Division	LWIA Office	5	N/A
Grundylivingstonkankakee Workforce Board	LWIA Office	7	N/A
Illinois EPA Organic Lab ADT	Private University or College	3	91-2432344
Kane County Workforce Development Division	LWIA Office	14	99-1133224
Lake County Workforce Development Department	LWIA Office	9	36-6006600
Land of Lincoln Workforce Alliance	LWIA Office	8	N/A
Lincoln Land Community College District 526	Community College	1	99-9999999

Accessing Training Programs

The top of the Entity Details page for your provider should look similar to the image below. Notice the three (3) tabs at the top of the page. The first tab is the default tab labeled Details. The second tab is labeled Training.

- Select the Training tab.

Once the training tab has been selected, you will see a similar view as the image at the right. The system defaults to the **Active** programs filter each time you access the **Training** tab or you return to the **Training** tab. There are four (4) filter settings on the training program list.

Universal Technical Institute

Details | **Training Programs** | Documents

← Back to Entity List

General Information

Name Universal Technical Institute	Unemployment Insurance Account N/A
Doing Business As (DBA) Austen's test edit	NAICS Code N/A
FEIN 01-7217277	DUNS Number N/A

2. Select the **Approved Pending Start** filter. If there are any training programs that have been reviewed and approved for the next active period, those will sit in the **Approved Pending Start** list.

3. Select the **Pending** filter. All programs that have not been initially submitted, and all programs that are in the renewal process, as well as all programs that have been edited and require a review, will show in the **Pending** filtered list.

Universal Technical Institute | LWIA-20 Land of Lincoln Workforce Alliance

Details | **Training Programs** | Documents

Training Programs

View ETPL Pre-Screening | Approved Pending Start | Active | Pending | Inactive | + Add Training Program

Program ID	Program Name	Active Date	End date	Locations	Performance
15	Airframe & Power Plant Mechanic	2/17/2026	2/16/2027	(1)	View
11	HVAC Technician austen's change of name Pending Edit Review	2/9/2026	1/21/2027	(1)	View
5	Metal Worker	1/20/2026	3/6/2026	(1)	View
14	Nursing LPN	2/10/2026	2/9/2027	(1)	View

4 Entries | Page 1 of 1 | 1 | 10

4. Select the **Inactive** filter. All programs that have expired and have not been renewed, and all programs that were never approved, including any program that is inactivated by the provider or inactivated due to temporary revocation, will show in the list filtered by inactive.

5. Now, go back and select the **Active** filter to start the next steps.

Setting Up the Training Program for the Reapply Process

As stated previously, training plans renew in one year, the first year they are active, and every two (2) years after. This is a timing issue when we are trying to test the renewal process. In UAT, we are going to open an active program and then set the end date of the program to end within 90 days of the current date. This will change the program to how it will look when it is ready for renewal.

Select a Program and Setup for Reapply

1. From the Entity Details page, Training tab, with the Active filter set, select one of the two training programs assigned to you.

Universal Technical Institute | LWIA-20 Land of Lincoln Workforce Alliance

Details | **Training Programs** | Documents

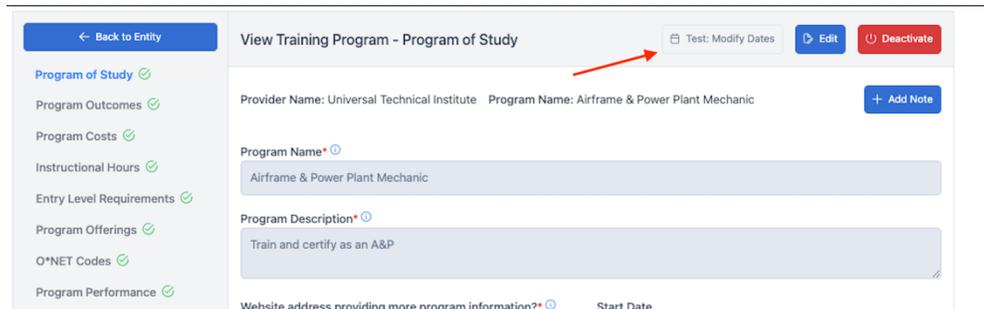
Training Programs

View ETPL Pre-Screening | Approved Pending Start | Active | Pending | Inactive | + Add Training Program

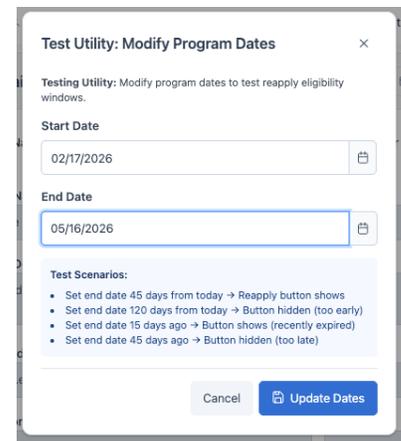
Program ID	Program Name	Active Date	End date	Locations	Performance
15	Airframe & Power Plant Mechanic	2/17/2026	2/16/2027	(1)	View
11	HVAC Technician austen's change of name Pending Edit Review	2/9/2026	1/21/2027	(1)	View
5	Metal Worker	1/20/2026	3/6/2026	(1)	View
14	Nursing LPN	2/10/2026	2/9/2027	(1)	View

4 Entries | Page 1 of 1 | 1 | 10

The active program details page will be displayed. At the top of the page, there is a light gray button labeled **[Test Modify Dates]**

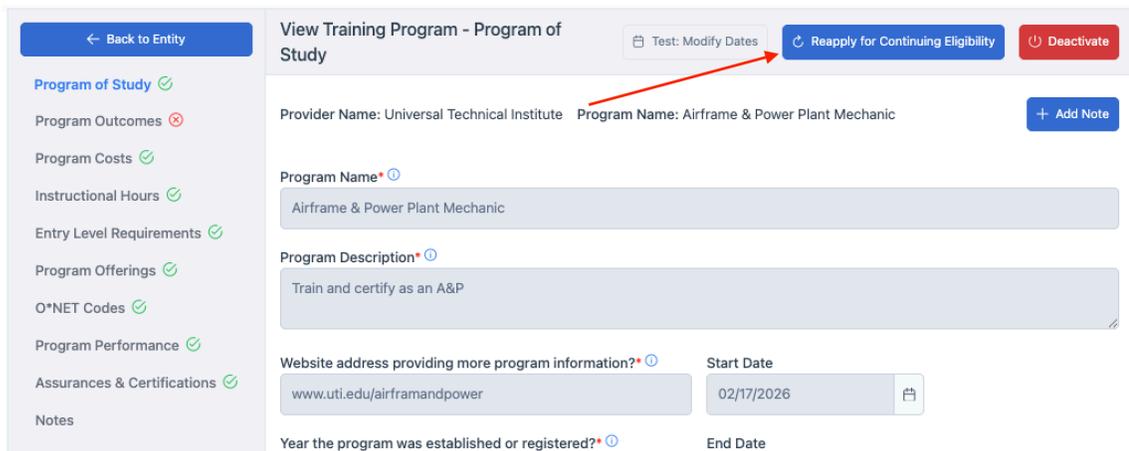


2. Select the **[Test Modify Dates]** button and a “Testing” popup will open.
3. Set the end date to be a date within 90 days of the current date and select the **[Update Dates]** button.



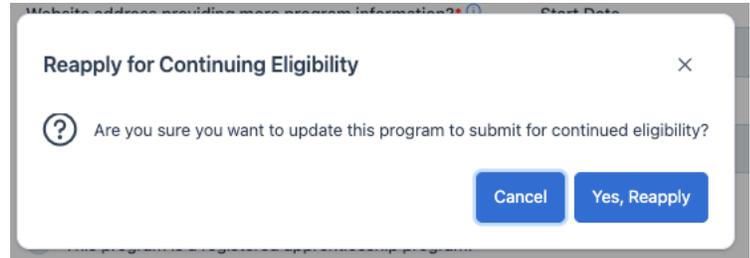
Now the Program details page is displayed with the **[Reapply for Continuing Eligibility]**

4. Select the **[Reapply for Continuing Eligibility]** button. A small popup will appear to confirm that the reapplication process was intentional.



5. Select the **[Yes, Reapply]** button on this window.

The system now creates a copy of the program and puts the copy into the pending list and opens the copy up for editing. The active program is still active and any changes to the program that are made in the copy are not active until the review and approval process is complete and the expiration of the current program is reached.



Editing the Program in the Renewal Process (As a Provider)

When the provider user selects the program for renewal by executing the previous steps, the system put a copy of the program into the edit mode, and it set the status of the program to Continued Not Submitted. If you cancelled out of the program edits prior to submit, you will find the program in the Pending list filter. The provider user will then make any necessary changes to their program and submit for continued eligibility.

1. Make any edits to the program. Notice the **Program Performance** page must have performance numbers before it can be submitted for continued eligibility.
2. After making changes, go to the Review & Submit page and select the **[Submit]** button. This will set the program status to review.

This ends acting as a provider user and sets a program to the **Continued – Pending LWIB Approval** status for local programs and **Continued-Pending State Review** for all other programs.

ETPL Coordinators Reviewing a Continued Program

Programs that are local to the LWIA and not only on-line provided programs, and programs that are not Registered Apprenticeship programs, will have a status of **Continue – Pending LWIB Approval**. Programs that are Registered Apprenticeships, Out-of-State, or On-Line only programs go directly to the State ETPL Coordinator. There are two ways to find programs that are ready to review by the LWIB ETPL Coordinator.

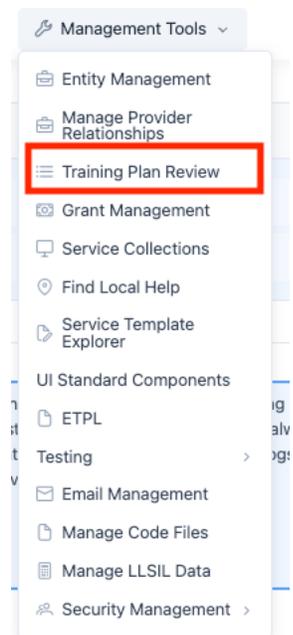
Selecting a Program to Review from the Training Plan Review Landing Page and Reviewing

The first method of finding a program to review is by navigating to the Training Plan Review Landing Page.

- From the main menu, under **Management Tools**, select the menu item labeled **Training Plan Review**.

The system will navigate to the **Training Plan Review** landing page. This page is a two (2) panel page with a search panel at the left and a listing grid on the right side.

- Locate the training plan you are interested in reviewing and select the training plan name link to go right into the review process. It is the link in the Program column.



Search Programs		Eligible Training Program Review					
<input type="text" value="Keywords for Provider / Location / Program"/> <input type="button" value="Switch View"/>		LWIA	Provider	Program	Status	Submitted At	Program Type
Status: <input type="text" value="Select a status... Select a status..."/> LWIA: <input type="text" value="Select an LWIA..."/> Program Type: <input type="text" value="Select a type... Select a type..."/> <input type="button" value="Search"/> <input type="button" value="Reset"/>		N/A	LINCOLN LAND COMMUNITY COLLEGE	Accounting Specialist - Associate in Applied Science (5513)	Initial - Pending State Approval	02/21/2026	Other
		1 Entry Page 1 of 1 << < 1 > >> 1 10					

After the link is selected, the training plan will be in shown in a view mode.

Acting as a reviewer, all changed items in the program will have a history icon next to the label. By selecting the history icons, the user can see what changes were made to the program during the renewal process.

View Training Program - Program of Study Status: Continued - Pending LWIB Approval

Provider Name: Universal Technical Institute Program Name: CDL Program 101
Program Id: 19

Program Name *i* *h*
CDL Program 101

Program Description *i* *h*
Commercial Drivers License Training Program Changed

Website address providing more program information? *i* Start Date
www.uti.edu 02/23/2026

Year the program was established or registered? *i* End Date
2024 03/15/2026

Select one of the following descriptions that apply to this program *i*

- This program is a registered apprenticeship program.
- This program is a pre-apprenticeship program that includes an occupational skills training component separate from the work experience.
- Neither

When this program is active it will be on the Eligible Training Provider List (ETPL) *i*

- Yes

3. Select one of the history icons.

A modal popup will display that looks something like the ones shown on this page.

Program of Study Locations

Added: 1 Removed: 0 Unchanged: 1 Show Unchanged

Status	Name	Address
Added	Lincoln Land Community College	800 S Spresser St , Taylorville , Illinois, 62568

Program Name

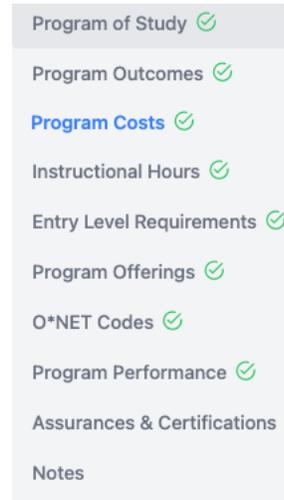
Previous
Accounting Specialist, Associate in Applied Science (5513)

Changed
Accounting Specialist, Associate in Applied Science (5514)

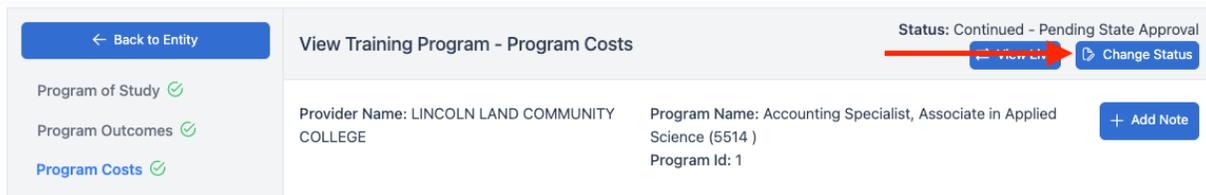
4. Check out all the pages in the review process by selecting the next button at the bottom of each page.



Or, use the navigation panel at the left side of the page to move between pages randomly.

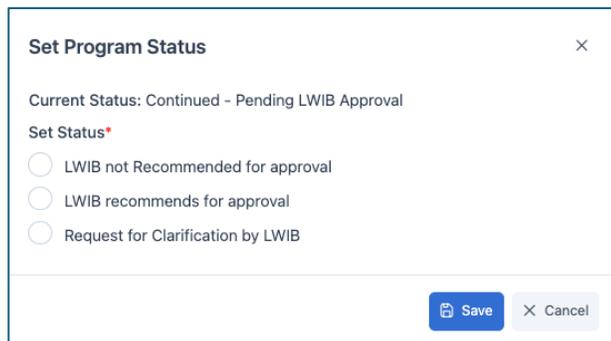


5. Once the user is completed with their review process then select the **[Change Status]** button at top right of the program view page.



6. After selecting the **[Change Status]** button a popup will allow the user to change the status.

There are three (3) status selections for the LWIB ETPL Coordinator. LWIB Recommends for Approval, LWIB Does Not Recommend for Approval, Reviewed and Request for Changes. If the LWIB ETPL Coordinator selects LWIB Recommends for Approval, then the popup will look like this image.





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If the LWIB ETPL Coordinator selects the “not Recommended for approval” then the popup will open up to allow the coordinator to select the reason codes.

Set Program Status ×

Current Status: Continued - Pending LWIB Approval

Set Status*

- LWIB not Recommended for approval
- LWIB recommends for approval
- Request for Clarification by LWIB

Reasons*

- Training provider does not meet required criteria to be eligible to receive WIOA funds for the provision of training services
 - Training Provider applied to the wrong local area
 - Unable to verify and attest that all the information is accurate
 - Training Provider is not an eligible entity
 - Training provider or training program has not been recognized as meeting industry approved standards
 - Training provider has not provided assurance and certifications
- Training program does not meet eligibility criteria
 - Program does not lead to
 - An industry-recognized certificate or certification
 - A certificate of completion of a registered apprenticeship

- Select the **LWIB Recommends for Approval** and the status changes to Continuing Pending State Review. There are three (3) status selections for the State ETPL Coordinator. Approve, Agree with LWIB and Do Not Approve.

Set Program Status ×

Current Status: Continued - Pending State Approval

Set Status*

Request for Clarification by DCEO ETPL Coordinator

DCEO ETPL Coordinator agrees with the LWIB recommendation and reasoning to approve

DCEO ETPL Coordinator does not approve and disagrees with the LWIB recommendation

Save
Cancel

When the DCEO ETPL Coordinator agrees with the LWIB recommendation and reasoning to approve, the window will expand to validate the dates for the program. The start date will be set to the day after the expiration of the current program. Then end date will default to 2 years after the start date.

Set Program Status ×

Current Status: Continued - Pending State Approval

Set Status*

Request for Clarification by DCEO ETPL Coordinator

DCEO ETPL Coordinator agrees with the LWIB recommendation and reasoning to approve

DCEO ETPL Coordinator does not approve and disagrees with the LWIB recommendation

Start Date*

📅

Default start date (1 day after current program ends): 03/17/2026

End Date*

📅

Default end date (2 years - 1 day from start): 03/16/2028
You can edit this date as long as it's within the 2-year period.

Save
Cancel

- Select the recommendation to approve and set the end date. The training plan will then move into the Approved Pending Start list on the Provider's Training tab.

Editing Active Program Causing Review

During the active period of a program, the provider may need to edit the program and change some of the program's attributes. There are nine (9) data attributes, when changed, will force the current active program to go into pending status until a review process is complete.

- Program Name
- Program Description
- Program Type (RAP, Pre-RAP, Neither)
- 6- Digit CIP
- Location (additional or a change from out-of-state to in-state)
- Outcome (remove or change from WIOA recognized credential)
- Prepare student for license or Certification removed
- Program has been approved by a licensing body has changed
- Program format (Changed from online only to hybrid or in person only)
- O*Net-SOC Code(s) change

Active programs can be edited. To Edit an Active program, locate the program in the Provider's **Detail** page **Training** tab.

9. Find the entity (Provider) in the Entity Management list by first selecting **Entity Management** from the **Management Tools** main menu drop-down.

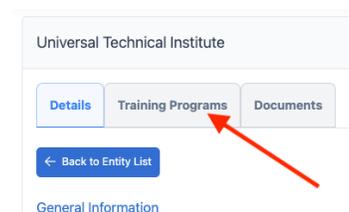


Once the Entity Management menu item is selected, the Entity Management landing page will display.

10. Use the Search panel at the left to locate the entity (provider) desired. When the entity shows in the listing grid at the right side of the screen, then select the name link of the entity.

The system will navigate to the entity details page.

11. There are three (3) tabs on the entity details page. Select the **Training** tab.



12. The Training tab has a list with filtering selections at the top of the list for Approved Pending Start, Active, Pending, and Inactive. The Active filter is the default filter.

Universal Technical Institute LWIA-20 Land of Lincoln Workforce Alliance

Details **Training Programs** Documents

Training Programs

View ETPL Pre-Screening
 Approved Pending Start
 Active
 Pending
 Inactive
 + Add Training Program

Program ID	Program Name	Active Date↑↓	End date↑↓	Locations	Performance
15	Airframe & Power Plant Mechanic	2/17/2026	5/16/2026	(1)	
19	CDL Program	2/23/2026	3/15/2026	(1)	
16	Certified Electrician	2/24/2026	3/16/2026	(1)	
11	HVAC Technician austen's change of name	2/9/2026	1/21/2027	(1)	
5	Metal Worker	1/20/2026	3/6/2026	(1)	
14	Nursing LPN	2/10/2026	2/9/2027	(1)	

6 Entries Page 1 of 1 << < 1 > >> 1 10 ▾

13. Select one of the active programs on the provider training plan list. The Training Plan Details View page will be displayed. Notice in the previous image where there is a Pending Edit Review. In the next steps when we edit a program that causes a review, you will see the pill on the plans once in edit mode.

14. When in the training plan details page, viewing the program, an **[Edit]** button will appear at the top right of the view page. Select the **[Edit]** button to take the plan into edit mode.

IWDST staging Hi, Al Menke ▾

Home Customers Dashboard Reports Management Tools ▾

← Back to Entity

View Training Program - Program of Study Test: Modify Dates **Edit** Deactivate

Provider Name: Universal Technical Institute Program Name: Airframe & Powerplant Mechanic
Program Id: 10 + Add Note

Program Name*

- Once the program is in the edit mode, change fields. Make sure one of the fields that causes a review are changed. When one of the fields that causes review is changed, the system will force the user to complete the Assurances & Certifications again as well as the Review & Submit page.

After submitting the program, the program will appear on the pending filtered list for the provider and show as pending edit review. See the image below as an example.

Universal Technical Institute LWIA-20 Land of Lincoln Workforce Alliance

Details **Training Programs** Documents

Training Programs

View ETPL Pre-Screening
 Approved Pending Start
 Active
 Pending
 Inactive
 + Add Training Program

Program ID	Program Name	Active Date	End date	Locations	Performance
10	Airframe & Powerplant Mechanic Program Pending Edit Review	2/24/2026	7/31/2026	(1)	View
3	GMC Mechanic	1/22/2026	2/29/2028	(1)	View
11	HVAC Technician Modify Training program name Pending Edit Review	2/9/2026	1/21/2027	(1)	View

3 Entries Page 1 of 1 << < 1 > >> 1 10 ▾

- The steps for the review process for programs that must be reviewed due to edits are the exact same as the continued programs needing reviewed. The only difference is the status. The status values for these edited programs are as follows:

- Edited Pending LWIB Approval
- Edited LWIB Recommended for Approval
- Edited LWIB Not Recommended for Approval
- Edited LWIB Reviewed with Requested Changes