

<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> WIOA – ETP Reporting
	<b>CORRESPONDENCE SYMBOL</b> OWI/OPDR
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**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER WIOA NO. 3-18  
OPERATING GUIDANCE for the WORKFORCE INNOVATION AND  
OPPORTUNITY ACT (referred to as WIOA or the Opportunity Act)**

**TO:** STATE AND LOCAL STAKEHOLDERS IN THE WORKFORCE  
INNOVATION AND OPPORTUNITY ACT  
STATE WORKFORCE AGENCIES

**FROM:** ROSEMARY LAHASKY  
Deputy Assistant Secretary

**SUBJECT:** Eligible Training Provider (ETP) Reporting Guidance under the Workforce  
Innovation and Opportunity Act (WIOA)

1. **Purpose.** To provide guidance to states on performance reporting on ETPs. Under WIOA, all states must collect and report performance information on all individuals and WIOA title I core program participants (of Adult, Dislocated Worker, and Youth programs) served by each program of study on the state list of Eligible Training Providers (ETP list). The requirements for ETP reporting can be found at WIOA section 116(d)(4) and 116(d)(6)(B) and in the WIOA Joint and Department of Labor (DOL)-only final rules at 20 CFR 677.230 and 20 CFR 680.490.
2. **References.** See Attachment III.
3. **Background.** States must report performance information about ETPs to the DOL Employment and Training Administration (ETA) in accordance with WIOA section 116 and regulations at 20 CFR 677.230 and 20 CFR 680.490. Section 116(d)(4) of WIOA, regarding contents of ETP Reports, mandates the collection of specific information for each program of study for each eligible provider of training services under title I Adult and Dislocated Worker programs. Additionally, ETA allows states to use individual training accounts (ITAs) for out-of-school youth WIOA participants ages 16 to 24 (20 CFR 681.550). Therefore, for purposes of the annual ETP Performance Report, WIOA out-of-school youth participating in a program of study using an ITA must be reported like a WIOA adult in all student and WIOA participant categories. Likewise, references to the WIOA Adult Program for purposes of reporting on the ETP Performance Report include out-of-school youth participating in a program of study using an ITA.

These reports, which include some of the data needed by states and Local Workforce Development Boards (WDBs) to determine ETP eligibility based on the requirements in

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Continuing
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WIOA section 122, must be submitted annually for each approved program of study on the ETP list. These reports also must contain the performance information for all individuals served by that program of study, in addition to the performance information on the WIOA participants being served by the program of study. This guidance provides additional details on who must submit these ETP reports to ETA, how they must be submitted, and when they must be submitted.

- 4. State Reported and Provider-Reported Elements.** States submit the annual ETP performance report to ETA, via the Workforce Integrated Performance System, using the ETA-9171 report (see attachment I). The annual ETP performance report is comprised of performance information supplied by the state directly (either from the ETP eligibility determination or state records such as wage matching), and data elements collected and reported by providers to the state. States should indicate to providers the data elements providers are required to report to the state and the mechanism for submitting that information.

ETA encourages states to adopt approaches to data collection, like leveraging the state ETP application and continued eligibility processes, to lessen the annual reporting burden on eligible training providers.

States must establish processes to work with ETPs in the state to ensure states have the necessary information to complete the ETA-9171 report. ETPs are required to report the data the state requires for this submission as a criteria for continued eligibility on the state's ETP list, as provided in 20 CFR 680.460.

In accordance with WIOA section 116(d)(4)(a) and 20 CFR 677.230(a)(5), states and providers must report data on the primary indicators of performance for all individuals in the approved program of study, regardless of WIOA participation, as addressed in **Section 7 - Reporting on Non-WIOA program participants.**

The state will provide all of the data related to WIOA participants including WIOA participant levels, demographics, WIOA participant outcomes, and WIOA related costs, as this data can be generated from the data collected for the state's Annual Performance Report.

Attachment II identifies, for each element, the recommended data collection entity and whether that element is required or optional.

- 5. ETP Performance Reporting Requirements vs. ETP Eligibility Requirements.** WIOA contains two different sections that set forth requirements for reporting that relate to performance information for ETPs—one for determining eligibility of training providers, and the other for reporting on outcomes of individuals served by the program of study. WIOA section 122(b) identifies requirements and criteria that states must establish for use in determining the eligibility of training providers and programs of study, and includes certain performance information. Many of the requirements for ETP eligibility mirror the requirements for ETP reporting set forth in WIOA section 116(d)(4) and 116(d)(6)(B). The

WIOA final rule at 20 CFR 677.230, the ETA-9171, and this guidance provide additional information for the ETP performance reporting.

The reporting requirements of the ETA-9171 (see Attachment I) have been designed to meet the WIOA ETP performance reporting requirements, and may also be used to meet many of the eligibility requirements of WIOA section 122(b)(1) and 122(b)(2). Note also that many of the required elements in the ETA-9171 (specifically elements #101 – 119) can be taken directly from the initial eligibility determination of the training provider, as noted in Attachment II. States are encouraged to develop methods to reduce the burden on ETPs to meet the requirements of the ETP performance reports, such as using information (when it is available from the ETP's initial application) to complete other components of the ETA-9171, or exploring the possibility of conducting wage matches on behalf of the ETP.

States are also required to make their ETP performance reports available (including by electronic means) in an easily accessible format. The ETP report must include:

**For WIOA title I core program participants receiving training from an ETP (see elements #133 – 169 in Attachment I):**

- 1) the total number of participants who received training services through a WIOA title I core program, disaggregated by the type of entity that provided the training, during the most recent program year and the three preceding program years;
- 2) the total number of participants who exited from training services, disaggregated by the type of entity that provided the training, during the most recent program year and the three preceding program years;
- 3) the average cost per participant for the participants who received training services, disaggregated by the type of entity that provided the training, during the most recent program year and the three preceding program years; and,
- 4) the number of participants with barriers to employment served by the WIOA title I core programs, disaggregated by each subpopulation of such individuals, and by race, ethnicity, sex, and age.

**For all individuals receiving training provided by an ETP (see elements #120-128 in Attachment I):**

- 1) the levels of performance achieved for all individuals engaging in the program of study (or the equivalent), specifically:
  - a. the percentage of individuals who are in unsubsidized employment during the second quarter after exit from the program<sup>1</sup>;
  - b. the percentage of individuals who are in unsubsidized employment during the fourth quarter after exit from the program;

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<sup>1</sup> For the purposes of ETP performance reporting, states will be including WIOA Youth participants in the two Employment Rate indicators (indicators 5(1)(a) and 5(1)(b) of section 5) using the same definition as the WIOA Adult and WIOA Dislocated Worker programs.

- c. the median earnings of individuals who are in unsubsidized employment during the second quarter after exit from the program; and
  - d. the percentage of individuals who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent; during participation in or within 1 year after exit from the program.
- 2) the total number of individuals exiting from the program of study (or the equivalent).

All of these required reporting elements are in ETA-9171, shown in Attachment I.

The Program Year (PY) 2018 report, due October 1, 2019, will require only data collected in PY 2018 and each subsequent program year will add another year of data to the report until the requirement for three previous program years is met. States are not required to collect performance information retroactively to meet the requirement to report performance data for the most recent program year and the previous three program years. This means that the PY 2021 report and each of the subsequent years' reports will all contain the most recent program year data as well as the previous three program years.

**Public Availability and Personally Identifiable Information.** WIOA section 116(d)(6)(B) requires that the state make these ETP performance reports available (including by electronic means) in an easily understandable format. The WIOA final rule at 20 CFR 677.230 requires that these reports must be made available annually. 20 CFR 680.500 requires that the performance information from these reports be accessible as a part of the state ETP list information that is made available to the public through whatever means the state uses to disseminate such information to consumers. This means including such information as public websites and searchable databases. This information must be made available in a manner that does not reveal personally identifiable information (PII) about any individual participant. In developing the information to accompany the state ETP list, disclosure of PII from an education record must be carried out in accordance with the Family Educational Rights and Privacy Act (FERPA), including the circumstances relating to prior written consent. The Department notes that the standards relating to the suppression of data apply to data made publicly available. All data, regardless of the ultimate application of suppression standards for the protection of PII, still must be reported to DOL to comply with the statute. States may provide additional information that they determine to be useful. This is to ensure that informed consumer choice is a part of these reports, and may include providing additional information on variations in costs to consumers or on additional occupations associated with the program of training services, as well as other information the State determines to be useful.

**Registered Apprenticeship Reporting Requirements.** While Registered Apprenticeship programs are automatically eligible to be included on the ETP list for the related technical instruction (RTI) portion of the program, they are not required to follow the performance reporting requirements that apply to other ETPs. In accordance with 20 CFR 680.470(e), ETA encourages voluntary reporting of performance information for Registered Apprenticeship programs. As required by 20 CFR 677.230(b), states must include

performance information voluntarily submitted by Registered Apprenticeship programs in the ETP report. In addition, outcomes for WIOA participants enrolled in Registered Apprenticeship programs will be reported in the local and state performance reports.

**Other Work-Based Learning Reporting Requirements.** Employers and other providers of work-based learning who do not receive funding through individual training accounts but may be funded through a contract to provide these services as explained in 20 CFR 680.530 and 680.320 are not included in the ETP performance report. Specifically, the types of work-based learning providers<sup>2</sup> who are not ETPs and are not included in the ETP performance report are providers of:

- On-the-Job Training (OJT);
- Customized Training;
- Incumbent Worker Training;
- Internships;
- Paid or unpaid Work Experience; and
- Transitional Jobs.

While states are not required to report on these work-based learning service providers to ETA through the ETP performance report, Governors may set criteria for providers of work-based learning to be eligible to provide those services. If the Governor chooses to set criteria for work-based learning providers, the local WDB must collect the information needed to meet those requirements. Work-based learning providers who do not meet those requirements cannot provide training services. The information the Governor may use to set the criteria may include the information required for the ETP reports or may be different criteria.

6. **Reporting by Program of Study.** As outlined in WIOA section 122 and 20 CFR part 680, the Governor establishes a process for approving programs of study. The state may approve a provider for more than one program of study. The state must submit the ETA-9171 ETP performance report to ETA, which must include a separate record for each approved program of study. Providers with more than one approved program of study must submit data to the state for all of their approved programs in a manner that allows the state to generate and report separate records for each program of study. The reporting requirements established in 20 CFR 677.230(a) apply to all programs of study on the state ETP list, including programs of study that did not serve any WIOA participants during the reporting period.

Therefore, the ETP performance report collects information regarding the approved provider institution and program of study, as outlined in the specifications in ETA-9171.

Providers are responsible for reporting these data elements to the state. Elements in this section include:

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<sup>2</sup>Not all of these work-based learning services are considered to be “training services” for each program, but the Governor may set criteria for these providers, as described in this section.



- the name of the provider;
- the description of the training provided;
- the address of the provider;
- the type of entity;
- the name;
- description of the training program;
- the URL of the training program;
- the program of study by potential outcome;
- the name of the associated credential;
- the program of study's classification of instructional programs (CIP) code;
- costs related information for non-WIOA participants;
- program length;
- program pre-requisites; and
- program format.

7. **Reporting on non-WIOA Program Participants.** In addition to the data that must be provided on the WIOA participants being served by that program, WIOA section 116(d)(4) requires that ETPs provide the necessary information to the state on all individuals being served in the approved program of study so that the state may submit the required information on "All Individuals" in the ETA-9171 report. In the ETA-9171, these requirements are in the section titled "All Individuals" and include the following elements:

- 120 the number of individuals served;
- 121 number exited (includes students who completed, withdrew or transferred out of the program);
- 122 number who completed the program;
- 123 number of exiters employed in the 2<sup>nd</sup> quarter after exit;
- 124 number of exiters employed in the 4<sup>th</sup> quarter after exit;
- 125 median earnings of exiters in the 2<sup>nd</sup> quarter after exit;
- 126 number of exiters who attained a credential during participation or within one year after exit;
- 127 average earnings in the 2<sup>nd</sup> quarter after exit; and
- 128 average earnings in the 4<sup>th</sup> quarter after exit.

States are encouraged to develop methods to reduce the burden on ETPs to meet this requirement, such as exploring the possibility of conducting wage matches on behalf of the ETP. Attachment II includes suggestions about which entities could be responsible for collecting which elements, and section 11 also provides additional tools that should assist states in creating and submitting the ETA-9171 ETP reports.

ETA notes that WIOA requires that this information is reported for all approved programs of study on the state ETP list, and therefore this information still must be reported for programs of study that are on the ETP list but have not served WIOA participants during the reporting period.

8. **Optional Elements in the ETA-9171.** Within the ETA-9171 ETP reports, there are certain elements that are required to be reported and others that are optional. States are required to report most of the elements that are on the report for every program of study in order to meet the statutory requirements of WIOA Section 116(d)(4), but there are some elements that may be left blank in certain situations. Below is a list of the elements that may be left blank, and a description of the conditions under which they may be left blank.

- 100 Reciprocal Agreements with Other States (to be completed by states)
  - This may be left blank when the state does not have any reciprocal agreements with other states that pertain to ETPs.
- 107 URL of Training Program
  - This may be left blank when there is no URL available for the specific program or the program provider more generally.
- 111 Out-of-Pocket Cost for a non-WIOA Participant: Tuition and Required Fees
  - This may be left blank when there are no tuition or required fees applicable to a non-WIOA participant in the program.
- 112 Out-of-Pocket Cost for a non-WIOA Participant: Books and Supplies
  - This may be left blank when there are no book or supplies costs applicable to a non-WIOA participant in the program.
- 118 O\*NET-SOC Code Associated with Program – Occupation #2
  - This may be left blank when there is only one O\*NET-SOC Code Associated with Program.
- 119 O\*NET-SOC Code Associated with Program – Occupation #3
  - This may be left blank when there is only one or two O\*NET-SOC Codes Associated with Program.

9. **Submitting ETP Performance Reports to DOL ETA.**

**Frequency.** States must submit the ETP performance report to ETA on an annual basis. The ETP performance report must be prepared annually, and states must provide electronic access to this report in their state annual performance report, pursuant to §677.160(c). The ETP is part of the state annual performance report and will follow the required submission date of October 1 of each year unless otherwise directed. States may voluntarily submit ETP performance reports for PY 2017, if the data elements were collected through PY 2017, but required submission of ETP performance reports will begin with PY 2018. States that choose to report for PY 2017 should contact their appropriate ETA Regional Office to notify the Department of their intent and obtain additional information. Therefore, the first required ETP performance reports are to be submitted by October 1, 2019.

**Uploading in the Workforce Integrated Performance System (WIPS).** States must provide electronic access to the annual ETP performance report in their state annual performance report pursuant to §677.160(c).

WIPS is ETA's performance reporting portal, and states must submit their ETP annual performance reports through this portal. Submissions should be uploaded in .csv or .txt format using the ETP report schema. WIPS will populate the state report for certification.

10. **Performance Indicator Cohorts.** Reporting periods for the indicators of performance (Employment 2nd and 4th quarter after exit, Median Earnings, and Credential Attainment) should align to those used in reporting for annual reports submitted for the WIOA Annual report (ETA 9169). This means that the data are reported in accordance with the availability of each indicator. ETA has provided a chart that clarifies the periods for reporting on each of the indicators on the webpage <http://www.doleta.gov/performance>. (See [https://www.doleta.gov/performance/pfdocs/Periods%20for%20Reporting%20Annual%20and%20Quarterly%20FINAL\\_V2\\_070116.pdf](https://www.doleta.gov/performance/pfdocs/Periods%20for%20Reporting%20Annual%20and%20Quarterly%20FINAL_V2_070116.pdf))
11. **Tools for Reporting.** There are tools available that may be helpful when reporting on ETP performance. One example is the Training Provider Outcomes Toolkit (TPOT), which is an initiative lead by the University of Chicago's Center for Data Science and Public Policy in cooperation with ETA and state/local governments. TPOT includes tools designed to assist states in securely collecting, connecting, analyzing, aggregating, and publishing data on wage and employment outcomes for education and training participants. The University of Chicago has shared the tools that they have developed, as well as other existing resources on their tools page for the project: <http://dataatwork.org/tools/>.
12. **Action Requested.** These requirements for WIOA ETP Reporting are effective at the start of PY 2018, July 1, 2018. The first state report to ETA is due after the conclusion of PY 2018, on October 1, 2019. States are requested to distribute this information to the appropriate state and local staff as well as their training institutions on their ETP list. Please make this information available to the appropriate program, reporting, performance accountability, and technical staff.
13. **Inquiries.** Questions regarding this guidance should be directed to the appropriate Regional Office or [ETAPerforms@dol.gov](mailto:ETAPerforms@dol.gov).
14. **Attachments.**

Attachment I – ETA-9171 – ETP reporting template  
Attachment II – Guide to Reporting on the ETA-9171  
Attachment III – References



**Attachment I – ETA 9171 – ETP reporting template**

OMB Control Number 1205-0526  
 Expiration Date: 03-31-2021

ETA-9171

<u>Data Element No.</u>	<u>DATA ELEMENT NAME</u>	<u>DATA TYPE / FIELD LENGTH</u>	<u>DATA ELEMENT DEFINITIONS / INSTRUCTIONS</u>	<u>CODE VALUE</u>
<b>Statewide Information</b>				
100	Reciprocal Agreements with Other States (to be completed by states)	AN 112	Record two letter postal code(s) for states with which your state has reciprocal agreements. Reciprocal agreements are when your state recognizes the ETP lists for training providers in other states.  Leave blank if data element does not apply to the program.	XXXXXXXXXX
<b>Training Provider and Program of Service</b>				
101	Name of Eligible Training Provider	AN 75	Record the name of the organization deemed eligible by a state to provide training services to WIOA Adult and Dislocated Worker program participants.	XXXXXXXXXX
102	Description of Training Provider	AN 500	Report a short description of training provider. The description can include accreditation and program offerings/specialties.	XXXXXXXXXX
103	Address of Training Provider	AN 100	Report the full address of the training provider's main location, including city, state, and 5-digit zip code.  Please verify the address and zip code using the USPS address validation system: <a href="https://tools.usps.com/go/ZipLookupAction!input.action">https://tools.usps.com/go/ZipLookupAction!input.action</a>	XXXXXXXXXX

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104	Type of Entity	IN 1	<p>Record the type of training entity of the ETP as defined in 20 CFR 680.410.</p> <p>Record 1 if the provider is an institution of higher education that only awards or the majority of credentials awarded are Associate's Degrees</p> <p>Record 2 if the provider is an institution of higher education that only awards or the majority of the credentials awarded are baccalaureate or higher degrees</p> <p>Record 3 if the provider is an institute of higher education where the majority of credentials awarded are a community college certificate of completion</p> <p>Record 4 if the provider is a National Apprenticeship provider</p> <p>Record 5 if the provider is a private non-profit provider</p> <p>Record 6 if the provider is a private for-profit provider</p> <p>Record 7 if the provider is a public provider</p> <p>Record 8 if the provider is a type of institution not listed above</p>	<p>1 = Higher Ed: Associate's Degree</p> <p>2 = Higher Ed: Baccalaureate or Higher</p> <p>3 = Higher Ed: Certificate of Completion</p> <p>4 = National Apprenticeship</p> <p>5 = Private Non-Profit</p> <p>6 = Private For-Profit</p> <p>7 = Public</p> <p>8 = Other</p>
105	Name of Training Program	AN 250	Report the name of the approved training program.	XXXXXXXXXX
106	Description of Training Program	AN 500	Report a short description of approved training program. The description can include other course prerequisites (e.g., driver's license or work experience), learning outcomes, competencies gained, program accreditation, full time/part time, required books/technology, and related careers.	XXXXXXXXXX
107	URL of Training Program	AN 200	<p>Record the URL of the program-specific webpage for training seekers to find more information on approved training program. If a program-specific page is not available, record the URL of a list of all programs for the provider.</p> <p>Leave blank if no URL is available.</p>	XXXXXXXXXX



<u>Data Element No.</u>	<u>DATA ELEMENT NAME</u>	<u>DATA TYPE / FIELD LENGTH</u>	<u>DATA ELEMENT DEFINITIONS / INSTRUCTIONS</u>	<u>CODE VALUE</u>
108	Program of study – by potential outcome	IN 10	<p>Record the potential outcome of the program of study. A program of study is synonymous with a “program of training services” as defined at 20 CFR 680.420.</p> <p>Record 1 if a program of study leads to an industry-recognized certificate or certification  Record 2 if a program of study leads to a certificate of completion of an apprenticeship  Record 3 if a program of study leads to a license recognized by the State involved or the Federal Government  Record 4 if a program of study leads to an associate’s degree  Record 5 if a program of study leads to a baccalaureate degree  Record 6 if a program of study leads to a community college certificate of completion  Record 7 if a program of study leads to a secondary school diploma or its equivalent  Record 8 if a program of study leads to employment  Record 9 if a program of study leads to a measureable skill gain leading to a credential  Record 0 if a program of study leads to a measureable skill gain leading to employment</p> <p>Please provide all that apply in this field.</p>	<p>1 = Industry-Recognized Certificate or Certification  2 = Certificate of Completion of an Apprenticeship  3 = License Recognized by the State Involved or the Federal Government  4 = Associate’s Degree  5 = A program of study leading to a baccalaureate degree  6 = Community College Certificate of Completion  7 = Secondary School Diploma or Its Equivalent  8 = Employment  9 = Measureable Skill Gain Leading to a Credential  0 = Measureable Skill Gain Leading to Employment</p>

<u>Data Element No.</u>	<u>DATA ELEMENT NAME</u>	<u>DATA TYPE / FIELD LENGTH</u>	<u>DATA ELEMENT DEFINITIONS / INSTRUCTIONS</u>	<u>CODE VALUE</u>
109	Name of Associated Credential	AN 200	Record the specific name of certificate, certification, license, or degree participants can receive. Example: Certified Welding Inspector (CWI)  Leave blank if a credential is not associated with the program.	XXXXXXXXXX
110	Program of Study – CIP Code	IN 6	A program of study is identified through both the type of program outlined above (e.g. industry-recognized certificate) and the field of study. The taxonomy that will be used to identify fields of study will be the Classification of Instructional Programs (CIP).  The CIP code can be found here: <a href="https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55">https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55</a>  This field should represent the 6-digit CIP code, without decimal points.	XXXXXX
111	Out-of-Pocket Cost for a Non-WIOA Participant: Tuition and Required Fees	DE 8.2	Record the program's total cost of tuition and required fees for non-WIOA participants, assuming normal time to completion. Examples: Athletic center fees, technology fees, and lab fees.  Leave blank if data element does not apply to the program.	000000.00
112	Out-of-Pocket Cost for a Non-WIOA Participant: Books and Supplies	DE 8.2	Record an estimate of the program's total cost of books and supplies for non-WIOA participants, assuming normal time to completion.  Leave blank if data element does not apply to the program.	000000.00



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113	Program Length (Clock/Contact Hours)	IN 5	<p>Record the length of the program in clock/contact hours.</p> <p>Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study.</p> <p>A clock/contact hour is defined as a 60-minute span of time with between 50 and 60 minutes of actual class instruction, which may include class, recitation, lecture, lab, training, or internship. No more than 1.0 clock hour can be assigned to any discrete 60-minute period.</p> <p>Record 99999 if the program is a competency-based program.</p>	00000
114	Program Length (Weeks)	IN 5	<p>Record the length of the program in weeks, as completed by a full time student.</p> <p>Record 99999 if the program is a competency-based program.</p>	00000
115	Program Prerequisites	IN 1	<p>Record one of the following program prerequisites for enrollment:</p> <p>Record 0 if the program has no educational requirements</p> <p>Record 1 if the program requires a high school diploma or its equivalent</p> <p>Record 2 if the program requires an Associate's degree</p> <p>Record 3 if the program requires a Bachelor's degree</p> <p>Record 4 if the program requires particular course prerequisites</p> <p>Record 5 if the program requires a combination of education and course prerequisites (For example: the program requires an Associate's degree and specific prerequisite course(s))</p>	<p>0 = None</p> <p>1 = High School Diploma or Equivalent</p> <p>2 = Associate's Degree</p> <p>3 = Bachelor's Degree</p> <p>4 = Course(s)</p> <p>5 = Combination of Education and Course(s)</p>



<u>Data Element No.</u>	<u>DATA ELEMENT NAME</u>	<u>DATA TYPE / FIELD LENGTH</u>	<u>DATA ELEMENT DEFINITIONS / INSTRUCTIONS</u>	<u>CODE VALUE</u>
116	Program Format	IN 1	<p>Indicate the format of the program:</p> <p>Record 1 if the program is in-person Record 2 if the program is online, e-learning, or distance learning Record 3 if the program is a hybrid or blended program with both online and in-person components</p>	<p>1 = In-person 2 = Online, E-learning, or Distance Learning 3 = Hybrid or Blended Program</p>
117	O*NET-SOC Code Associated with Program Occupation #1	IN 8	<p>Record an 8-digit O*NET Standard Occupational Classification (SOC) code for which this program prepares students.</p> <p>A CIP-to-SOC crosswalk can be found here: <a href="https://www.onetonline.org/crosswalk/CIP?s=&amp;g=Go">https://www.onetonline.org/crosswalk/CIP?s=&amp;g=Go</a></p> <p>This field should represent the 8-digit O*NET-SOC code, without dashes or decimal points.</p>	XXXXXXXX
118	O*NET-SOC Code Associated with Program Occupation #2	IN 8	<p>Record an 8-digit O*NET Standard Occupational Classification (SOC) code for which this program prepares students.</p> <p>A CIP-to-SOC crosswalk can be found here: <a href="https://www.onetonline.org/crosswalk/CIP?s=&amp;g=Go">https://www.onetonline.org/crosswalk/CIP?s=&amp;g=Go</a></p> <p>This field should represent the 8-digit O*NET-SOC code, without dashes or decimal points.</p>	XXXXXXXX
119	O*NET-SOC Code Associated with Program Occupation #3	IN 8	<p>Record an 8-digit O*NET Standard Occupational Classification (SOC) code for which this program prepares students.</p> <p>A CIP-to-SOC crosswalk can be found here: <a href="https://www.onetonline.org/crosswalk/CIP?s=&amp;g=Go">https://www.onetonline.org/crosswalk/CIP?s=&amp;g=Go</a></p> <p>This field should represent the 8-digit O*NET-SOC code, without dashes or decimal points.</p>	XXXXXXXX

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<b>All Individuals</b>				
120	Total Number of Individuals Served	IN 5	Record the total number of students enrolled in this program of study in the reporting period.  The aggregate number of all individuals (WIOA and non-WIOA) refers to any individual who was enrolled in a course that is part of a program of study within the reporting period.	00000
121	Total Number of Individuals Exited	IN 5	Record the total number of students who completed, withdrew, or transferred from this program of study in the reporting period.  The aggregate number of WIOA and non-WIOA exiters with the ETP within the given program of study during the reporting period.	00000
122	All Individuals: Program of Study Completed	IN 5	Record the total number of individuals (WIOA and non-WIOA) who did not withdraw or transfer out from the program of study within the reporting period.	00000
123	All Individuals: Number Employed in the second quarter after exit	IN 5	Record the total number of WIOA and non-WIOA exiters who were in the 2nd quarter after exit and have been determined to be in unsubsidized employment through a wage record match or other supplemental means within the reporting period.	00000
124	All Individuals: Number Employed in the fourth quarter after exit	IN 5	Record the total number of WIOA and non-WIOA exiters who were in the 4th quarter after exit and have been determined to be in unsubsidized employment through a wage record match or other supplemental means within the reporting period.	00000



<u>Data Element No.</u>	<u>DATA ELEMENT NAME</u>	<u>DATA TYPE / FIELD LENGTH</u>	<u>DATA ELEMENT DEFINITIONS / INSTRUCTIONS</u>	<u>CODE VALUE</u>
125	All Individuals: Median Earnings in the 2 <sup>nd</sup> Quarter After Exit	DE 8.2	For all individuals in this program of study who were employed in the 2nd quarter after exit during the reporting period , report the wage that is at the midpoint between the highest and lowest wage earned in the second quarter after exit. This indicator also includes individuals who are verified to be self- employed.  Record 999999.99 if data is not yet available for this item.	0000000.00
126	All Individuals: Credential Attainment (Numerator)	IN 5	Record the total number of those WIOA and non- WIOA exiters who completed the program of study AND attained a credential associated with the program of study within one year after exit from the program.  This includes individuals enrolled in this program of study who: Attained a recognized postsecondary credential during the program or within one year after exit from the program; OR Attained a secondary school diploma or its recognized equivalent during the program or within one year after exit AND who were also employed or enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.	00000
127	All Individuals: Average Earnings (Q2)	DE 8.2	Average earnings of individuals in the program of study who are in unsubsidized employment during the second quarter after exit.  Record average total earnings for the second quarter after exit.  Record 999999.99 if data is not yet available for this item.	0000000.00

<u>Data Element No.</u>	<u>DATA ELEMENT NAME</u>	<u>DATA TYPE / FIELD LENGTH</u>	<u>DATA ELEMENT DEFINITIONS / INSTRUCTIONS</u>	<u>CODE VALUE</u>
128	All Individuals: Average Earnings (Q4)	DE 8.2	Average earnings of individuals in the program of study who are in unsubsidized employment during the fourth quarter after exit.  Record average total earnings for the fourth quarter after exit.  Record 999999.99 if data is not yet available for this item.	0000000.00
<b>WIOA Participants</b>				
133	Total Number of WIOA Participants	IN 5	Record the total number of WIOA participants, as defined at 20 CFR part 677.150(a), who received training services in this program of study through the WIOA adult or dislocated worker programs during the reporting period.	00000
134	Total Number of WIOA Exiters	IN 5	Record the total number of WIOA participants, as defined at 20 CFR 677.150(a), who received training services in this program of study through the adult or dislocated worker programs and who completed, withdrew, or transferred from this program of study in the reporting period.	00000
135	Total Number of WIOA Participants served with an Individual Training Account (ITA)	IN 5	Record the total number of participants as defined at 677.150(a), who have been identified in the program of study and as receiving WIOA Title I funding via an ITA during the reporting period.	00000
136	Total Number of WIOA Exiters served with an ITA	IN 5	Record the total number of WIOA participants, as defined at 677.150(a), who received training services in this program of study through a funded ITA and who completed, withdrew, or transferred from this program of study in the reporting period.	00000



<u>Data Element No.</u>	<u>DATA ELEMENT NAME</u>	<u>DATA TYPE / FIELD LENGTH</u>	<u>DATA ELEMENT DEFINITIONS / INSTRUCTIONS</u>	<u>CODE VALUE</u>
137	WIOA Participants: Program of Study Completed	IN 5	Record the total number of WIOA participants who did not withdraw or transfer out from the program of study within the reporting period.	00000
138	Cost Per WIOA Participant Served (Numerator) (to be completed by States)	DE 8.2	Record the aggregate summation of all WIOA ITA funds expended by the state for all WIOA participants, in all programs of study, within the reporting period.	0000000.00
<b>WIOA Participants - Outcomes</b>				
139	WIOA Exiters: Total number employed in the second quarter after Exit (Numerator)	IN 5	Record the total number of WIOA exiters who have been determined to be in unsubsidized employment through a wage record match or other supplemental means within the second quarter after Exit.	00000
140	WIOA Exiters: Total number employed in the fourth quarter after Exit (Numerator)	IN 5	Record the total number of WIOA exiters who have been determined to be in unsubsidized employment through a wage record match or other supplemental means within the fourth quarter after Exit.	00000
141	WIOA Exiters Median Earnings in the second quarter after Exit	DE 8.2	For all WIOA exiters in this program of study who exited during the reporting period, report the quarterly earnings that is at the midpoint between the highest and lowest quarterly earnings in the second quarter after exit. This indicator also includes WIOA exiters who are verified to be self-employed.	0000000.00



<u>Data Element No.</u>	<u>DATA ELEMENT NAME</u>	<u>DATA TYPE / FIELD LENGTH</u>	<u>DATA ELEMENT DEFINITIONS / INSTRUCTIONS</u>	<u>CODE VALUE</u>
142	WIOA Participants: Credential Attainment (Numerator)	IN 5	Record the total number of those WIOA exiters who attained a credential within one year after exit from the program.  This includes WIOA Participants enrolled in this program of study who: Attained a recognized postsecondary credential during the program or within one year after exit from the program; OR Attained a secondary school diploma or its recognized equivalent during the program or within one year after exit AND who were also employed or enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.	00000
<b>WIOA Participants – Characteristics<sup>1</sup></b>				
143	<16	IN 5	Number of WIOA participants in this program of study who are less than 16 years old at program entry.	00000
144	16 - 18	IN 5	Number of WIOA participants in this program of study who are age 16 - 18 at program entry.	00000
145	19 - 24	IN 5	Number of WIOA participants in this program of study who are age 19 - 24 at program entry.	00000
146	25 - 44	IN 5	Number of WIOA participants in this program of study who are age 25 - 44 at program entry.	00000
147	45 - 54	IN 5	Number of WIOA participants in this program of study who are age 45 - 54 at program entry.	00000
148	55 - 59	IN 5	Number of WIOA participants in this program of study who are age 55 - 59 at program entry.	00000
149	60+	IN 5	Number of WIOA participants in this program of study who are age 60+ at program entry.	00000
150	Male	IN 5	Number of male WIOA participants in this program of study at program entry.	00000
151	Female	IN 5	Number of female WIOA participants in this program of study at program entry.	00000

<sup>1</sup>Additional technical specifications can be found in form ETA - 9169 that provide detail about which WIOA PIRL (ETA-9170) data elements are used to define WIOA participant characteristics and barriers to employment.

<u>Data Element No.</u>	<u>DATA ELEMENT NAME</u>	<u>DATA TYPE / FIELD LENGTH</u>	<u>DATA ELEMENT DEFINITIONS / INSTRUCTIONS</u>	<u>CODE VALUE</u>
152	Asian	IN 5	Number of Asian WIOA participants in this program of study at program entry.	00000
153	Black or African American	IN 5	Number of Black or African American WIOA participants in this program of study at program entry.	00000
154	Hispanic or Latino	IN 5	Number of Hispanic WIOA participants in this program of study at program entry.	00000
155	Native Hawaiian or Other Pacific Islander	IN 5	Number of Native Hawaiian or Other Pacific Islander WIOA participants in this program of study at program entry.	00000
156	American Indian or Alaska Native	IN 5	Number of American Indian or Alaska Native WIOA participants in this program of study at program entry.	00000
157	White	IN 5	Number of White WIOA participants in this program of study at program entry.	00000
158	More Than One Race	IN 5	Number of WIOA participants having origins in more than one racial category in this program of study at program entry.	00000
<b>WIOA Participants - Barriers to Employment<sup>2</sup></b>				
159	Displaced Homemakers	IN 5	Number of WIOA participants in this program of study who are displaced homemakers at program entry.	00000
160	Low-Income Individuals	IN 5	Number of WIOA participants in this program of study who are low income individuals at program entry.	00000
161	Individuals with Disabilities, including youth	IN 5	Number of WIOA participants in this program of study who are individuals with disabilities, including youth, at program entry.	00000
162	Ex-offenders	IN 5	Number of WIOA participants in this program of study who are ex-offenders at program entry.	00000
163	Homeless Individuals or runaway youth	IN 5	Number of WIOA participants in this program of study who are homeless individuals or runaway youth at program entry.	00000

<sup>2</sup>WIOA also defines 2 other "Barriers to Employment" that are collected here as part of the WIOA participant characteristics: "Indian, Alaska Natives, and Native Hawaiians" and "Older Individuals (55+)"



<u>Data Element No.</u>	<u>DATA ELEMENT NAME</u>	<u>DATA TYPE / FIELD LENGTH</u>	<u>DATA ELEMENT DEFINITIONS / INSTRUCTIONS</u>	<u>CODE VALUE</u>
164	Youth who are in or have aged out of the foster care system	IN 5	Number of WIOA participants in this program of study who are youth up to age 24 who have ever been in, or have aged out of the foster care system, at program entry.	00000
165	English Language Learners, Low Levels of Literacy, Cultural Barriers	IN 5	Number of WIOA participants in this program of study who are English language learners, individuals who have low levels of literacy, or who face substantial cultural barriers at program entry.	00000
166	Migrant and Seasonal Farmworkers	IN 5	Number of WIOA participants in this program of study who are migrant or seasonal farmworkers at program entry.	00000
167	Exhausting TANF within 2 years (Part A Title IV of Social Security Act)	IN 5	Number of WIOA participants in this program of study at program entry who will exhaust TANF (Part A Title IV of the Social Security Act) within 2 years.	00000
168	Single Parents (Including single pregnant women)	IN 5	Number of WIOA participants in this program of study who are single parents or single pregnant women at program entry.	00000
169	Long-term Unemployed (27 or more consecutive weeks)	IN 5	Number of WIOA participants in this program of study who are long-term unemployed at program entry.	00000

Public Burden Statement (1205-0526)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is required to obtain or retain benefits (Workforce Innovation and Opportunity Act, Section 185(a)(2)). Public reporting burden for this collection of information is estimated to range between 15 and 360 minutes which averages 187.5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to the Office of Policy Development and Research • U.S. Department of Labor • Room N-5641 • 200 Constitution Ave., NW, • Washington, DC • 20210. Do NOT send the completed 9171 application to this address.

## Attachment II – Guide to Reporting on the ETA-9171

<u>Data Element No.</u>	<u>DATA ELEMENT NAME</u>	<u>Recommended data collection entity</u>	<u>Required or Optional?</u>
<b>Statewide Information</b>			
100	Reciprocal Agreements with Other States (to be completed by states)	State	Required unless not applicable
*Note: Element #100 must be the same for every record in a state.			
<b>Training Provider and Program of Service</b>			
101	Name of Eligible Training Provider	State - Based on Eligibility Determination	Required
102	Description of Training Provider		
103	Address of Training Provider		
104	Type of Entity		
105	Name of Training Program		
106	Description of Training Program		
107	URL of Training Program		Required unless not applicable
108	Program of study – by potential outcome		Required
109	Name of Associated Credential		
110	Program of Study – CIP Code		
111	Out-of-Pocket Cost for a Non-WIOA Participant: Tuition and Required Fees		Required unless not applicable
112	Out-of-Pocket Cost for a Non-WIOA Participant: Books and Supplies		Required
113	Program Length (Clock/Contact Hours)		
114	Program Length (Weeks)		
115	Program Prerequisites		
116	Program Format		
117	O*NET-SOC Code Associated with Program – Occupation #1		
118	O*NET-SOC Code Associated with Program – Occupation #2		
119	O*NET-SOC Code Associated with Program – Occupation #3		
<b>All Individuals</b>			
120	Total Number of Individuals Served	Training Provider	Required
121	Total Number of Individuals Exited		

122	All Individuals: Program of Study Completed		
123	All Individuals: Number Employed in the second quarter after exit	State - Based on Wage Match	
124	All Individuals: Number Employed in the fourth quarter after exit		
125	All Individuals: Median Earnings in the 2 <sup>nd</sup> Quarter After Exit		
126	All Individuals: Credential Attainment (Numerator)	Training Provider	
127	All Individuals: Average Earnings (Q2)	State - Based on Wage Match	
128	All Individuals: Average Earnings (Q4)		
<b>WIOA Participants</b>			
133	Total Number of WIOA Participants	State - Based on PIRL records	Required
134	Total Number of WIOA Exiters		
135	Total Number of WIOA Participants served with an Individual Training Account (ITA)		
136	Total Number of WIOA Exiters served with an ITA		
137	WIOA Participants: Program of Study Completed	Training Provider or State	
138	Cost Per WIOA Participant Served (Numerator) (to be completed by States)	State - Based on Financial Reports	
<b>WIOA Participants - Outcomes</b>			
139	WIOA Exiters: Total number employed in the second quarter after Exit (Numerator)	State - Based on Wage Match	Required
140	WIOA Exiters :Total number employed in the fourth quarter after-Exit (Numerator)		
141	WIOA Exiters : Median Earnings in the second quarter after Exit		
142	WIOA Participants: Credential Attainment (Numerator)	Training Provider or State - Based on PIRL records	
<b>WIOA Participants - Characteristics</b>			
143	<16	State - Based on PIRL records	Required
144	16 - 18		
145	19 - 24		
146	25 - 44		
147	45 - 54		



148	55 - 59		
149	60+		
150	Male		
151	Female		
152	Asian		
153	Black or African American		
154	Hispanic or Latino		
155	Native Hawaiian or Other Pacific Islander		
156	American Indian or Alaska Native		
157	White		
158	More Than One Race		
<b>WIOA Participants - Barriers to Employment</b>			
159	Displaced Homemakers	State - Based on PIRL records	Required
160	Low-Income Individuals		
161	Individuals with Disabilities, including youth		
162	Ex-offenders		
163	Homeless Individuals or runaway youth		
164	Youth who are in or have aged out of the foster care system		
165	English Language Learners, Low Levels of Literacy, Cultural Barriers		
166	Migrant and Seasonal Farmworkers		
167	Exhausting TANF within 2 years (Part A Title IV of Social Security Act)		
168	Single Parents (Including single pregnant women)		
169	Long-term Unemployed (27 or more consecutive weeks)		

\*Additional technical specifications can be found in form ETA - 9169 that provide detail about which WIOA PIRL (ETA-9170) data elements are used to define WIOA participant characteristics and barriers to employment.

\*WIOA also defines 2 other "Barriers to Employment" that are collected here as part of the WIOA participant characteristics: "Indian, Alaska Natives, and Native Hawaiians" and "Older Individuals (55+)"

## Attachment III

### References

- Workforce Innovation and Opportunity Act, Pub. L. 113-128
- Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule (WIOA Joint Final Rule) published at 81 FR 55792 (Aug. 19, 2016)
- Employment and Training Administration, Workforce Innovation and Opportunity Act; Final Rule (WIOA DOL Final Rule) published at 81 FR 56071 (Aug. 19, 2016)
- OMB Control Number 1205-0526, WIOA Participant Individual Record Layout
- DOLETA Performance Reporting page: <https://doleta.gov/performance/reporting/>
- Training Provider Outcomes Toolkit (TPOT) and other tools, University of Chicago's Center for Data Science and Public Policy: <http://dataatwork.org/tools/>
- WIOA Periods for Reporting Outcomes:  
[https://www.doleta.gov/performance/pfdocs/Periods%20for%20Reporting%20Annual%20and%20Quarterly%20FINAL\\_V2\\_070116.pdf](https://www.doleta.gov/performance/pfdocs/Periods%20for%20Reporting%20Annual%20and%20Quarterly%20FINAL_V2_070116.pdf)
- CIP 2010: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
- CIP Code Search, CIP User Site: <https://nces.ed.gov/ipeds/cipcode/search.aspx?y=55>
- O\*NET Code Connector: <https://www.onetcodeconnector.org/>
- O\*NET-SOC AutoCoder: <http://www.onetsocautocoder.com/plus/onetmatch>
- Standard Occupational Classification (SOC): <https://www.bls.gov/soc/>
- CIP-SOC Crosswalk: <https://www.bls.gov/soc/soccrosswalks.htm>
- CIP 2010 Crosswalks: <https://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55>
- Crosswalk Files, O\*NET Resource Center: <https://www.onetcenter.org/crosswalks.html>