Workforce Issuance

100 DCS 14-105	☑ **Policy** ☐ **Information**

To: MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Beth Goguen, Director
MassHire Department of Career Services

Date: May 23, 2025

Subject: **Subsequent Eligibility for ITA Training Provider Courses – FY26**

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Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners of **subsequent eligibility for ITA training provider courses**.

Background: **MassHire Department of Career Services (MDCS) will provide automatic course approval updates for FY2026**. The automatic update of course approvals is scheduled to take place at COB Tuesday, July 8th. Each course meeting the following approval criteria as of COB July 8, 2025, will be approved through June 30, 2026:

- ✓ Provider Status is approved beyond June 30, 2025
- ✓ ITA Course has an approval end date greater than March 31, 2025
- ✓ Course has at least one enrollment in the past year
- ✓ The provider entered performance data is the most recent available and not earlier than 2023 and meets the 70% completion and 70% entered employment rate minimums.

MDCS has provided two Crystal Reports for local boards to use to make their determinations. The attached ITA Performance Provider Data and ITA Performance MOSES Data reports are designed to be run locally and **must be run using the Crystal Reports or Report Viewer Pro** application in AWS or through the AppStream application.

The **ITA Performance Provider Data Report** (Attachment A) should be run for Fiscal Year Eligibility **2026** and will select ITA approved courses with an approval end date greater than March 31, 2025, and with at least one enrollment in the course during the past year. This report will show courses that are "Approved"; i.e. performance data that meets the completion (70%) and entered employment (70%) rate minimums, and those courses that do not meet the 'Approved' criteria, i.e. there is no performance data to consider or data resulting in rates below the minimum or no recent performance data on file. The report will also indicate if the Provider Approval is not up to date, in which case, it will not be reapproved unless the provider is subsequently approved prior to July 8th. The report lists courses by Provider and shows Completions, Dropouts and Entered Employments for each course from the latest year of performance information submitted by the provider to MOSES through TrainingPro.

The **ITA Performance MOSES Data Report** (Attachment B) selects enrollments in an approved ITA course for the selected Workforce Area. It shows an array of summarized statistics for each course including, Completion Rate, Exits, Exclusionary Exits, Entered Employments, Entered Employment Rate, Average Wage, Attained Credential and Training Related information. The report will prompt the reviewer for a date range that will be used to select participants enrolled in a course during that time period; i.e. with an enrolled date on or before the last day of the date range entered and with either no course completion or with a course completion within the date range.

Local reviewers should use these reports to analyze performance for local ITA courses and make any necessary adjustments to the course approval (or denial) designations by logging into MOSES and updating the approval/denial status and/or end dates.

Each local board, given their experience and contact with the local training institutions, will have the final decision as to whether or not a course is approved in their area. If the local board disagrees with the auto update result, the appropriate status change in MOSES must be made manually after the update is completed on July 8, 2025.

Note: The annual Subsequent Eligibility for ITA Provider Courses is a separate process, and currently not impacted by the new requirement of submitting student information to the TrainingPro Portal by training providers.

References: MassWorkforce Policy Issuance:, 100 DCS 14.100.7 Revised: 09/27/2022
Massachusetts Eligible Training Provider List (MA ETPL) Initial and Subsequent Eligibility Process

Action Required: Please ensure that all staff responsible for reviewing ITA courses for approval/denial are informed of the content of this issuance.

Inquiries: Please direct all inquiries to PolicyQA@mass.gov . Please reference this Issuance number with your inquiry.

Attachments: A: ITA Performance Provider Data Report
B: ITA Performance MOSES Data Report