
Submitting Maine WOIA ETP Report

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 | Click here to find your organization's code. |
| 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 | optional | |
| AHD6 | program_description | Written description of the program | |
| | | | <input type="checkbox"/> 1 = A program of study leading to an industry-recognized certificate or certification <input type="checkbox"/> 2 = A program of study leading to a certificate of completion of an apprenticeship <input type="checkbox"/> 3 = A program of study leading to a license recognized by the State involved or the Federal Government, <input type="checkbox"/> 4 = A program of study leading to an associate degree <input type="checkbox"/> 5 = A program of study leading to a baccalaureate degree <input type="checkbox"/> 6 = A program of study leading to a community college certificate of completion <input type="checkbox"/> 7 = A program of study leading to a secondary school diploma or its equivalent <input type="checkbox"/> 8 = A program of study leading to employment <input type="checkbox"/> 9 = A program of study leading to a measureable skills gain leading to a credential <input type="checkbox"/> 0 = A program of study leading to a measureable skills gain leading to employment |
| AHD7 | credential | Values 0-9. See notes for details. | |
| AHD8 | completion_indicator | Values 1-4. See notes for details. | <input type="checkbox"/> 1 = completed <input type="checkbox"/> 2 = exited <input type="checkbox"/> 3 = transferred <input checked="" type="checkbox"/> 4 = other |

File two: Crosswalk file

Allows DOL to retrieve the participant's ssn for a wage match to complete reporting.

| Column | Column Header | ETP Definition | Notes |
|--------|-------------------|---|---|
| AHC1 | organization_code | organization code | Click here to find your organization's code . 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 file must be saved as a .csv and follow proper CSV format.

3. Select "Ad Hoc File Upload" in the file uploads box:

The screenshot shows the CWRI portal interface. The 'File Uploads' section is highlighted with a blue circle. Within this section, the 'Ad Hoc File Uploads' link is highlighted with a blue box and an arrow. The page includes the following sections:

- Home**
- User Information:** Name: Hunter Tester, Email: morancyhh50@gmail.com, Phone: 207-621-5074, Change user information, Change your password.
- Organization Information:** Name: CWRI Test, Address: SHS 118, Administrator: Hunter Morancy, MOU Expiration Date: 2018-12-31, ID: 10-0000-42, Upload History.
- Need Help?:** Contact us: Phone: 207-521-5074, Email: hunter.h.morancy@maine.gov, User Guide.
- File Information:** Files are processed as a set every Wednesday at 3:30 PM. All files need to be uploaded before this time in order to be processed. The files are held securely until they can be processed as a set.
 - Your last files were processed as a set successfully on 2018-09-05
 - Currently waiting for the details file to process the files as a set on Wednesday at 3:30 PM
 - Currently waiting for the cross reference file to process the files as a set on Wednesday at 3:30 PM
 - Currently waiting for the details file to process the files as a set on Wednesday at 3:30 PM
 - Currently waiting for the cross reference file to process the files as a set on Wednesday at 3:30 PM
 - Accepted file types are XML and CSV. [Need formatting help?](#)
- File Uploads:** Ad Hoc File Uploads (highlighted), Ad Hoc Selection File Uploads.
- Details File:** Browse...
- Cross Reference File:** Browse...
- File Type:** ETP, Other.
- Upload Documents** button.
- REPORTS:** No reports to view.

Footer includes Credits, Information (CWRI Home, Maine.gov, Site Policies), Contact Us (207-521-5074, hunter.h.morancy@maine.gov), Disclaimers (This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. [More...](#)), Transaction Security (Maine.gov), and Copyright © 2017 All rights reserved.

Click browse next to the file you wish to send. Please remember, both files are required for a successful upload. File requirements are above.

File Uploads — **Ad Hoc File Uploads** — Ad Hoc Selection File Uploads

Details File
 Browse...

Cross Reference File
 Browse...

File Type

ETP

Other

Upload Documents

Once your files are uploaded, select "ETP" as your file type.

File Uploads — **Ad Hoc File Uploads** — Ad Hoc Selection File Uploads

Details File
C:\Users\Hunter.H.Mora Browse...

Cross Reference File
C:\Users\Hunter.H.Mora Browse...

File Type

ETP

Other

Upload Documents

Click "Upload Documents" to complete file submission.

File Uploads — **Ad Hoc File Uploads** — Ad Hoc Selection File Uploads

Details File
C:\Users\Hunter.H.Mora Browse...

Cross Reference File
C:\Users\Hunter.H.Mora Browse...

File Type
 ETP
 Other

Upload Documents

If you have done this successfully, you will receive a confirmation number.

File Uploads — **Ad Hoc File Uploads** — Ad Hoc Selection File Uploads

File upload complete, confirmation #4443,4444

Details File
Delete Details_10000042_20190328_adhoc.csv

Cross Reference File
Delete Crosswalk_10000042_20190328_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've submitted the file to the wrong location. For example, you submitted you Details file in the Cross Reference file section.

2. Your file is not a .csv or .xml. A CSV or XML file **is required** for submission through the data submission site.
3. 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 (_) .
4. You've submitted your file in the wrong section. Please make sure you are submitting in the "ad hoc file uploads" area.

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.

Home

User Information

Name: **Hunter Tester**
Email: morancyhh+50@gmail.com
Phone: **207-621-5074**
[Change user information](#)
[Change your password](#)

Organization Information

Name: **CWRI Test**
Address: **SHS 118**
Administrator: **Hunter Morancy**
MOU Expiration Date: **2018-12-31**
ID: **10-0000-42**
[Upload History](#)

Need Help?

Contact us:
Phone: **207-521-5074**
Email: hunter.h.morancy@maine.gov
[User Guide](#)

File Information

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- Accepted file types are XML and CSV. [Need formatting help?](#)

File Uploads — [Ad Hoc File Uploads](#) — [Ad Hoc Selection File Uploads](#)

File upload complete, confirmation #4443,4444

Details File
[Delete](#) Details_10000042_20190328_adhoc.csv

Cross Reference File
[Delete](#) Crosswalk_10000042_20190328_adhoc.csv

File Type


ETP
 Other

[Upload Documents](#)


REPORTS

No reports to view

Credits



Maine Education and Research System



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Information

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Contact Us

207-521-5074
hunter.h.morancy@maine.gov

Disclaimers

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. [\(More...\)](#)

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Transaction Security

