



**Illinois**  
**Department of Commerce**  
& Economic Opportunity  
**OFFICE OF EMPLOYMENT & TRAINING**  
JB Pritzker, Governor

## WIOA NOTICE NO. 25-NOT-05

**TO:** Chief Elected Officials  
Local Workforce Innovation Board Chairpersons  
Local Workforce Innovation Board Staff  
WIOA Fiscal Agents and Grant Recipients  
WIOA Program Services Administrators  
Illinois workNet® Operators  
WIOA State Agency Partners  
Other Interested Persons

**SUBJECT:** Required Eligible Training Provider Program of Study Performance Reporting

**DATE:** May 27, 2026

### I. PURPOSE

This notice informs Eligible Training Providers (ETP) of their obligation under the Workforce Innovation and Opportunity Act (WIOA) to report performance data on all students in a program of study.

### II. ISSUANCES AFFECTED

#### A. References:

Workforce Innovation and Opportunity Act Sections 116(d)(4)(A) and 122  
Workforce Innovation and Opportunity Act: Final Rule 20 CFR 677.230(a)(4) and (5) and 20 CFR part 680.

U.S. DOL Training and Employment Guidance Letter (TEGL) No. 08-19, Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs (January 02, 2020)

U.S. DOL Training and Employment Guidance Letter (TEGL) No. 03-18, Eligible Training Provider (ETP) Reporting Guidance under the Workforce Innovation and Opportunity Act (WIOA) (August 31, 2018)

U.S. DOL Training and Employment Notice (TEN) No. 07-21, Expiration of the Workforce Innovation and Opportunity Act (WIOA) Waiver of the Obligation of Eligible Training Providers (ETP) to Report Performance Data on All Students in a Program of Study (September 23, 2021)

B. Rescissions:

None

**III. BACKGROUND**

WIOA requires states to report performance information on Eligible Training Providers (ETPs) to the U.S. Department of Labor's Employment and Training Administration (ETA) in accordance with Section 116 and 20 CFR 677.230 and 680.490. Section 116(d)(4) specifies the information that must be collected for each program of study offered by eligible providers under the Title I Adult and Dislocated Worker programs.

States must submit annual ETP Performance Reports for each approved program of study on the Eligible Training Provider List (ETPL), except Registered Apprenticeship Programs (RAPs). Reports must include performance data for all students served—both WIOA-funded and non-WIOA-funded—along with specific data on WIOA participants. This includes out-of-school youth ages 16 to 24 who participate in a program of study through an Individual Training Account (ITA). They must be reported the same as WIOA Adult participants (20 CFR 681.550). States and Local Workforce Innovation Boards use these data to determine continued eligibility under WIOA Section 122.

Illinois received a waiver beginning in Program Year (PY) 2018, allowing the state to report only WIOA-funded students. The waiver expired on June 30, 2021, and TEN 07-21 ended the option for states to request similar waivers. As a result, Illinois resumed reporting data for all students beginning with PY 2021, using the WIOA Annual ETP Report (ETA-9171).

During federal monitoring, the U.S. Department of Labor found that Illinois' ETPL policy did not fully comply with WIOA requirements. The Illinois Workforce Innovation Board (IWIB) convened an ETPL Policy Workgroup comprising core partners, system stakeholders, and the Office of Employment and Training (OET). The IWIB approved a revised policy in December 2022.

Implementation of the updated reporting requirements was delayed by the transition to the Illinois Workforce Development System (IWDS) 2.0. System development has continued since 2024 with support from OET, the Illinois Board of Higher Education (IBHE), and the Illinois Community College Board (ICCB) to ensure federal compliance.

The ICCB will provide aggregated performance data for all community college programs on the ETPL. Therefore, individual community colleges do not need to submit performance information or annual reports.

**IV. COMPONENTS**

This guidance outlines who must report data, what data must be reported, and how reporting responsibilities are divided among the State, Eligible Training Providers (ETPs), and Local Workforce Innovation Board (LWIB) ETPL Coordinators.

### **State Responsibility**

States are responsible for completing and submitting an annual Eligible Training Provider (ETP) performance report to the U.S. Department of Labor's Employment and Training Administration (ETA) via the Workforce Integrated Performance System (WIPS) using the ETA-9171 layout. The report includes performance information collected by the state and data submitted directly by eligible training providers.

To support ETP compliance and reduce the reporting burden, the state:

- Developed the IL ETPL All-Student Data Spreadsheet to help ETPs meet federal reporting requirements. The spreadsheet is attached to this Notice and will also be available for download in IWDS 2.0 once the system is operational;
- Collects provider and program information directly from data entered into IWDS 2.0 during the eligibility determination process. This includes the provider's name, description, and address; entity type; program of study name and description; expected outcomes; associated credential; related in-demand Standard Occupational Classification (SOC) code; and program costs;
- Conducts wage matching using Social Security Number (SSN) information for all students provided by the training providers. Wage records will be matched through both the Illinois Department of Employment Security and the national State Wage Interchange System (SWIS). This process enables calculation of federally required employment outcomes, including employment rates in the second (2nd) and fourth (4th) quarters after program exit and median earnings during the second (2nd) quarter after exit; and
- Supplies all WIOA participant-level data—such as demographics, barriers to employment, program costs, and participant outcomes—using information already collected for the state's Annual Performance Report (APR). These participant-level data elements are reported separately and do not require any action by ETPs.

### **Eligible Training Provider Responsibility**

ETPs, other than Registered Apprenticeship Programs and Community Colleges, must report all student data, regardless of whether any WIOA-funded participants were enrolled in programs of study during the reporting period. This includes programs of study with no enrollments during the reporting period.

Reporting occurs annually for the period from July 1 to June 30. Data are cumulative and include students in "enrolled" status, with each year's data building on past reports. Students who previously exited (completed, withdrew, or transferred) do not need to be re-reported.

- Example 1: John was enrolled in the program of study in the last reporting period and is still enrolled in the current reporting period. John must remain listed on the current reporting period spreadsheet.
- Example 2: Lori was previously enrolled in the program of study in the last reporting period and has completed the program of study in the current reporting period. Lori must remain listed on the current reporting period spreadsheet.
- Example 3: Juan was listed as withdrawing from the program of study in the last reporting period and hasn't re-enrolled in the program of study in the current reporting period. Juan should not be listed on the current reporting period spreadsheet.

Below is the information ETP's must include in the IL ETPL All-Student Data Spreadsheet.

Provider and Program Information will come from IWDS 2.0 and includes:

- The Provider's Identification Number;
- The Provider's Program of Study Identification Number;
- The Program of Study's Location Identification Number;
- The Program of Study's Classification of Instructional Program (CIP) Code;
- The Program of Study's primary outcome (e.g., Industry-Recognized Credential or Associate's Degree); and
- The name of the primary outcome (e.g., Certified Information Systems Security Professional (CISSP) or Associate of Applied Science (A.A.S.)).

All-student data (for every individual in the program, regardless of WIOA funding)

- Social Security Number (SSN) OR Individual Tax Identification Number (ITIN) for each student;
  - Provision of an invalid SSN/ITIN for a student will prevent employment status and wage matching with the student's records and consequently have a negative impact on an ETP's performance data.
  - See the attached Eligible Training Provider List All-Student Data Reporting FAQ and Guide for more information regarding requesting students' SSNs.
- First and Last Name for each student;
- Whether WIOA funds each student;
- Program of Study Start (Entry) Date for each student;
- Program of Study (Enrollment) Status for each student (e.g., Enrolled, Completed, Withdrew, or Transferred) at the end of the reporting period;
- Program of Study End (Exit) Date for each student in either completed, withdrew, or transferred Program of Study (Enrollment) Status; and
- The outcome each student earned (Outcome Earned).

The following information on each student is **optional**:

- Middle Initial for each student;
- Address for each student;
- City where each student resides;
- State where each student resides;
- Zip Code where each student resides;
- Sex of each student;
- Ethnicity/Race of each student;
- Birth Date of each student; and
- Whether each student is a U.S. citizen.

If a program of study had no enrollments during the reporting period, the provider must log into IWDS 2.0 and indicate that the program had no student enrollments during the reporting period and provide an explanation for the zero enrollments. Indication of no program enrollments means you are certifying that the program had no enrollments in the reporting period, there were no graduates or completers, and that no placement or outcome data applies. Do not use this option if the program has been discontinued (update program status instead) or if there were students enrolled, but they didn't complete.

All student data is stored and analyzed on a secure server provided by the Illinois Department of Innovation and Technology (DoIT), and all personal data is encrypted. Uploaded data is retained on the secure server only for as long as it is required to complete the reporting and to comply with DOL-ETA audit and monitoring requirements related to that reporting.

The attached Eligible Training Provider List All-Student Data Reporting Guide and FAQ document provides more detailed information on reporting, including data elements, spreadsheet instructions, and frequently asked questions.

#### LWIB and State ETPL Coordinator Responsibility

LWIB ETPL Coordinators must collaborate with in-state providers to ensure accurate student data reporting. This includes:

- Communicating as well as clarifying requirements to providers
- Assisting providers with completion and submission
- Offering technical assistance,
- Providing support on data systems
- Ensuring deadlines are met

The State ETPL Coordinator will maintain responsibility for supporting out-of-state and distance-education providers. Additionally, the State ETPL Coordinator will provide technical assistance as needed.

#### **V. ACTION REQUIRED**

ETPs must report all-student performance data for PY 2024 and 2025 using the Illinois ETPL All-Student Data Spreadsheet. This applies to all students served, regardless of WIOA status, for periods from July 1, 2024, to June 30, 2025 (PY 2024), and July 1, 2025, to June 30, 2026 (PY 2025). After this initial cycle, providers will transition to annual all-student data reporting.

All submitted files must follow the prescribed naming convention for consistency and proper identification. The filename should include the four-digit year, the institution name, and "StudentReporting" (e.g., 2024\_TrainingSolutionsUSA\_StudentReporting).

**Completed spreadsheets for PY 2024 and PY 2025 must be uploaded to IWDS 2.0 from July 15-31, 2026.** OET will hold a training webinar on June 24, 2026, to show providers how to complete and submit the reports. Register for the training on ETPL New Performance Reporting Process - [Registration Link](#).

Providers who expect to miss the July 31, 2026, deadline must send a written explanation to the State ETPL Coordinator at [CEO.OET.etplcoord@illinois.gov](mailto:CEO.OET.etplcoord@illinois.gov) by July 15, 2026. Failing to notify or submit on time will be seen as a lack of good faith effort. Non-compliant providers may be removed from the ETPL for at least one year and must reapply through the initial process.

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

15<sup>th</sup> or the earliest business day prior. Therefore, the PY 2026 reports will be due on August 13, 2027.

All LWIAs, recipients, and subrecipients shall review this notice and distribute it to all appropriate individuals within the organization.

**VI. INQUIRIES**

Inquiries should be directed to the State ETPL Coordinator at [CEO.OET.etplcoord@illinois.gov](mailto:CEO.OET.etplcoord@illinois.gov).

**VII. EFFECTIVE DATE**

This notice is effective upon release.

**VIII. EXPIRATION DATE**

This notice will expire on December 31, 2026.

Sincerely,

A handwritten signature in black ink, appearing to read 'Julio Rodriguez', with a stylized flourish at the end.

Julio Rodriguez, Deputy Director  
Office of Employment and Training

Attachment(s): A - IL ETPL All-Student Data Spreadsheet  
B - Eligible Training Provider All-Student Data Reporting Guide

JR:ld

# Eligible Training Provider All-Student Data Reporting Guide

V:1 May 2026



# Overview

## Purpose

This guide explains how Eligible Training Providers must comply with Illinois' all-student data reporting requirements. It is intended for Eligible Training Providers with programs listed on the Illinois Eligible Training Provider List.

As a companion piece to ETPL Notice 25-NOT-05, it provides practical instructions on:

- Who must report;
- Which programs must be reported;
- Which students must be included;
- What data must be submitted;
- How to complete and submit the All-Student Data Spreadsheet;
- How student privacy is protected; and
- What happens if a provider does not comply.

The Notice establishes the formal reporting requirement. This guide is intended to help providers understand and complete the required reporting process.

## Quick Start: What Eligible Training Providers Must Do

Eligible Training Providers with programs listed on the Illinois Eligible Training Provider List must submit all-student data for each approved program of study, unless an exception applies. This includes students who were enrolled, completed, withdrew, or transferred during the reporting period, regardless of whether the student received WIOA funding.

Providers must:

1. Identify each ETPL-approved program of study that must be reported.
2. Collect the required student-level data for the applicable reporting period.
3. Complete the All-Student Data Spreadsheet using the required format.
4. Review the spreadsheet validation tab and correct all errors before submission.
5. Upload the completed spreadsheet in IWDS/IWDS 2.0 by the required deadline.
6. Maintain documentation supporting the data submitted.

Providers that do not submit required data may be subject to corrective action or removal from the ETPL, consistent with ETPL Notice 25-NOT-05 and State ETPL policy.

## Key Dates and Reporting Periods

The reporting period follows the WIOA program year, which runs from July 1 through June 30.

For the initial reporting cycle, providers must submit all student data 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 31, 2026
PY2025	July 1, 2025 – June 30, 2026	July 31, 2026
PY2026	July 1, 2026 – June 30, 2027	August 13, 2027

OET will provide training and technical assistance to support providers in completing the initial reporting cycle.

## Why All-Student Data Reporting Is Required

The Workforce Innovation and Opportunity Act 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.

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.

The U.S. Department of Labor uses this information to support federal reporting, monitoring, and public transparency through tools such as [TrainingProviderResults.gov](https://www.trainingproviderresults.gov).

## References

This guide is based on the following authorities and guidance:

- WIOA Section 116(d)(4)(A) and (B);
- WIOA Section 122;
- 20 CFR 677.230(a)(4) and (5);
- 20 CFR Part 680;
- TEGL No. 08-19;
- TEGL No. 03-18;
- TEGL No. 07-21;
- TEGL No. 07-16; and
- ETA-9171 Eligible Training Provider Definitions.

## Background

WIOA requires states to maintain an ETPL and to report performance outcomes for all individuals enrolled in ETPL-approved programs. Illinois previously used federal waivers to delay these requirements, reporting only on WIOA-funded students.

On January 2, 2020, DOL-ETA issued TEGL 08-19, ending the waiver process and requiring all states—including Illinois—to resume full all-student reporting beginning June 30, 2021.

To support national transparency, DOL-ETA now publishes aggregated training provider performance results on [TrainingProviderResults.gov](https://www.trainingproviderresults.gov), allowing the public to compare outcomes across states, occupations, and training providers.

Illinois now must:

- Submit ETA-9171 annual performance reports
- Conduct wage matching for all ETPL program exiters
- Publish and use performance data to determine continued ETPL eligibility

PY2024 marks the first cycle USDOL reviewed Illinois' data for all-student reporting; providers must submit **two years of data (PY2024 and PY2025) by July 31, 2026**.

## Reporting Requirements

### When Reporting Begins

Eligible Training Providers must begin submitting all-student data beginning with the reporting period established in ETPL Notice 25-NOT-05.

For the initial reporting cycle, providers must report data for all required ETPL-approved programs of study for the applicable program year or program years identified in the Notice.

### 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.

Provider or Program Type	Submit All-Students?	Notes
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.

## What States Must 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.

For reporting purposes, a student exits a program when the student completes, withdraws from, or transfers from the program.

## Provider Reporting

Providers must report data for each program of study that was listed on the Illinois ETPL at any time during the reporting period.

If a provider has more than one ETPL-approved program, each program must be reported separately. If the same program is offered at multiple approved locations, providers must follow the reporting instructions in IWDS 2.0 and the All-Student Data Spreadsheet for reporting by program and location.

Providers do not need to report data for programs that are not listed on the Illinois ETPL.

## Reporting Level

All-student data reporting is program-level reporting. The data must be submitted for each approved program of study on the ETPL.

If a provider offers multiple approved programs, information for each program must be reported distinctly. This applies even if no WIOA-funded participants were enrolled in a specific program during the reporting period.

## Student level Data

Providers must report on **all** students who participated in an ETPL-approved program of study during the reporting period, regardless of whether WIOA funded the student.

Include students who were:

- Enrolled at any time during the reporting period;
- Still enrolled at the end of the reporting period;
- Completed the program during the reporting period;
- Withdrew from the program during the reporting period; or
- Transferred from the program during the reporting period.

Do not include students who exited in a prior reporting period and did not re-enroll during the current reporting period.

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.

## Cumulative Reporting

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

## Technical Capacity Issues

Providers that lack the technical capacity to collect or submit the required data should contact the State ETPL Coordinator as soon as possible to request technical assistance.

Providers will have up to ninety (90) calendar days to establish a plan for becoming compliant with the reporting requirements and demonstrate progress toward compliance. It is expected that current ETPs will be compliant with all reporting requirements within one hundred eighty (180) calendar days.

Technical assistance requests should be sent to: [CEO.OET.etplcoord@illinois.gov](mailto:CEO.OET.etplcoord@illinois.gov).

## Report Submission

### State Collection of the Data

The State will collect the required data through the All-Student Data Spreadsheet. Providers must download, complete, validate, and upload the spreadsheet according to the instructions provided by OET.

The spreadsheet will be available through IWDS 2.0.

Providers should use Appendix 3 to complete each required data field.

### All-Student Data Collection

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

- Provider Identification Number from IWDS 2.0;

- Program of Study Identification Number from IWDS 2.0;
- Program Location Identification Number from IWDS 2.0;
- Classification of Instructional Program Code;
- Primary outcome type; and
- Name of the primary outcome or credential.

Use Appendix 3 when entering provider and program data into the All-Student Data Spreadsheet.

## Required All Student Data

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

- Social Security Number, Individual Taxpayer Identification Number, or approved unique identifier;
- First name;
- Last name;
- Whether WIOA funded the student;
- Program entry date;
- Enrollment status;
- Program exit date, if the student completed, withdrew, or transferred; and
- Outcome earned, if applicable.

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

- Middle initial;
- Address;
- City;
- State;
- ZIP Code;
- Sex;
- Race/ethnicity;
- Birth date; and
- U.S. citizenship status.

## Spreadsheet Submission

Providers must submit the completed All-Student Data Spreadsheet electronically through the provider's Program Performance page in IWDS 2.0.

If a provider does not have a login or cannot access the system, the provider should contact the Local ETPL Coordinator for assistance.

## Naming Convention

Providers must use the following file naming convention when submitting the spreadsheet:

[4-digit year for beginning of reporting period]\_[InstitutionName]\_StudentReporting

Example: 2024\_TrainingSolutionsUSA\_StudentReporting

## No Enrollments During Reporting Period

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 Protection

### Use of SSN or Individual Taxpayer Identification 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.

## How Data is Protected

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 to personally identifiable information 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.

Personally identifiable information is not considered public information and will not be publicly disclosed.

Submitted data will be stored in secure databases using encryption provided by the Illinois Department of Innovation and Technology.

## FERPA Consent

OET is collecting this information under its audit and evaluation authority. 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.

## State Use of the 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 State will not publicly release data that identifies individual students.

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

## Compliance and Consequences

### Non-Compliance

Providers that do not comply with all-student data reporting requirements may be subject to corrective action and may have one or more programs removed from the ETPL.

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 must remain off the ETPL for at least one year and may reapply after that period using the initial eligibility process.

### Voluntary Removal

Providers that wish to remove a program from the ETPL must submit a written request to the State ETPL Coordinator.

The request should include:

- Training provider name;
- Contact name and title;
- Program name for each program requested for removal;
- Program address or location;
- Reason for requesting removal; and
- Confirmation of whether any WIOA participants are currently enrolled.

Requests should be sent to: [CEO.OET.etplcoord@illinois.gov](mailto:CEO.OET.etplcoord@illinois.gov).

Requests will be processed within thirty (30) calendar days of receipt.

Any WIOA participants enrolled in the program at the time of the removal request must be allowed to complete training, unless otherwise directed by OET or required by applicable policy.

## Provider Submission Checklist

Before submitting the All-Student Data Spreadsheet, providers should confirm that:

- Each ETPL-approved program of study has been reviewed for reporting requirements.

- All students who must be included have been added to the spreadsheet.
- Students who exited in a prior year and did not re-enroll have not been included again.
- Required provider, program, and location identifiers are included.
- Required student-level data fields are complete.
- Program entry and exit dates are formatted correctly.
- Enrollment statuses are limited to the allowable values.
- Outcome earned is entered for students who completed, withdrew, or transferred, as applicable.
- The spreadsheet validation tab shows no errors.
- The file name follows the required naming convention.
- The completed spreadsheet is uploaded by the required deadline.
- Documentation supporting the submitted data is retained by the provider.

# Appendix 1: Sample Student Notification Language

## Sample Letter for Students Regarding ETPL Data Reporting

[Insert School Name] is required by law to ask students for their Social Security Number or Individual Taxpayer Identification Number and to report this information to the Illinois Department of Commerce and Economic Opportunity, Office of Employment and Training.

The Office of Employment and Training uses this information to measure employment and training outcomes for programs listed on the Illinois Eligible Training Provider List. These outcomes help the State meet federal reporting requirements and provide information about training program performance.

You may choose not to provide your Social Security Number. You may not be denied any benefits or privileges provided by law because you refuse to provide your Social Security Number.

[Insert School Name] and the Office of Employment and Training take steps to protect your personal information from unauthorized use. Personally identifiable information will not be publicly released.

If you have questions about the use of this data or data security, please contact the State ETPL Coordinator at [CEO.OET.etplcoord@illinois.gov](mailto:CEO.OET.etplcoord@illinois.gov).

By signing below, you acknowledge that you have been informed of this data collection and reporting requirement.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

## Short Form Student Notification Language

[Insert School Name] is required by law to ask students for their Social Security Number or Individual Taxpayer Identification Number and to report this information to the Illinois Department of Commerce and Economic Opportunity, Office of Employment and Training.

This information is used to measure employment and training outcomes for programs listed on the Illinois Eligible Training Provider List. You may choose not to provide your Social Security Number, and you may not be denied any benefits or privileges provided by law because you refuse to provide it.

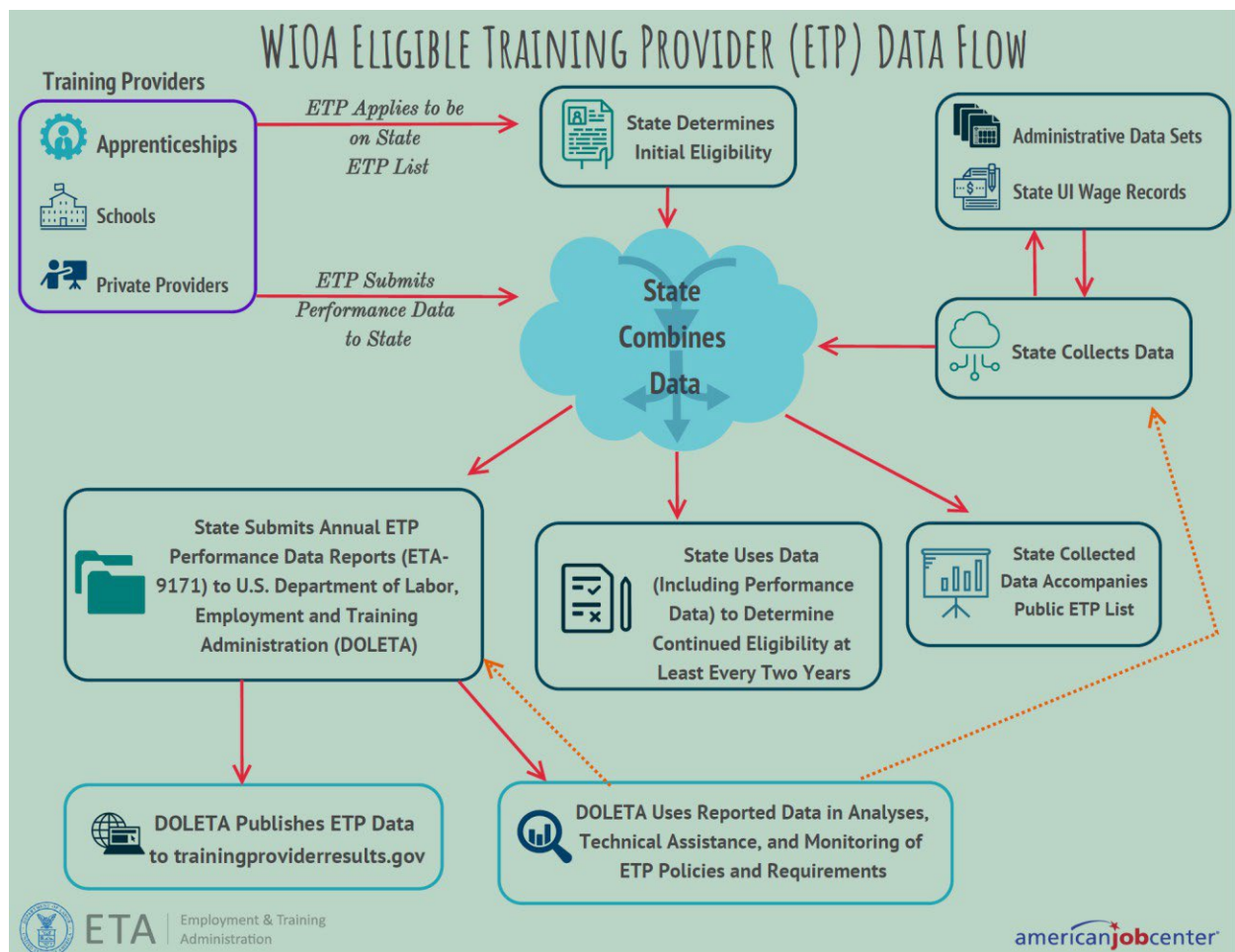
Your personal information will be protected and will not be publicly released. Questions about the use of this data or data security may be directed to the State ETPL Coordinator at [CEO.OET.etplcoord@illinois.gov](mailto:CEO.OET.etplcoord@illinois.gov).

## Appendix 2: WIOA Eligible Training Provider Data Flow

The WIOA Eligible Training Provider data flow shows how provider and student data move through the reporting process.

In general:

1. Training providers submit performance data to the State.
2. The State combines provider data with wage records and administrative data.
3. The State submits required ETP performance reports to the U.S. Department of Labor.
4. The State uses the data to support continued eligibility determinations.
5. The U.S. Department of Labor may use reported data for analysis, technical assistance, monitoring, and public reporting.
6. Public reporting is provided only in aggregate form and does not identify individual students.



## Appendix 3: Data Definitions and Codes

This appendix explains the data elements in the All-Student Data Spreadsheet. Providers must follow the required format for each element. Incorrect formatting may delay processing or result in validation errors. A report will be available in IWDS 2.0 for Elements 1 – 5.

Required data elements are marked with an asterisk (\*).

### Element 1 – Provider ID\*

The provider identification number is assigned in IWDS/IWDS 2.0.

### Element 2 – Program ID\*

The program identification number is assigned in IWDS/IWDS 2.0.

### Element 3 – Location ID\*

The program location identification number is assigned in IWDS/IWDS 2.0.

### Element 4 – CIP Code\*

The Classification of Instructional Programs code for the training program. The CIP code must be six digits and must match the CIP code entered in IWDS/IWDS 2.0.

### Element 5 – Primary Outcome Type\*

The two-digit code that identifies the type of award or outcome the program is designed to lead to. The code must match the primary outcome type entered in IWDS/IWDS 2.0.

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

### Element 6 – Credential Name\*

The name of the credential obtained upon successful completion of the program. The credential name may be up to 50 characters.

### Element 7 – Data Collection Begin Date\*

The data collection began. The date must be entered in YYYYMMDD format with no slashes or hyphens.

### Element 8 – Data Collection End Date\*

The data collection ended. The date must be entered in YYYYMMDD format with no slashes or hyphens.

<b>Figure 2 - Beginning and Ending Collection Dates</b>		
Providers must collect and submit student information for federal reporting purposes. Timeframes for data is by program year (July 1 - June 30).		
<b>Program Year</b>	<b>Reporting Timeframe</b>	<b>Report Due</b>
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.		

### Element 9 – SSN, Individual Taxpayer Identification Number, or Unique Identifier\*

Enter the student’s Social Security Number, Individual Taxpayer Identification Number, or approved unique identifier. The number must be entered as nine digits with no hyphens.

### Element 10 – First Name\*

The student’s first name. The first name may be no more than 15 characters.

### Element 11 – Middle Initial

The student’s middle initial, if applicable. The middle initial must be one character.

### Element 12 – Last Name\*

The student’s last name. The last name may be no more than 25 characters.

### Element 13 – WIOA Funded\*

Indicate whether WIOA funded the student. Use: Y = Yes or N = No.

### Element 14 – Program Entry Date\*

The date the student entered the training program. The date must be entered in YYYYMMDD format with no slashes or hyphens.

#### Element 15 – Enrollment Status\*

The student's enrollment status at the end of the reporting period.

Allowable values: Enrolled, Completed, Withdrew, or Transferred.

#### Element 16 – Program Exit Date\*

The date the student exited, completed, withdrew from, or transferred from the program. The date must be entered in YYYYMMDD format with no slashes or hyphens.

This field is required for students with an enrollment status of Completed, Withdrew, or Transferred.

#### Element 17 – Address

The student's street address. The address may be no more than 35 characters and should not contain symbols.

#### Element 18 – City

The city where the student lives. The city may be no more than 20 characters.

#### Element 19 – State

The capitalized two-letter state abbreviation where the student resides.

#### Element 20 – ZIP Code

The first five digits of the student's ZIP Code.

#### Element 21 – ZIP+4

The four-digit ZIP Code extension, if available.

#### Element 22 – Outcome Earned\*

The two-digit code that identifies the award or outcome the student earned upon exiting the program.

This element is required for students who completed, withdrew from, or transferred from the program during the reporting period.

Outcome Earned
Record the appropriate code for the outcome earned by Exiters*:
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.

Students whose enrollment status is Enrolled should not have an entry in this field.

### Element 23 – Sex

The student's sex. Use: M = Male or F = Female.

### Element 24 – Race/Ethnicity

The three-digit code that identifies the student's race/ethnicity reporting category.

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.

### Element 25 – Birth Date

The student's birth date. The date must be entered in YYYYMMDD format with no slashes or hyphens.

### Element 26 – U.S. Citizen

The student's U.S. citizenship status. Use: Y = Yes or N = No

