

**Frequently Asked Questions (FAQ)
All Student Report on the ETPL**

- 1. My program provides all participants who complete with a Certificate of Completion. Is this a credential for Performance reporting Purposes?**
 - A. Not necessarily. The definition of a ‘credential’ for WIOA reporting purposes can be complex¹ but the most important criteria is that it be industry-recognized and transferable. We recommend reaching out to DLT staff about your program and the certificate specifically and we will be able to provide you guidance on this matter.
- 2. Our participants do not receive their credential until they complete 1200 hours of employment. If they completed their training, but haven’t complete their required work experiences how should we report that?**
 - A. In that instance; the participant has COMPLETED training but has not obtained their CREDENTIAL. You would report that training in the ETP Program of Study is Completed (and the date) but report ‘No’ on the Credential until such time as it is obtained.
- 3. How would I go about providing a SSN for an individual that does not have one?**
 - A. Participants who do not have a SSN should still be able to provide an ITIN (Individual Taxpayer Identification Number). If there are additional difficulties please contact DLT for further guidance.
- 4. Does this requirement apply to all students, even if they were not funded by WIOA? Even if they are self-pay?**
 - A. Correct, the requirement applies to all students in a Program Of Study listed on the ETPL.
- 5. How can I know which programs my organization has listed on the ETPL?**
 - A. DLT staff will be providing you a copy of your current contract listing the programs. However, if you need additional information please contact us.
- 6. Will the Department of Labor and Training remind my organization when quarterly reports are due?**
 - A. Yes, at the conclusion of each quarter, the Department will email the individual listed in EmployRI as the lead contact for your organization reminding them of the reporting deadline for the quarter.

¹ <https://performancereporting.workforcegps.org/resources/2017/12/18/18/43/Credential-Attainment-Resource-Page>