
Submitting Maine WOIA ETP Report

6/19/2018

Updated: 7/20/2022

You must have a data sharing account to submit data. If you don't yet have an account, you can find instructions for creating one here: [CreateNewOrganization.pdf \(maine.gov\)](#)

1. Sign into you MaineEARNs Data Submission Site Account: <https://www1.maine.gov/cgi-bin/online/cwri/start/>
2. Generate two files with the following requirements:

File one: Details file

Contains essential information on participants for WIOA reporting without the SSN

Column	Column Header	ETP Definition	Notes
AHD1	organization_code	organization code	Provided by BES
AHD2	id_number	Unique student identifier.	Training providers must have a unique identifier for each student
AHD3	exit_date	completion date, formatted YYYYMMDD	
AHD4	cip_code	6 digit cip code representing the student's program	
AHD5	program_code	Name of the program	
AHD6	program_description	Written description of the program	
AHD7	credential	Record all potential outcomes that apply to your program. This field must be a number (see notes for details). If your program applies to more than one, put the smaller number first. Example "12" is a program leading to an industry-recognized credential or certification, and leads to a certificate of completion of an apprenticeship.	<ul style="list-style-type: none"> 1 = A program of study leading to an industry-recognized certificate or certification • 2 = A program of study leading to a certificate of completion of an apprenticeship • 3 = A program of study leading to a license recognized by the State involved or the Federal Government, 4 = A program of study leading to an associate degree • 5 = A program of study leading to a baccalaureate degree • 6 = A program of study leading to a community college certificate of completion • 7 = A program of study leading to a secondary school diploma or its equivalent 8 = A program of study leading to employment • 9 = A program of study leading to a measureable skills gain leading to a credential • 0 = A program of study leading to a measureable skills gain leading to employment
AHD8	completion_indicator	Values 1-4. See notes for details.	<ul style="list-style-type: none"> 1 = completed • 2 = exited • 3 = transferred • 4 = other

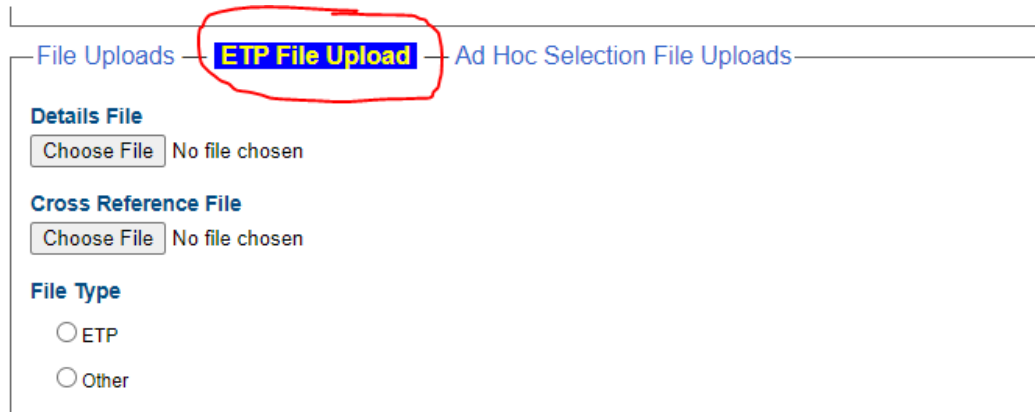
File two: Cross Reference file

Allows DOL to retrieve the participant's Social Security Number to match wages for complete reporting.

Column	Column Header	ETP Definition	Notes
AHC1	organization_code	organization code	Provided by BES. Must match organization code from details file.
AHC2	id_number	unique student identifier. Must be unique	Schools must have a unique identifier for each student. Must match id_number from details file.
AHC3	ssn	Social Security Number	Numeric. Do not include dashes

Both files must be saved as a .csv

3. Submit the file (Steps below):
 1. Click "ETP File Upload" at the top of the upload box. If you have selected it properly, it will be highlighted like shown in the image below.



2. Click "Choose File" under "Details File" and select your details file.
3. Click "Choose File" under "Cross Reference File" and select your crosswalk file.
4. Select file type "ETP"

When you go to submit your screen should look like this:

Details File

Details File.csv

Cross Reference File

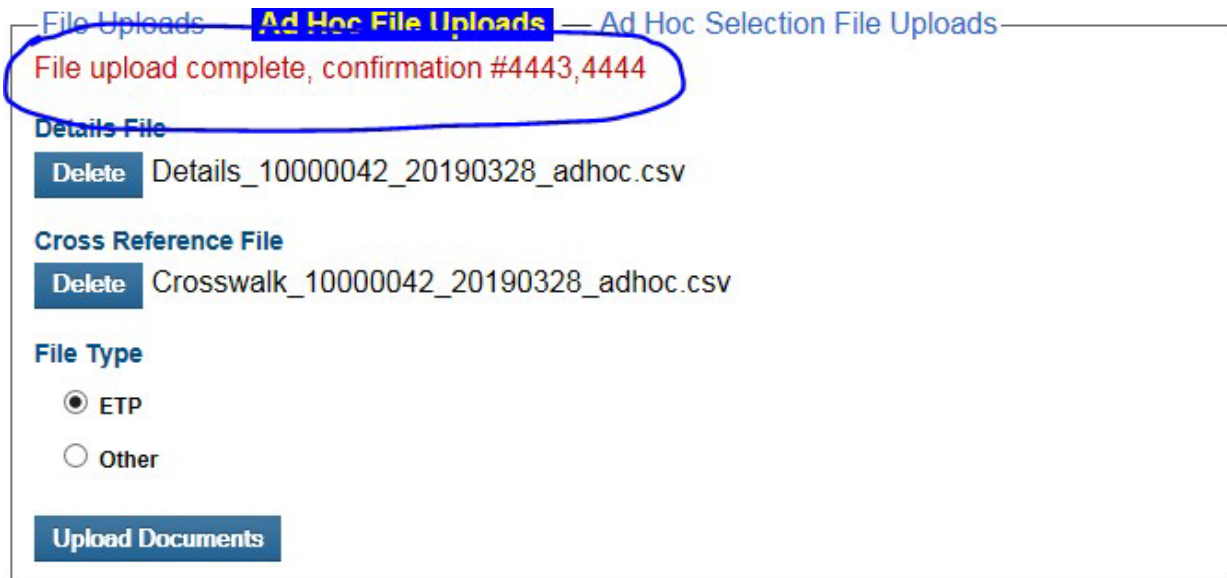
Crosswalk File.csv

File Type

ETP

Other

4. Click "Upload Document". If you have done this successfully, you will receive a confirmation number as seen below.



The screenshot shows a web interface with three tabs: "File Uploads", "Ad Hoc File Uploads", and "Ad Hoc Selection File Uploads". The "Ad Hoc File Uploads" tab is selected and highlighted in blue. Below the tabs, a red message states "File upload complete, confirmation #4443,4444", which is circled in blue. Underneath, there are sections for "Details File" and "Cross Reference File", each with a "Delete" button and a filename. The "Details File" section shows "Details_10000042_20190328_adhoc.csv". The "Cross Reference File" section shows "Crosswalk_10000042_20190328_adhoc.csv". Below these sections is a "File Type" section with two radio buttons: "ETP" (selected) and "Other". At the bottom, there is a blue "Upload Documents" button.

If you were unsuccessful, you will receive an error. The most common types of errors are

1. You submitted your file in the wrong pane. You need to submit your file in "ETP File Uploads", highlighted in blue when selected.
2. You've submitted the file to the wrong location. For example, you submitted your Details file in the Cross Reference file section.
3. Your file is not a .csv or .xml. A CSV or XML file **is required** for submission through the data submission site.
4. Your column headers are wrong. Please use the column headers from page 1. Please remember the column headers are all lowercase and spaces are replaced with an underscore (_) .

If you have any questions about file submission, you may contact the data submission site administrator. Their information is in the footer of the website page.