THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
MASSHIRE DEPARTMENT OF CAREER SERVICES

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To: Eligible Training Providers

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Subject: New ETPL Federal Requirements for Training Providers -- UPDATE

Massachusetts is now required under the Workforce Innovation and Opportunity Act (WIOA) to report outcomes on ALL students, both WIOA and non WIOA, who participate in a program of study approved by the MassHire Department of Career Services (MDCS) and listed on the Eligible Training Provider List (ETPL).

MDCS is now required to respond to the following metrics annually;

1. the percentage of individuals who are in employment during the second quarter after exit from the training program
2. the percentage of individuals who are in employment during the fourth quarter after exit from the training program
3. the median earnings of individuals who are in employment during the second quarter after exit from the training program; and
4. 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.

MDCS established a Portal that training providers must use to submit information on all students in each course that the provider has listed on the ETPL beginning with courses approved through June 30, 2022. Additional detailed Information on the Portal and training videos are available on mass.gov at: https://www.mass.gov/service-details/new-etpl-federal-requirements-for-training-providers

As you can see from the metrics listed above, MDCS will use the portal data to then match employment wage information for each student in order to report these earnings at an aggregate level on the annual federal performance report. This data will be used for approval of ETPL training courses beginning July 2024.

Answers to Questions on the New Portal

Q1	Do providers need to report only on WIOA funded students?
A1	Training providers must report on each student in each class listed on the Eligible Provider Training List (ETPL) regardless of how the student is being funded.
Q2	Is the Social Security number required to be provided in the Portal?
A2	Yes, the social security number must be provided for each student in each class listed on the ETPL. MDCS must have the SSN in order to obtain the required wage data for each student. Training providers may not have that information in certain circumstances.
Q3	How do we get the SSN for the students?
A3	If possible, SSNs should be obtained from records held by the school and provided by the IT department. If that is not possible, the provider should obtain the SSN directly from the student on a form that describes the purpose and assures that the SSN will be secured, used to report aggregate data on the course they are enrolled in and will not be accessible to any other entity.
Q4	What if a training provider is not able to obtain a social security number?
A4	The student data for the respective course will be incomplete and/or inadequate and may prevent the provider from meeting the required performance levels for that course to be on the ETPL in the future.

Link to TrainingPro

In order to upload student data to TrainingPro, first login to your TrainingPro account (link above)

Once logged in to your TrainingPro account, click the Add Students button.

Training Program/Course Summary

Add Course	Add a new training program or course.
View Summary	Select a program or course to view a detail summary.
Edit Course	Select a program or course to edit.
Copy Course	Select a program or course to copy.
	Only information that is unlikely to change will be copied.
Archive	Select a program or course to archive. A training program/course that is archived will not be displayed to potential training program/course enrollees, and will not be displayed to you through MassHire TrainingPro.
Add Students	Click to add student information.