



To all INTraining providers,

Scheduled for July 1, 2019, INTraining will launch a new and improved INTraining system. Below are some of the INTraining program updates integrated into the new system. The first update relates to user accounts, the second update to the Indiana Flame Ranking, and the third update addresses a new annual program review requirement.

### User Accounts

Current INTraining user accounts are being transitioned to the new INTraining system. With this transition, users will need to create an Access Indiana account to access the new INTraining system. The first time the user logs in to the new INTraining system, they will be able to create an Access Indiana account. If the user has an existing Indiana Secretary of State (SOS) account, the user can use the same SOS login credentials for Access Indiana.

If the user does not have an Access Indiana or SOS account, they will be routed to create an account. The user will need to make sure they use the same email address used with the old INTraining system when creating the Access Indiana account to ensure correct account linking.

### Indiana Flame Ranking

*How we determine INDemand Jobs in Indiana.*

The Indiana Flame Ranking is based on a methodology that ranks all Indiana jobs based on anticipated future growth and wages, and is calculated for each occupation by using Short Term (2017-2019) Job Projection Data and Long Term (2016-2026) Job Projection Data. Job Projection Data is developed following the rules and jurisdiction of the US Department of Labor's (USDOL) Employment & Training Administration. Indiana occupations are ranked 1 to 10 in each of the job categories to establish either short- and long-term outlook scores or ratings. Once these outlook scores are calculated, they are averaged to assign a flame ranking (1 to 5) to each occupation.

*Why do the Fastest Growing INDemand Jobs Matter?*

Our statewide employer partners have helped to identify priority industry sectors and the industry related jobs that are most in demand. These high-demand, high-wage jobs require specially-trained and skilled workers. These jobs are available now and are expected to continue to grow over the next 10 years.

To meet the challenge ahead, DWD teams with area workforce development professionals, employer partners, and education and training providers to help create and deliver programs, tools, and education pathways for students, parents, and job seekers to ensure they will have the resources needed to secure sustainable employment in INDemand Jobs.

*What does this mean?*

The Indiana Flame Ranking is updated annually on the INTraining website. **Effective July 1, 2019, all programs that are approved on INTraining will be re-evaluated on the new flame ranking.** Some of the programs that are currently not funded may become funded and included on the Eligible Training Provider List (ETPL), while others may no longer remain funded. Additionally, some of the programs that are currently listed as 5 flames may become 4 flames, while some programs that are 4 flames may become 5 flames. This could potentially remove current Workforce Ready Grant (WRG) eligibility or lead to potential WRG eligibility (after the submission of a WRG application and approval). To see if your program(s) is affected by the Indiana Flame Ranking update, please check the INTraining system after July 1, 2019.

### **INTraining Annual Review Requirement**

As part of the requirement to be included on the ETPL and receive WIOA funding, the USDOL requires that all providers and programs be reviewed annually. This review period is a rolling calendar year from the date the provider/program application was initially approved, plus one year.

INTraining will send email reminders 60 days and 30 days before the review date deadline for the provider to review the application(s). The provider will submit a confirmation that the review has been completed and, depending on changes made, the provider/program will go into INTraining Staff Review status. Once INTraining staff approves the changes, the program will be changed to “Staff Approved” status in the INTraining system.

**If the provider does not complete the review of the application by the due date, the program will go into “Information Requested” status for 60 days and will not be funded. If the application is not reviewed within this 60 day timeframe, the application will be terminated.**

The provider must review each provider and program application and submit the corresponding confirmation of the review before the provider or program may be reinstated. Once INTraining staff provide a review, the application may then be approved and the funding calculation will run to determine fundability. *PLEASE NOTE: A new program will not be accepted to circumvent the federal review requirement.*

Information about INTraining is available on the INTraining Home Page (click [here](#)). Questions about the INTraining system updates may be referred to the INTraining team at [INTraining@dwd.in.gov](mailto:INTraining@dwd.in.gov).

### **Summary:**

Upon launch of the new INTraining system

- New INTraining system (create new user accounts)
- INDemand occupation flame ratings will update (check programs for addition/removal).
- Annual Review reminders will be emailed when provider and program applications are due for review/renewal.
- New federal data reporting guidelines will be sent in a separate e-mail.