



Data Reporting Instructions For Training Providers

Who is required to submit the data report?

- All private career schools licensed by the Workforce Training and Education Coordinating Board (Workforce Board).
- All community and technical colleges with non-credit programs on Career Bridge.
- All public four-year colleges which teach certificate (non-degree) programs.
- All training providers on Career Bridge with programs that are part of the Eligible Training Provider (ETP) program.

All in-state privately licensed schools are listed on Career Bridge; however, if a school has not applied for ETP-eligibility all programs are listed as not-Eligible. If you wish to have your program(s) be eligible for ETP and training dollars associated with being an ETP provider, contact Barbara Mix at (360) 709-4611 or barbara.mix@wtb.wa.gov for information on how to become an ETP provider.

What students do I report?

- Any **private pay** student. This includes any student who was reported in the previous year but was marked as still attending. Until this student graduates or leaves the program, the student must be reported.
- Any student sent through various state agencies, such as Division of Vocational Rehabilitation, Department of Services for the Blind, or the Department of Labor and Industries.
- Any student sent through WorkSource.
- All students attending school in Washington, even if their residence is out-of-state.

What students do I not include:

- Any student sent by, and paid for, by their employer (i.e., business to business).
- Any student that is on scholarship PAID by the school.



What training programs do I report on?

Report on **all programs** that are listed on the Portal (under Programs), whether they are ETP eligible or not. Education and training programs must meet minimum performance standards for completion, employment rates, and earnings of former students in order to remain ETP-eligible. This helps ensure that training dollars are spent on quality programs.

Some private career schools have chosen to not be on the Eligible Training Provider list. Private career schools may make that choice and will remain on Career Bridge. If a school is not a licensed private career school, and the program loses ETP-eligibility, the school and program will remain on Career Bridge for another year, or until the next analysis is done. If the program remains ineligible for ETP two years in a row, that program will be removed from Career Bridge and will not be reinstated until three years' worth of data is analyzed and the program passes all ETP requirements. If all the programs for a non-private career school are ETP-ineligible, the school and programs will be removed.

If a program is listed that you no longer offer, you may state that you had no students and did not offer the training. When asked why you had no students to report, please explain that you no longer offer the program. If there are programs missing, please contact the Workforce Board for updates. The program information may not reflect current school programs if:

1. The program was offered at any time during the 2021-2022 school year (July 1, 2021 to June 30, 2022). These programs will be included in the 2021-2022 Portal and will need to be reported for this time period. The program will be removed for the next report period.
2. The school did not start offering the program until July 1, 2022 or later. The program will not be included in this report period but will be included for the next year.

When is the data report due?

Data reports for this year are due on **August 28, 2022**.



How do I report the information?

Reports are submitted electronically using the Student Data Portal. Go to <https://datareports.wtb.wa.gov/> and login with the user name and password you previously created. If you have forgotten your login information, call the Workforce Board at (360) 709-4600 for assistance.

How do I get started?

Start by entering students into the Excel student data form. Please review the ***Data Definitions and Codes*** document, which tells you more about the data requested.

Where can I get the Excel Student Data Form?

You can find out more about the Portal and download the form here: <http://www.careerbridge.wa.gov/Page.aspx?nid=ETPDataReport>. If you have trouble downloading, contact us at Barbara.mix@wtb.wa.gov and we will email the form to you.

I do not have Excel. How can I report my data?

If you have a small number of students or do not have Excel software, you can enter students directly into an online form. Please contact us at datareporting@wtb.wa.gov or via phone at (360) 709-4600 for assistance.

When can I upload or enter my Student Data?

The Portal will open for document uploads and data entering starting July 5, 2022.

If there are any questions about data reporting, please give the Workforce Board staff a call at (360) 709-4600 or send an email to datareporting@wtb.wa.gov.



What information is required to be reported?

For each student who was enrolled in, graduated or withdrew from the program(s)/major(s) during each reporting year, we need the data elements listed below. See the Data Definitions and Codes for more information.

Program/major data:

physical location (city) where training program/major is taught* ♦

program title* ♦

award type given to program graduates (degree type, certificate, diploma)* ♦

Student data:

student name* ♦

social security number* ♦

address ♦

phone number ♦

date of birth ♦

Hispanic/Non-Hispanic ♦

Race ♦

Gender ♦

disability status ♦

veteran status

highest grade completed before enrolling ♦

start date* ♦

exit date* ♦

enrollment status in the program (not the school) at end of reporting period* ♦

award type earned by student, if applicable

GPA, if applicable

Pass/fail, if applicable

*Minimum data required for ETP programs. Failure to report these data elements may result in removal of your programs from the ETP List.

♦ Minimum data require for programs licensed by the Workforce Board. Failure to report these data elements may result in being considered non-compliant when renewing your school license.



Are social security numbers required to be reported?

Yes, if they are available. We use social security numbers to determine if your students find employment after they leave your training. Eligible training providers are required to ask students for social security numbers and report those social security numbers they receive. We ask that you inform students about why they are being asked to give out their social security number and what security measures will be taken with the information, so that they can make an informed choice (see below for sample language). A student has the right to choose not to provide their social security number.

If you are asking students for social security numbers, and they are refusing to give you this information, send either a signed letter or an email stating you are asking for the SSN and the students are refusing to supply the information, per their rights. This information will be kept in your school Eligible Training Provider file and will be considered when the annual ETP analysis of your programs is done.

What wording can I use to inform students why I'm asking for their social security numbers?

Sample language: "We are required by law to ask students for their social security number and we report this information to the Washington Workforce Board, a state agency. The Workforce Board uses this information for research purposes only, to measure performance outcomes of education programs on the state's Eligible Training Provider List (<http://www.careerbridge.wa.gov>). [*insert school name*] participates on this list so that we can train students who are eligible for certain types of financial aid. No right, benefit or privilege provided by law will be denied you if you do not provide your social security number. Our organization and the Workforce Board will take extensive measures to protect your social security number from unauthorized use. If you have questions about the uses of the data or data security, contact the Workforce Board at (360) 709-4600."

What measures are taken to ensure data security?

All student data is stored and analyzed on a secure server and all personal data is encrypted. All Workforce Board data computers are password-protected. Access to individual data is limited to staff who have signed Confidentiality Statements in which they agree to follow strict data security procedures. Individual data reported to the Workforce Board is not considered public information, and is exempt from public disclosure laws.



Who can I contact if I have questions?

For data reporting questions, please contact the Workforce Board at (360) 709-4600 or via email at datareporting@wtb.wa.gov. For questions regarding licensing or programs listed on your private vocational school license, contact Hannah Bartlett at (360) 709-4600 or hannah.bartlett@wtb.wa.gov.