



SDWORKS GUIDE FOR TRAINING PROVIDERS

The collection of statewide education and training programs that align with State and regional in-demand occupations and industry sectors is known as the Eligible Training Provider List (ETPL). Individuals eligible to receive tuition assistance through the Workforce Innovation and Opportunity Act (WIOA) will have the opportunity to participate in ETPL programs that increase their knowledge, skills, and abilities in the workplace. Most importantly, the ETPL empowers individuals to select the training that best suits their career objectives.

Applications are initiated through the SDWORKS online portal. This document is designed to guide an organization through registering, completing, submitting, and maintaining the provider account and individual programs.

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BEFORE GETTING STARTED

Review the Eligible Training Provider List [Policy 4.10](#).

REQUIRED PROVIDER FORMS

ETPL Required Documents for Initial Application [Form 56](#)

Provider Payment Authorization [Form 70](#)

If applicable:

Registered Apprenticeship Provider Packet [Form 55](#)



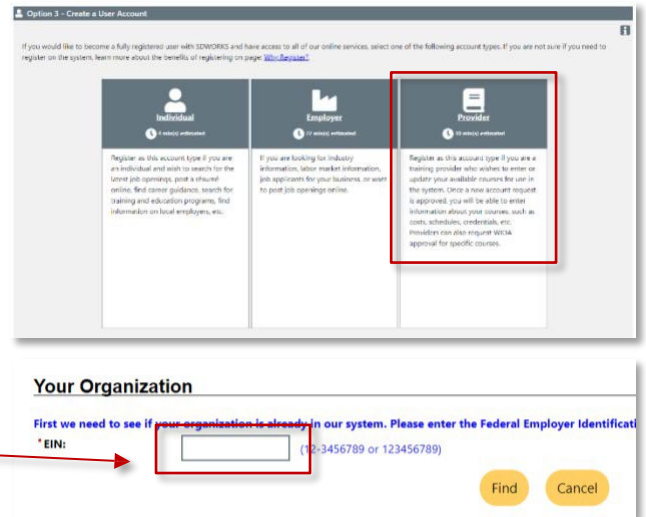
ACCESSING THE LOGIN PAGE

To access your provider dashboard, please visit SouthDakotaWorks.org. Click **Sign In**, a new page will open.

Option 1 – Already Registered is for existing users linked to their respective Training Provider organization. If you have forgotten your username and/or password, select the **Retrieve Username or Password**, and complete the appropriate form.

Option 2 – Try Us Out does not apply to Training Provider accounts.

Option 3 – Create a User Account is used for new Training Provider organizations and new provider users. To create a new account, select **Provider**.



Enter ***Federal Employer Identification Number (EIN)** and select **Find**. Training providers are recognized in SDWORKS by the supplied EIN. Ensure that your organization does not already have an account before completing a new provider organization account.

If you have questions about entering your information or having trouble logging in, please contact DLR at DLRETPL@state.sd.us.

NEW ORGANIZATION REGISTRATION

Providers that are not registered in SDWORKS will automatically be navigated to the **New Organization Information** form. Before completing the information, double-check that the EIN is accurate. To continue with registration, complete all information marked with ***asterisk**.

New Organization Information

It appears that your Organization doesn't currently exist in our system. Please enter the following info

* Name: Up to 60 characters

EIN: 00-0125978

Institution Ownership: None Selected

Welcome

Thank you for registering. Your access request will be reviewed and you will be contacted once programs. For assistance please contact:

Enter the organization's ***Name** and **Institution Ownership** type. Followed by the fields in the ***Enter Your Information** and ***Login Information** sections. Select **Save** to submit the application. At the time of submitting a new provider application, only one user will be on file. After activation, more users may be added.

A DLR Program Specialist will review the application and contact the individual via email of approval, denial, or if additional information is needed. To expedite user activation, email DLRETPL@state.sd.us following registration submission.

NEW USER REGISTRATION

To add more user(s) to an existing Training Provider Organization account, select **Provider** from **Option 3 - Create a User Account**. Enter the ***EIN** corresponding with the existing provider account select **Find**.

Your Organization

First we need to see if your organization is already in our system. Please enter the Federal Employer Identification *EIN: (12-3456789 or 123456789)

Find Cancel

The **Matching Organizations** page will supply all providers with matching EIN. Click **Select** next to your organization. Complete the required fields in the ***Enter Your Information** and ***Login Information** sections. Select **Save** to submit the application.

Matching Organizations

The following provider(s) match the EIN you entered. Click Select next to your organization (or Change EIN to re-enter your EIN).

EIN: 12-3456789

| Provider | Primary Address | Select |
|---------------|--|--------|
| Test Provider | 123 W Missouri Ave Pierre, SD 57501 | Select |

Change EIN

MANAGE PROVIDER WORKSPACE

After account activation, the user may log in. The main screen is the **Provider Workspace** and looks similar to the screenshot below. Click **Menu** in the top left corner to access all **Services** and **Document Management** options

Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals

South Dakota DEPT. OF LABOR & REGULATION

Welcome to My Provider Workspace Provider, Test .
This page allows you to customize the content you are interested in. Click on a b select another function from the menu on the left hand side of the screen.

My Provider Dashboard Directory of Services

Provider User Profile

- View your Personal Profile and Contact Information
- Demand Occupations
- Reports
- Manage Institution Programs

Need help or more information

- Assistance Center
- Learning Center

[Configure Dashboard Widgets]

Close X Sign Out

Search menu...

- My Provider Workspace
 - My Provider Dashboard
 - Directory of Services
- Services for Providers
 - Manage Provider User Profile
 - Upload Performance Data
 - View Reports
 - Manage Institution Programs
 - Education Services
- Other Services
 - Communication Center
 - Learning Center
- Document Management
 - View My Documents
 - Upload a Document
 - Scan a Document

SERVICES FOR PROVIDERS

The **Services for Providers** section contains the necessary links to edit the user contact information, program information (costs, length, etc.), and submit additional programs.

- Select **Manage Provider User Profile** from the **Services for Provider** section to review and edit login and user contact information, including changing the user password. The Organization Information is for review only; if an update is necessary, contact DLRETP@state.sd.us. To exit and return to the **Provider Workspace**, click **Return to Dashboard, Save, or Cancel**.
- Refer to the **Reporting and Performance Requirements** section in this guide for information on **Upload Performance Data**.
- There are two types of reports available for providers. This information can also be exported in Excel or CSV formats, as well as printed. To access them, select **View Reports**, followed by the appropriate report.

- **Institution Detail** report provides a list of contacts attached to each institution location (both Primary and Satellite).
 - **Program** reports provide a list of programs associated with the provider (organization) account, including inactive, approved, and pending status. The Program report contains all details recorded about each specific course or program for the provider institution
- Refer to the [Manage Institution Programs](#) section in this guide for more information.
 - The **Education Services** submenu provides users with information about training and educational programs offered by various institutions.

OTHER SERVICES

- The **Communication Center** will allow you to communicate with DLR Program Specialists.
- The **Learning Center** provides general how-to videos.

DOCUMENT MANAGEMENT

- Select **View My Documents** to review all previously uploaded documents
- Refer to the **Upload a Document** section in this guide for more information.

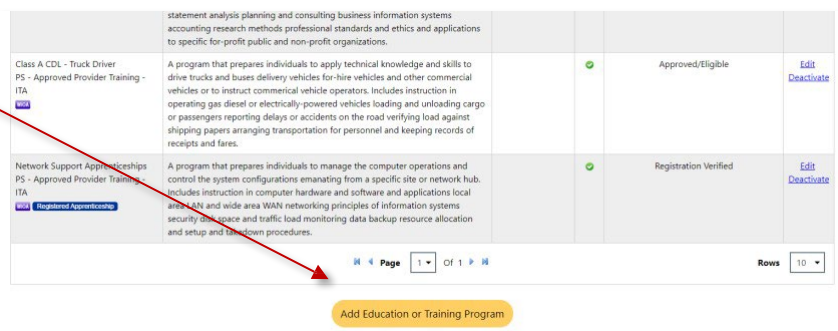
MANAGE INSTITUTION PROGRAMS

ADD/FINISH EDUCATION OR TRAINING PROGRAM

Select the **Manage Institution Programs** from the left menu or the *Provider Workspace*, then select the **Add Education or Training Program** at the bottom of the page.

When entering program information into the wizard, it is always best to fill in as many fields as possible, regardless of whether the field is required.

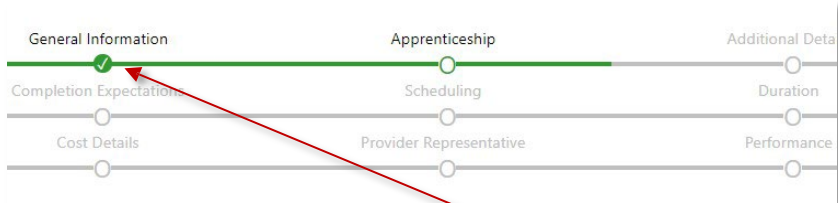
TIP: Do not use any acronyms or abbreviations when entering your program information.



| Class | Description | Status | Approval | Actions |
|---|---|--------|-----------------------|--|
| Class A CDL - Truck Driver PS - Approved Provider Training - ITA | A program that prepares individuals to apply technical knowledge and skills to drive trucks and buses delivery vehicles for-hire vehicles and other commercial vehicles or to instruct commercial vehicle operators. Includes instruction in operating gas diesel or electrically-powered vehicles loading and unloading cargo or passengers reporting delays or accidents on the road verifying load against shipping papers arranging transportation for personnel and keeping records of receipts and fares. | ✓ | Approved/Eligible | Edit Deactivate |
| Network Support Apprenticeships PS - Approved Provider Training - ITA | A program that prepares individuals to manage the computer operations and control the system configurations emanating from a specific site or network hub. Includes instruction in computer hardware and software and applications local area LAN and wide area WAN networking principles of information systems security disaster space and traffic load monitoring data backup resource allocation and setup and shutdown procedures. | ✓ | Registration Verified | Edit Deactivate |

Page 1 of 1 Rows 10

Add Education or Training Program



Once the application opens, 12 sections of information require completion before the program can be submitted for review. Completed sections are identified as **a green circle with a white checkmark**.

General Information

*Status: Active Inactive

Purpose for adding program:

Submit for ETPL Approval and accept participants

Accept participants without submitting for ETPL Approval

To be determined or display to the public only

Education Program Type:

*This program is an Apprenticeship: Yes No

*CIP Code:

None Selected

[Search for CIP Code]

*Education Program Name:

Education Program Description:

General Information

Select the **Active** radio button by ***Status**. (The system defaults to active). Select the **Submit for ETPL Approval and accept participants** radio button identifying the ***Purpose for adding program**.

Select the appropriate radio button indicating if ***This program is an Apprenticeship**. Selecting **Yes** will trigger two additional questions. Select the **Yes** radio button identifying that ***This Education Program is a Registered Apprenticeship**. Select the **No** radio button, determining that ***This is an Industry Recognized Apprenticeship Program**. If you are unsure if the education or training program is a registered apprenticeship, contact DLRETP@state.sd.us for guidance.

of the

Search for a program by keyword(s)

Type your keywords in the box and click the Search button.

[Keyword Search (Continue)]

Search

Select [Search for CIP Code] to fill in the ***CIP Code** information. Type the keyword in the box to search for the associated CIP Code for the program using any search tabs (**by Keyword; by Program Area; by Listing; by Occupation; by Career Cluster; by Program**

Code). If a message returns stating *there are no previously entered records*, remove the entered keyword and click **Search** to return all available occupations. Select the most appropriate **CIP** training offered.

Code that aligns with the

The ***Education Program** information when the **CIP Program Name** (e.g., "Practical This will be the program name Select all that apply for the or training services. A that can be attained throughout the completion of the program. At a minimum, all programs should include the **measurable skills gain leading to employment** with all other outcomes that can be verified. If a postsecondary credential is achieved, the credential skill gain should be included. Expected Outcome definitions can be found on page 13.

Search for a program by keyword(s)

Here is a list of programs that matched your keyword search. The table below also indicates whether the keyword was found in the title or description of each program. To select a program, click on its title.

| Program | Program Title | Program Description | CIP Title | CIP Description |
|--|---------------|---------------------|-----------|-----------------|
| Accounting and Computer Science (301601) | | | ✓ | ✓ |
| Mathematics and Computer Science (300801) | | | ✓ | ✓ |
| Computer Science (110701) | | | ✓ | |
| Aerospace Ground Equipment Technology (290401) | | | | ✓ |
| Air and Space Operations Technology (290402) | | | | ✓ |

Description will auto-populate with Code is selected above. Type the ***Education Nursing.**" DO NOT enter the Provider Name.) used on the public site ***Potential outcomes for this program of study** program may align with up to nine outcomes

Complete the identified corresponding information to match the training program as accurately as possible.

- **Group 1:** If you check any of these three boxes, enter the Certification/License Title and select the appropriate Certification/License Type from the dropdown menu.
- **Group 2:** If you check any of these four boxes, also check the box to indicate that your program leads to a credential or degree and enter the name of the associated credential. For example, if your program results in an Associate of Applied Science, enter that full name into the field.
- **Group 3:** Select the appropriate completion level and credential attainment from the dropdown menus. If your program does not lead directly to a credential, certification, or license, check the box(es) to indicate the appropriate measurable skills gain.
- **Group 4:** If you check this box, scroll down and select the yes radio button below indicating the education program is in a partnership with a business, describe the nature of the partnership, and submit verification of the partnership in compliance with [Policy 4.10](#).

1

* This program of study or training services has the following potential outcome(s) (please select all that apply):

- An industry-recognized certificate or certification
- A certificate of completion of an apprenticeship
- A license recognized by the State involved or the Federal Government
- An associate degree
- A baccalaureate degree
- A community college certificate of completion
- A secondary school diploma or its equivalent
- Employment
- A measurable skills gain leading to a credential
- A measurable skills gain leading to employment

2

* This program leads to a credential or degree Yes No

* Name of Associated Credential:

* Completion Level:

* Attain Credential:

Other, Specify:

Certification / License Title:

Certification / License Type:

3

* Is this education program in a partnership with business? Yes No


* Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):

LWDB Submitted:

4

Click **What is a Green Job?** for examples of green jobs and select the appropriate radio button for ***Green Job Training**. Click **Next** to continue the application.

Apprenticeship

* Apprenticeship Registration Date:  Today

* Apprenticeship Description:

* Number of active apprentices:

* Instruction Method:

* Instruction Length in Weeks:

* Technical instruction is provided by another provider: Yes No

* Program Model:

* Apprenticeship program sponsored by another organization: Yes No

Related Training and Instruction
 At least one Related Training and Instruction provider is required.

Apprenticeship

Education and training programs that selected **No** on the **General Information** tab for ***This program is an Apprenticeship** will see **No information is needed on this page because this is not an Apprenticeship program**. If this is not accurate, click **Back** to return to the **General Information** tab, make the correction and continue.

If the education and training program is a U.S. DOL Registered Apprenticeship Program (RAP), the **Apprenticeship** tab will contain information to be completed.

Complete all the required fields. The ***Apprenticeship Registration Date** and ***Number of Active Apprentices** can be obtained from the RAP sponsor or an individual with access to the U.S. DOL [RAPIDS](#) database.

If the ***Technical instruction is provided by another provider**, selecting **Yes** will trigger additional required fields about the ***Instruction Provider**.

If the ***Apprenticeship program is sponsored by another organization** selecting **Yes** will trigger additional required fields providing information about the ***Program Sponsor**.

At least one ***Related Training Instruction Provider** is required. To add a new record, click **Add**.

If **This Provider** is selected, verify the **Existing Provider Information** on the next page and complete information required as part of the ***Other Information**. Select **Save**.

If **Another Provider** is selected, identify if that related training instructor is in SDWORKS by typing the ***Organization Name**. An organizational list will auto-populate for selection; if available, click **Found in List**. Complete the information required as part of the ***Other Information**. Select **Save**.

If no organizations match the related training instructor, click **Not Found**. Complete the required information listed as part of the ***Outside Provider Information** and the ***Other Information**. Select **Save**.

Review the information before clicking **Next** to continue.

Additional Details

Enter all additional information available for the program. In the ***Provide a Reasonable Explanation Regarding Why This is a New Program**, briefly explain why it is being added to the ETPL. Remember it is best to fill in as many of the fields as possible, regardless of whether the field is required. Select **Next**.

At least one related occupation code must be selected for each Education and Training Program.

| Code | Occupation Title | Provider's Alternate Occupation Title | CIP Code Related | Select |
|----------|---|---------------------------------------|-------------------------------------|-------------------------------------|
| 25107200 | Nursing Instructors and Teachers, Postsecondary | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 29114100 | Registered Nurses | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 29114101 | Acute Care Nurses | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 29114102 | Advanced Practice Psychiatric Nurses | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 29114103 | Critical Care Nurses | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 29114104 | Clinical Nurse Specialists | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

BRIGHT OUTLOOK NATIONALLY BRIGHT OUTLOOK LOCALLY GREEN OCCUPATIONS

[[Select Occupation From ONET Table](#)]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

Occupations

Several occupation titles will be pre-populated based on the programs CIP code. Select any or all of these occupations.

A blue sun icon will display next to occupations that are listed in Bright Outlook locally. If any of your selected occupations do not have a blue sun, you are required to

Find Organization

First we need to see if the related training organization is already in our system. Please enter the name of the organization ... If it appears in the list of suggestions, please select it and click Found in List. Otherwise click Not Found :

Organization Name:

Other Information

*** Status:** Active Inactive

*** Ownership:**

*** Provider Type:**

*** Accredited Post-Secondary Institution and Related Training and Instruction leads to a credential or degree:** Yes No

*** CIP Code:** [[Search for CIP Code](#)]

IMPORTANT: U.S. DOL RAP's are automatically eligible for inclusion on the ETPL. The following tabs have required information to be completed:

**Occupations
Locations
Cost Details
Confirmation
Review**

It is always best to fill in as many fields as possible.

provide justification that the selected occupation is in demand.

The selection of at least one location is required.

| Location Name | Address | Billing Address | Select |
|---------------|--|--|-------------------------------------|
| Test Provider | 123 W Missouri Ave Pierre, SD 57501 | 123 W Missouri Ave Pierre, SD 57501 | <input checked="" type="checkbox"/> |

Your narrative should reference other labor market information not captured in Bright Outlook locally (you can use “[Hot Careers](#)” information from the DLR Labor Market Information Center (LMIC) or Bright Outlook nationally for this purpose) and/or describe local employer/business support for the occupation(s) listed. When describing local employer/business support, a letter of support, describing the need must be submitted using [Form 56](#) as described in [Policy 4.10](#). Select **Next**.

Occupational Skills

To add occupational skills, click **Add New Occupational Skill(s)**. Select a category from the dropdown menu and select any applicable skill descriptions. Click **Save** to return, followed by **Next**.

Scheduling

Input ***Course Times** (Class Time, Lab Time, and Other Time). Indicated the program’s ***Class Frequency** (Daily, Bi-weekly, Weekly, Monthly, Quarterly, Semester, Tri-Semester, Annual, Bi-Annual, Bi-Monthly).

Input the ***Program Length – Clock/Contact Hours** and the ***Program Length in Full-time Weeks**.

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.

Format (In person, Online, Hybrid). **If there is more than one Program be completed for each format.**

Select the appropriate ***Program Format**, a separate application must

Duration

Select ***Add Duration**. Input a ***Duration Title** in the pop-up window. Input a numerical value for ***Duration Title** (In Semesters/Terms, Weeks, Hours, Months, Full time, Online, Flexible, etc.). Select a ***Duration Type** (In Semesters/Terms, Weeks, Hours, Months). Indicate the applicable ***Schedule Intensity** for the program. Input the program’s ***Weekly Schedule**. Select all appropriate ***Classes Offered**. Click **Save** to return, followed by **Next** to continue.

| Duration Title | Primary Duration | Duration | Schedule Intensity | Weekly Schedule | Classes Offered | Action |
|----------------|------------------|-------------------|--------------------|-----------------|-----------------|---|
| Weekend | Yes | 2 Semesters/Terms | Part-Time | 0 | Night | Edit Delete |

[Add Duration]

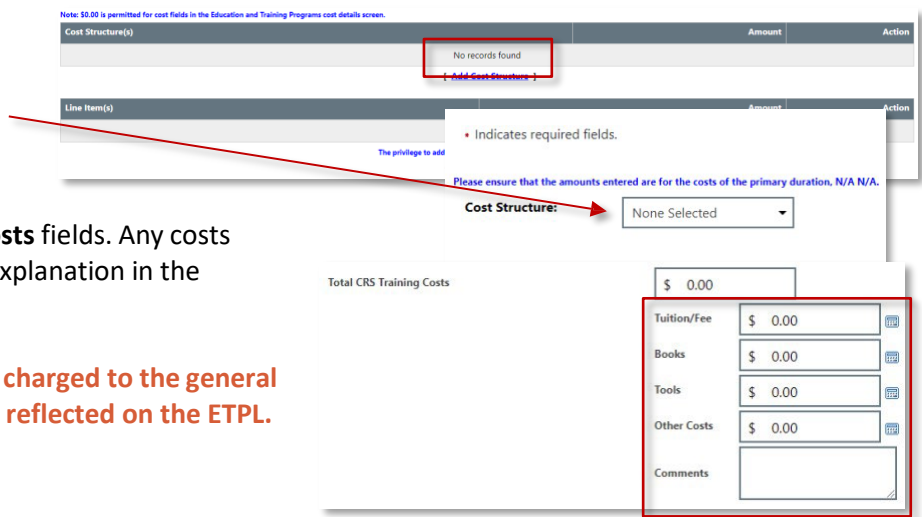
If the **same program of study** is offered multiple times, repeat the instructions in this section.

Locations

Select all of your institution’s ***Locations** that offer the training program. At least one location is required. If a desired location is not an option or you would like to include additional locations, email DLRETPL@state.sd.us. Select **Next**.

Cost Details

Associated cost details are required for all programs. Select ***Add Cost Structure**, then select ***Total CRS Training Costs** from the dropdown. The Total CRS Training Costs field will update automatically as you add costs in the ***Tuition/Fees, Books, Tools and Other Costs** fields. Any costs added to the Other Costs fields requires explanation in the **Comments** box.



Tuition cannot be more than the amount charged to the general public and providers will be held to costs reflected on the ETPL.

Select **Save** followed by **Next**.

Performance

Performance for initial eligibility approval is to be submitted on [Form 56](#). Select **Next**.

Please refer to [Policy 4.10](#) and the **Annual Reporting and Performance** section for more information regarding best practices, reporting instructions, and minimum performance requirements.

Confirmation

You must read the **Edu. Program Application Confirmation** and select **Yes** in order to submit the program registration for approval. If you select **No**, the program will not be reviewed for ETPL approval. Select **Next**.



Review

Here you can review the status of the program. Select **Finish** to return to the Education and Training Programs page.

EDITING PROGRAM INFORMATION

An education or training program may be updated if it has been approved or is in the application review process. **Making a change to a program which has already been approved requires reapproval.**

| Review Type | Status | Subsequent Review Due Date | Date Review |
|-------------|---------------------------|----------------------------|-------------|
| ITA | Pending (system-set only) | N/A | N/A |

Select the **Manage Institution Programs** from the left menu or from the *Provider Workspace*. Select **Edit** under the **Action** column for the program you wish to update. The program application will open to the *General Information* tab. Using the **Tabs** located at the top of the application or the **Next** button at the bottom of the application to navigate the desired editing areas. Any edits made on a page must be saved by click the **Next** button. When all updates have been completed, navigate to the *Confirmation* tab and select the checkbox to **Submit Changes for Review and Approval**.

| Program Name | Program Description | Changes Submitted | Active | Review Status | Action |
|--|--|-------------------|--------|---------------------------|--|
| Accounting PS - Approved Provider Training - ITA REAPP | A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting managerial accounting cost accounting budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations. | ✓ | ✓ | Approved/Eligible | Edit Copy Deactivate |
| Ag Mechanic PS - Approved Provider Training - ITA Registered Apprenticeship | A program that focuses on the application of mathematics and statistics to the solution of functional problems in fields such as engineering and the applied sciences. Includes instruction in natural phenomena modeling continuum mechanics reaction-diffusion wave propagation dynamic systems numerical analysis controlled theory asymptotic methods variation optimization theory inverse problems and applications to specific scientific and industrial topics. | | ✓ | | Edit Copy Deactivate |
| Cyber Security PS - Approved Provider Training - ITA GREEN JOB Training | A program focusing on the principles and techniques used to identify search seize and analyze digital media and to conduct cyber investigations against criminal and terrorist activity. Includes instruction in computer programming investigative techniques forensic methods cyberterrorism and applicable laws. | | ✓ | Pending (system-set only) | Edit Copy |
| RN Apprenticeship | A program that generally prepares individual | | | | |

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

I certify that the information provided on this application is correct to the best of my knowledge. By submitting this application, I, as a provider or representative of the understand and agree to the requirements of an Eligible Training Provider as outlined in WIOA policy 4.10, http://www.sdjobs.org/workforce_services/wioa/wioa_man. Program information contained in this application and performance outcomes of the program of study will be made available to the public on the ETPL. This includes the Program Year.

By checking the yes below, the provider (or organization) understands and agrees to the Conditions and Assurances as outlined here: https://dir.sd.gov/workforce_serv.

Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.
 No, do not submit this educational program for WIOA Approval at this time.

Submit changes for Review and Approval.

COPY A PROGRAM

Create a copy of one education or training program with similar information to edit for the initial application of another program.

Select the **Manage Institution Programs** from the left menu or from the *Provider Workspace*. Select **Copy** under the **Action** column for the program you wish to copy. Make the appropriate changes on the next screen and select **Save and Edit** to continue editing the previous program’s information for the new program.

DEACTIVATING A PROGRAM

Select the **Manage Institution Programs** from the left menu or from the *Provider Workspace*. Select **Deactivate** under the **Action** column.

CONTINUED ELIGIBILITY (REAPPLICATION) PROCESS

Select the **Manage Institution Programs** from the left menu or from the *Provider Workspace*. A red REAPP icon indicator will populate 90 days for the required biennial continued eligibility reapplication. Begin by reviewing [Policy 4.10](#). Follow the instructions provided under the **Editing Program Information**.

REPORTING AND PERFORMANCE REQUIREMENTS

Minimum Performance Requirements

Program performance is collected for DLR to evaluate program effectiveness and monitor compliance. DLR has established the minimum performance standards to meet the State's lowest [negotiated performance rate](#) of the Adult, Dislocated Worker, or Youth program established with U.S. DOL for the biennial program year. Registered Apprenticeship Programs are not required to submit performance information.

Program performance is based on **all student** outcomes for the Employment Rate 2nd Quarter After Exit, Employment Rate 4th Quarter After Exit, Median Earnings 2nd Quarter After Exit, and Credential Attainment Rate.

Programs that **fail three out of four elements for two consecutive years** must be removed from the ETPL as stated in the Conditions for Removal. Training programs with less than ten total students are exempt from the conditions of removal due to insufficient performance requirements. Providers removed for one of these reasons may reapply for initial eligibility by demonstrating compliance with all requirements under WIOA law.

Reporting Period





Each approved training provider must submit program performance reports on an annual basis, based on the Program Year (July 1st to June 30th) to DLR for each approved program using the data template supplied by DLR. Data must be submitted no later than July 31st after the end of each program year for the 12-month period beginning July 1st of the previous year. This 12-month period is the "reporting period."

EXAMPLE: On July 31st, 2020, the training provider submits a program performance report for each of its approved programs for the reporting period beginning July 1st, 2019, ending June 30th, 2020.

Instruction For Data Submission

OPTION 1: SUBMITTING PERFORMANCE DATA THROUGH SDWORKS

Login to your training provider account on [SDWORKS](#). Select the **Manage Institution Programs** from the left menu or from the **Provider Workspace**. Locate the program you are entering performance data on and select **Edit**.

| Program Name | Program Description | Changes Submitted | Active | Review Status | Action |
|--|--|---|---|-------------------|--|
| Accounting PS - Approved Provider Training - ITA  | A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting managerial accounting cost accounting budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations. |  |  | Approved/Eligible | Edit Copy Deactivate |
| Ag Mechanic | A program that focuses on the application of mathematics and statistics to the | |  | | Edit |

Select the **Performance** tab located at the top of the screen. Select the **Add SSN Record** to display **SSN Performance Details** fields.

Enter data for **all students** who were enrolled, exited, and completed the program during the reporting period.

IMPORTANT: Training providers with programs that lead to **self-employed occupations, must provide all data elements, including employment and earnings information.**

SSN Performance Details

| | |
|---------------|---|
| * SSN: | <input type="text"/> |
| * Start Date: | <input type="text"/> |
| * Status: | Enrolled <input type="button" value="v"/> |
| Exit Date: | <input type="text"/> |
| Credential: | Unknown <input type="button" value="v"/> |
| Employed Q2: | Unknown <input type="button" value="v"/> |
| Employed Q4: | Unknown <input type="button" value="v"/> |

DLR will obtain the students in unsubsidized employment during the 2nd and 4th quarter after program exit.

Save each individual record and repeat the process for all students enrolled in the program. The list of SSNs will reload with the new entry included on the **SSN Performance Data** screen. When all data is entered for each student, select the **Next** to proceed to the **Confirmation** tab and the **Continued Eligibility Process**. After successful data submission the program status will change to **Pending (system-set only)** select **Finish** to return to the **Education and Training Programs** screen.

OPTION 2A: SUBMITTING PERFORMANCE DATA USING EXCEL TEMPLATE

Request a template by emailing DLRETPL@state.sd.us. Once received and opened the Excel spreadsheet will populate with two tabs. The first titled **Instructions** and the second titled **Summary**. Review the **Instructions** for details regarding the spreadsheet.

1. Select the **Summary** tab. The **Summary** tab will include all of the programs you have entered into the SDWORKS. For each program, click the applicable link under the **Worksheet** column.
2. Enter all the student information for the respective program worksheet. At a minimum, the **SSN, Start Date** and **Status** must be entered. Enter **Unknown**, in the Employed Q2 and Employed Q4 columns. Repeat this process for the remaining programs until completed. **Save** and **Close** the workbook.
3. Login to the appropriate provider account on [SDWORKS](#).
4. Select **Upload Performance Data** from the left-navigation menu, **Services for Providers**.
5. Select **Choose File** to unload the completed performance report excel file, followed by **Upload**.
6. A successful upload will populate in the **Previous Upload Sessions**, with a **Pending Approval** status.

OPTION 2B: HIGHER EDUCATION PROVIDERS SUBMITTING PERFORMANCE DATA USING EXCEL TEMPLATE

Request a template by emailing DLRETPL@state.sd.us. Once received and opened the Excel spreadsheet will populate with two tabs. The first titled **Instructions** and the second titled **Summary**. Review the **Instructions** for details regarding the spreadsheet.

1. Select the **Summary** tab. The **Summary** tab will include all of the programs you have entered into the SDWORKS. **Column A** lists the **Program ID**. Select **Worksheet 1** to begin entering performance data.
2. Enter all the student information for the respective programs. At a minimum, the **SSN, Start Date** and **Status** must be entered. Enter **Unknown**, in the Employed Q2 and Employed Q4 columns. Repeat this process for the remaining programs until completed. **Save** and **Close** the workbook.
3. Select **Upload a Document** from the left-navigation menu, **Document Management**.
4. Choose **Other** from the **Document Description** dropdown.
5. Type **Performance 20XX** with the respective reporting year in the **Document Tags** textbox. Attach the Excel workbook and select **Save**.

A successful upload can be viewed by selecting **View My Documents** from the **Document Management** navigation menu.

DEFINITIONS

The following definitions are used in the calculation of performance measures and apply to the data that is collected and analyzed by the system for any program year:

Date of Program Exit - the term program exit means a participant has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services. The exit date is the last date of service.

Enrollee - a student that started a provider's program during the enrollee data collection period. Note: A student who is participating in a program but who started in a previous collection period is not an enrollee.

Enrollee Data - data that the DLR requests from providers for a program year. (**Example** ETPL program year 2019 requires student enrollee data from data year July 1, 2019 through June 30, 2020.)

Exiter - a completer of a program or non-completer who leaves a program.

Exiter Data - data that the DLR request from providers for a program year and includes completers and non-completers and includes all participants not just WIOA Title I funded students. (**Example:** ETPL program year 2019 requires student enrollee data from data year July 1, 2019 through June 30, 2020.)

Exit Quarter - the calendar quarter containing the exit or completion date of a student.

Program Year – program eligibility begins on July 1 of any year and ends on June 30 of the next year. Note: Schools may apply for the ETPL throughout the program year; however, eligibility expires on June 30.

Credential Attainment Rate - The total number of participants who exited during the reporting period who obtained a recognized postsecondary credential during the program or within one year after exit plus those who were in a secondary education program and obtained a secondary school diploma or its recognized equivalent during the program or within one year after exit and were also employed, or in an education or training program leading to a recognized postsecondary credential within one year after exit divided by the total number of participants who enrolled in an education or training program who exited during the reporting period.

Employment Rate Second 2nd and 4th Quarter After Exit - The number of all exiting participants (completers/non-completers) from the applicable program who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, in the second and fourth quarter after the exit quarter, divided by the total number of exiting participants who exited during the reporting period. This measure shows the effectiveness of students gaining unsubsidized employment after the exit from a provider's program.

Median Earnings 2nd Quarter After Exit - Total quarterly earnings, for all participants employed in the second quarter after exit, are collected by either direct wage record match or supplemental wage information. The collected quarterly wage information values are listed in order, from the lowest to the highest value. The value in the middle of this list is the median earnings value, where there is the same quantity of numbers above the median number as there is below the median number.

Average Earnings 2nd and 4th Quarters After Exit – Average earnings of individuals in the program of study who are in unsubsidized employment during the second and fourth quarters after exit.

Completion Rate - The number of participants who completed the training program (numerator) divided by the total number of students exiting the program (denominator), multiplied by 100 and reported as a percentage.

STATUS DEFINITIONS

Approved/Eligible: Was WIOA Approved in the previous program year, has not reapplied for the current program year.

Approved/Eligible with the Purple WIOA icon: Approved for the current program year, is on the current ETPL.

Rejected: Failed to meet the application or reapplication requirements

Pending System Set, Approve/Eligible: Has reapplied for the current program year and is pending to be reviewed by DLR Program Specialist, was WIOA approved in the previous program year.

Pending System Set: Applied for the current program year and is pending to be reviewed by staff.

In Progress: Application still needs to be completed by Training Provider and submitted for WIOA approval.

Blank: An Education Program Type within program's General Information has not been selected, therefore provider cannot submit the application for WIOA Approval

EXPECTED OUTCOME DEFINITIONS

An industry-recognized certificate or certification - An award that requires completion of an organized program of study validating the knowledge, skills, abilities and attributes required by workers in a certain industry recognized by employers and utilized in hiring decisions. – Post-Secondary Credential

A certificate of completion of an apprenticeship - Certificate of completion of a registered apprenticeship program issued by the U.S. Department of Labor or a State Apprenticeship Agency. – Post-Secondary Credential

A license recognized by the State involved or the Federal Government - License required by government entities before an individual is allowed to be employed in a practice trade, profession or other occupation. – Post-Secondary Credential

An associate degree - An award that normally requires at least 2 but less than 4 years of full-time equivalent college work. – Post-Secondary Credential

A baccalaureate degree - An award conferred by a college, university or other postsecondary education institution as official recognition for the successful completion of a program of studies that normally requires at least 4 but not more than 5 years of full-time equivalent college level work. – Post-Secondary Credential

A community college certificate of completion - A formal award certifying the completion of a postsecondary education program that includes academic credits. – Post-Secondary Credential

A secondary school diploma or its equivalent - A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the General Educational Development (GED) test or another state specified examination. – Secondary Credential

Employment - Attainment of sufficient knowledge and skills to perform in an occupation accepted by local employing companies. – Employment

A measurable skills gain leading to a credential - A gain in skills that would "lead" to a postsecondary credential including an interim credential issued by the U.S. Department of Labor for an apprentice's attainment for an industry recognized component. – Measurable skill gain towards postsecondary credential

A measurable skills gain leading to employment - A gain in skill that would “lead” to sufficient knowledge and skills to perform in an occupation accepted by local employing companies. – Measurable skill gain towards employment