Data Reporting Instructions 2004
Eligible Training Providers

What students do I need to report on?
Report the data on **students who withdrew, graduated or were enrolled during the year from July 1, 2003 through June 30, 2004**. If you have not already done so, please also report on students from the previous two fiscal years (7/1/01–6/30/02 and 7/1/02--6/30/03). If you have already supplied student data for any of the time periods, you do not need report that data at this time.

Do not report employed students trained under contract with their employer or students funded solely by the Department of Vocational Rehabilitation or the Department of Labor and Industries. **NOTE:** If you have any questions about which students to report, please contact Karen Pyle at (360)664-4622 or kpyle@wtb.wa.gov.

What training programs do I report on?
Please report on all programs you had on the ETP List as of October 31, 2004. In addition, you can include any programs that you plan to add to the ETP List and any that have been removed from the ETP List due to last year's performance results.

If one or more of your training programs are licensed by WTECB, please be sure to include those programs in your report, as well. To review the programs you are currently authorized to offer under your license, you can use the online licensing system with your login id and password, or contact 'cita Waller at cwaller@wtb.wa.gov or (360)753-5673.

What information is required to be reported?
For each student who was enrolled in, or graduated or withdrew from the program(s) during each reporting period, we need:

- program title*
- program CIP (Classification of Instructional Programs) Code
- program duration (in months)
- student name*
- social security number*
- address
- phone number
- date of birth
- Hispanic/Non-Hispanic
- race
- gender
- disability status
- highest grade completed before enrolling
- start date *
- exit date*
- enrollment status at end of reporting period*
- GPA, if applicable

***Failure to report these data elements may result in removal of your programs from the ETP List.**

What if the data are not available? Please report whatever data is available for the time periods requested. If any of the minimum data elements, marked with * above, are not available contact Karen Pyle at (360) 664-4622.

If a program is new and there are no students to report on, please inform WTECB by returning the data reporting form with a note of explanation or sending an email to kpyle@wtb.wa.gov. These program(s) will remain on the ETP list until the minimum data is available to conduct the state's performance review.

What measures are taken by WTECB to ensure data security?
All data reported to WTECB is kept on removable hard disks that are locked into file drawers when not in use. All CD's, floppy disks, and hard copy data is stored in locked drawers and destroyed when no longer needed. All WTECB data computers are password-protected. Access to individual data is limited to staff and contractors who have signed Confidentiality Statements in which they agree to follow strict data security procedures. Individual data reported to WTECB is not considered public information, and is exempt from public disclosure laws.

Are social security numbers required to be reported? Eligible training providers are required to *ask* students for social security numbers and report those social security numbers they receive to WTECB. A student has the right to choose not to provide their social security number. Please inform students about why they are being asked to give out their social security number and what security measures will be taken with the information, so that they can make an informed choice.

How can I report the information Reporting forms and instructions can be downloaded in MS Excel format or as PDF files from the WTECB website at www.wtb.wa.gov/etp.html. Upon request, we can also send the Excel version on a diskette or attached to an email. Forms can be filled out with Excel or similar spreadsheet, with MS Access, or by hand. *Electronic format is preferred over hard copy.*

If you would like hard copies of forms and instructions mailed to you, please contact Barbara Mix at (360) 586-3322 or bmix@wtb.wa.gov.

How can the data be returned?
Electronic versions: Please save the final file using a password, as an added security measure. To do so in Excel, click on **File**, **Save As**, then click the **Options** button. Then type in the password and continue with saving the file. If you are sending more than one file, use the same password for each. Email is the fastest and most secure method we currently have available. Email the file(s), as an attachment, to kpyle@wtb.wa.gov. (Please inform WTECB of the password you are using, via a separate email or phone call.)

Hard copies can be mailed to Karen Pyle, WTECB, PO Box 43105, Olympia, WA 98504-3105. For the highest security, you can hand-deliver your data to our office at 128 10th Ave SW, 6th floor, Oympia, WA.

Please return the data report by 5:00 pm on Friday, December 10, 2004.

Please feel free to call or email Karen Pyle at (360) 664-4622 or kpyle@wtb.wa.gov with any questions or concerns you may have. For questions regarding your Private Vocational School License, please contact 'cita Waller at (360)753-5673 or cwaller@wtb.wa.gov. We would like to do whatever we can to assist you in meeting the data reporting requirements.