

## ETPS Application Elements

<b>Provider Details</b>	<b>Mandatory/Optional Fields</b>
Training Provider Name	Mandatory
Training Provider Description	Mandatory
Reciprocal Agreement	Mandatory
Federal Employer FEIN/SSN	Mandatory
Federal Employer FEIN/SSN	Mandatory
Out of State Provider	Mandatory
Accredited	Mandatory
Institution Ownership	Mandatory
State Agency Certified Provider	Mandatory
Institution Type	Mandatory
Financial Aid Type: Pell/Federal Loan	Optional

<b>Physical Address of Training Location</b>	<b>Mandatory/Optional Fields</b>
Zip Code	Mandatory
Address	Mandatory
City	Mandatory
State	Auto Fill-In
County	Auto Fill-In
Website	Mandatory
Year Established	Mandatory
Pell Grant Percentage	Optional

<b>Public Contact</b>	<b>Mandatory/Optional Fields</b>
First Name	Mandatory
Last Name	Mandatory
Title	Mandatory
Phone	Mandatory
Fax	Mandatory
Email	Mandatory
School President/Owner	Mandatory
President/Owner Email	Mandatory

<b>Program Information</b>	<b>Mandatory/ Optional Field</b>
DHE Institution Code	Mandatory
IPEDS code	Mandatory
DHE Site Code	Mandatory
ETPS Provider ID Number	Mandatory
DHE Program ID Number	Mandatory
ETPS Program ID	Mandatory
Online program option	Mandatory
Classroom program option	Mandatory
Hybrid program option	Mandatory
Other options	Mandatory
Program Site Address	Optional - if blank the site address will be used
Program City	Optional - if blank the site city will be used
Program State	Optional - if blank the site state will be used
Program Zip code	Optional - if blank the site zip will be used
Address Stat Cd	Mandatory
Contact First Name	Optional - if blank the site contact first name will be used
Contact Last Name	Optional - if blank the site contact last name will be used
Contact Phone	Optional - if blank the site contact phone will be used
Contact Email	Optional - if blank the site contact e-mail will be used
Contact Stat Code	Mandatory
Pell Grant Eligible	Optional
Catalog URL	Mandatory
Program 6 digit CIP Code	Mandatory
WIOA Eligibility Requested?	Mandatory
Title of Program	Mandatory
Detailed Program Description	Mandatory
Third Party	Mandatory
Third Party Vendor	Mandatory
Transfer Degree?	Mandatory
State Licensure?	Mandatory
Federal Licensure?	Mandatory
Industry Recognized Credential?	Mandatory
Program Time Offerings - Mornings	Mandatory
Program Time Offerings - Afternoons	Mandatory
Program Time Offerings - Evenings	Mandatory
Program Time Offerings - Weekends	Mandatory
Program Time Offerings - Summer	Mandatory
Program Time Offerings - Other	Optional
Other Time Offerings - Description	Optional/Mandatory when Other Offerings is selected.
Program Category	Mandatory
Credit	Mandatory
Non Credit	Mandatory
Apprenticeship Credit	Mandatory
Apprenticeship Non Credit	Mandatory

Number of Apprentices	Mandatory
Outcome	Mandatory
Degree Type	Optional
Program Degree Level	Mandatory
Program Length	Mandatory
Length Type Identifier	Mandatory
Schedule Intensity – Full Time	Mandatory
Schedule Intensity – Part Time	Mandatory
Additional Requirements	Optional
Comments	Optional
Notes	Optional
Admission Requirements	Optional
Admissions URL	Optional
Tuition Unit	Mandatory
Resident Tuition: In-District	Mandatory
Resident Tuition: Out-of-District	Mandatory
Non-Resident Tuition	Mandatory
International Tuition	Mandatory
Fees	Mandatory
Fees - Unit	Mandatory
Books	Mandatory
Books - Unit	Mandatory
Tools	Mandatory
Tools - Unit	Mandatory
Supplies	Mandatory
Supplies - Unit	Mandatory
Other Costs	Optional
Other Costs - Unit	Optional/Mandatory when a number is entered in Other Costs
Other Costs Description	Optional/Mandatory when a number is entered in Other Costs
Financial Notes	Optional
Financial Page URL	Optional
Program Cost Effective Start Date	Mandatory
Program Cost Effective End Date	Mandatory
Refund Policy	Mandatory