



Eligible Training Provider Supplemental Data Guidelines

Under certain conditions, a training provider may submit supplemental data to the Workforce Training and Education Coordinating Board (Workforce Board) to determine the eligibility of the provider's program, if the program fails the annual performance review conducted by the Workforce Board. These guidelines are based on the Washington State Eligible Training Provider policy.

Supplemental data refers to data that is in addition to administrative records used by the Workforce Board in calculating the performance measures. Supplemental data must be from students who exited the program during the reporting period used in the performance review. An individual Workforce Development Council may accept other types of supplemental data than the types listed below, at its discretion.

Proof of Employment

If a program of a training provider fails to meet the required employment rate performance level of 50 percent then the provider may submit supplemental employment data, as proof of employment, to the Workforce Board to measure employment rate. Supplemental data may consist of: (1) individual employment records that meet the standards of the provider's accrediting agency,¹ (2) a copy of a W-2 form, pay stub, or Internal Revenue Service 1099 form that documents employment during the fourth quarter after the student exited the training program,² or (3) follow-up surveys of former students (see instructions below).

¹ *Employment records that meet the standards of the provider's accrediting agency must include individual-level data, including student name and social security number, that provides proof of employment during the fourth quarter after the student exited the training program.*

² *The fourth quarter after exit is defined as the calendar quarter one year after the student withdrew or graduated from the training program.*

These employment records must include social security number of the student, and students must have exited the program during the reporting period used by the Workforce Board in the performance review. The records will only count if they are for students who were not included in the employment records already obtained by the Workforce Board. Records for students who exited the program before the beginning of the reporting period or after the end of the reporting period are not acceptable.

Proof of Earnings and Wages from Self-Employment

If a training program fails to meet the required performance levels, the program may submit supplemental earnings data to the Workforce Board for total earnings or average hourly wage, during the fourth quarter after exit from the training program for former participants who are self-employed. The supplemental data may consist of: (1) survey responses (see guidelines below) that indicate an individual's earnings from self-employment during the time period in the measure or (2) a copy of a tax form submitted either to the Washington State Department of Revenue or to the United States Internal Revenue Service that shows earnings from self-employment during the year in which the fourth quarter after exit occurs. To estimate the total earnings in the fourth quarter after exit from the program, the gross earnings reported for the year will be divided by four. The records will count only if they are for students who were not included in the employment records already obtained by the Workforce Board.

Follow-up Surveys

Follow-up survey responses from your students may be submitted as supplemental proof of self-employment and/or earnings from self-employment. Follow-up surveys may also be submitted for proof of employment in other countries or with employers that are not included in the unemployment insurance system. Survey responses may be used as proof of employment only if surveys are accepted by the program's accrediting agency as proof of placement. Surveys must be of students who exited the program during the reporting period used in the performance review.

Surveys may be conducted by phone, mail or in person. Information must be recorded on a questionnaire form. Training providers must disseminate the survey to either: all students who withdrew or graduated from the training program during the reporting period used by the Workforce Board in the performance review, or a random sample of all students who withdrew or graduated from the training program during the reporting period used by the Workforce Board in the performance review.

1. Date the survey was filled out.
2. Student information required: last name, first name, current address, current phone number, social security number, title of training program, date student withdrew or graduated from the program. Employment information required: business name, business address, business phone, date when self-employment or employment began, date when self-employment or employment ended (if applicable), employment status as of the survey date.

3. Earnings information (optional—contact the Workforce Board to determine if you need to collect it): total gross income for the calendar quarter (January-March, April-June, July-September, or October-December) one year after graduation or withdrawal from the program, or annual gross income for the year following the date of graduation or withdrawal from the program.
 4. Wage information (optional—contact the Workforce Board to determine if you need to collect it): average hourly wage earned during the calendar quarter (January-March, April-June, July-September, or October-December) one year after withdrawal or graduation. This number can be an estimate and can be reported as, for example, income per week or month and total hours worked per week or month.
- **How to report the survey results:** Results of the survey must be reported to the Workforce Board in the form of completed questionnaires or a list of students and their responses, including all the required data elements listed above. Please provide the Workforce Board with the number of students contacted and the number of responses received, so that a response rate may be calculated.
 - **Minimum response rate:** The survey must achieve a minimum response rate of 25 percent (i.e., for every 12 surveys mailed or every 12 students contacted, there are at least 3 completed questionnaires).

Validation of Supplemental Data

The Workforce Board will randomly select training provider programs for an audit to determine the accuracy of supplemental data.

If you have questions, please contact Terje Gjertsen at terje.gjertsen@wtb.wa.gov or (360) 709-4600.