



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.**



Illinois ETPL Application

IWDS

- 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 w/your staff.

IWDS Illinois Workforce Development System



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.

Existing Providers

New Providers

Consumer Info

PARTNERING WITH

- [Illinois Community College Board \(ICCB\)](#)
- [Department of Human Services \(DHS\)](#)
- [Illinois Department of Employment Security \(IDES\)](#)



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Brought to you by Illinois Department of [Commerce and Economic Opportunity](#).




Illinois ETPL Application

IWDS

- If you don't have an account, Click on "New Providers".



IWDS Illinois Workforce Development System



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.

[Existing Providers](#) **[New Providers](#)** [Consumer Info](#)

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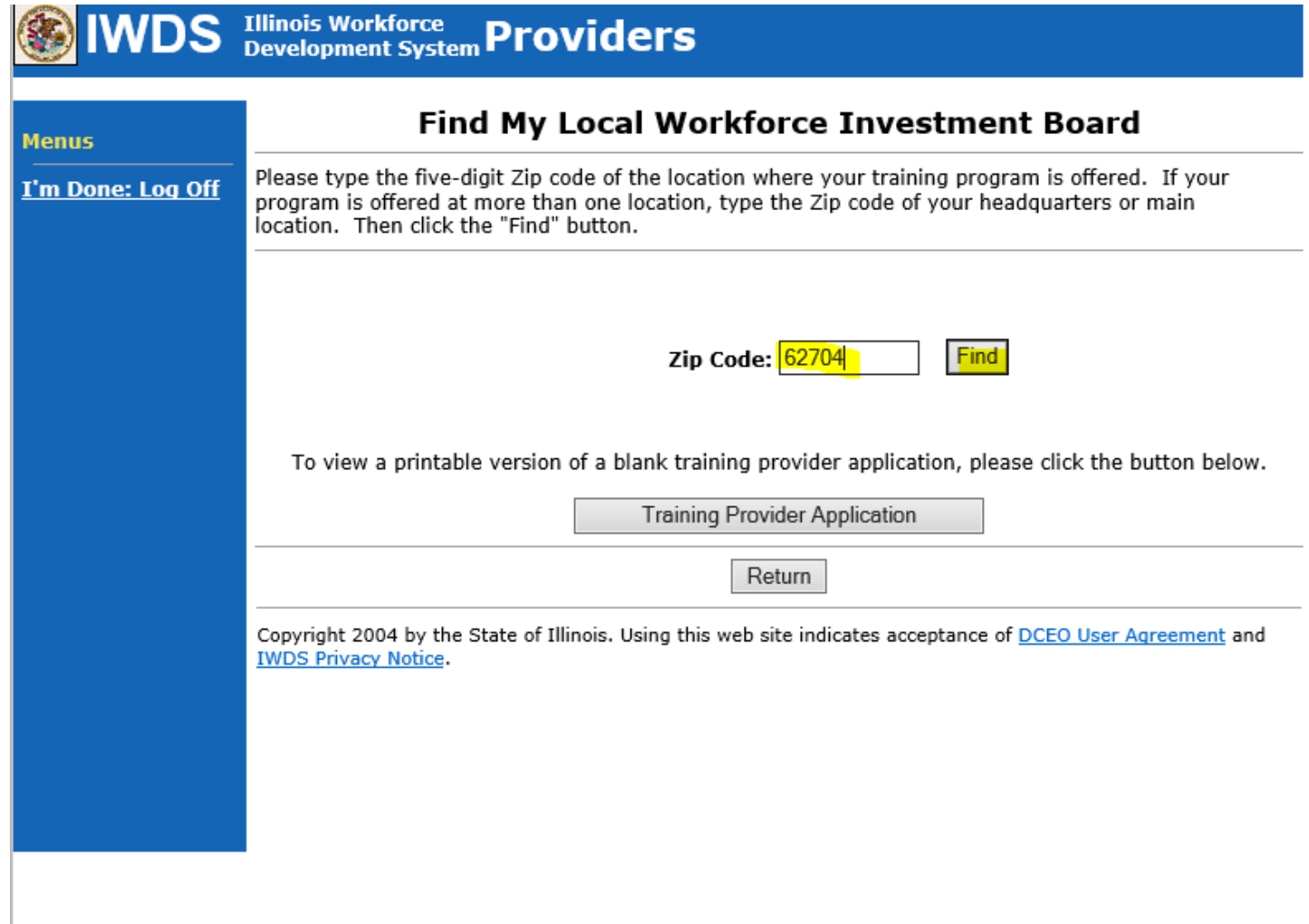
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Illinois ETPL Application

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”.

A screenshot of the Illinois Workforce Development System (IWDS) Providers page. The page has a blue header with the IWDS logo and the text "Illinois Workforce Development System Providers". Below the header is a section titled "Find My Local Workforce Investment Board". The instructions state: "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." There is a text input field containing "62704" and a "Find" button. Below this, there is a button labeled "Training Provider Application" and a "Return" button. At the bottom, there is a copyright notice: "Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#)."



Illinois ETPL Application

WDS Illinois Workforce Development System **Providers**

IWDS

- 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.

[Home](#) [Log Off](#)

Find My Local Workforce Investment Board

Land of Lincoln Workforce Alliance
1300 South 9th Street
P.O. Box 19493
Springfield, Illinois 62794

For more information please contact:
Michelle Griebler
(217)558-4278
mgriebler@worknet20.org

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

[Training Provider Application](#)

[Return](#)

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Illinois ETPL Application

WDS Illinois Workforce Development System **Providers**

IWDS

- 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.

Monday, April 24, 2017

[Home: Log Off](#)

Find My Local Workforce Investment Board

Land of Lincoln Workforce Alliance
1300 South 9th Street
P.O. Box 19493
Springfield, Illinois 62794

For more information please contact:
Michelle Griebler
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To view a printable version of a blank training provider application, please click the button below.

[Training Provider Application](#)

[Return](#)

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Illinois ETPL Application

IWDS

- Click on “Training Provider Application”.

The screenshot shows the IWDS website interface. At the top is a blue header with the IWDS logo and the text "Illinois Workforce Development System Providers". Below the header is a navigation menu on the left with the text "Menus" and a link "I'm Done: Log Off". The main content area is titled "Find My Local Workforce Investment Board". It contains a text box for entering a zip code, with "62704" entered, and a "Find" button. Below this is a text instruction: "To view a printable version of a blank training provider application, please click the button below." A yellow button labeled "Training Provider Application" is highlighted. At the bottom of the main content area is a "Return" button. The footer contains copyright information: "Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of DCEO User Agreement and IWDS Privacy Notice."/>

IWDS Illinois Workforce Development System **Providers**

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:

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

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Illinois ETPL Application

Print Return

Training Provider Application

Add Entity

* Entity Name:
Doing Business As Name:
* FEIN or SSN:
* Agency Type:
* LWA:
Web Site:
UI Account #:
Audit/Accreditation Date:
Audit/Accreditation Body:
In Business Since:

Add Location

* Location Name: Corporate Office:
* Address Line 1:
Address Line 2:
* City: * State:
* Zip: Zip +4: [Find Zip Code](#)
* County:
* Phone: Fax:
TTD/TTY:
Notes/Comments:

ocation accessible to persons with disabilities?

Add Contacts

Salutation:
* First Name: MI:
* Last Name:
Suffix:
Title:
Email:

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.



Illinois ETPL Application

- **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

Training Program Basic Information

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.

* 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) 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:

d. Registered Apprenticeship 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/lab time?

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

Associates Degree

Bachelors Degree

Certificate of Completion - Apprenticeship

Community College Certificate of Completion

Employment

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?



Illinois ETPL Application

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.

[Provider Mgmt.](#)
[List Locations](#)
[List Contacts](#)
[List Relationships](#)
[Training Pgms](#)

Done: [Log Off](#)

Training Program Summary

[A Light of Glory, Inc., Training Center - FEIN 364456296](#)

[2600 Sheridan Road Zion, IL 60099-2615](#)

PROGRAM REQUIREMENT (INITIAL CRITERIA)

[Update](#)

Initial Date Submitted	Submitted By
------------------------	--------------

TRAINING PROGRAM (Computer Skills - CIP CODE 520407)

[Update](#)

Status	Total Cost	Owning LWA
Not Submitted		1

Certification Date	Latest Re-Certification Date
--------------------	------------------------------

[Submit Training Program](#)

[Print Training Program](#)

[View O*Net History](#)

[Return](#)

[Delete Training Program](#)



Illinois ETPL Application

IWDS

- **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.

Development System **Provider Management**

Training Program Summary

[A Light of Glory, Inc., Training Center - FEIN 364456296](#)
[2600 Sheridan Road Zion, IL 60099-2615](#)

PROGRAM REQUIREMENT (INITIAL CRITERIA)			<input type="button" value="Update"/>
Initial Date Submitted	Submitted By		
04/29/2020	Paula Barry		
TRAINING PROGRAM (Computer Skills - CIP CODE 520407)			<input type="button" value="Update"/>
Status	Total Cost	Owning LWA	
Pending Initial		1	
Certification Date	Latest Re-Certification Date		

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Illinois ETPL Application Process

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.

Paula Barry

DCEO Office of Employment and Training, Performance and Reporting

Paula.Barry@Illinois.gov

O: 217.524.5500