

INTraining ETPL Program Review Process (8/15/2017-10/15/2017):

Step 1: After logging into INTraining, your dashboard will show the status of all of your programs. Those programs that are in Staff Approved, Pending Staff Review, Pending Data, Information Submitted, and Information Requested Statuses must be reviewed. Programs in other statuses do not require review. Click on the link for the programs in each status:



Step 2: Click "View Details"

Manage Program Applications

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Filter Results: type to filter search results | Go

<b>Registered Nurse (RN) Transitions Program</b> #110 Marion, Indiana (Grant County) EGR 3 1 year(s)	<b>Associate</b> Associate	\$12,360.00 <a href="#">View Details</a> Staff Approved
<b>Advanced Manufacturing</b> #144 Warsaw, Indiana (Kosciusko County) EGR 2 2 year(s)	<b>Associate</b> Associate	\$14,222.00 <a href="#">View Details</a> Staff Approved

Step 3: Select "Edit Program" from the Program Options drop down menu.

Registered Nurse (RN) Transitions Program #110

Staff Approved

Program Options

- Edit Program
- Related Programs
- Credentials
- Admissions and Financial
- Occupation Information
- Performance Metrics

Registered Nurse (RN) Transitions Program

- Associate

Program Number	110
Program Title	Registered Nurse (RN) Transitions Program
Training Provider	[redacted]

Step 4: Review all information and update information where appropriate.

Modify Program Application

Important Information

★ Indicates Required Field

Getting Started

★ Participating Training Provider Locations

Add/Remove Approved Locations

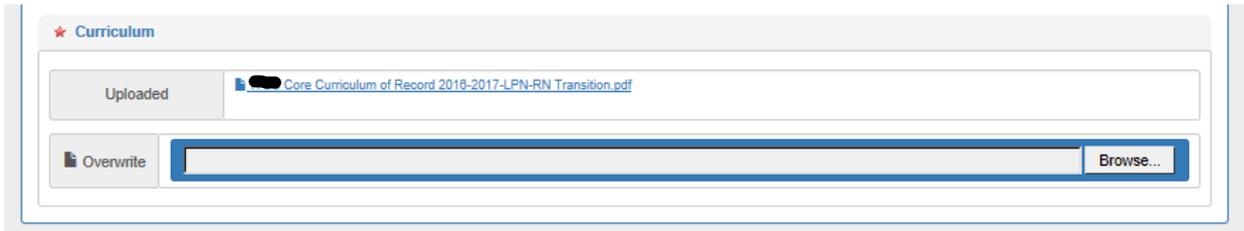
- Program # 2151 :  
Staff Approved  
[redacted]  
EGR 5
- Program # 2152 :  
Staff Approved  
[redacted]  
EGR 6
- Program # 2153 :  
Staff Approved  
[redacted]  
EGR 6
- Program # 110 :  
Staff Approved  
[redacted]  
EGR 3

Step 5: **IMPORTANT:** Since the methodology for applying the occupational demand utilizes the CIP code, please be sure you check the CIP code you have entered for your program and ensure it is correct.



A screenshot of a web form titled "Classification of Instructional Programs (CIP)". At the top left, there is a blue button labeled "Change CIP". Below this is a text input field containing the CIP code "51.3811" and the program name "Public Health/Community Nurse/Nursing".

Step 6: **IMPORTANT:** Be sure your program curriculum is up-to-date and accurately reflects what is being taught in the program. You can upload a pdf or Word document.



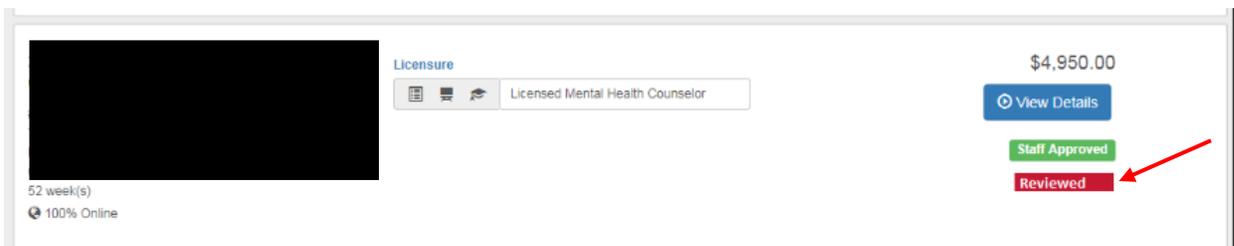
A screenshot of a web form titled "Curriculum". It features an "Uploaded" section with a file icon and the filename "Core Curriculum of Record 2016-2017-LPN-RN Transition.pdf". Below this is an "Overwrite" section with a file input field and a "Browse..." button.

STEP 7: At the bottom of the page, click the button titled "Submit" to indicate you have reviewed and updated the program information.



A screenshot of a confirmation area. At the top, a light blue box contains the text "Please be sure to enter updated student level data if available." Below this, the text "I have reviewed and made any necessary updates." is displayed. A blue "Submit" button is located at the bottom left, with a red arrow pointing to it.

STEP 8: After clicking the "Submit" button, you will notice a red box on the program listing indicating the program has been reviewed. Continue selecting programs to review until all programs have been reviewed. Remember to review programs in Staff Approved, Pending Staff Review, Pending Data, Information Submitted, and Information Requested Statuses.



A screenshot of a program listing card. On the left, there is a blacked-out image. To its right, the text "Licensure" is followed by a dropdown menu showing "Licensed Mental Health Counselor". Further right, the price "\$4,950.00" is displayed. Below the price is a blue "View Details" button. At the bottom right, there are two status tags: a green "Staff Approved" tag and a red "Reviewed" tag, with a red arrow pointing to the "Reviewed" tag. On the bottom left, the text "52 week(s)" and "100% Online" is visible.

Step 9: **IMPORTANT:** If you have updated student/trainee level data, please be sure you have entered it. DWD will be using the most current data to calculate performance.

Updated data should be entered here: [https://web.inters-dwd.com/\\$/](https://web.inters-dwd.com/$/)