**Subject:  WIOA Eligible Training Provider Annual Reporting Requirement for Program Year 2024**

The Workforce Innovation and Opportunity Act (WIOA) requires states to submit annual ETP performance reports to the U.S. Department of Labor (DOL) for all training programs on the statewide Eligible Training Provider List (ETPL).

TWC’s ETP performance report under WIOA is due to DOL by the first of October. ETPs are required to submit their annual reports by late July each year to ensure that TWC has time to review and tabulate provider data and meet the October 1 deadline to submit data.

TWC has established the Program Year 2024 (PY 24) reporting deadline as shown:

|  |  |
| --- | --- |
| **Due Date** | **Reporting Period** |
| July 30, 2025 | July 1, 2023–June 30, 2025 |

**TWC strongly recommends that ETP staff members who have technical experience with data collection and reporting be involved in the annual reporting process.**

The WIOA Acknowledgement must be reviewed carefully, and an authorized individual identified to indicate your acceptance of TWC's authority under WIOA.

The Annual Student Data Report must be submitted in [EDvera](https://twc-etps.edvera.com/). Please refer to the provided instructions for guidance on submitting your report. For login assistance, please contact your board representative.

Submissions with incomplete reports will be returned for completion, correction, and resubmission. Please monitor your notifications for feedback on any reverted submissions. **Incomplete reports may delay program reviews and impact continued eligibility.**

**Important**: Do not change any provider, campus, or program information on the Student Data Report (SDR). All changes or updates to provider, campus, or program details must be submitted to your local Board ETP contact for processing through the [EDvera](https://twc-etps.edvera.com/) ETP System.

**Annual Performance**
The delivery of this report is related to the annual reporting of existing ETP program(s). You will need to enter your student data for all current programs on the Statewide ETPL. All Annual Reports **must** be submitted via [EDvera](https://twc-etps.edvera.com/) by July 30, 2025. **Failure to report student data for your programs may result in removal from the Statewide ETPL following the end of the reporting period.**

**Registered Apprenticeship Program (RAP) Sponsors**
Reporting of student data is not required for these programs to be included on the statewide ETPL. Because RAPs undergo the U.S. Department of Labor’s (DOL) application and vetting process, they are automatically eligible for the statewide ETPL. Although not required, RAP sponsors may choose to voluntarily submit student data to TWC.

Additional information and resources are available on the Eligible Training Providers webpage at <https://twc.texas.gov/partners/eligible-training-providers>.

If you have any questions about this email, please contact ETP.HelpDesk@twc.texas.gov for assistance.

Thank you,
**Texas Workforce Commission**
ETP Performance Reporting
ETP.PerformanceReporting@twc.texas.gov