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## Submitting Maine WOIA ETP Report

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6/19/2018

Updated: 6/12/2023

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 Header	Definition	Notes
organization_code	Organization code	<a href="#">This code can be found on your Maine Job Link Account or by clicking here.</a>
id_number	<b>Unique</b> student identifier.	Training providers must have a unique identifier for each student
exit_date	completion date, formatted YYYYMMDD	Example: 20210504
cip_code	Optional	
program_code	A Number representing the program the person was enrolled in.	<a href="#">This number can be found on your Maine job Link account or by clicking here.</a>
program_description	Optional	
credential	Optional	
completion_indicator	Values 1-4. See notes for details.	1 = completed 2 = exited 3 = transferred 4 = other

### File two: Cross Reference file

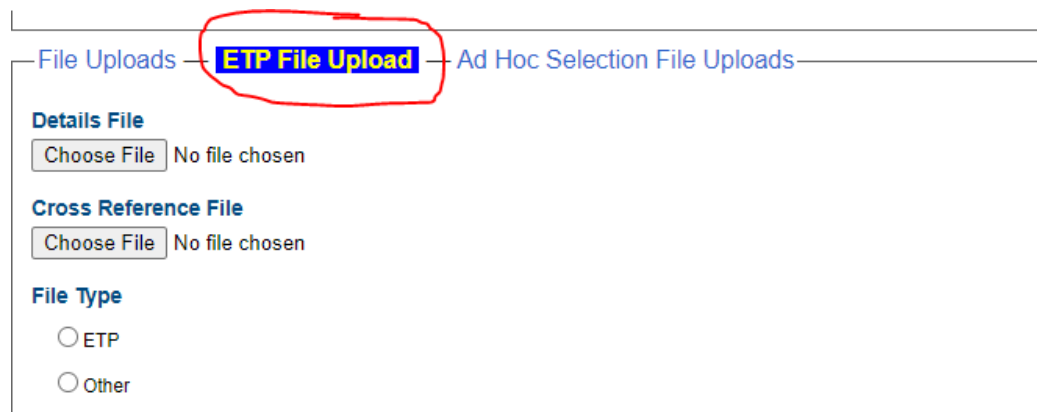
Allows DOL to retrieve the participant's Social Security Number to match wages for complete reporting.

Column Header	Definition	Notes
organization_code	<a href="#">Organization code. Click here to find your organization code.</a>	Provided by BES. Must match organization code in Details file.
id_number	Unique student identifier	Schools must have a unique identifier for each student, must match id_number from Details file.
ssn	Social Security Number	Numeric only, no 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.



The screenshot shows a web interface for file uploads. At the top, there are three tabs: "File Uploads", "ETP File Upload", and "Ad Hoc Selection File Uploads". The "ETP File Upload" tab is highlighted with a red circle. Below the tabs, there are three sections: "Details File", "Cross Reference File", and "File Type". Each of the first two sections has a "Choose File" button and the text "No file chosen". The "File Type" section has two radio buttons: "ETP" and "Other".

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"

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

File Uploads — **ETP File Upload** — Ad Hoc Selection File Uploads

File upload complete, confirmation #7157,7158

**Details File**

[Delete](#) Details\_10000003\_20230612\_adhoc.csv

**Cross Reference File**

[Delete](#) Crosswalk\_10000003\_20230612\_adhoc.csv

**File Type**

☒ ETP

☐ Other

[Upload Documents](#)

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.