# Minnesota Eligible Training Provider List (ETPL) and WIOA Certification Handbook

Contents

[Minnesota Eligible Training Provider List (ETPL) and WIOA Certification Handbook 1](#_Toc496018410)

[General Information 2](#_Toc496018411)

[ETPL Eligibility 2](#_Toc496018412)

[Out of State Training Providers 3](#_Toc496018413)

[Training Provider Portal: Create an Account 3](#_Toc496018414)

[Logging In 3](#_Toc496018415)

[Select Institution Page 3](#_Toc496018416)

[Manage Institution 3](#_Toc496018417)

[Manage Location 4](#_Toc496018418)

[Create Account/Edit User 5](#_Toc496018419)

[Registration Confirmation 6](#_Toc496018420)

[Training Provider: Manage Account 7](#_Toc496018421)

[Manage Educational Offerings 7](#_Toc496018422)

[Educational Offerings 8](#_Toc496018423)

[Manage Apprenticeships 8](#_Toc496018424)

[Manage Course 9](#_Toc496018425)

[Manage Program 11](#_Toc496018426)

[Manage Program Details 12](#_Toc496018427)

[Contact 14](#_Toc496018428)

## General Information

Under federal law (the Workforce Innovation and Opportunity Act, or WIOA), all states are required to maintain a list of eligible training providers. In Minnesota, the Department of Employment and Economic Development (DEED) administers this list.

The Eligible Training Provider List (ETPL) has two components:

1. The [Training Provider Portal](https://apps.deed.state.mn.us/lmi/Etpl), which is a secure website for training providers to add and edit their information, and
2. The [Career and Education Explorer](https://apps.deed.state.mn.us/lmi/cpt/home), the public-facing website which is accessed and searched by the general public.

Anyone will be able to use the Career and Education Explorer, although it will likely be viewed most by workforce development counselors and the WIOA Title I program participants they work with.

### ETPL Eligibility

No training provider is required to be listed on the ETPL. It is completely voluntary.

In Minnesota, a training provider must meet two requirements to be listed:

1. The institution must be licensed, registered, or legally exempted by the Minnesota Office of Higher Education (OHE), with a few exceptions based on specific occupations.
2. The training provider must request listing, by creating an account on the Training Provider Portal and provide all required data.

If you know your institution is not yet authorized by OHE, or if you are unsure of your institution’s OHE status, please contact Kate McCartan, (kate.mccartan@state.mn.us). If your institution has not gone through this process already, OHE will determine whether or not the institution meets a legal exemption, and, if not, OHE will guide the institution through the licensure or registration process. In any case, OHE will provide a code that you will need to request listing on the ETPL.

There are a few occupations where the training is regulated by a Minnesota state agency other than OHE. The occupations are:

* Commercial Driving (authorized by Minnesota Department of Public Safety)
* Cosmetology (Minnesota Board of Barber and Cosmetology Examiners)
* Flight Training (Minnesota Department of Transportation)
* Nursing Assistant Training (Minnesota Department of Health)
* Real Estate and Insurance (Minnesota Department of Commerce)

DEED will ask for confirmation of your state agency authorization if you’re licensed through one of these other agencies.

### Out of State Training Providers

Minnesota’s ETPL only lists training providers who are located in Minnesota – either have a physical location or provide training onsite here. The only exception is Registered Apprenticeships that are authorized by the federal Department of Labor, which are welcome to be listed on Minnesota’s ETPL regardless of their location (per federal requirements).

#### Data updates

WIOA requires training providers to update their information at least every two years. So when it gets close to the two-year mark, DEED will reach out to training providers to request that they update their data. If a training provider then fails to do so, DEED may remove that institution from the Eligible Training Provider List. Being removed from the Eligible Training Provider List will also remove WIOA certification.

Beyond the legal requirements, training providers are welcome to update data as often as they like. Being able to access the most up-to-date and accurate information helps career seekers, counselors, and the general public make training decisions.

## Training Provider Portal: Create an Account

### Logging In

Click on this link to begin working with the Training Provider Portal: [Training Provider Portal.](https://apps.deed.state.mn.us/lmi/etpl/)

If you already have an account, enter your information and click the Log-in button. There’s a “Forgot username and password” link below if you’ve forgotten your account information.

If you do not have an account, click the Create Account button, which will take you to the Select Institution page.

### Select Institution Page

The dropdown “Institution Name” includes the hundreds of Minnesota institutions that are already listed on the Eligible Training Provider List. Please check to see if your institution is already listed. If it is, select your institution and click Next, which will take you to the Create Account page.

If your institution is not listed, select “Institution is not listed” at the bottom of the dropdown. If you select “Institution is not listed” and click Next, you will be directed to the Manage Institution page.

### Manage Institution

On the Manage Institution page, you will be able to enter an institution name and a system.

Institution System is the top-level or umbrella administrative unit of an employment training provider, covering all other units. For many providers, the Institution System is exactly the same as the Institution. For others, the Institution System and Institution may differ. If a provider consists of one school with one or more locations, then the Institution System probably will be the same as the Institution. For example, Institution System is ABC University; and Institution is ABC University; and Locations are Saint Paul and Duluth. But if a provider consists of several different schools all under the umbrella of a larger administrative unit or company, then the Institution System probably will differ from the Institution. For example, Institution System is ABC Education Concepts; and Institutions are ABC School for Engineering with Location Duluth, and ABC School for Business Management with Locations Saint Paul and Minneapolis. Enter your Institution System and Institution in the way that best reflects your own organization.

This page is also where a training provider must indicate whether or not it sponsors Registered Apprenticeships. Most training providers currently listed on the ETPL do not sponsor any Registered Apprenticeships. But since federal law requires different information requirements for Registered Apprenticeships, DEED does need to know to ensure that the training provider provides the correct information.

If you select Yes, indicating that the Institution is a Registered Apprenticeship sponsor, a new field will appear: Sponsor works with related-instruction provider (Yes or No). If a separate training provider provides the related-instruction for your institution’s Registered Apprenticeship, please select Yes.

If you select Yes, indicating that a separate training provider provides the related instruction for the Registered Apprenticeship, additional fields will appear to capture the related-instruction provider’s name and address. If this provider is already listed on the ETPL, you can select the provider on the Related-Instruction Provider dropdown, and the name and address will auto-populate.

If your institution provides its own related instruction for the Registered Apprenticeship, please select No.

If you select “System not listed” and click Save and Add Location, you will be directed to the Manage Location page.

### Manage Location

Each institution is required to have at least one location. The location refers to where the campus is physically located. This page provides basic information for that location.

Office of Higher Education (OHE) code: if your institution is licensed, registered, or legally exempted through OHE, OHE will provide you a numeric code; please contact OHE if you do not know what your code is. If you are not licensed, registered, or legally exempt through OHE, select the “Institution does not have an OHE code” checkbox.

OHE Status ID: please note whether or not your agency is licensed, registered, legally exempt, or not authorized by OHE.

If authorized by state agency other than OHE, specify which agency: If your institution is authorized under another Minnesota state agency (one of the occupational exceptions listed on page 2), please select the appropriate state agency under “If authorized by state agency other than OHE, specify which agency”. DEED may ask for confirmation of your state agency authorization if you’re licensed through one of these other agencies.

Federal Tax ID: Please provide the institution’s nine-digit Federal Tax ID number.

Address: Please provide the institution’s address.

State:Please select the state in which the institution is located. For the overwhelming majority of training providers, the state will be Minnesota, for Minnesota does not list any out-of-state trainings on the ETPL, with the exception of Registered Apprenticeships authorized by the federal Department of Labor.

City: If you select Minnesota in the State dropdown above, the City field below will auto-populate with a list of Minnesota’s cities. If you select any other state, you will have to enter the appropriate city name.

Location Name: This field will auto-populate with the city listed in the city field. However, this field is editable, so if you would like to change the Location Name from the city to anything else, please feel free to do.

Location URL: Please provide the institution’s website.

Business Partnership: Under WIOA, training providers are required to provide information based on many criteria, including whether or not the training provider is in a partnership with business. Please select Yes or No. If you select Yes, please describe the partnership in the following field (Business Partnership Description). If you select No, you do not need to complete the Business Partnership field. Selecting No does not disqualify a training provider from being listed on the ETPL, nor does it prevent a training from being WIOA-certified.

If you would like to create multiple locations, click Save and Add Another Location. Otherwise, click Save and Create Account.

### Create Account/Edit User

The fields First Name, Last Name, MI(Middle Initial), E-mail, Phone should be pretty self-explanatory. Please know that this contact person should be the person that DEED staff contacts if they have any questions about the institution, so please list the appropriate person.

User name: Your username can be any combination of letters or numbers; 50 characters is the maximum limit.

Password: Your password is case-sensitive and must have at least one number, one upper-case letter, one lower-case letter, and one special character. No spaces.

Please select a Secret Question from the dropdown, and enter a Secret Answer, to enable you to reset your password if you lose or forget it. Your secret answer is not case-sensitive. System administrators do not have access to your secret questions or answers and will not be able to reset them for you.

Institution Name should auto-populate with the institution associated with the user account.

Locations should list all the locations currently available for the Institution noted above, enabling a user to select (by checking the boxes) any location(s) with which they are associated.

Is user responsible for all educational listings at the locations checked above? If so, select Yes. If not, select No, and describe which listings the user is responsible for (e.g. “I handle all online offerings”, “I am the contact only for nursing trainings”, etc). This information will enable DEED staff to contact the correct person relating to any questions they may have.

Once you click Save, you’ll see this information:

### Registration Confirmation

You have successfully created an account that is still pending. The system administrator will contact you when your account has been approved.

Once your account has been approved by DEED admin, you’ll be able to log in and enter information about your institution’s particular training(s).

Cancel will return you to the Training Provider Log-In page.

## Training Provider: Manage Account

This Training Provider Portal home page displays the following:

#### Training Provider Home

I want to:
Manage Educational Offerings
Manage Institution
Manage User Account

Go to: Career and Education Explorer

Use this page to manager your institution or user account and your educational offerings. Each user option is described briefly below, followed by a more detailed section containing instructions:

Manage Educational Offerings: enables users to add or edit training information.

Manage Institution: enables users to add or edit location or institution information, such as an address change after a move, etc. (See more information on page 5 of this manual.)

Manage User Account: enables users to edit user account information: name, e-mail, phone, locations, etc. Edit User is similar to the Create Account page; check out page 8 of this manual for more information.

Career and Education Explorer: the public-facing searchable Eligible Training Provider List that jobseekers, counselors, and the general public can use to view and compare training offerings. Currently, this site has not yet launched.

### Manage Educational Offerings

This page is where users can search to review their current listings.

If you are interested in confining your search to one location, select the location you’d like to search. You can also click the “Search all locations” checkbox.

Select which type of offering you’d like to search by: Programs, Courses, or Apprenticeships.

You may wish to limit or focus your search by including a keyword in “Program or course keyword”. If you would like to see all listings, please leave this field blank.

You have the option to include any offerings that have been inactivated (for example: if a user had inactivated a course that the institution no longer offers) by clicking the Display Inactive Offerings box.

Click Go to search. Cancel and return home will take you back to the Training Provider Home page.

### Educational Offerings

This page is the Search Results page for your institution’s offerings.

From the grid of search results, a user can Edit or Inactivate a particular offering if desired.

The page also gives four action buttons.

Add New Program directs a user to the Manage Program page. (Similarly, Add New Course takes a user to Manage Course; Add New Apprenticeship takes a user to Manage Apprenticeships.)

Refine Search will return a user to the Manage Educational Offerings page, maintaining the data selected in the previous search (e.g. if your initial search was limited to Programs, the Programs type of offering will still be selected), enabling a user to change an existing search.

Start New Search will return a user to the Manage Educational Offerings page, but the search options will be blank; the previous selections will not be maintained.

Cancel and return home returns a user to the Training Provider Home page.

### Manage Apprenticeships

Registered Apprenticeship Sponsor Name should auto-populate with the institution’s name.

Related-Instruction Provider dropdown should include the name of any related-instruction provider indicated on the Manage Institution page. You also have the opportunity to check the checkbox indicating that the related-instruction provider is the sponsor.

Registered Apprenticeship Code is any sequence of letters or numbers you choose to serve as a code. DEED needs a unique numeric identifier for the database. It can be a code your institution uses (e.g. BIO 101), but if your institution doesn’t use any code, please feel free to just make something up for the ETPL (e.g. 123456).

Registered Apprenticeship Title is the title of the Registered Apprenticeship.

Describe Training Method is an opportunity to provide information on the Registered Apprenticeship.

If the apprenticeship itself has a specific webpage (in addition to the institution’s general website), you may choose to include it here as Apprenticeship-Specific Webpage, but this field is optional.

Please select Yes or No for Are you requesting WIOA certification?

Please enter the Number of Active Apprentices in the Registered Apprenticeship, as of the current date.

Please select the Registered Apprenticeship Length from the dropdown.

Please select the General kind of job from the dropdown. The dropdown options coincide with Standard Occupational Classification (SOC) codes. Selecting one will cause another field, Specific kind of job, to appear, with occupations related to the General kind of job selected.

If there is a Cost to Studentsto complete this Registered Apprenticeship, you may choose to add it here, but this field is optional. If you would like to provide any additional information relating to the cost, please feel free to enter it in the Cost Descriptionfield. This field is also optional.

Registered Apprenticeships must be authorized by the Minnesota Department of Labor and Industry (for Minnesota apprenticeships) or by the federal Department of Labor (for out-of-state apprenticeships). Please check the box to affirm that the Registered Apprenticeship being listed is authorized by one of those two agencies. If it is not (e.g. an unregistered apprenticeship or youth apprenticeship), then it is not a Registered Apprenticeship, and should be listed on the ETPL as a program or course.

Please check the last box on the page to certify that all the information provided on this page is accurate. If it is not, please correct any missing or inaccurate information, and then click the checkbox.

Save will save and then take a user back to Educational Offerings; Previous Page will simply take you back to Educational Offerings. Cancel and return home will return you to the Training Provider Home page. If you’ve selected Save, the new Registered Apprenticeship should be listed in the Educational Offerings search results grid, with a Pending Approval status.

### Manage Course

Institution Name should auto-populate with the institution’s name.

Related-Instruction Provider dropdown should include the name of any related-instruction provider indicated on the Manage Institution page. You also have the opportunity to check the checkbox indicating that the related-instruction provider is the sponsor.

Course Code is any sequence of letters or numbers you choose to serve as a code. DEED needs a unique numeric identifier for the database. It can be a code your institution uses (e.g. BIO 101), but if your institution doesn’t use any code, please feel free to just make something up for the ETPL (e.g. 123456).

Course Title and Course Description are self-explanatory. Please adhere to the character limits provided.

If the course itself has a specific webpage (in addition to the institution’s general website), you may choose to include it here as Course-Specific Webpage, but this field is optional.

The next question asks if the user is seeking WIOA certification for this training. (For more information on WIOA certification, please check out the WIOA certification FAQ section.) If the user selects Yes, and saves the completed Program Details, when the user returns to edit this page, a new field, WIOA certification status, will appear, indicating whether or not WIOA certification has been set.

Please select Delivery Methods that apply for each location of the institution. If the course is offered exclusively in-person, please select “Classroom or in-person”. If the course is offered exclusively online, please select “Completely online”. If the course is offered in a hybrid form, where some coursework is completed online but the student does have to attend some classes or take an exam or perform some coursework in person at a particular physical location, please select “Part online; Part classroom or in-person”. You can select multiple delivery methods for a particular location, if a location offers both in-person and online sections of the course. If a course is not offered at a particular location, please select “Not offered at this location”. A course must be offered in one method at at least one location.

Course Length: please select a length range from the dropdown.

Please enter a cost to students in tuition and fees to complete the course. Fees include the following costs (as applicable): cost of required books and/or materials, laboratory fees, tools costs, uniform costs, and any other fees required to complete the course. If the course is free to students, please click the checkbox “Course is free to students”. If you would like to provide more information related to the cost, please enter that information in the optional Cost Description field.

Is this part of a program? Please answer Yes or No.

Please select a general program of study, which corresponds to the Classification of Instruction Programs (CIP) code system. If your institution reports CIP code data to the Minnesota Office of Higher Education (OHE) or the national Integrated Postsecondary Education Data System (IPEDS), please select the same code reported to those entities for this course.

When you select a general program of study, a specific program of study dropdown will appear, with a list of program options related to the general program of study. Please select one.

Does this course earn academic credits, which can be applied towards a postsecondary degree, diploma, certificate, or other formal award? Please answer Yes or No.

If Yes is selected, you will be prompted to enter the number of credits a student earns by completing this course. If it is a single figure (e.g. three credits), please enter that number into the Min field. If there is a possible range (e.g. 3-6 credits), please enter the minimum of the range into the Min field and the maximum of the range into the Max field.

If No is selected, you will be prompted to enter the number of contact hours for the course. If it is a single figure (e.g. 20 contact hours), please enter that number into the Min field. If there is a possible range (e.g. 20-25 contact hours), please enter the minimum of the range into the Min field and the maximum of the range into the Max field.

Does completion of this course result in a credential? Please answer Yes or No. Please note: if this course is part of a program, this question still relates to this single course. If the course is part of a program which results in a credential, but the course itself does not result in a credential, the correct answer would be No.

If Yes is selected, the fields Credential Type and Credential Description will appear. Both are required when they are visible. Please select a Credential Type from the dropdown and enter a Credential Description.

Please check the last checkbox on the page to certify that all the information provided on this page is accurate. If it is not, please correct any missing or inaccurate information, and then click the checkbox.

Save will save and then take a user back to Educational Offerings; Previous page will take you back to the previous page. Cancel and return home will return you to the Training Provider Home page. If you’ve selected Save, the new Course should be listed in the Educational Offerings search results grid, with a Pending Approval status.

### Manage Program

Institution Name should auto-populate with the institution’s name.

Program Code is any sequence of letters or numbers you choose to serve as a code. DEED needs a unique numeric identifier for the database. It can be a code your institution uses (e.g. BIO 101), but if your institution doesn’t use any code, please feel free to just make something up for the ETPL (e.g. 123456).

Program Title and Program Description are fairly self-explanatory. Please adhere to the character limits provided.

Please select a general program of study, which corresponds to the Classification of Instruction Programs (CIP) code system (at the two-digit level).

When you select a general program of study, a specific program of study dropdown will appear, with a list of program options related to the general program of study. Please select one. The specific program of study corresponds to the full six-digit CIP code. If your institution reports CIP code data to the Minnesota Office of Higher Education (OHE) or the national Integrated Postsecondary Education Data System (IPEDS), please select the same code reported to those entities for this course.

Add Details will take you to the Manage Program Details page. At least one set of Program details is required for each program. If one set of Program details has already been saved for this program (for example, a Bachelor’s degree), clicking Add Details here will enable a user to add details for another version of the program, such as a Master’s degree. Cancel and return home will return you to the Training Provider Home page.

Once a program and its details have been saved, a Program details table will appear on the Manage Program page. This table enables a user to save different versions of the same program; for example, if an institution offers both a Bachelor’s degree and a Master’s degree in Biology, these different levels could be listed under the same program title (Biology) and field of study. Each version represents a separate Program Details page for that Program. The table lists Version (simply noting the number of versions of the program listed), the Award Type, the Length, whether or not the program is offered for academic credit (Credit Y/N), Cost, and WIOA certification status (WIOA Cert Status). A user can edit a particular version’s Program Details by clicking Edit under the Action column.

### Manage Program Details

The fields from Manage Program – Institution Name, Program code, Program title, Program description, and Field of Study – should auto-populate.

If the program itself has a specific webpage (in addition to the institution’s general website), you may choose to include it here as Program-Specific Webpage, but this field is optional.

The next question asks if the user is seeking WIOA certification for this training. (For more information on WIOA certification, please check out the WIOA certification FAQ section.) If the user selects Yes, and saves the completed Program Details, when the user returns to edit this page, a new field, WIOA certification status, will appear, indicating whether or not WIOA certification has been set.

Please select Delivery Methods that apply for each location of the institution. If the program is offered exclusively in-person, please select “Classroom or in-person”. If the program is offered exclusively online, please select “Completely online”. If the program is offered in a hybrid form, where some coursework is completed online but the student does have to attend some classes or take an exam or perform some coursework in person at a particular physical location, please select “Part online; Part classroom or in-person”. You can select multiple delivery methods for a particular location, if a location offers both in-person and online sections of the program. If a program is not offered at a particular location, please select “Not offered at this location”. A program must be offered in one method at at least one location.

Program Length: please select a length range from the dropdown.

Please enter a cost to students in tuition and fees to complete the program**.** Fees include the following costs (as applicable): cost of required books and/or materials, laboratory fees, tools costs, uniform costs, and any other fees required to complete the program. If the program is free to students, please click the checkbox “Program is free to students”. If you would like to provide more information related to the cost, please enter that information in the optional Cost Description field.

Does this program earn academic credits, which can be applied towards a postsecondary degree, diploma, certificate, or other formal award? Please answer Yes or No.

If Yes is selected, you will be prompted to enter the number of credits a student earns by completing this program. If it is a single figure (e.g. three credits), please enter that number into the Min field. If there is a possible range (e.g. 3-6 credits), please enter the minimum of the range into the Min field and the maximum of the range into the Max field.

If No is selected, you will be prompted to enter the number of contact hours for the program. If it is a single figure (e.g. 20 contact hours), please enter that number into the Min field. If there is a possible range (e.g. 20-25 contact hours), please enter the minimum of the range into the Min field and the maximum of the range into the Max field.

Does completion of this program result in a credential? Please answer Yes or No.

If Yes is selected, the fields Credential Type and Credential Description will appear. Both are required when they are visible. Please select a Credential Type from the dropdown and enter a Credential Description.

Please check the last checkbox on the page to certify that all the information provided on this page is accurate. If it is not, please correct any missing or inaccurate information, and then click the checkbox.

Save will take you back to Educational Offerings. If you’ve selected Save, the new Course should be listed in the Educational Offerings search results grid, with a Pending Approval status. Previous page will take you back to the previous page. Cancel and return home will take you back to the Training Provider Home page.

## Contact

If you have any questions, please feel free to contact the ETPL Administrator at ETPL.deed@state.mn.us.