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"

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

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

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.

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.
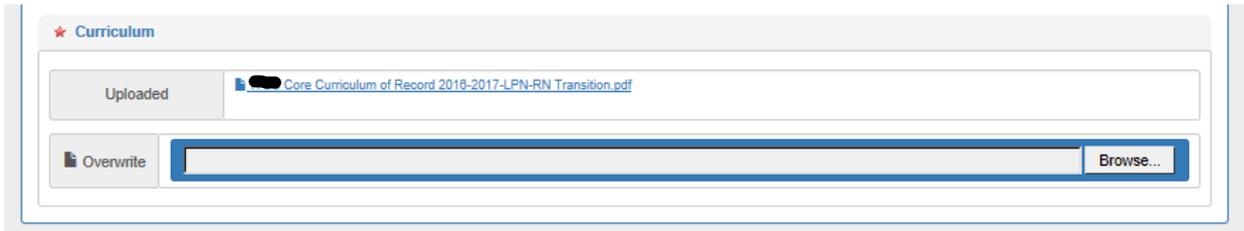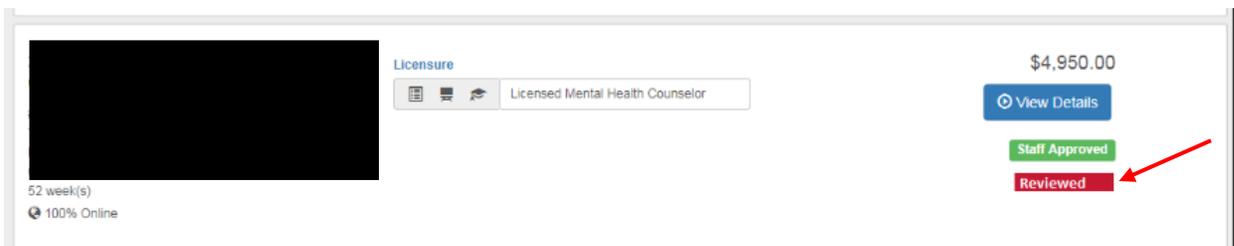

STEP 7: At the bottom of the page, click the button titled "Submit" to indicate you have reviewed and updated the program information.

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.

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/$/