Illinois’ Eligible Training Provider List (ETPL)

Thursday, April 29, 2020

Apply to become a WIOA Certified Training Program Provider
Illinois ETPL Application

• How to apply to become a WIOA Certified Training Provider:
• ETPL – Eligible Training Provider List
• WIOA Certified Programs for WIOA customers
• Use IWDS – Illinois Workforce Development System

WIOA Guidance:
• Training and Employment Guidance Letter WIOA (TEGL) 3-18, August 31, 2018;
• WIOA Policy 15-WIOA-5.3 – WIOA Training Provider and Training Program Eligibility.
IWDS Application

Go to the home page in IWDS:
- https://iwds.dceo.illinois.gov/iwds/iwdshome.html

First, verify if the college already has an IWDS account. If so, log in and add the new program info to submit.

Verify your account by checking with your staff.

Welcome to the Illinois Workforce Development System website!
If you are a Training Provider and have been issued an ID for the system, you can maintain your information by clicking the Existing Providers button.
If you are interested in submitting one or more training programs for approval, but do not yet have an ID, click on the New Providers button. When you enter your ZIP code, the system will display the name and telephone number of the individual you need to contact for more information.

To search for human services, find information about WIOA-certified training programs, or to compare performance among training programs, click the Consumer Info button.

Using this website indicates acceptance of DCEO User Agreement and IWDS Privacy Notice.
Brought to you by Illinois Department of Commerce and Economic Opportunity.
IWDS

- If you don’t have an account, Click on “New Providers”.
**IWDS**

- **Enter Zip Code:** This is the location of your program.
- **If the program is offered at multiple locations,** type the zip code of the headquarters or main office location.
- **Click “Find”**.
After clicking “Find”, the system will display a screen like this.

Here you will find all of the contact information you need for the application process.

Submit your Provider Entity information to the LWIA contact listed here.
Once the LWIA has verified eligibility of the provider, the LWIA will set up a Training Provider Record in IWDS. The LWIA will supply the provider with a user ID to log in to IWDS to enter and submit training programs for approval.

Please reference WIOA Policy 15-WIOA-5.3 to read this about this process in detail.
 IWDS

• Click on “Training Provider Application”.

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Illinois ETPL Application

Find My Local Workforce Investment Board

Please type the five-digit Zip code of the location where your training program is offered. If your program is offered at more than one location, type the Zip code of your headquarters or main location. Then click the "Find" button.

- Zip Code: 62204

To view a printable version of a blank training provider application, please click the button below.

- Training Provider Application

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Illinois ETPL Application

**IWDS**

- This is the list of required info that will be displayed.

- Complete the Application and submit to the contact that was named in initial search by zip code.
There are two criteria that are required for initial eligibility. At least one of the answers must be “Yes” for consideration as Training Provider.

Training Program Initial Criteria

Necessary Requirements for Initial Certification
(For programs to be eligible, one of the following two criteria must be met)

1. Is the provider/program seeking WIOA certification currently approved or accredited under an existing process recognized by the State of Illinois?
   - If yes, please check all types of accreditation and approval that apply.
     - North Central Association
     - Illinois Community College Board
     - Illinois State Board of Education
     - Other(Specify)

2. Is the program for which WIOA certification is being sought been recognized as meeting industry approved standards such as Pro Start for food services, A Plus for computers and ASE for auto mechanics?
   - If yes, identify the standard(s)
Illinois ETPL Application

IWDS:

• Training Program Basic Information.

• This is completed in IWDS once the LWIA approves the entity and creates a provider record in IWDS.

• 16 Informational data Elements about your program.

• * Indicates Required Fields.

Training Program Basic Information

* Program Name: (For Providers Only, if you publish a course catalog, this name must match the one used in the catalog)

Program Description
a. * Please provide a short description of your program. (For Providers Only, this description must be detailed enough so that your program can be identified with a Classification of Instructional Program (CIP). If you have the CIP code of your program, please type it in the space provided. If not, leave the data field for the CIP code blank.)

b. * If you know it, what is the 6-digit CIP code?

c. If there is a website that provides more program information, please provide the address.

d. * Training Program Type:

Is this a credit hour program?
If yes, how many credit hours for program completion?

What is the curriculum code for this program (if one exists)?

* How many weeks does it typically take to complete this program?

What is the total hours of Instruction/Classroom/Shop time?

* Other than employment, what is the primary goal of the program?

☐ Associates Degree
☐ Bachelor's Degree
☐ Certificate of Completion - Apprenticeship
☐ Community College Certificate of Completion
☐ Emplpoyment
☐ Industry Recognized Certification
☐ License
☐ Measurable Skills Gain (Lead to Credential)
☐ Measurable Skills Gain (Lead to Employment)
☐ Other
☐ Secondary School Diploma or GED
If other, specify:
If Certification, License, or Registration, what is the name of the certifying, licensing, or registering body?
IWDS

- Existing Training Providers may log in, Complete Training Program Basic Information in IWDS and Submit the Training Program application for approval.

- Each Provider Training program must be submitted for approval, separately.
NOTE: After clicking “Submit Training Program”, the Status will change from “Not Submitted” to “Pending Initial”.

The program is sent to the Local area for approval/initial Certification.
Questions?

Please do not hesitate to contact me if questions come up as you work in IWDS to complete and submit information for the Training Provider/Program Application. Your LWIA contact will be able to assist you, as well.

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