## Frequently Asked Questions Eligible Training Provider List (ETPL)

### How do I get my training provider on the ETPL?

Training providers need to create an institution and user account on DEED’s [Training Provider Portal](https://apps.deed.state.mn.us/lmi/Etpl). This process will include consenting to a terms of use, providing your training institutions mailing address, you FEIN, and your registration, licensure or exemption status (including Office of Higher Education code). The ETPL Administrator will verify that you meet the requirements to join the ETPL, approve your account and provide detailed steps on how to input your program or course information.

### Should I list my training as a program or a course?

It’s up to you. DEED offers loose definitions, but these definitions are offered more as guidance than as a requirement. Those definitions are: “‘course’ is defined here as an individual class which might be taken as part of a program or might be taken independently, while a ‘program’ is a set of courses organized as a program.

### What about Registered Apprenticeships?

Minnesota Registered Apprenticeships must be registered with the Minnesota Department of Labor and Industry (DLI). Out-of-state Registered Apprenticeships must be registered with the federal Department of Labor (DOL). All Registered Apprenticeships are invited to be listed on the ETPL. Under the Workforce Innovation and Opportunity Act (WIOA), Registered Apprenticeships have different information requirements for the ETPL and should follow the same process of creating an account in DEED’s [Training Provider Portal](https://apps.deed.state.mn.us/lmi/Etpl).

### How often do I need to update my institution’s data?

At least every two years, to be in compliance with WIOA. DEED will notify training providers who come close to the two-year mark without updating data, and urge them to update their information.

### What if I still don’t update after notification?

DEED will remove training institutions from the ETPL. By being removed from the ETPL, the trainings will also lose WIOA certification (if applicable).

### How often may I update my data?

As often as you like!

### What’s a program/course code?

DEED needs a unique numeric identifier for the database. It can be a code your institution uses (e.g. BIO 101), but if your institution doesn’t use any code, please feel free to just make something up for the ETPL (e.g. 123456).

### What is a CIP code?

A Classification of Instructional Programs (CIP) code. It’s a national system of classification of educational offerings. DEED uses an occupational crosswalk to connect CIP codes to occupations, enabling us to provide data on related occupations (e.g. employment, wages, etc) for various trainings. If you don’t know your programs CIP code that is okay. Do your best to select from the options provided.

### My training doesn’t have a fixed cost; the cost to students depends on certain variables (e.g. course load, content choices, etc). How do I represent that?

Information on the cost of a training, including tuition and fees, is required by the WIOA law. Because trainings may have many factors that impact cost, at the request of training providers, DEED added an open-ended question in the application for training providers to provide any explanation or clarification regarding cost. Please feel free to use this space to provide any information that may be helpful. (e.g. “Costs may vary due to course load.”) However, we do also ask for a dollar figure as well. If it is truly a variable cost, some training providers have chosen the most common or likely cost to give a basic sense of the cost to students.

### I’m confused and I want to talk it through with a human being.

No problem. Please feel free to contact the ETPL Administrator (ETPL.deed@state.mn.us) for help.