



# Federal Performance Reporting Guidance

Federal Reporting Program Year: 07/01/2024 - 06/30/2025

Federal Reporting Period: 07/01/2025 - 07/31/2025

[INTrainingDWD.org](https://INTrainingDWD.org)



## ❖ Why do we have to report?



*“States must report performance information about ETPs to the DOL Employment and Training Administration (ETA) in accordance with WIOA section 116 and regulations at 20 CFR 677.230 and 20 CFR 680.490.*

***WIOA mandates the collection of specific information for each program of study for each eligible provider of training services under title I Adult and Dislocated Worker programs.***

TRAINING AND EMPLOYMENT GUIDANCE LETTER WIOA NO. 3-18 OPERATING GUIDANCE for the WORKFORCE INNOVATION AND OPPORTUNITY ACT (referred to as WIOA or the Opportunity Act)

*From ETPL Policy: To maintain INTraining or ETPL inclusion, all training providers must complete the annual federal performance reporting. Under WIOA, each state is required to submit student-level data for all training programs to the United States Department of Labor (USDOL) on an annual basis. Student-level data should be reported at the beginning and end of each cohort and must be reported by the July 31st deadline for that reporting period.*



## ❖ Federal Reporting Requirements and Reminders

### Dates to Know:

- The program year for student data reporting begins **July 1, 2024, and ends June 30, 2025.**
- Student data must be submitted during the reporting period beginning **July 1, 2025, and ending July 31, 2025.**

### What Needs Reporting:

- All programs on INTraining that require federal reporting (as indicated within the portal) must have a submitted report to be eligible for continued program approval and ETPL placement.
  - Apprenticeship programs are not required to report through INTraining – completed through RAPIDS
- If a program on INTraining requires federal reporting, but the program did not serve any students during the previous program year, the provider must still report.
- Student data is to be reported on any student, regardless of funding source, who enrolls in a training program during the program year.

### Failure to Report:

- If a provider fails to submit a report on any INTraining program that requires federal reporting by the July 31, 2025, deadline, the program location(s) will be placed in a *Pending Data* status and will be removed from INTraining/ETPL placement for a minimum of six (6) months.



## ❖ Accessing the Portal and Reporting Resources

1. Navigate to [INTrainingDWD.org](https://INTrainingDWD.org), and select the “*Training Providers*” tab.

### INTraining: Training Providers

[INTraining Home](#)[Training Providers](#)[Training Seekers](#)[Regional Staff](#)

2. Scroll toward the bottom to access the **portal** to login, as well as the ‘**Data**’ section to retrieve reporting tools and information.

#### Resources

##### Guidance:

- [INTraining and ETP List Policy](#)
- [INTraining and ETP List Procedural Guidance](#)
- [Training Provider Quick Reference Guide](#)
- [New Training Provider Orientation](#)
- [INTraining FAQ](#)

##### 2025 Webinars

- [2025 Quarter 1 Provider Webinar](#)

##### 2024 Webinars

- [2024 Quarter 1 Provider Webinar](#)
- [2024 Quarter 2 Provider Webinar](#)
- [2024 Quarter 3 Provider Webinar](#)
- [2024 Quarter 4 Provider Webinar](#)

##### Data:

- [Student Data Submission Template](#)
- [Student Data Submission Template Instructions](#)
- [2023-2024 Federal Reporting Webinar](#)
- [2023-2024 Federal Reporting Guidance](#)

##### Helpful Links:

- [Top Jobs](#)
- [Indiana's Promoted Industry Certifications](#)
- [Office for Career and Technical Schools](#)
- [WorkOne Locations](#)

##### Portal:

- [INTraining Portal](#)
- [Training Provider Portal User Guide](#)



# ❖ Federal Reporting Requirements and Reminders

Federal reporting notifications, banners, reports, and submission will be activated and available on INTraining for use during the month of July (the reporting period).

**Provider:** Sample Test Institution  
ID: 2744 FEIN: 123457698 Status: Active

Federal Reporting is due by July 31, 2023. See your program list on the Programs tab for any reporting due.

Provider Action Needed	Provider Action Needed
Users	<b>INFORMATION REQUESTED - (5)</b>
Demographics	<b>PENDING DATA - (6)</b>
Provider Locations	
Programs	
Reports	<b>ANNUAL REVIEW REQUIRED - (2)</b>



## ❖ Reporting Terminology to Know

**Provider Location:** This is the approved location where training takes place or is administered (e.g. online only). Providers may have multiple training locations.

The screenshot displays the 'Provider Locations' management interface. On the left, a navigation menu includes 'Provider Action Needed', 'Users', 'Provider Locations' (highlighted with a red border), 'Program Locations', and 'Reports'. The main content area is titled 'Provider Locations' and features tabs for 'Active Locations' and 'Inactive Locations'. Below the tabs, there is a 'Show 10 entries' dropdown and a search box. A table lists provider locations with columns for 'Location ID', 'Provider Location Name', 'Address', and 'Program Locations'. The first row shows '10000299' for 'Sample Provider 4' at '254 Main Street Indianapolis', with a '38' dropdown in the 'Program Locations' column. The 'Sample Provider 4' name and its 'Staff Approved' status are highlighted with a red box.

Location ID	Provider Location Name	Address	Program Locations
10000299	Sample Provider 4 Staff Approved	254 Main Street Indianapolis	38



# ❖ Reporting Terminology to Know

**Main Program:** This is the occupational training program offered by the provider. A main program may be offered at multiple provider locations.

**Programs** + Add Program

Active Programs Inactive Programs

Show  entries Search:

Title Of Training	Main Program ID	Notifications	Program Locations
Surgical Technology Test 109	10001150	Federal Reporting Due	5



# ❖ Reporting Terminology to Know

**Program Location:** This is the system-generated number of an approved provider location combined with an approved main program. **This is where providers will submit student performance data.**

The screenshot shows a web interface for managing programs. On the left is a sidebar with navigation options: Provider Action Needed, Users, Demographics, Provider Locations, Programs (highlighted), and Reports. The main area is titled 'Programs' and includes a '+ Add Program' button, tabs for 'Active Programs' and 'Inactive Programs', a search bar, and a 'Show 25 entries' dropdown. A table displays program data with the following columns: Title Of Training, Main Program ID, Notifications, and Program Locations. The first row shows 'Surgical Technology Test 109' with Main Program ID '10001150' and a 'Federal Reporting Due' notification. The Program Locations column for this row has a dropdown menu set to '5', which is highlighted with a green circle '1'. A mouse cursor points to this dropdown. A second green circle '2' points to the dropdown menu that is open, showing two provider entries: 'Sample Provider 12' (Program Location ID: 10001049) and 'Sample Provider 4' (Program Location ID: 10000724).

Title Of Training	Main Program ID	Notifications	Program Locations
Surgical Technology Test 109	10001150	<span style="color: red;">!</span> Federal Reporting Due	5 <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">1</span>
<div style="border: 1px solid #ccc; padding: 5px;"><p>Sample Provider 12 Indianapolis (Program Location ID: 10001049 / Staff Approved )</p><p>Sample Provider 4 Indianapolis (Program Location ID: 10000724 / Staff Approved )</p></div>			





# ❖ Three Ways to Identify Which Programs Need Reporting

1. Providers can export a list of all programs in need of ‘Federal Reporting’, along with each individual program location where you will be uploading student data.

*Providers can export this report and to use as a ‘checklist’ to ensure each program location’s reporting is addressed. Once reporting is complete for a particular program location, it will be removed from future exports of this report.*

The screenshot displays a software interface with a sidebar menu on the left containing 'Provider Action Needed', 'Users', 'Provider Locations', 'Program Locations', and 'Reports'. The 'Reports' item is highlighted with a red border and a green circle containing the number '1'. The main content area is titled 'Reports' and features a blue disclaimer box: 'Disclaimer: The following reports provide data in real-time. Data is updated periodically; therefore, reports should be checked frequently for the most up-to-date and accurate information. Federal Reporting will display programs that need federal reporting completed.' Below the disclaimer is a list of report options: 'Federal Reporting', 'Program Location', 'Provider Location', and 'Annual Review Records'. The 'Federal Reporting' option is selected and highlighted with a green circle containing the number '2'. A red bracket connects this selection to an Excel spreadsheet window. The spreadsheet has columns labeled A, B, C, and D, and rows numbered 1 through 6. The data in the spreadsheet is as follows:

	A	B	C	D
1	Provider Name	Program Name	Provider Location Name	Program Location ID
2	Sample Test Institution	Surgical Technology Test 109	Sample Provider 4	10000724
3	Sample Test Institution	Surgical Technology Test 109	Sample Provider 5	10000726
4	Sample Test Institution	Surgical Technology Test 109	Sample Provider 12	10001049
5				
6				

In the bottom left corner of the slide, there is a circular icon with a left-pointing arrow. In the bottom right corner, there is the logo for 'INDIANA DWD'.

# ❖ Three Ways to Identify Which Programs Need Reporting

2. After accessing the ‘Programs’ tab, providers will see a “**Federal Reporting Due**” notification in red next to each main program that has program locations in need of federal reporting.

Be sure to review both the ‘Active Programs’ list, along with the ‘Inactive Programs’ list. Federal reporting is required for all programs that were active **at any time** during the prior program year.

The screenshot displays the 'Programs' management interface. On the left, a sidebar contains navigation options: 'Provider Action Needed', 'Users', 'Provider Information', 'Provider Locations', 'Programs' (highlighted with a red box), and 'Reports'. The main area is titled 'Programs' and includes tabs for 'Active Programs' and 'Inactive Programs'. A search bar and a 'Show 25 entries' dropdown are present. The table below lists several programs, each with a red notification icon and the text 'Federal Reporting Due' in the 'Notifications' column. The notification for the 'Test API Prod' program is circled in red. The 'Program Locations' column shows the number of locations for each program.

Title Of Training	Main Program ID	Notifications	Program Locations
Test Program 50	10001708	Federal Reporting Due	1
TEst021	10000450	Federal Reporting Due	1
Test API Prod	10000380	Federal Reporting Due	2
Test098	10000294	Federal Reporting Due	1
Test111	10000292	Federal Reporting Due	1



# ❖ Three Ways to Identify Which Programs Need Reporting

## 3. Program locations are highlighted in red, along with a “Federal Reporting Due” notification.

*Under the “Programs” tab, a provider can click one of the program titles navigating the user to the details of the selected main program. From this page, a provider can access the ‘Program Locations’ tab to view which program locations need reporting.*

**Program: Test API Prod** ENABLE EDITING

Program Locations highlighted below require federal reporting of student data.

Main Program ID: 10000380

- Provider
- Summary
- Cost
- Program Locations**
- Credentials
- Admissions
- Supporting Files

### Program Locations

Location ID	Status	Program Location	Address	City	Zip	Federal Reporting
10000846	Staff Approved	Test API Prod Anderson Campus	123 main	Las Vegas	46202	! Federal Reporting Due
10000847	Staff Approved	Test API Prod API Prod Test	12250 Wesley Place	Cushman	46038	! Federal Reporting Due



# ❖ Three Reporting Methods

## Method 1: Reporting No Students Served

After the provider has accessed the specific program location page where no students were served, the provider will select the **“Federal Reporting”** tab. From this tab, the provider will review and check the box certifying that the report is true and accurate, and then click **“Submit Federal Reporting”**.

The screenshot shows a web interface for reporting. At the top, it displays 'Program Location ID: 10000726' with a 'STAFF APPROVED' badge, 'Program Name: Surgical Technology Test 109', and 'Provider Location: Sample Provider 5'. A red banner below states 'This program location requires federal reporting of student data.' On the left is a vertical menu with options: Provider, Summary, Credentials, Related Occupations, Performance, Funding, Student Data, **Federal Reporting** (highlighted with a red box and callout 1), Supporting Files, and Comments. The main area is titled 'Federal Reporting' with a '+ Add Student' link. It contains the text 'No student was served during this reporting period.' and a checkbox with the text: 'I hereby certify, as an authorized representative of the said training institution, that the above statements and all information are accurate and true. False statements will deem my organization ineligible to provide services under Section 122 of the Workforce Innovation and Opportunity Act of 2014.' (callout 2). A 'SUBMIT FEDERAL REPORTING' button is located at the bottom right (callout 3). A circular arrow icon is in the bottom left corner.

# ❖ Three Reporting Methods

## Method 2: Individual Student Record Entry

After the provider has accessed the specific program location page where a student record needs entering, the provider will select the “**Student Data**” tab. From this tab, the provider will then click on the “**+ Add Student**” option to begin entering all required information for an individual participant.

The screenshot shows a web interface for 'Student Data'. On the left is a sidebar with tabs: Provider, Summary, Credentials, Related Occupations, Performance, Funding, **Student Data** (highlighted with a red circle and '1'), Federal Reporting, Supporting Files, and Comments. The main area is titled 'Student Data' and includes an 'Upload File' section with a 'Choose File' button and 'No file chosen' text. A green circle with '2' is next to the '+ Add Student' button, which is also circled in red. Below this is a search bar and a table with columns: First Name, Last Name, DOB, SSN, Address, Entry Date, Exit Date, Enrollment Status, Gender, Race, Incarcerated, Deceased, and Assessment. The table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'. At the bottom, there is a 'Student Data Files' section with a table with columns: Files, Created Date, and Action.

# ❖ Three Reporting Methods

## Method 2: Individual Student Record Entry

After the provider has entered in the student record, the provider will then access the Assessment link to report the credential attainment result for each program participant. (Note: Depending on the size of your screen, this column can be hidden, so be sure to use the scroll bar to the right to view the assessment option)

The screenshot shows a web interface for 'Student Data'. On the left is a sidebar with navigation options: Provider, Summary, Credentials, Related Occupations, Performance, Funding, **Student Data** (highlighted with a green circle and the number 1), Federal Reporting, Supporting Files, and Comments. The main area has a title 'Student Data', an 'Upload File' button with 'Choose File' and 'No file chosen' text, and a '+ Add Student' link. Below this is a search bar. The main content is a table with the following columns: ID, SSN, Address, Entry Date, Exit Date, Enrollment Status, Gender, Race, Incarcerated, Deceased, Assessment, Edit, and Delete. The table contains five rows of student data. The 'Assessment' column for each row contains a blue link labeled 'Assessment', which is highlighted with a red box and a green circle containing the number 2. The 'Delete' column contains red trash icons.

ID	SSN	Address	Entry Date	Exit Date	Enrollment Status	Gender	Race	Incarcerated	Deceased	Assessment	Edit	Delete
293	1600	12700 Amber Star Dr	Aug 16 2021 12:00AM	Feb 24 2022 12:00AM	Completed program	Male	[W]	No	No	<a href="#">Assessment</a>	<a href="#">Edit</a>	
264	3322	2008 5th Street	Aug 10 2020 12:00AM		Dropped	Female	[W]	No	No	<a href="#">Assessment</a>	<a href="#">Edit</a>	
128	2577	3602 N. Pennsylvania St.	Aug 16 2021 12:00AM	Sep 21 2021 12:00AM	Dropped	Male		No	No	<a href="#">Assessment</a>	<a href="#">Edit</a>	
150		930 West Sycamore Street	May 24 2021 12:00AM	Nov 18 2021 12:00AM	Completed program	Male	[W]	No	No	<a href="#">Assessment</a>	<a href="#">Edit</a>	



# ❖ Three Reporting Methods

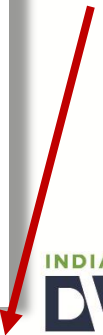
## Method 2: Individual Student Record Entry

After the provider has entered in the student record, including the Assessment results for each participant, the provider can navigate to the **“Federal Reporting”** tab, to conduct a final review of all submitted records. At the bottom of the tab, the provider will review and check the box certifying that the report is true and accurate, and then click **“Submit Federal Reporting”**.

The screenshot shows a web interface for "Federal Reporting". On the left is a sidebar with navigation tabs: Provider, Summary, Credentials, Related Occupations, Performance, Funding, Student Data, **Federal Reporting** (highlighted with a red border), Supporting Files, and Comments. The main area is titled "Federal Reporting" and includes a "+ Add Student" button and a "Show All entries" dropdown. Below is a table with columns: First Name, Last Name, DOB, Entry Year, Entry Date, Exit Date, Enrollment Status, Complete, Assessment, Assessment Info, Student Info, and Delete. The table contains six rows of student data.

First Name	Last Name	DOB	Entry Year	Entry Date	Exit Date	Enrollment Status	Complete	Assessment	Assessment Info	Student Info	Delete
Adam	Sadler	05/29/1983	2022	8/16/2021	2/24/2022	Completed program	YES		Assessment	Edit	
Adrian	Hildebrand	04/26/1994	2021	8/10/2020	11/29/2020	Dropped (Assumed)	NO		Assessment	Edit	
Ahmad	Moore	06/12/1978	2022	8/16/2021	9/21/2021	Dropped	NO		Assessment	Edit	
Alexander	Jones	09/15/2000	2021	5/24/2021	11/18/2021	Completed program	YES		Assessment	Edit	
Alexander	Jones	09/15/2000	2021	5/24/2021	11/18/2021	Completed program	YES		Assessment	Edit	

Scroll to the bottom to certify and submit the report.



# ❖ Three Reporting Methods

## Method 3: Student File Upload

*This method allows for a training provider to retrieve and complete a student data Excel file and upload it within the provider location page for reporting.*

*To successfully utilize this method, the provider must first navigate to the [DWD Training Provider site](#), **download** the Student Data Submission Template file linked under the **Data** section, and access the student data submission instructions. Please **CAREFULLY** review the instructions and adhere to the included guidelines **exactly as written** to reduce the risk of the uploaded file not being accepted into the INTraining student data portal.*

### Data:

- [Student Data Submission Template](#)
- [Student Data Submission Template Instructions](#)
- [2023-2024 Federal Reporting Webinar](#)
- [2023-2024 Federal Reporting Guidance](#)





# ❖ Three Reporting Methods

## Method 3: Student File Upload

Once the provider has completed the first step in this method, the provider will access the specific program location page where the student record file will be uploaded. The provider will first select the “**Student Data**” tab. From this tab, the provider will then click the “**Choose File**” option to upload their completed file.

The screenshot shows a web interface for 'Student Data'. On the left is a sidebar with tabs: Provider, Summary, Credentials, Related Occupations, Performance, Funding, **Student Data** (highlighted with a red box and a green circle with '1'), Federal Reporting, Supporting Files, and Comments. The main area is titled 'Student Data' and contains an 'Upload File:' section with a 'Choose File' button (highlighted with a red box and a green circle with '2') and 'No file chosen' text. Below this is a search bar and a table with columns: First Name, Last Name, DOB, SSN, Address, Entry Date, Exit Date, Enrollment Status, Gender, Race, Incarcerated, Deceased, and Assessment. The table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'. At the bottom, there is a 'Student Data Files' section with a table with columns: Files, Created Date, and Action. A back arrow icon is located in the bottom left corner.

# ❖ Three Reporting Methods

## Method 3: Student File Upload

After the provider successfully uploads the student data file, the provider can confirm the file was accepted by locating it within the 'Student Data Files' table.

Providers are encouraged to select 'View Results' under the 'Action' column to review/confirm all data fields were accurately completed.

The screenshot displays a web application interface with a sidebar on the left and a main content area. The sidebar contains several menu items: 'Related Occupations', 'Performance', 'Funding', 'Student Data' (highlighted with a red box), 'Federal Reporting', 'Supporting Files', and 'Comments'. The main content area features a table with student data. The table has columns for 'First Name', 'Last Name', 'DOB', 'SSN', 'Address', 'Entry Date', 'Exit Date', 'Enrollment Status', 'Gender', 'Race', 'Incarcerated', 'Deceased', and 'Assessment'. Below this table is a pagination control showing 'Showing 1 to 5 of 176 entries' and a set of page numbers (1, 2, 3, 4, 5, ..., 36, Next). At the bottom of the main content area is a table titled 'Student Data Files' with columns for 'Files', 'Created Date', and 'Action'. The 'Action' column contains a 'View Results' link, which is circled in red. A red arrow points from this link to the 'Student Data' table above.

First Name	Last Name	DOB	SSN	Address	Entry Date	Exit Date	Enrollment Status	Gender	Race	Incarcerated	Deceased	Assessment
Adam	Sadler	May 29 1983 12:00AM	1600	12700 Amber Star Dr	Aug 16 2021 12:00AM	Feb 24 2022 12:00AM	Completed program	Male	[W]	No	No	Assessm
Adrian	Hildebrand	Apr 26 1994 12:00AM	3322	2008 5th Street	Aug 10 2020 12:00AM		Dropped	Female	[W]	No	No	Assessm
Ahmad	Moore	Jun 12 1978 12:00AM	2577	3602 N. Pennsylvania St.	Aug 16 2021 12:00AM	Sep 21 2021 12:00AM	Dropped	Male		No	No	Assessm
Alexander	Jones	Sep 15 2000 12:00AM		930 West Sycamore Street	May 24 2021 12:00AM	Nov 18 2021 12:00AM	Completed program	Male	[W]	No	No	Assessm
Alexander	Jones	Sep 15 2000 12:00AM	1809	930 West Sycamore Street	May 24 2021 12:00AM	Nov 18 2021 12:00AM	Completed program	Male	[W]	No	No	Assessm

Showing 1 to 5 of 176 entries

Previous 1 2 3 4 5 ... 36 Next

Files	Created Date	Action
INTrainingStudentDatatest2.csv	6/20/2023 11:08:22 PM	View Results



# ❖ Three Reporting Methods

## Method 3: Student File Upload

After the provider has successfully uploaded the student data file, the provider can navigate to the “**Federal Reporting**” tab, to conduct a final review of all submitted records. At the bottom of the tab, the provider will review and check the box certifying that the report is true and accurate, and then click “Submit Federal Reporting”.

The screenshot shows the 'Federal Reporting' interface. On the left is a sidebar with navigation tabs: Provider, Summary, Credentials, Related Occupations, Performance, Funding, Student Data, **Federal Reporting** (highlighted with a red border), Supporting Files, and Comments. The main area is titled 'Federal Reporting' and includes a '+ Add Student' button and a 'Show All entries' dropdown. Below is a table of student records with columns for First Name, Last Name, DOB, Entry Year, Entry Date, Exit Date, Enrollment Status, Complete, Assessment, Assessment Info, Student Info, and Delete. The table contains six rows of data.

First Name	Last Name	DOB	Entry Year	Entry Date	Exit Date	Enrollment Status	Complete	Assessment	Assessment Info	Student Info	Delete
Adam	Sadler	05/29/1983	2022	8/16/2021	2/24/2022	Completed program	YES		Assessment	Edit	
Adrian	Hildebrand	04/26/1994	2021	8/10/2020	11/29/2020	Dropped (Assumed)	NO		Assessment	Edit	
Ahmad	Moore	06/12/1978	2022	8/16/2021	9/21/2021	Dropped	NO		Assessment	Edit	
Alexander	Jones	09/15/2000	2021	5/24/2021	11/18/2021	Completed program	YES		Assessment	Edit	
Alexander	Jones	09/15/2000	2021	5/24/2021	11/18/2021	Completed program	YES		Assessment	Edit	

Scroll to the bottom to certify and submit the report.



# ❖ Troubleshooting Data Entry Errors

If the provider is utilizing the student data file upload option, ensure all information is added to the file with careful adherence to the guidance of the included instruction sheet.

Common errors occur when the provider has not included the correct **program location ID**, or the **credential name** does not match. Also, ensure there are no **extra characters (like colon) or spaces** entered within any data cell of the workbook.

Program Location ID: 10000724 STAFF APPROVED

Program Name: Surgical Technology Test 109

Provider Location: Sample Provider 4

**Credentials**

Accredited Post - Secondary Program of Study

**Masters:**

- NO** A certification or licensure is not required to work in this field.
- NO** A test is not required to earn the certification/licensure.
- NO** The credential is not obtained as part of this training program.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	FirstName	LastName	SSN	Address	City	State	Zip	Birthdate	EntryDate	ExitDate	EnrollmentStatus	NameOfCredential	CredentialResults	ProgramLocationNumber	Gender
2	Heather	Walker	213234543	456 Sesame Street	Marion	IN	46220	1/22/1999	2/2/2022	2/12/2022	E	Masters	P	10000724	F
3	Jack	Ryan	345765498	9765 Park Place	Indianapolis	IN	43660	7/1/1988	2/2/2022	2/12/2022	C	Masters	P	10000724	M
4	Ruth	Baker	498761256	4562 Sunset Lane	Fishers	IN	45022	12/25/2001	2/2/2022	2/12/2022	F	Masters	P	10000724	N
5	Sara	Wright	000003454	9822 Kihei Road	Plainfield	IN	41330	12/7/1941	2/2/2022	2/12/2022	D	Masters	P	10000724	F
6	Kevin	McCallister	456089287	98711 Broadway Blvd	Lafayette	IN	49765	4/3/2016	2/2/2022	2/12/2022	C	Masters	F	10000724	M



# ❖ Troubleshooting Data Entry Errors

If the provider is utilizing the student data file upload option, and if the program location includes **two or more credentials**, the provider must **add an additional row for each student** to account for the additional credentials (column L), along with the credential attainment results (column M).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FirstName	LastName	SSN	Address	City	State	Zip	Birthdate	EntryDate	ExitDate	EnrollmentStatus	NameOfCredential	CredentialResults
2	Heather	Walker	213234543	456 Sesame Street	Marion	IN	46220	1/22/1999	2/2/2023	2/30/2023	E	Introduction Gas Metal Arc Welding (GMAW)	P
3	Heather	Walker	213234543	456 Sesame Street	Marion	IN	46220	1/22/1999	2/2/2023	2/30/2023	E	Introduction Shielded Metal Arc Welding (SMAW)	P
4	Jack	Ryan	345765498	9765 Park Place	Indianapolis	IN	43660	7/1/1988	2/2/2023	2/30/2023	C	Introduction Gas Metal Arc Welding (GMAW)	P
5	Jack	Ryan	345765498	9765 Park Place	Indianapolis	IN	43660	7/1/1988	2/2/2023	2/30/2023	C	Introduction Shielded Metal Arc Welding (SMAW)	P

Same student – multiple credentials attained within this program.



# ❖ Troubleshooting Data Entry Errors

If one or more student records need updating, the record will be highlighted in red, within the Federal Reporting tab.

From this page, the provider may **edit the student record** to make enrollment status adjustments, or **edit the assessment**, to update the credential attainment result of the student record.

When all records no longer need attention, the provider will scroll to the bottom of the federal reporting tab to certify and submit the report.

Program Location ID: 10001538 **STAFF APPROVED**

Program Name: Doctoral Test

Provider Location: Sample Provider 5

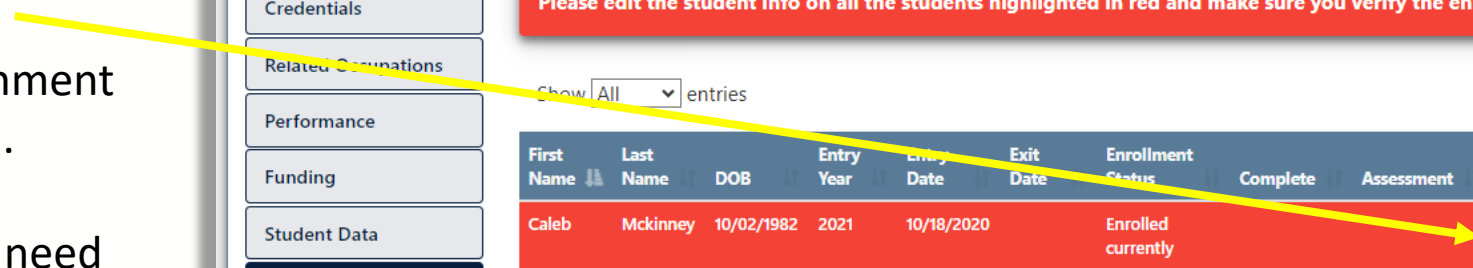
This program location requires federal reporting of student data.

**Federal Reporting** [+ Add Student](#)

Please edit the student info on all the students highlighted in red and make sure you verify the enrollment status!

Show  entries

First Name	Last Name	DOB	Entry Year	Entry Date	Exit Date	Enrollment Status	Complete	Assessment	Assessment Info	Student Info	Delete
Caleb	Mckinney	10/02/1982	2021	10/18/2020		Enrolled currently			<b>Assessment</b>	<b>Edit</b>	
Cody	Sievers	04/15/1997	2021	9/6/2020	6/15/2021	Completed program	YES		Assessment	Edit	
John	Reynolds	07/18/1975	2021	9/6/2020	6/15/2021	Completed program	YES		Assessment	Edit	
Kenneth	Ferron	12/19/1978	2021	10/18/2020	5/15/2021	Dropped	NO		Assessment	Edit	



# Questions? We're here to help.

If you have *any* federal reporting questions or concerns, our INTraining staff is eager to assist you.

Email us at [INTraining@dwd.in.gov](mailto:INTraining@dwd.in.gov)

