



# Workforce Issuance

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**100 DCS 14.421**

☐ Policy ☒ Information

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**To:** Chief Elected Officials  
MassHire Workforce Boards Chairs  
MassHire Workforce Board Directors  
MassHire Career Center Directors  
MassHire Fiscal Officers  
MDCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** October 4, 2021

**Subject:** **TrainingPro Enhancements Training**

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**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators, MassHire Career Center staff and partners, of Training for ETPL Providers on the new TrainingPro Portal for Student (Course) Performance. Email notices have been sent to training providers' points of contact announcing this training (Note: notice was sent to all vendors regardless of current ETPL status, over the past 2 years).

The target audience for these trainings are providers and their IT staff responsible for assembling and transmitting data, however, Workforce Board and other Career Center staff responsible to locally approve courses may find value in attending any one of the sessions to understand the process and how outputs will be used.

**The training will cover:**

- How to use the new screens in TrainingPro to submit student data to the Commonwealth
- Rules and logic for the new screens
- Ongoing benefits of submitting student data

**The goal of this training is to communicate:**

- What is changing and why
- Future expectations and requirements

There will be an opportunity for Q&A and we look forward to your attendance!

**Background:** MassHire TrainingPro is the online application that allows training organizations wishing to provide services to eligible customers, under workforce development programs, the ability to submit their training courses for approval. Training courses that have been approved are placed on the Eligible Training Provider List (ETPL) and made available on MassHire JobQuest for public view.

The Workforce Individual Training Program (ITA) is a federally funded Workforce Innovation and Opportunity Act (WIOA) Title I program for individual job seekers who need occupational skills training to successfully reenter the workforce.

Federal regulations require that the MassHire Department of Career Services (MDCS) report on student completion data and employment outcomes.

As a result of the new ETPL Federal Requirements for Training Providers, MDCS is making changes to the TrainingPro application to collect the additional data on enrolled students that providers must submit for each of their approved courses. Due to the new ETPL Federal Requirements for Training Providers, vendors who wish to continue participating in Training Pro, are strongly encouraged to attend the training.

**Sign-up for the Training through Eventbrite at the link below.**

<https://www.eventbrite.com/x/trainingpro-enhancements-updates-tickets-173731253857>

**Select one session from the following date and time options (all sessions will contain the same information):**

- October 19th, 10-11:30am - College type setting training providers
- October 19th, 1-2:30pm – Other training providers
- October 22nd, 10-11:30am – College type setting training providers
- October 22nd, 1-2:30pm - Other training providers

**Action**

**Requested:** Please share this issuance with all appropriate staff.

**Effective:** Immediately

**Inquiries:** Please direct all questions to Kim Leonard at [kim.m.leonard@detma.org](mailto:kim.m.leonard@detma.org). Please reference this MassHire Department of Career Services Workforce Issuance number in your inquiry.

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