

WORKFORCE DEVELOPMENT DIVISION
Workforce Program Policy
Technical Assistance Bulletin 294, Change 1

Keywords: ETP; TAA; WIOA; WorkInTexas.com

Subject: Provider and Program IDs Used in WorkInTexas.com and Eligible Training Provider/Program List—Update

Date: April 15, 2024

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information related to updated provider and program IDs used in the statewide Eligible Training Provider/Program List (ETPL) and in WorkInTexas.com.

In October 2023, the Texas Workforce Commission (TWC) began transferring information from the Eligible Training Provider Interim system (ETPi) to a new Eligible Training Provider (ETP) system. The purpose of the ETP system is to manage approved providers and programs for Texas’ Workforce Innovation and Opportunity Act (WIOA) statewide ETPL. Only ETP programs may be funded through Individual Training Accounts (ITAs).

Approved ETP programs are transferred daily from the ETP system directly into WorkInTexas.com. These programs are identified in WorkInTexas.com provider accounts as “Provider Type—Approved Provider Training—ITA.” Staff members with appropriate privileges may review detailed information about providers, including ETPs, in the WorkInTexas.com “Manage Providers” section. The program and provider IDs from the ETP system will be updated and migrated to WorkInTexas.com provider accounts as follows:

ETP System ID	WorkInTexas.com ID	Additional WorkInTexas.com field
Provider	Vendor	State Use 1 (Provider Details)
Campus	Location	N/A
Program	Program (Name)	State Use 1 (Program Services Details)

Activity Enrollment

Workforce Solutions Office staff members use the Activities/Enrollment/Service ribbon in WorkInTexas.com program applications to document all services including ITA-funded training.

General Information Tab

Under the “General Information” tab, Workforce Solutions Office staff members identify the workforce program being used to fund the ETP training program, service code, projected or actual begin date, projected end date, and other service information. For programs other than WIOA, the staff members must ensure that the ITA mechanism is approved by the local Board for funding training services.

The staff members document Individual Training Account (ITA) funded training services for ETPL-approved programs by selecting from the following services:

- 246 - Pre-Apprenticeship (ITA)
- 300 - Occupational/Vocational Training (ITA)
- 314 - Registered Apprenticeship Program (RAP) Training (ITA)
- 324 - Adult Educ w/ Occ. Skills Training - Approved Provider List (ITA)
- 440 - Occupational/Vocational Training (ITA) - Youth Funded
- 445 - Pre-Apprenticeship (ITA) - Youth Funded
- 448 - Registered Apprenticeship Program (RAP) Training (ITA) - Youth Funded
- 655 - Retention - Occupational/Vocational Training (ITA)

For ITA-funded services, staff must select “Yes” for “Participant has been issued an ITA and the ITA will pay for this service.”

Service Providers Tab

Staff must select the provider and service or course information on the “Service Providers” tab. The list of available providers connected to the services will be limited to active and approved ETP programs. Staff members may select the appropriate provider by scrolling through the list or using the filter criteria to limit results by provider name and Federal Employer Identification Number (FEIN) vendor ID.

Staff members may select the appropriate program by searching for the program ID or name of the program. Because providers may have multiple programs with the same name, TWC recommends that staff members use the program ID to select programs. Staff members should refer to the statewide ETPL maintained on [TWC’s Eligible Training Providers web page](#) to ensure that the correct program selection is made. Once a program is selected, WorkInTexas.com will populate the provider location. Staff members must ensure that the selected occupational training (O*NET) code aligns with information for that program on the ETPL and the participant’s employment goals.

Enrollment Cost Tab

The values on the “Enrollment Cost” tab represent the potential ITA amount. Costs included on the ETPL will be automatically populated on this page. Staff members may adjust the costs to reflect any changes specific to the participant’s situation but must not increase the amount in any of the fields. For example, if the training program cost includes an optional computer that is not needed by the individual, staff members may remove that amount from the appropriate field.

Financial Aid Tab

Staff who have the appropriate privileges may have access to update financial aid information and amounts, if applicable. Entries on this tab may adjust the total amount of the ITA documented for this service.

Closure Information Tab

Staff members must click the “finish” button at the bottom of the “Closure Information” tab to complete service entry. The last activity date is not required for service entry, but, if entered, may not be a future date.

Participants may not be enrolled in training programs that are expired. Participants already enrolled in a program at the time it expires may continue to be sponsored until they complete the training.

Attachments

Attachment 1: Revisions to TA Bulletin 294 Shown in Track Changes

Please distribute this information to the appropriate staff members. Send inquiries regarding this TA Bulletin to wfpolicy.clarifications@twc.texas.gov.