

CAREER & EDUCATION

EXPLORER

Eligible Training Provider List (ETPL)

How to access the ETPL, using the dimension controls, defining WIOA Certified and Non-credential Training columns, and exploring training options

amy.carlson@state.mn.us

State Program Administrator Coordinator

What's in this Eligible Training Provider List (ETPL) Guide?

1. What does “WIOA Certified”, “Non-credential”, or “Apprenticeship” Training mean (Slide 3)
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What does “WIOA Certified”, “Non-credential”, or “Apprenticeship” Training mean

WIOA Certified Training

- This training is Occupationally Specific and Industry Recognized
- This training ends in a recognized credential
- The “Classroom Training” activity should be used to track this training in WF1

Non-credential Training

- This training is Occupationally Specific and Industry Recognized
- This training DOES NOT end in a recognized credential
- Two WF1 activity scenarios
 - The “Non-credentialed Training” activity should be used to track this type of training in WF1.
 - If it is a test prep course, when it is time to take the state exam, the “Credential Attained w/o Training” activity must be opened to allow capturing of the credential.

Apprenticeships

- This training is occupationally specific and Industry Recognized.
- This training does end in a credential.
- The WF1 activity to open is the “Apprenticeship” activity.

What does “Basic Skills” Training mean

Basic Skills Training:

- This training is NOT occupationally specific.
- This training DOES NOT end in a credential. This is Work Readiness services, Prevocational services, or basic education taught in today’s K-12
 - This training is legitimate training that does provide marketable skills.
 - If your participant needs these trainings to be marketable and successful in today’s job market, these should be treated as applicable as the other types of training.
- Two WF1 activity options based on training topics
 - “Work Readiness Service” activity if it is basic academic skills, critical thinking skills, digital literacy skills, self-management skills, or builds competencies in using resources/information; working with others; understanding systems; and skills necessary to transition into higher education.
 - “Prevocational Service” activity if it develops learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct. Pre-apprenticeships and pre-employment workshops.

How can WIOA funds support all four types of training

WIOA Certified Training

- Code all expenditures to the “Training” cost category

Non-credential Training

- Code all expenditures to the “Training” cost category

Apprenticeship Training

- Code all expenditures to the “Training” cost category

Basic Skills Training:

- If your participant is attending a Basic Skill Training as a steppingstone plan that includes a WIOA Certified training and/or a Non-credential Training, code all expenditures to the “Training” cost category.
- If your participant is only attending a Basic Skill Training or multiple Basic Skills Trainings, code all expenditures to the “Career Service” cost category.

The Difference between Schools in WF1 and Schools listed on the ETPL

ETPL

- Schools contact the ETPL Administrator directly with their request to be on the list.
 - If a counselor contacts the ETPL Administrator, the Administrator will request the counselor ask the school to contact the ETPL mailbox with their request directly.
- The ETPL Administrator will work with OHE to confirm the school is OHE Licensed or Exempt.
 - If they are not OHE compliant, the ETPL Administrator connects them with OHE to complete the necessary paperwork to become compliant.
 - If the school refuses to comply with OHE, they are denied access to post their trainings on the ETPL.
 - If the school becomes compliant, the ETPL Administrator works with the school to determine the type of training their programs and courses will be posted as to the public.

The Difference between Schools in WF1 and Schools listed on the ETPL

WF1 Schools

- When counselors are opening any training type activity, they must select the training institution their participant will be attending.
 - If the school **is not located in Minnesota**, the counselor must select “School Not in Minnesota” code 99999999.
 - If the school **is located in Minnesota but** is not available to select in WF1 the counselor needs to submit a “School Addition Request” form by hovering over “Resources” in the top panel, then select “Forms”, and then selecting the “School Addition Request”.
 - When the counselor submits the form, it is sent to the WF1 team, OHE, and the ETPL Administrator.
 - The ETPL Administrator works with OHE to confirm the school is OHE Licensed or Exempt
 - ✓ If they are OHE compliant, the ETPL Administrator enters the school in WF1, so it is available for counselors to select.
 - ✓ If the school is not OHE compliant, OHE will work with the school in hopes of them becoming compliant.

The Difference between Schools in WF1 and Schools listed on the ETPL

Proof of OHE Compliance or ETPL listing for participant case files

- If the school is listed in WF1, it means the school was OHE compliant at the time the school was added to the database.
 - Participants only accessing state grants
 - Counselors need to confirm the school is currently compliant with OHE before approving their participant to attend their training.
 - Proof of OHE compliance is required in the case file before moving forward with approval of training.
 - If the counselor discovers there is a school listed that is not currently OHE compliant, they cannot approve that training and we encourage that counselor to email the ETPL Administrator to let them know the school should be removed.
 - Participant accessing state or WIOA grants
 - If the school program your participant wants to attend is listed on the ETPL (any type of training), printing proof of the ETPL listing for the case file is also proof of OHE compliance.

Minnesota's Current Eligible Training Provider List (ETPL) site

Data

- Data Tools
 - Affirmative Action Statistics
 - Bachelor's Degree and Career Destination Tool
 - Business Finder
 - > Career & Education Explorer
 - Career Pathways
 - Cost of Living
 - County Profiles
 - Current Employment Statistics

Career and Education Explorer

Data Tool

What kinds of jobs can I do? And where can I get the education I need? The Career and Education Explorer lets you explore a wide range of occupations and related education in a single easy-to-use online tool. Find wages, demand, job opportunities, and more. Also find links to Minnesota's Eligible Training Provider listings including WIOA-certified trainings.

Choose your region, choose your occupation, and go.

Use the data tool

Minnesota's Eligible Training Provider List (ETPL) can be found here [Career and Education Explorer / Minnesota Department of Employment and Economic Development \(mn.gov\)](https://www.mn.gov/employment-and-economic-development/career-and-education-explorer)

To search available training programs and courses related to the occupation your participant is interested in, click "Use the data tool".

Minnesota's Current Eligible Training Provider List (ETPL) site

Career and Education Explorer [Start Over](#)

What kinds of jobs can I do? And where can I get the education I need?

I want to explore...

Careers

- Occupations
- Wages
- Demand
- Job openings
- Related education
- And more

[Explore Careers](#)

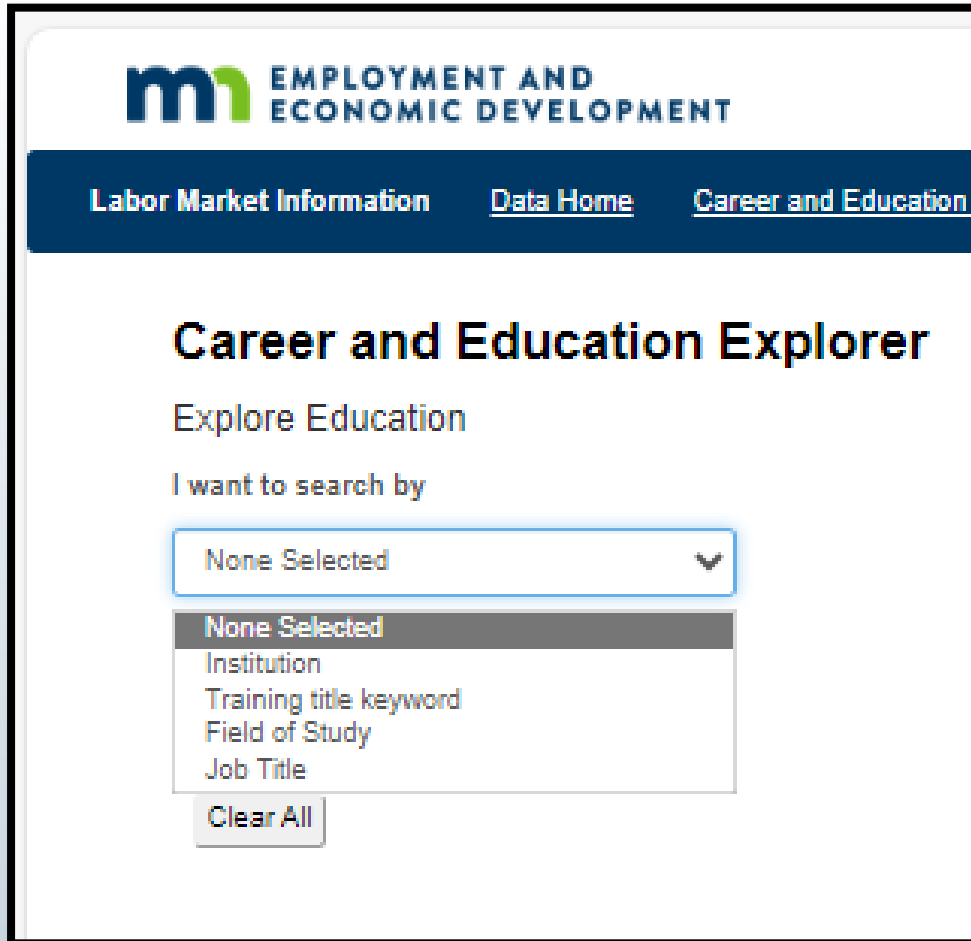
Education

- Programs, courses, apprenticeships
- Award
- Length
- Cost
- Related occupations
- And more

[Explore Education](#)

To search available training programs and courses related to the occupation your participant is interested in, click “Explore Education”

Using the dimension controls to find the best training options



The screenshot shows the 'mi EMPLOYMENT AND ECONOMIC DEVELOPMENT' logo at the top left. Below it is a dark blue navigation bar with three links: 'Labor Market Information', 'Data Home', and 'Career and Education'. The main heading is 'Career and Education Explorer' in bold black text. Underneath is the sub-heading 'Explore Education'. A label 'I want to search by' is positioned above a dropdown menu. The dropdown menu is currently open, showing a list of options: 'None Selected' (highlighted in grey), 'Institution', 'Training title keyword', 'Field of Study', and 'Job Title'. Below the dropdown is a 'Clear All' button.

Select how you want to begin your search.

- By Institution
- By Training Title Keyword
- By Field of Study
- By Job Title

Using the dimension controls to find the best training options

Career and Education Explorer

Explore Education [Start Over - Ex](#)

I want to search by

Training title keyword ▼

Training title keyword

Administrative Assistant

Region Type

Local Region ▼

Enter county to find your region

Dakota ▼

Or choose from region list

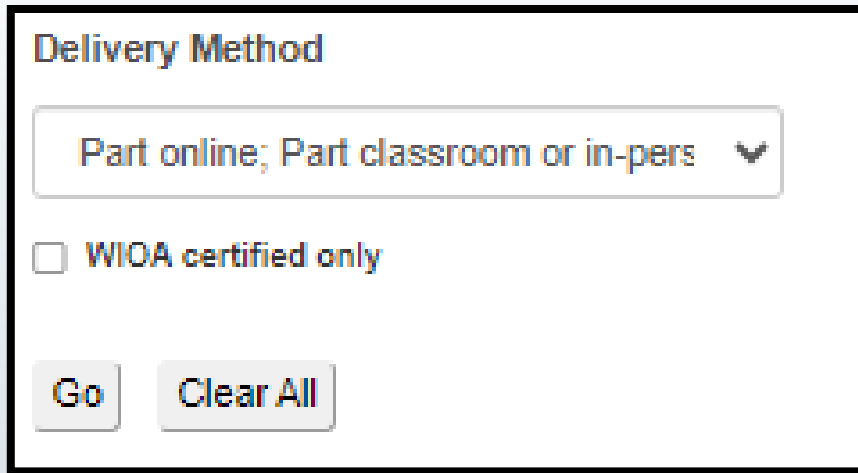
EDR 11 - 7 County Twin Cities ▼

(includes these counties: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington)

By selecting “Training Title Keyword”

- Enter a keyword
 - Example: Administrative Assistant
- Select the Minnesota region you want data on
 - Example “Local Region” then “Dakota County”, which is determined as EDR 11 – 7 County Twin Cities

Using the dimension controls to find the best training options



Delivery Method

Part online; Part classroom or in-pers ▼

WIOA certified only

Go Clear All

Select the “Delivery Method”

- Leave as “Select All”
- Classroom or in-person
- Completely Online
- Part Online Part Classroom or In-person

Select the type of programs and courses you want to view.

- If you want to view only WIOA certified programs and courses, click the box
- If you want to view all listed programs and courses, leave the box blank (Recommended)

Click “Go”

Exploring Filtered Training Options

Career and Education Explorer

Explore Education [Start Over - Explore Careers](#) [Start Over - Explore Education](#) [Find a CareerForce Location](#)

You selected: Search by Training title keyword, Keyword Search - Administrative Assistant, Region type - Local Region, Dakota County, EDR 11 - 7 County Twin Cities (includes these counties: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington)

Show 25 records per page of 15 total records.

Compare up to 3	Educational Offering	Institution	Type of Offering	Award	WIOA Certified	Non-Credential Training
<input type="checkbox"/> Add to compare	Administrative Assistant	Century College - White Bear Lake	Program (Credit)	Associate's degree such as A.A., A.S., and others	Yes	
<input type="checkbox"/> Add to compare	Legal Administrative Assistant	Dakota County Technical College - Rosemount	Program (Credit)	Associate's degree such as A.A., A.S., and others	Yes	

1. You can click up to 3 boxes to comparing listed trainings.
2. Quick view of training title, institution, type of offering, and award.
3. Easily confirm the type of training
 - WIOA Certified column: If it says “Yes”, this training is occupationally specific, and the ending credential is Industry Recognized.
 - Non-credential Training: If it says “Yes”, this training does not end in a credential, but it is occupationally specific, and industry recognized.
 - Blank in both columns: It is basic skills training

ETPL System Updates

- **Training provider description** cannot contain a URL: Having a URL in the provider description causes a fatal error on the required Department of Labor's (DOL) federal report.
- **Training program description** must end with punctuation (period (.), question mark (?), or exclamation point (!)).
- **FEIN requirement** when training providers add themselves in the Provider Portal.
 - All active training providers will be notified by email to update their account with their FEIN before the deadline provided in that communication.

ETPL System Updates

- **Training provider IPEDS ID requirement** to report a 6-digit code for every training provider.
 - Needs to be a unique identifier for a school (not a location or program).
 - If a training provider does not have one, a unique identifier will be created for them by OHE.
 - Training providers who need assistance with this element can reach out to the ETPL Administrator by emailing etpl.deed@state.mn.us
- **CIP Code and Award Level** cannot be the same for multiple programs with different names.
- **Program Length field** cannot be more than 50 hours per week

ETPL System Updates

New field added for the ETPL Administrator to select when a program is removed from the ETPL to capture this required element for reporting.

- The DOL has 5 allowable reasons for removal
 - Removed, training provider request
 - Removed, determined ineligible
 - Removed, no longer in demand
 - Removed, for cause [violated either agreements with us or they have lost accreditation or licensure
 - Not removed
 - Not included in the dropdown list
 - Report will auto-populate a zero if the program is still active

ETPL Training Events and Resources (in development)

*We are currently seeking topics for ETPL technical assistance sessions,
If you have any technical assistance requests please reach out:
etpl.deed@state.mn.us*

Our plan to provide reoccurring technical assistance events and increase communications

- Presenting monthly webinars for counselors across the state.
 - Providing guidance on the enhanced ETPL site currently in development, recent updates/demonstrations, and guidance on topics requested by the field.
- Creating an ETPL specific broadcast/newsletter.
 - Publishing questions received from counselors throughout the month and their answers.
 - Informing on upcoming webinars.
 - Updates on any projects connected to the ETPL.
 - Providing information on any updates to the database that occurred.
 - Training institutions added to the list.
 - Training institutions removed from the list.
 - System updates.

ETPL Training Events and Resources (in development)

We are seeking the committee's recommendations on how to obtain a current list of Adult and Dislocated Worker counselors from each agency (programs requiring the use of ETPL).

This contact information will allow the ETPL Administrator to invite them to technical assistance events and include them as recipients of the ETPL monthly broadcast as well as to receive important update alerts (as needed).

If you have recommendations or can share your staff's email addresses with the ETPL Administrator, please provide that information by emailing: etpl.deed@state.mn.us

ETPL Questions?



Thomas Sommer
Eligible Training Provider
List (ETPL) Administrator

etpl.deed@state.mn.us