



Complete Training Provider Performance Report

IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



Purpose

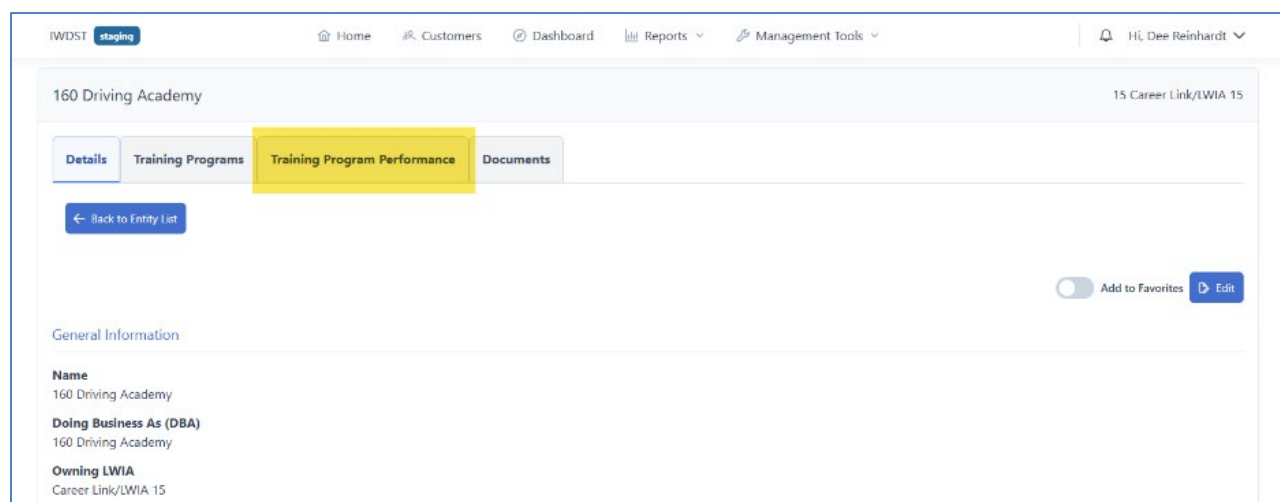
This document explains how to download the instructions and template and upload results to IWDS 2.0 to complete the annual performance report.

Audience

Training Providers
Local ETPL Coordinator

Access Entity Management

- From the Home Screen <https://iwds2.dceo.illinois.gov/>
 - After logging in as a provider, this will bring you to your Entity Detail Page.



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Download All-Student Data (ASD) Excel Template and Instructions

- On the Top of each Entity Detail Page there are four tabs; Details, Training Program, Training Program Performance and Documents.
- Select the Training Program Performance tab.
- Once on this tab, click on the blue **"Download Template"** button located under the overview text.

You will need to use the Download Instructions & Examples for guidance on how to complete the template, including descriptions and examples for each required field,

- Click **Download Instructions & Examples**

Test Entity 15 Career Link/LWIA 15

Details Training Programs **Training Program Performance** Documents

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Note: Once a training program is approved for eligibility, providers must report the program's results every program year they are on the eligible training provider list (ETPL).

All training providers, except Registered Apprenticeship Programs (RAPs), must collect and report certain information for every student in each eligible training program. This includes all students, whether or not they are part of WIOA, who were enrolled at any time during the reporting period. The reporting year follows the WIOA program year, from July 1 to June 30.

Download and complete the All-Student Data Spreadsheet. Submit the finished spreadsheet by August 15 each year. If August 15 falls on a weekend, submit it on the last business day before that date.

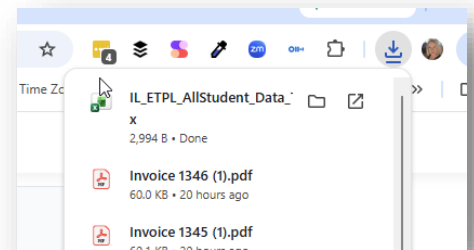
Entity ID: 7227

[Download Template](#) [Download Instructions & Examples](#) [Upload Performance](#)

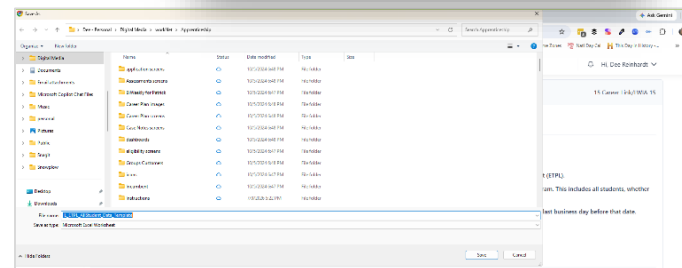
If multiple training programs share the same Program ID, make sure each workbook row includes the correct CIP code and reporting dates so rows map to the intended training program.

Program Year	File Name	Date Uploaded	Reporting Start Date	Reporting End Date	Actions
No performance files found.					

- Once you have selected **"Download Template"**, Files will be available in the web browser's download location.



- Depending upon the browser settings, the file may also be saved in a File Manager Folder on the computer.
- The file name will be `IL_ETPL_AllStudent_Data_Template`



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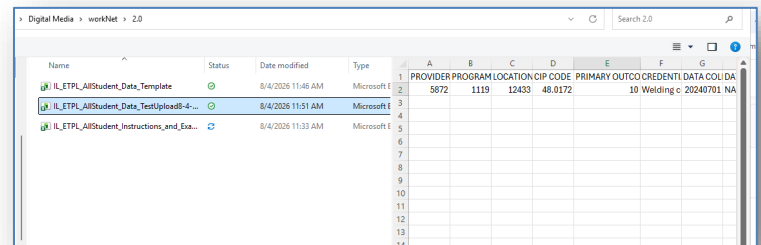
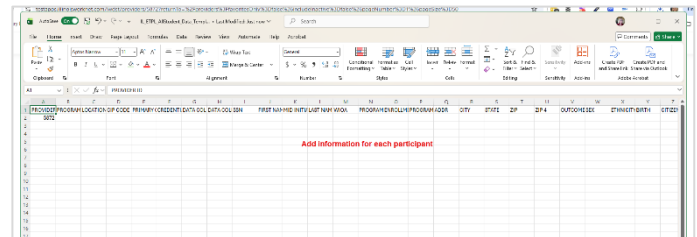


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Completing the ASD Template

- Open the downloaded Excel template.
- **Do not modify the header row or the Provider ID.**
- Enter the required information for each participant.
 - **Required Columns**
 - Credential Name
 - Data Coll Beg Date
 - Data Coll End Date
 - SSN
 - First Name
 - Last Name
 - WIOA
 - Enrollment Status
 - Program Entry Date
 - Program Exit Date
 - Outcome Earned



Location ID and Program Number

- To locate the Location ID and Program Number, select the second worksheet tab named *Provider Reference*.

4550	Information Technology Support Specialist (AAS)-CO230
4701	Computer Programming (AAS)-CO261
4703	Process Operations Technology Program
4705	Process Operations Technology Program

	A	B	C	D	E	F
1	Locations					
2	Location I	Location Name				
3	12240	160 Driving Academy				
4	12407	160 driving Academy - Belleville				
5	12364	160 Driving Academy - Chicago				
6	12326	160 Driving Academy - Chicago Heights				
7	12408	160 Driving Academy - Crest Hill				
8	12343	160 Driving Academy - Highland Community College				
9	12433	160 Driving Academy - Joliet				
10	12417	160 Driving Academy - Kaskaskia College				
11	12451	160 Driving Academy - Lafayette				
12	12286	160 Driving Academy - Moline				
13	12267	160 Driving Academy - Montgomery				
14	12277	160 Driving Academy - Morton				
15	12434	160 Driving Academy - Niles				
16	12405	160 Driving Academy - Palos Hills				
17	12307	160 Driving Academy - Parkland College				
18	12406	160 Driving Academy - Peoria				
19	12435	160 Driving Academy - Prospect Heights				
20	12295	160 Driving Academy - Rockford				
21	12355	160 Driving Academy - Rockford (2)				
22	12378	160 Driving Academy - Springfield				
23	12317	160 Driving Academy - Waukegan				
24	12445	160 Driving Academy at Ivy Tech				
25	12268	160 Driving Academy - Kaskaskia College				
26	12456	160 Driving Academy South Suburban College				
27						
28	Programs					
29	Program I	Program Name				
30	1119	CDL Truck Driving 240				
31	1331	CDL Truck Driving 160				
32	1007283	160 Driving Academy				
33	1010804	160 Driving Academy 240 Hour Program				
34						
35						
36						
37						

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CIP Code

- CIP Code (Column D) – This field is required and must match the CIP code in the training program in IWDS 2.0.
- To Find the CIP Code for the program to be reported –
 - Click on the Training Programs Tab of the Entity Details Page.
 - Click the name of the training program to be reported.
 - Scroll down the program to locate the CIP Code number.
- Enter only the six-digit code in the template. To ensure accuracy, copy the number below the blue box (highlighted) and paste the number into the Excel document and remove the period.
- **Do not include periods or hyphens.**

160 Driving Academy 15 Career Link/IWIA 15

Details **Training Programs** Training Program Performance Documents

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Training Programs

[View Accreditation](#) ☐ Approved Pending Start ☒ Active ☐ Pending ☐ Inactive [Update Accreditation](#) [Add Training Program](#)

Program ID	Program Name	Active Date	End date	Locations	Performance
1007283	160 Driving Academy	10/24/2024	10/30/2026	(15)	View
1010804	160 Driving Academy 240 Hour Program	12/06/2024	04/15/2027	(4)	View
1331	CDL Truck Driving 160	09/17/2024	09/16/2026	(10)	View

View Training Program - Program of Study Test: Modify Dates [Edit](#)

Provider Name: 160 Driving Academy Program Name: 160 Driving Academy
Program Id: 1007283

Program Name* [?](#)
160 Driving Academy

Program Description* [?](#)
Truck Driver Training School - CDL. Check all load-related documentation for completeness and accuracy. Inspect loads to ensure that cargo is secure.

Website address providing more program information?* [?](#) Start Date
160DrivingAcademy.com 10/24/2024

Year the program was established or registered?* [?](#) End Date
2012 10/30/2026

Select one of the following descriptions that apply to this program* [?](#)
☐ 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)* [?](#)
☒ Yes

CIP Code* [?](#)
49.0205 [Search CIP Codes](#)

49.0205 - Truck and Bus Driver/Commercial Vehicle Operator and Instructor.

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- To complete your spreadsheet use the tables below to complete required fields in the Download Template File. **Do not enter information into the instructions and examples file. This will not upload correctly.**

The screenshot displays a complex spreadsheet interface with multiple tabs and data tables. Key sections include:

- Figure 1 - Primary Outcome Type; Outcome Earned:** A table with columns for Outcome Type and Outcome Earned, listing various educational and training outcomes.
- Figure 2 - Beginning and Ending Collection Dates:** A table showing reporting timeframes and report due dates for different program years.
- Figure 3 - Enrollment Status:** A table defining enrollment statuses: Enrolled, Completed, Withdrew, and Transferred.

Below the figures, there are instructions for data entry and a 'Download Instructions File' button.

- Primary Outcome (Column E) – Enter the corresponding two-digit code.

Figure 1 - Primary Outcome Type; Outcome Earned

Outcome Type

Record the appropriate code if a program of study leads to:

- Record 10 for an industry-recognized certificate
- Record 20 for an industry-recognized certification
- Record 30 for a certificate of completion of a registered apprenticeship
- Record 40 for a license recognized by Illinois or the Federal Government
- Record 50 for an associate's degree
- Record 60 for a baccalaureate degree
- Record 70 for a certificate of completion from an accredited Institution of Higher Education(IHE) (includes community colleges as well as post-baccalaureate and post masters certificates).
- Record 80 for a secondary school diploma or its equivalent
- Record 90 for no credential earned.

Outcome Earned

Record the appropriate code for the outcome earned by Exits*:

- Record 10 for an industry-recognized certificate
- Record 20 for an industry-recognized certification
- Record 30 for a certificate of completion of a registered apprenticeship
- Record 40 for a license recognized by Illinois or the Federal Government
- Record 50 for an associate's degree
- Record 60 for a baccalaureate degree
- Record 70 for a certificate of completion from an accredited Institution of Higher Education(IHE) (includes community colleges as well as post-baccalaureate and post masters certificates).
- Record 80 for a secondary school diploma or its equivalent
- Record 90 for no credential earned.

*Exit is defined as: Withdrawn, Transferred, or Completed

Students whose Enrollment Status is Enrolled must not have an entry in this field.

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- Beginning and Ending Collection Dates for (Columns G and H) – Enter dates in YYYYMMDD format.

Figure 2 - Beginning and Ending Collection Dates		
Providers must collect and submit student information for federal reporting purposes. Timeframes for data is by program year (July 1 - June 30).		
Program Year	Reporting Timeframe	Report Due
2024	July 1, 2024 - June 30, 2025	Friday, July 31, 2026
2025	July 1, 2025 - June 30, 2026	Friday, July 31, 2026
2026	July 1, 2026 - June 30, 2027	Friday, August 13, 2027
2027	July 1, 2027 - June 30, 2028	Tuesday, August 15, 2028
2028	July 1, 2028 - June 30, 2029	Wednesday, August 15, 2029
2029	July 1, 2029 - June 30, 2030	Thursday, August 15, 2030
2030	July 1, 2030 - June 30, 2031	Friday, August 15, 2031
Providers will not be evaluated by the state on performance outcomes until three (3) consecutive years' worth of data has been submitted.		

- Enrollment Status (Column O) – Enter Enrollment Status.

Figure 3 - Enrollment Status
Student's enrollment status as of June 30
Enrolled
Completed
Withdrew
Transferred
Note: Exiter is anything other than Enrolled.

- Ethnicity/Race (Column X) – use the corresponding 3 digit code Race/Ethnicity.

Figure 4 - Race/Ethnicity	
Minimum Race/Ethnicity Reporting Category	Definition
Record 152 for Asian	Individuals with origins in any of the original peoples of Central or East Asia, Southeast Asia, or South Asia, including, for example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, and Japanese.
Record 153 for Black or African American	Individuals with origins in any of the Black racial groups of Africa, including, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali.
Record 154 Hispanic or Latino	Includes individuals of Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, and other Central or South American or Spanish culture or origin.
Record 155 for Native Hawaiian or Pacific Islander	Individuals with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, including, for example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, and Marshallese.
Record 156 for American Indian or Alaska Native	Individuals with origins in any of the original peoples of North, Central, and South America, including, for example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, and Maya.
Record 157 for White	Individuals with origins in any of the original peoples of Europe, including, for example, English, German, Irish, Italian, Polish, and Scottish.
Record 158 for More than One Race	Individuals with origins in more than one race.

- After all participant information has been entered, save the completed workbook using a unique file name. The File Name can be your choice, but the contents of the document need to have columns formatted like the template.

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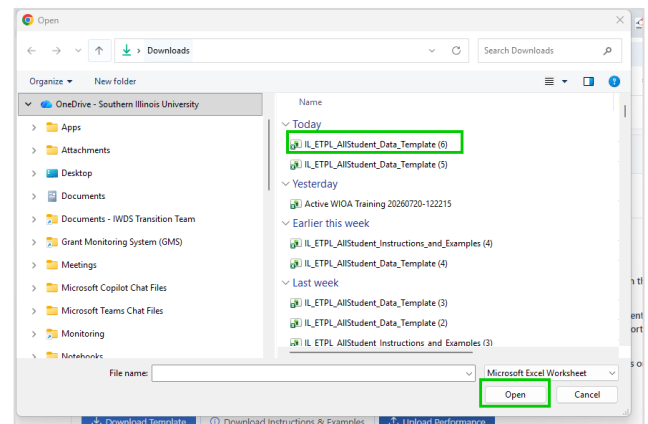
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Upload Performance Template

After completing the template, the report must be uploaded to record performance.

- From Your Entity Details Page, navigate to the **Training Program Performance** tab.
- Click on blue **Upload Performance** button located to the right of *Download Instructions & Examples*.
- Once selected, a File Selection Box will appear on your screen. Select the All-Student Data Spreadsheet file you previously saved to upload and click **Open**.
- If there are errors in the worksheet, a **Performance Import Errors** notification will display. Fix the error(s). Save the document. Upload the newly saved document.



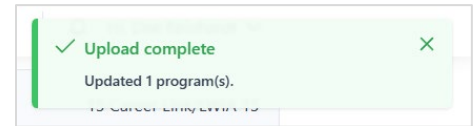
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- A green “Upload Complete” pop-up will appear on the top right of your screen if the upload was successful.



- With a successful upload, the file displays in the table with the program year, name of the file, date uploaded, reporting start date, and reporting end date.*

- To make a correction or if an error is discovered in the saved All-Student Data spreadsheet, click the trash can icon on the right of the screen, to remove the file, make corrections and then upload the corrected file.

The screenshot shows the 'Training Program Performance' tab for '160 Driving Academy'. It includes a table with columns: Program Year, File Name, Date Uploaded, Reporting Start Date, Reporting End Date, and Actions. The table lists four uploads for the years 2025 and 2024. The 2025 entry is highlighted in yellow. The Actions column contains download and trash icons for each entry.

Program Year	File Name	Date Uploaded	Reporting Start Date	Reporting End Date	Actions
2025	IL_ETPL_ARStudent_Data_TestUpload8-4-26.xlsx	8/4/26	7/1/25	6/30/26	[Download] [Trash]
2024	160DrivingStudentDataGood.xlsx	7/26/26	7/1/24	6/30/25	[Download] [Trash]
2024	160DrivingStudentDataGood.xlsx	7/19/26	7/1/24	6/30/25	[Download] [Trash]
2024	160DrivingStudentDataGood.xlsx	7/17/26	7/1/24	6/30/25	[Download] [Trash]

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration.

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