



# Workforce Inventory of Education and Training (WIET)

## Getting Started with WIET: A How to Guide for Training Providers

Ohio Department of Job and Family Services  
Office of Workforce Development

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## Workforce Inventory of Education and Training (WIET) Overview

### Background Information

The Workforce Innovation and Opportunity Act Policy Letter (WIOAPL) 16-02.1:Eligible Training Providers states that “WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement.” In an effort to achieve these standards, the Ohio Department of Job and Family Services (ODJFS) has established eligibility criteria and procedures for the determination of eligibility for training providers and training programs to receive training funds for WIOA Adults, Dislocated Workers, and Youth. The system that is used to maintain the status of Ohio’s eligible training providers is the Workforce Inventory of Education and Training (WIET) system.

### Purpose

This guide was designed for training providers. Training providers will learn how to register in WIET, how to add and maintain their training programs, and what provider and program information is required for eligibility. For any questions that are not answered after reading this guide, please email [WIOAQNA@jfs.ohio.gov](mailto:WIOAQNA@jfs.ohio.gov).

### References:

- WIOA Policy Letter 16-02.1: Eligible Training Providers (updated 5/28/2019)
- U.S. Department of Labor: Training & Employment Guidance Letter (TEGL) No. 41-14 (updated 11/24/2015)

*\*all WIOA policies are available at <http://emanuals.jfs.ohio.gov/Workforce/WIOA/WIOAPL/>*

## Training Providers

A WIET approved training provider is:

- a training provider who has met the requirements set by the Ohio Department of Job and Family Services (ODJFS) to receive Individual Training Account (ITA) funds through WIOA;
- a provider of training services who is placed or retained on the WIET list.

## Minimum Eligibility Requirements for Providers

To be an approved provider on the WIET list, a training provider must:

- have remained in business for at least two years at the time of registration;
- have a valid FEIN and be in good standing;
- be registered with Ohio's Secretary of State\* unless exempt (such as Title IV Schools, Ohio Technical Centers, etc.);
- not have an active exclusion on the System for Award Management, or be placed on the U.S. Department of Education's Debarment List.

*\*If the provider is located out-of-state, they must be registered with their own state's Secretary of State to be exempt from registering with Ohio's Secretary of State.*

## Types of WIET Approved Training Providers

There are nine classifications of WIET approved training providers:

- Four year university eligible to receive Title IV funds from Higher Education Act;
- Two year university eligible to receive Title IV funds from Higher Education Act;
- Ohio Technical Center eligible to receive Title IV funds from Higher Education Act;
- Non-Ohio Accredited Postsecondary Vocational School;
- Registered Apprenticeship program under National Apprenticeship Act;
- Non-Registered Apprenticeship program;
- Internship or Co-op;
- Community based organization/Non-Profit; and
- Proprietary School/For Profit

## Training Programs

Once a training provider is WIET approved, they must then add each training program for which they intend to receive WIOA funds. For a training program to be approved in WIET it must lead to a recognized post-secondary credential (RPC). [WIOAPL 16-02.1](#) defines an RPC as “a degree, license, or certification consisting of an industry recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree awarded by an accredited college or university.” Each training program that is WIET approved must be renewed annually in order to maintain its approved status. See page 11 for more information about training programs in WIET.

## Local Training Providers

When a training provider **does not** meet the eligibility criteria necessary to be a WIET approved provider, they may still be selected for training services through the use of a training contract instead of an ITA. These circumstances are referred to as “training exceptions” or “contract exceptions.” These training providers are referred to as local training providers.

A local training provider is:

- a training provider that **does not** meet the minimum eligibility criteria to receive WIOA-funded ITAs;
- a training provider that can be placed on the local provider list which is created and maintained by the Local Workforce Area staff in each area;
- a training provider that can be used for training purposes at the local OhioMeansJobs center’s discretion.

## Maintaining Eligibility in WIET

To remain active in WIET and to continue to receive WIOA funding, all training providers must renew their provider *and* training program status at least once every 12 months following the date of approval. The renewal process requires an update of basic provider information, updates to training program fees and program details, and an update to the program performance indicators (as detailed on page 12 of this document). Primary Contacts in WIET will receive an email notification to remind them of the upcoming renewal date on the 90th, 60th, and 30th day before the renewal must take place. If a WIET approved provider does not renew its provider status within 90 days following the 12-month renewal date, the provider will be terminated and removed from WIET. The training provider will no longer be permitted to receive ITA funds through WIOA, and must reach out to [WIOAQNA@jfs.ohio.gov](mailto:WIOAQNA@jfs.ohio.gov) to re-establish eligibility. If a training provider does not renew its program status within 90 days following the 12-month renewal date, the program will be removed from WIET but the provider may remain if it maintains at least one active program. Providers with no available programs will be removed from WIET.

**Below is an example of the renewal reminder email that is sent to training providers:**



Mon 11/4/2019 1:30 AM

 omj-no-reply@jfs.ohio.gov  
WIET Annual Provider Renewal Notice

To  Maybriar, Kristin

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Dear Test Provider II:

Each year, you are required to renew your Training Provider information for the Workforce Inventory of Education and Training (WIET) website.

Please review/update your Training Provider information and renew it by 12/04/2019. If you don't renew by that date, your Training Provider information will expire.

Thank you for your prompt attention to this message.

If you have any questions, please contact the OhioMeansJobs Help Desk at +1 888-296-7541 and select Option # 3 or send an email to [WIOAQNA@jfs.ohio.gov](mailto:WIOAQNA@jfs.ohio.gov).

You can access the Workforce Inventory of Education and Training (WIET) application at <https://owcms.ohio.gov/wiet>

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain private, confidential, and/or privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, employee, or agent responsible for delivering this message, please contact the sender by reply e-mail and destroy all copies of the original e-mail message.

## Registering as a Training Provider

### Before You Begin

Before you begin this procedure, obtain the following information\*:

- provider name
- Federal Employer Identification Number (FEIN)
- address
- institutional information (institution type, Secretary of State Registration, etc.)
- accreditation information
- financial aid information
- number of years provider has been in business
- information on Americans with Disabilities Act (ADA) compliance

*\*Not all bullet points are eligibility requirements, some are required fields in WIET.*

### Steps

Perform the following steps to register as a training provider in WIET:

1. Open the WIET website (<https://owcms.ohio.gov/wiet/index.xhtml>)
2. Click the “*Register as a Training Provider*” button
3. Enter your institution’s FEIN in the “*Please Enter a Valid FEIN*” field box; click “*Submit*”

Note: If the FEIN you entered is found in WIET, the system generates an error message stating “*A training provider has already registered with the same FEIN. You may contact the following individual for more information on the training provider.*” and displays the provider’s contact name, phone number, and email address. If you have questions at this stage, contact [WIOAQNA@jfs.ohio.gov](mailto:WIOAQNA@jfs.ohio.gov).

4. Enter all required and applicable fields, then click “*Submit*”

Note: all required fields are indicated with a red asterisk (\*)

The next few pages are screenshots of the “Training Provider Information” fields in WIET:



## Training Provider Registration

### Provider Information

\*Provider Name

FEIN

\*Address

\*Zip

Select	City	County	State
<input checked="" type="radio"/>	COLUMBUS	FRANKLIN	OH

Website

Phone

\*Type of Training/Education Institution

\*Public or Private?  Public  Private

\*Non-Profit or For Profit?  Non-Profit  For Profit

Faith Based

Is Financial Aid and/or Grants available?  Yes  No

Are Scholarships available?  Yes  No

\*Are you registered with the Ohio Secretary of State?  Yes  No  Exempt

[The Ohio Secretary of State's business search page](#)

\*Is your training provider institution currently prohibited from receiving federal contracts or does it owe delinquent federal debt?  Yes  No

[The US Department of Education's System for Award Management website](#)

### Screenshot of WIET’s “Training Provider Information” (continued)

**\*Number of Years in Business**

**Graduation Rate/Credential Attainment Rate**

**% Graduates employed within 6 months of Graduation or Credential Attainment**

**% Graduates employed within 12 months of Graduation or Credential Attainment**

**Median Wages at Placement**

### Contact Information

**\*First Name**

**Middle Initial**

**\*Last Name**

**\*Address**

**\*Zip**

Select	City	County	State
<input checked="" type="radio"/>	COLUMBUS	FRANKLIN	OH

**\*Phone**

**Fax Number**

**\*Email Address**

**\*Re-type Email Address**

**Primary Contact**  The Primary Contact will have the ability to add, update, and delete other Contacts.

**\*User Name**

**\*Password**

**\*Re-type Password**

**Submit**

**Cancel**

## Determination Process

### Automatic Approval

If your training provider information meets the requirements for automatic approval, after clicking “Submit” a “Registration Confirmation - Approved” webpage will display, as shown below.



### Registration Confirmation - Approved



Thank you for registering with the Workforce Inventory of Education and Training (WIET) system.

You will receive two separate emails. One email will contain your User Name and Password. The other email will contain a validation link. **You must click on the link in this email message within 8 days to validate your account.** Once this has been completed, you will then be able to log into the system.

When you log into the system, you will be able to manage your Provider and Contact information, Programs, and Locations.

Once the “Registration Confirmation - Approved” screen displays, the training provider’s primary contact will receive a “WIET Provider Contact Email Validation” email. The validation link within this email must be clicked within 8 days of the message being sent. Once the contact has validated their email address, they will be able to login to WIET.

NOTE: If the primary contact has not received a validation email within 24-hours of registration confirmation they should email [WIOAQNA@jfs.ohio.gov](mailto:WIOAQNA@jfs.ohio.gov).

## Determination Process (continued)

### Pending Approval

If the training provider’s information does not meet the requirements for automatic approval, the “*Registration Confirmation - Pending Approval*” webpage will display as shown below:



#### Registration Confirmation - Pending Approval



Thank you for registering with the Workforce Inventory of Education and Training (WIET) system. You will receive an email with your User Name and Password. **However, you will not be able to log in until your account has been reviewed by a WIET Administrator. You should retain that email for future reference.**

**If your account is approved,** you will receive an email that contains a validation link. You must click on the link in this email message within 8 days to validate your account. Once this has been completed, you will then be able to log into the system.

**If your account is not approved,** you will receive an email indicating so. If you don't receive any notification on your account status email within 8 days, you may contact the OhioMeansJobs Help Desk at 1-888-296-7541 and select Option 4.

NOTE: Unlike the Automatic Approval process, a validation email will *not* be sent if the “*Registration Confirmation - Pending Approval*” notice appears in WIET. A WIET Administrator will review the provider’s information and make a determination of eligibility. If the training provider’s account is approved, the primary contact will receive the “*WIET Provider Contact Email Validation*” email. The validation link within this email must be clicked within 8 days of the message being sent. Once the contact has validated their email address, they will be able to login to WIET.

If the primary contact has not received a validation email within 24-hours of registration confirmation they should email [WIOAQNA@jfs.ohio.gov](mailto:WIOAQNA@jfs.ohio.gov).

## Adding a Training Program

### Before You Begin

Before you add a training program, obtain the following information:

- Program Name
- Training Location Name(s)
- Credit/Clock Hour Data
- Program Duration
- Graduation Rate Data
- Median Annual Wage Data
- Program Synopsis
- Program Prerequisites
- Accreditation Information
- Tuition Fee(s)

**Regarding Recognized Post-Secondary Credentials:** Please read [WIOA Policy Letter 16-02.1 \(Eligible Training Providers\)](#) for a complete understanding of the eligibility requirements for training programs in WIET. Pay close attention to the definition of a recognized post-secondary credential (RPC). When reviewing training providers in WIET, the Administrators utilize [The Ohio Department of Education](#) and [The Ohio Department of Higher Education's](#) lists\* of industry recognized credentials to assist in determining if training programs lead to an eligible credential.

**Regarding Required Performance Measure Data (see p.14 for screenshots):** On September 4, 2018 a memo was sent to all WIET Providers from John Weber, Deputy Director of the Office of Workforce Development. The memo informed WIET providers that performance data is required to be entered at the program level. The required data includes: Graduation Rate, Percent of Graduates Employed Within 6 Months of Graduation, Percent of Graduates Employed Within 12 Months of Graduation, and Average Annual Wage at Placement. Currently, there is a "Data Not Available" click button which will allow you to opt-out of providing this data, but beginning with calendar year 2020, failure to submit the required performance data will result in the program's removal from WIET. As required by WIOA law, the WIET system will also provide the ability to appeal the removal decision (see p.16 for the appeal process). Collection of performance data is imperative to the ongoing quality of the training system in Ohio and the data collected is used as part of the informed consumer choice process provided to all individuals who are seeking WIOA-funded training services.

If you have any questions or concerns about RPCs or performance data, please contact [WIOAQNA@jfs.ohio.gov](mailto:WIOAQNA@jfs.ohio.gov).

## Adding a Training Program (continued)

### Steps

Perform the following steps to add a training program:

1. Open the WIET website: <https://owcms.ohio.gov/wiet/index.xhtml>.
2. Enter your User Name and Password and click the *Sign In* button
3. Click the “*Manage Programs*” button
4. Click the “*Add New Program*” button
5. Fill out all required fields as indicated by a red asterisk (\*). See p.13 for “*Add New Program*” screenshots
6. Click the “*Save*” button

If the program information meets the requirements for automatic approval, a “*Program Confirmation - Approved*” image displays. See below:

#### Program Confirmation - Approved

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Your Program has been saved and will be available for the public to view.

You will need to renew it one year from today.

Return to Manage Programs

If the training program’s information does not meet the requirements for automatic approval, a “*Program Confirmation - Pending Approval*” image displays (see image below). In this case, a WIET Administrator must review the training program to ensure that it meets all of the eligibility criteria to become an approved program in WIET.

#### Program Confirmation - Pending Approval

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Your Program has been saved. Based on the information entered, your Program will be reviewed by a WIET Administrator before being displayed to the public. You will receive an email once the review has been completed.

If you have any questions, you may contact the OhioMeansJobs Help Desk at 1-888-296-7541 and select Option 4 or send an email to [omj-help-desk@jfs.ohio.gov](mailto:omj-help-desk@jfs.ohio.gov).

Return to Manage Programs

The next few pages are screenshots of the “Add New Program” fields in WIET:



## Program Description

**\*Program Name**

**Program Renewal Date**

**Status:** PENDING APPROVAL

**Status date:** 9/10/2019

**\*Location Name(s)**

Available		Selected
	<input type="button" value="Select All"/> <input type="button" value="Select"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	test

**Classification of Instructional Programming (CIP)**

**\*CIP Code**

**\*CIP Title**

**Occupation**

**\*O\*NET Code**

**\*O\*NET Title**

**\*Credit/Clock Hours for Program**

**\*Credit Hours or Clock Hours**  Credit Hours  Clock Hours

**\*Do Credit Hours Articulate (Transfer) to Another Institution?**

Screenshot of WIET’s “Add New Program” fields (continued):

<b>*Program Duration</b>	<input type="text" value="More than 1 Year and up to 2 Years"/>	<input type="checkbox"/>
<b>*Program Term</b>	<input type="text" value="Annual"/>	<input type="checkbox"/>
<b>*Type of Attainment Given</b>	<input type="text" value="Professional Degree"/>	<input type="checkbox"/>
<b>Other Attainment Description</b>	<input type="text"/>	
<b>*Graduation Rate/Credential Attainment Rate</b>	<input type="text" value="94"/>	<input type="checkbox"/> Data Not Available
<b>*% Graduates employed within 6 months of Graduation or Credential Attainment</b>	<input type="text" value="76"/>	<input type="checkbox"/> Data Not Available
<b>*% Graduates employed within 12 months of Graduation or Credential Attainment</b>	<input type="text" value="82"/>	<input type="checkbox"/> Data Not Available
<b>*Median Annual Wages</b>	<input type="text" value="\$45,000.00"/>	<input type="checkbox"/> Data Not Available
<b>*Program Synopsis</b>	<input type="text" value="none"/>	
<b>Program Website</b>	<input type="text"/>	
<b>*Program Prerequisites</b>	<input type="text" value="High School Diploma"/>	
<b>*Accredited By</b>	<input type="text" value="NATIONAL -- Accrediting Commission of Career Schools and Colleges"/>	<input type="checkbox"/>
	<a href="#">US DOE's Accreditation Agency List</a>	
<b>Program Accreditation</b>	<input type="text"/>	
<b>*Tuition Fee(s)</b>	<input type="text" value="\$100.00"/>	
<b>Explanation for No Tuition Fee</b>	<input type="text"/>	

**Screenshot of WIET’s “Add New Program” fields (continued):**

Registration Fee(s)

Pre-Screening Fee(s)

Book Fee(s)

Supplies/Materials Fee(s)

Tool Fee(s)

Testing/Exam Fee(s)

Graduation Fee(s)

Other Fee(s)

Other Fee Description

Total Fee(s)

Additional Fee Information

Refund Policy

Refund Policy Terms

Save

Return to Review Programs

Resend Appeal Email

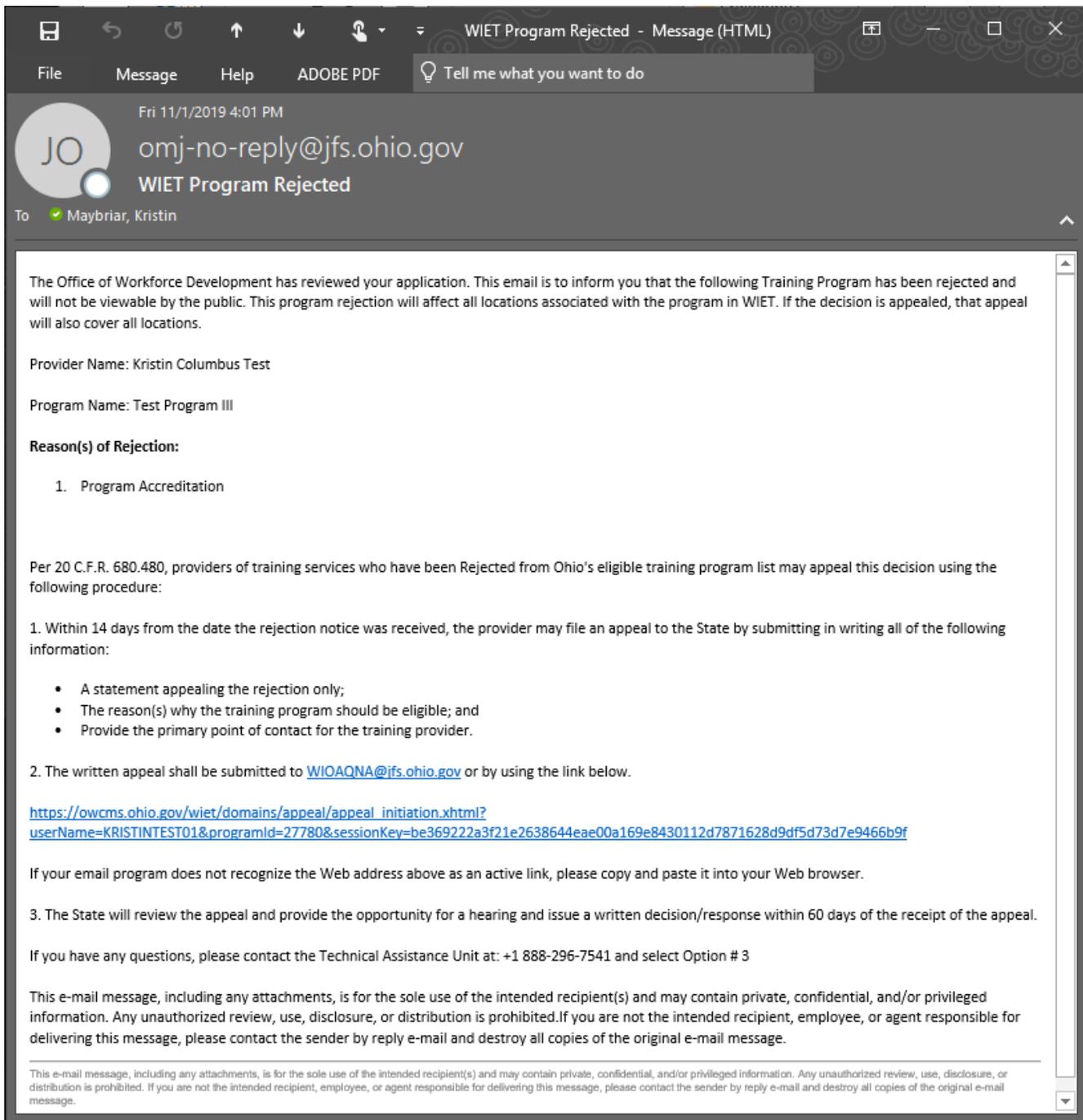
## Appeal Process

If a training institution or an institution's training program is denied WIET eligibility, the training provider may appeal the denial by requesting an appeal within 14 days from receipt of the rejection notice. The appeal may be submitted by:

- Clicking on the appeal hyperlink available in the emailed rejection notice (see below for a screenshot of the email that is sent upon rejection);
- Sending an e-mail, with relevant information and supporting documents attached, to [WIOAQNA@jfs.ohio.gov](mailto:WIOAQNA@jfs.ohio.gov); or
- Mailing a written request to ODJFS, Office of Workforce Development, P.O. Box 1618, Columbus, OH 43219-1618.

The Office of Workforce Development will review the appeal, gather any necessary information from the individual who submitted the appeal, and issue a written decision within 60 days of the receipt of the appeal.

Below is an example of the email that is sent to the training provider's primary contact upon provider and/or program rejection:



Upon clicking the hyperlink in the rejection notice email (see previous page for screenshot), the appeal webpage displays:

## Appeal Information

Provider Name	Kristin Columbus Test
Program Name	Test Program III
Contact Name	Kristin Test
Contact Phone Number	6141111111
Contact Email	kristin.maybriar@jfs.ohio.gov
Address	4020 E. Fifth Ave
Zip	43219

City	County	State
COLUMBUS	FRANKLIN	OH

Comments

An appeal filed on this provider/program will cover all the locations associated with the provider/program in WIET

I am formally appealing the rejection of my Workforce Inventory of Education and Training Provider registration or Program registration.

Submit

After clicking “Submit” on the appeal webpage, an “Appeal Confirmation” will display:



### Appeal Confirmation



Your Appeal has been submitted and will be available for the state admin to review.

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Browser Compatibility: Mac - Firefox 33, Safari 8 and Windows - Chrome 41, Firefox 36, IE 11  
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Please allow 60 days from the date that the provider and/or program appeal was submitted in order to receive your redetermination. If you have any additional supporting documentation you'd like to submit after submitting your appeal, please submit it to [WIOAQNA@jfs.ohio.gov](mailto:WIOAQNA@jfs.ohio.gov).