

EDvera TWC ETP Annual Student Data Report Submission Guide

1 Navigate to [TWC-ETPS](#)



Sign in ?

Email address

Password

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2 Enter your login credentials here.



Sign in

Email address

Password

Remember me [Forgot your password?](#)

Sign in

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3 Access the Dashboard and select the Documents tab.

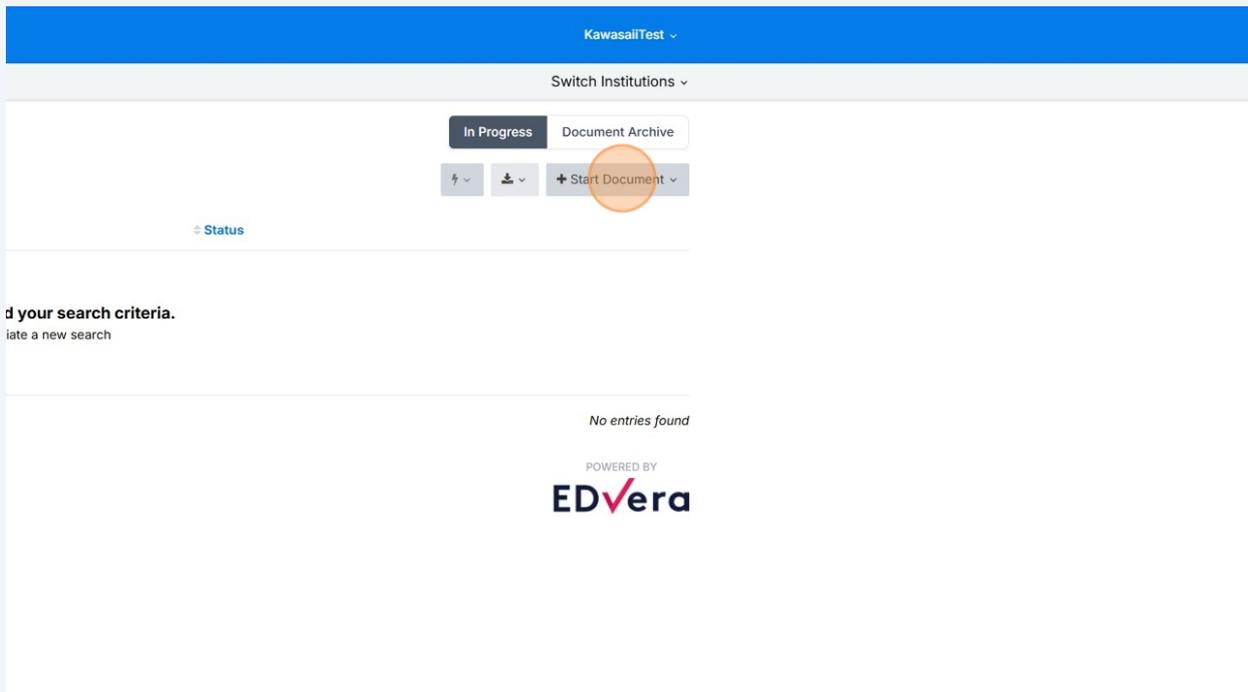
TWC-ETPS **Dashboard** Documents Approvals

Testing Nursing School

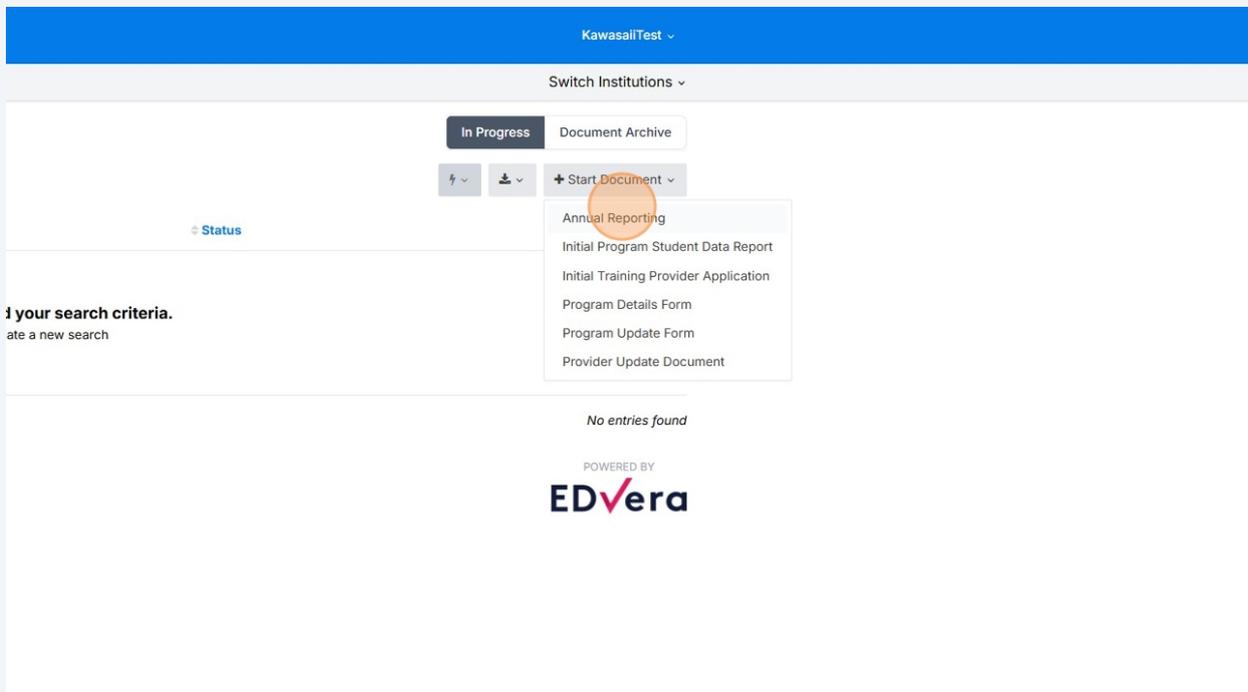
Dashboard

Provider Information	Campus Information
Campus ID 22104	Campus Name
Provider ID (TWC) 11182	Address 117 East 12th street Austin, TX 78653
Provider Name Testing Nursing School	County
Provider Website	Accessible to Public Transi Yes
Institution Type Public	Onsite Childcare Yes
Regulatory Body CSC	Campus Phone 5129999699
Regulatory ID	Campus Phone Ext
Description of Provider	Campus Email kawasaii.smith@twc.texas.
Nurse Aide	WDA and Board Infor
	Board (WDA)
	Board URL
	Financial Aid Contact

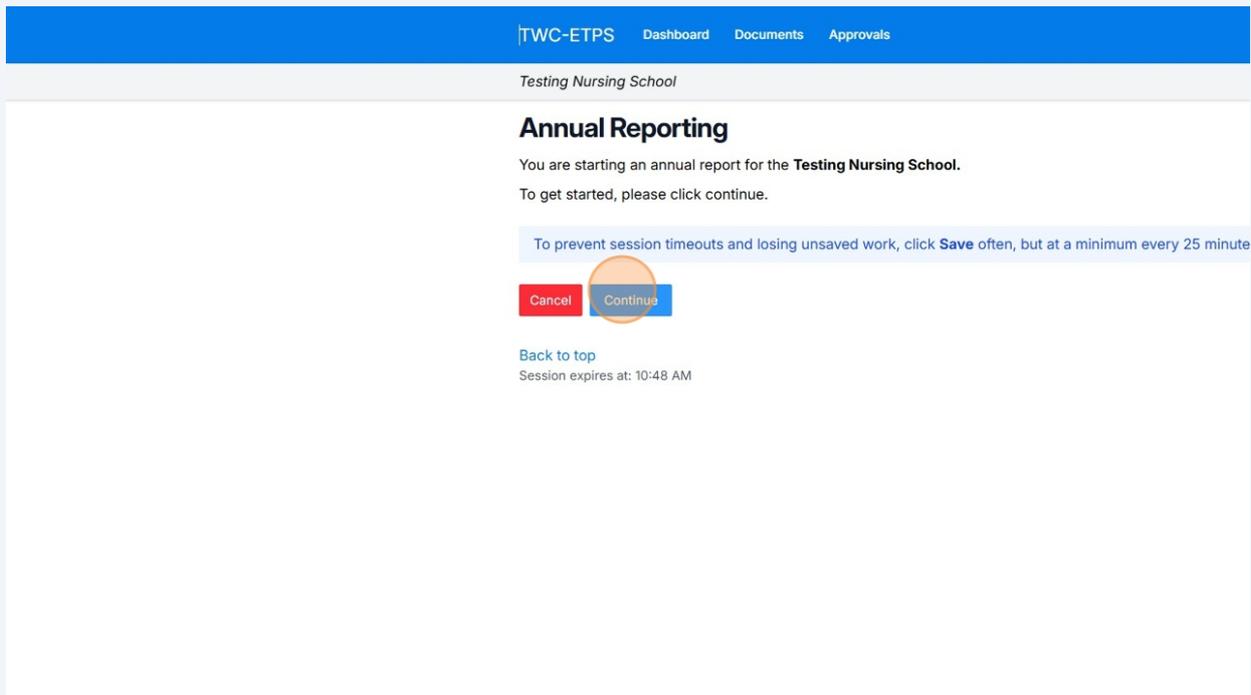
4 In the Documents tab, select "Start A Document".



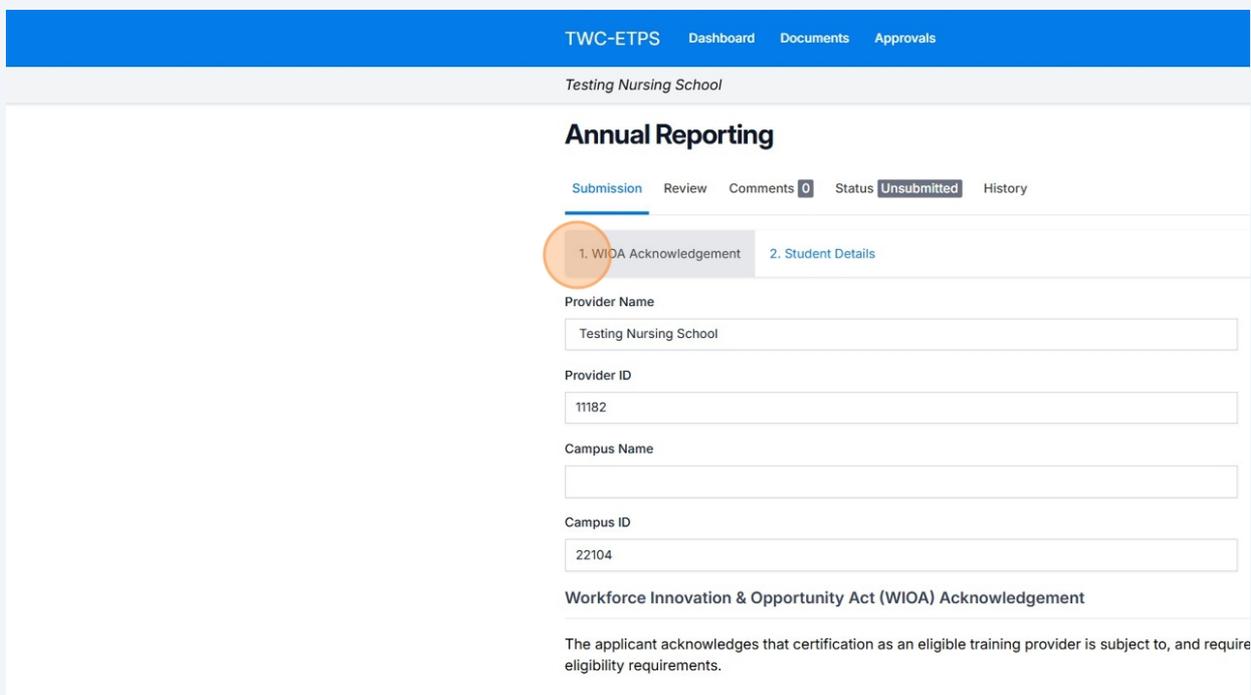
5 Select the "Annual Reporting" document.



6 Confirm that the provider's name is correct and click "Continue."



7 Review the complete WIOA Acknowledgement.



8

After thoroughly reviewing the WIOA Acknowledgement, please indicate your agreement by clicking the "I agree" option.

The screenshot shows a web form titled "Testing Nursing School" with a navigation bar at the top containing "TWCE TPS", "Dashboard", "Documents", "Approvals", and "Logout". The main content area contains several paragraphs of text regarding WIOA Section 188(a)(3), U.S. Department of Health and Human Services requirements, Education Standards and Procedures, Compliance with State Law, Reporting Requirements, and a statement of understanding. At the bottom, there is a yellow box with the text "I understand." and a checkbox labeled "I agree" which is checked. Below this are three buttons: "Save and Exit", "Save", and "Save and Proceed to Next Section". A "Back to top" link is visible at the bottom left, and "POWERED BY" is at the bottom right.

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Once you have clicked "I Agree", select the "Save and Proceed to Next Selection" option to confirm the program details.

This screenshot is similar to the previous one, showing the same text and the "I agree" checkbox checked. However, the "Save and Proceed to Next Selection" button is highlighted with a red circle, indicating the next step in the process. The "Save and Exit" and "Save" buttons are also visible. The "Back to top" link and "Session expires at: 10:48 AM" are also present at the bottom.

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On the 'Student Details' tab, verify the program information. Specifically, note the Program Name, Provider, Campus, and Program ID, as you will need this information later.

Testing Nursing School Switch Institutions ▾

Document submission saved. 🗖️

Annual Reporting 🖨️ Print

[Submission](#) [Review](#) [Comments 0](#) [Status Unsubmitted](#) [History](#)

1. WIOA Acknowledgement 2. Student Details

Provider Name
Testing Nursing School

Provider ID
11182

Campus Name

Campus ID
22104

Data is required for all students who were served in eligible programs from July 1, 2023 to June 30, 2025.

Instructions: You are reporting details for all students who were served by your eligible programs from 7/1/23 to 6/30/25. You will find a section below for each of your approved programs. Please download the Student Details template and fill it out with your student details. You are required to fill out a separate Student Details template for each of your approved programs and upload them in the respective program section(s) below.

Program ID (TWC): 124567 **Program Name: Nurse Aide**

Use the [Annual Student Data Report Template](#) to enter the student details for the program listed above only.

📎 Drop file(s) here or [browse](#)

[Save and Exit](#) [Save](#) [Submit](#)

[Back to top](#)
Session expires at: 11:59 AM

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Click "Annual Student Data Report Template" to download a copy of the file.

Provider ID
11182

Campus Name

Campus ID
22104

Data is required for all students who were served in eligible programs from July 1, 2023 to June 30, 2025.

Instructions: You are reporting details for all students who were served by your eligible programs from 7/1/23 to 6/30/25. You will find a section below for each of your approved programs. Please download the Student Details template and fill it out with your Details template for each of your approved programs and upload them in the respective program section(s) below.

Program ID (TWC): 124567 **Program Name: Nurse Aide**

Use the [Annual Student Data Report Template](#) to enter the student details for the program listed above only.

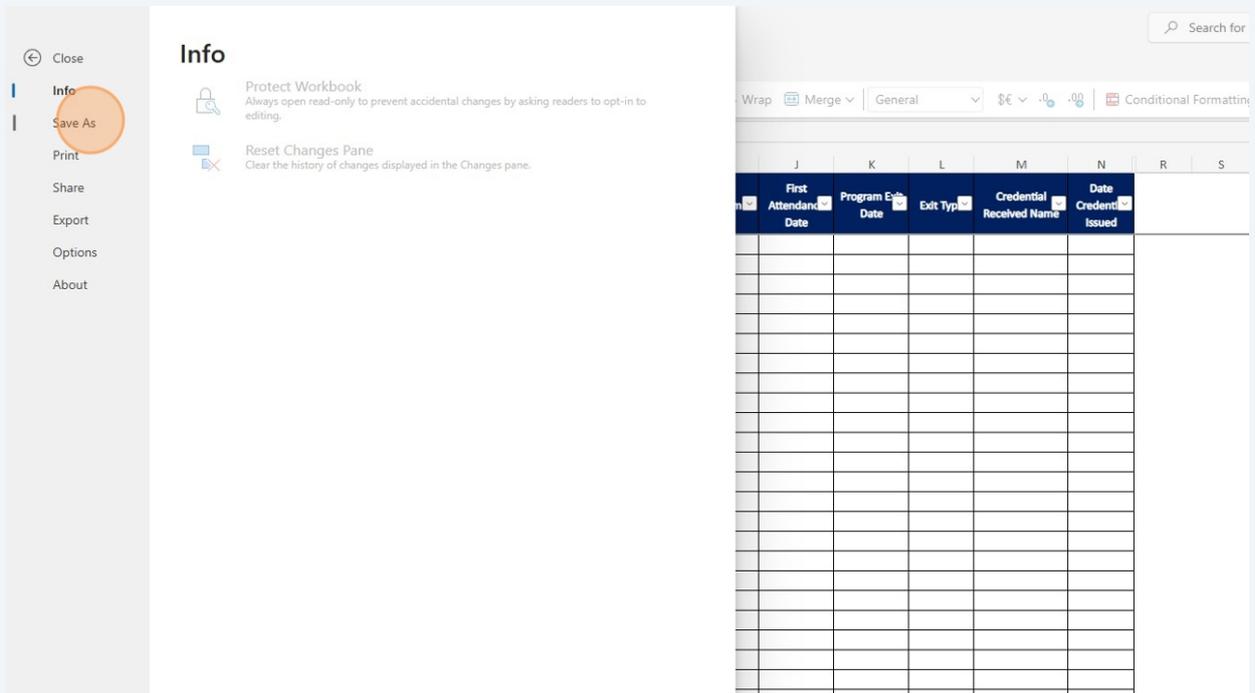
📎 Drop file(s) here or [browse](#)

[Save and Exit](#) [Save](#) [Submit](#)

[Back to top](#)
Session expires at: 12:04 PM

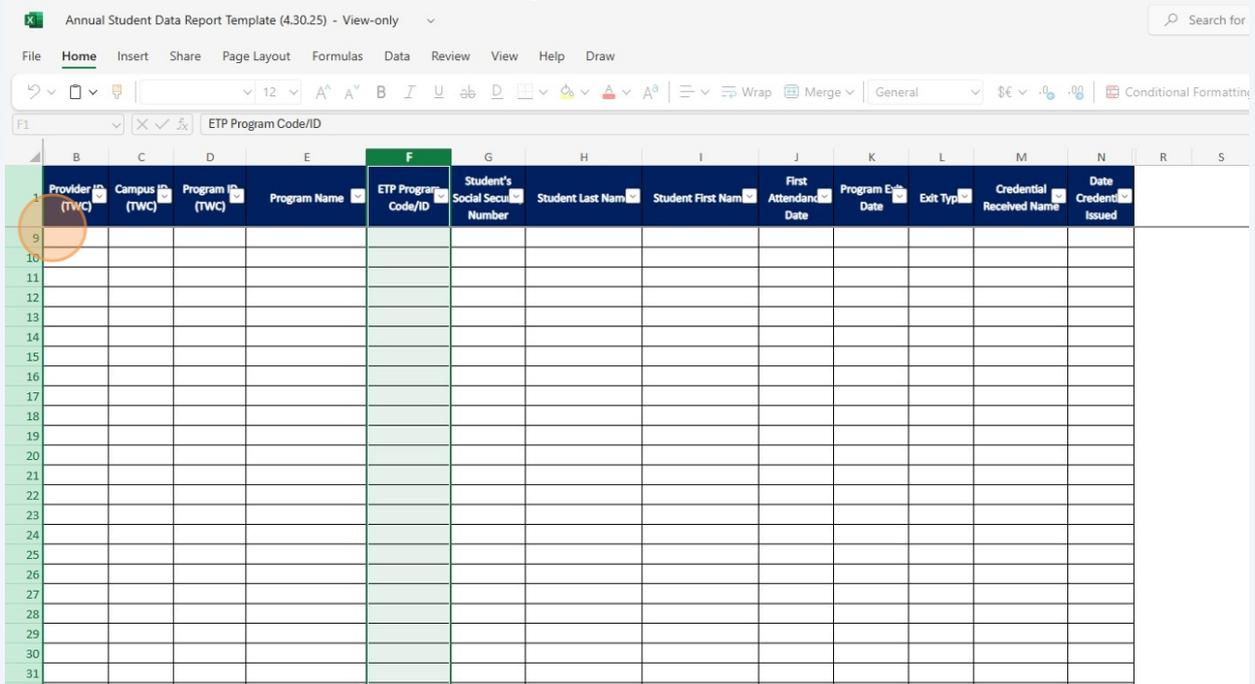
12

To avoid losing your work, click 'Save As' before entering student details. You can name the file after the program you're working on.



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Begin entering program and student data. For each entry, use the Provider ID, Campus ID, Program ID, and Program Name you recorded on the previous page. Enter these values into columns B, C, D, and E, respectively. If you don't have the ETP Program/ID Code for column "F", reach out to your board contact or the help desk and we will provide that number for to you. (etp.helpdesk@twc.texas.gov)



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Once all student details have been entered, save your excel file and upload it using the link attached to each respective program. You must do this for each program you are reporting for.

Provider ID
1182

Campus Name

Campus ID
22104

Data is required for all students who were served in eligible programs from July 1, 2023 to June 30, 2025.

Instructions: You are reporting details for all students who were served by your eligible programs from 7/1/23 to 6/30/25. You will find a section below for each of your approved programs. Please download the Student Details template and fill it out with your student details. You are required to fill out a separate details template for each of your approved programs and upload them in the respective program section(s) below.

Program ID (TWC): 124567 Program Name: Nurse Aide

Use the [Annual Student Data Report Template](#) to enter the student details for the program listed above only.

Drop file(s) here or [browse](#)

SDR_Nurse Aide.xlsx Created 06/27/2025 11:52AM

Save and Exit Save **Submit**

[Back to top](#)
Session expires at: 12:04 PM

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Once all program data has been entered and the file has been uploaded to EDvera, click the "Submit" button.

Provider ID
1182

Campus Name

Campus ID
22104

Data is required for all students who were served in eligible programs from July 1, 2023 to June 30, 2025.

Instructions: You are reporting details for all students who were served by your eligible programs from 7/1/23 to 6/30/25. You will find a section below for each of your approved programs. Please download the Student Details template and fill it out with your student details. You are required to fill out a separate details template for each of your approved programs and upload them in the respective program section(s) below.

Program ID (TWC): 124567 Program Name: Nurse Aide

Use the [Annual Student Data Report Template](#) to enter the student details for the program listed above only.

Drop file(s) here or [browse](#)

SDR_Nurse Aide.xlsx Created 06/27/2025 11:52AM

Save and Exit Save **Submit**

[Back to top](#)
Session expires at: 12:04 PM

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After you have submitted the report, you will get a confirmation at the top of the page letting you know that the "Document has been submitted."

The screenshot shows the TWC-ETPS Annual Reporting interface. At the top, a blue navigation bar contains 'TWC-ETPS', 'Dashboard', 'Documents', and 'Approvals'. Below this, the page title is 'Testing Nursing School'. A green confirmation banner at the top of the main content area reads 'Document has been submitted.' Below the banner, the heading 'Annual Reporting' is displayed. Underneath, there are tabs for 'Submission', 'Review', 'Comments 0', 'Status Pending Review', and 'History'. Two sub-sections are visible: '1. WIOA Acknowledgement' and '2. Student Details'. The 'WIOA Acknowledgement' section contains several input fields: 'Provider Name' (Testing Nursing School), 'Provider ID' (1182), 'Campus Name' (empty), and 'Campus ID' (22104). Below these fields is the heading 'Workforce Innovation & Opportunity Act (WIOA) Acknowledgement'.

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To verify that your report has been submitted, click "Documents".

This screenshot shows the same TWC-ETPS Annual Reporting interface as the previous one, but with the 'Documents' tab in the top navigation bar highlighted with an orange circle. The main content area is identical, showing the 'Annual Reporting' heading, the 'Submission' tab, and the 'WIOA Acknowledgement' section with its respective input fields. Below the input fields, there is a heading 'Data is required for all students who were served in eligible programs from July 1, 2023 to June 30, 2025.' followed by 'Instructions: You are reporting details for all students who were served by your eligible programs from 7/1/23 to 6/30/25. You will find a section below for each of your approved programs. Please download the Student Details template and fill it out with details for each of your approved programs and upload them in the respective program section(s) below.'

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The Annual Report submission should show a status of "Pending Review".

The screenshot displays a web interface for document management. At the top, there is a blue header with the text "KawasallTest" and a dropdown arrow. Below this is a grey bar with "Switch Institutions" and another dropdown arrow. The main content area features two tabs: "In Progress" (active) and "Document Archive". Below the tabs are three buttons: a lightning bolt icon, a download icon, and "+ Start Document" with a dropdown arrow. A "Status" filter is visible above a table. The table has one row with the text "chool (2025-06-27)" on the left and "Pending Review" in the center. The "Pending Review" text is circled in orange. Below the table, it says "Displaying 1 document/submission/blank request". At the bottom right, there is a logo for "EDvera" with the text "POWERED BY" above it.