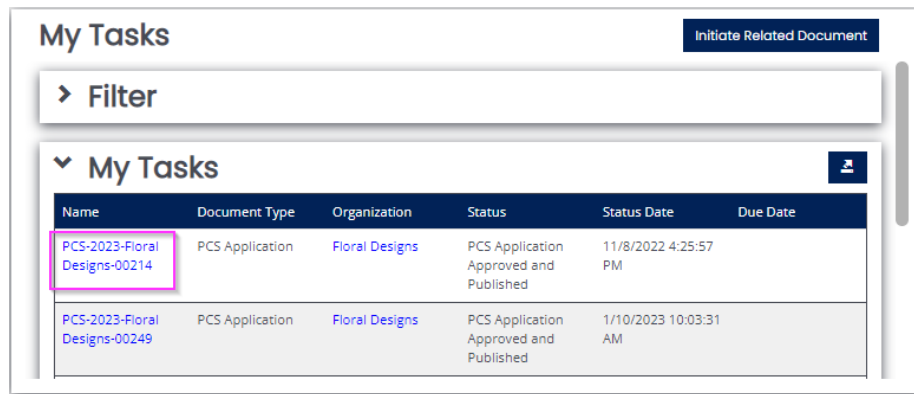


IGX Quarterly Reporting Instructions

Note: The Student Transcript is ONLY required for Private Career School applications

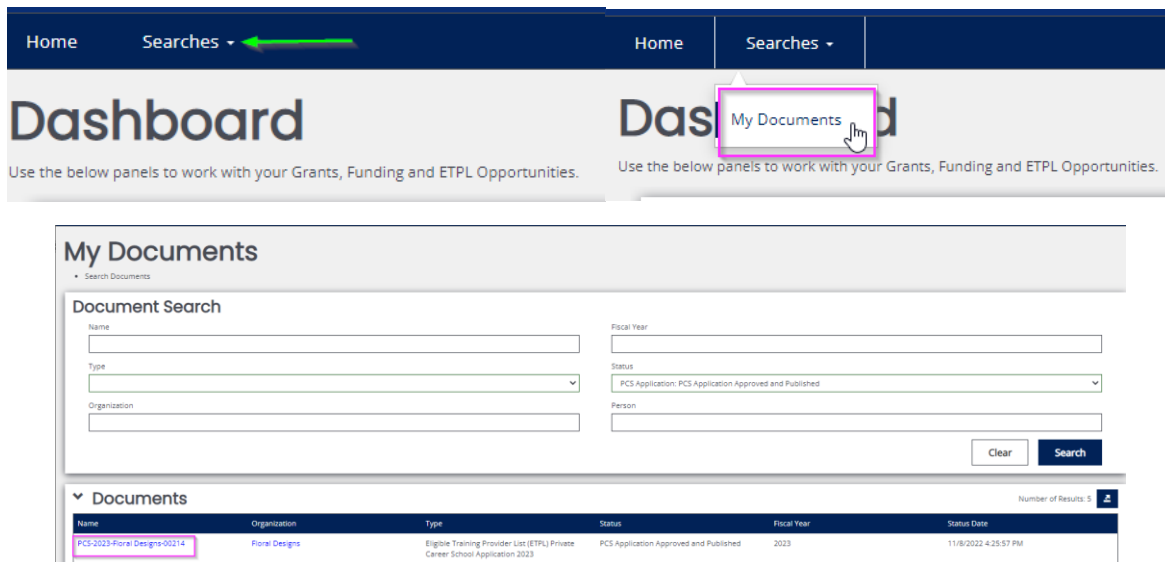
STEP 1: Log into IGX and locate your document by clicking the document name in your **'My Tasks'** or by using the search feature:

My Tasks:



Name	Document Type	Organization	Status	Status Date	Due Date
PCS-2023-Floral Designs-00214	PCS Application	Floral Designs	PCS Application Approved and Published	11/8/2022 4:25:57 PM	
PCS-2023-Floral Designs-00249	PCS Application	Floral Designs	PCS Application Approved and Published	1/10/2023 10:03:31 AM	

Document Search:



Home Searches **My Documents**

Dashboard Use the below panels to work with your Grants, Funding and ETPL Opportunities.

My Documents

Search Documents

Document Search

Name:

Type:

Organization:

Fiscal Year:

Status:

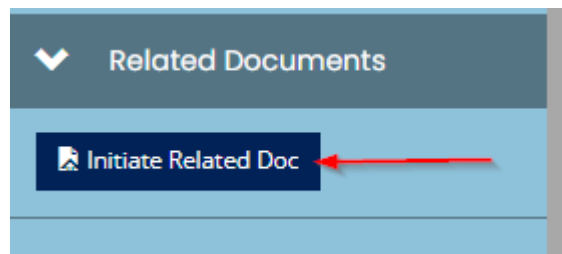
Person:

Clear Search

Documents

Name	Organization	Type	Status	Fiscal Year	Status Date
PCS-2023-Floral Designs-00214	Floral Designs	Eligible Training Provider List (ETPL) Private Career School Application 2023	PCS Application Approved and Published	2023	11/8/2022 4:25:57 PM

STEP 2: Once on your document, scroll down to the bottom of the navigation menu on the lefthand side to the **Related Documents** section. Click on the **'Initiate Related Document'** button.



IGX Quarterly Reporting Instructions

Select **'Proceed'** to confirm you would like to initiate your Report.

A screenshot of a web form titled "ETPL Quarterly Report". The form has a dark blue header with the title and a close button. Below the header, there are four rows of information: "Provided By: New Jersey Department of Labor and Workforce Development (NJDOLE)", "Provided To: Floral Designs", "ETPL Quarterly & Annual Reports Availability Dates: 5/16/2022 12:00:00 AM -", and "Due Date: N/A". At the bottom right of the form, there are two buttons: "Proceed" (highlighted with a red border) and "Cancel".

Provided By:	New Jersey Department of Labor and Workforce Development (NJDOLE)
Provided To:	Floral Designs
ETPL Quarterly & Annual Reports Availability Dates:	5/16/2022 12:00:00 AM -
Due Date:	N/A

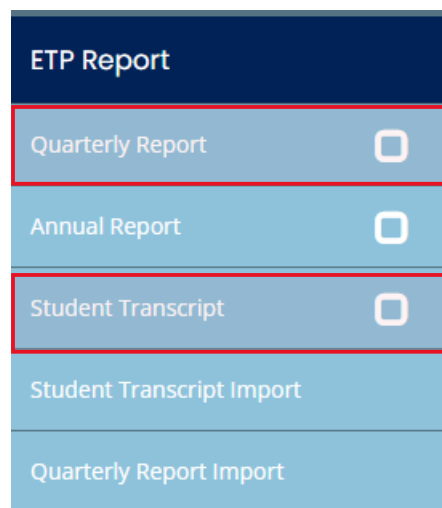
Proceed **Cancel**

There are two options to submit student data; **please select only one option**. When you upload a Quarterly Report or Student Transcript template it overrides any previous data.

- Enter each student one at a time using the Quarterly Report or Student Transcript tools.
- Use the import tools with the Quarterly Report Student Transcript Templates.

STEP 3: TO ENTER STUDENTS INDIVIDUALLY: Select the desired report.

- Entry tool #1 Quarterly Report is for the Quarterly Report data and is required for all applications.
- Import tool #2 Student Transcript Import is only required for Private Career School application.

A screenshot of a selection menu titled "ETP Report". It contains five options, each with a radio button: "Quarterly Report", "Annual Report", "Student Transcript", "Student Transcript Import", and "Quarterly Report Import". The "Quarterly Report" and "Student Transcript" options are highlighted with red borders.

ETP Report

- ☐ Quarterly Report
- ☐ Annual Report
- ☐ Student Transcript
- ☐ Student Transcript Import
- ☐ Quarterly Report Import

IGX Quarterly Reporting Instructions

Once you enter the first students' data, click **SAVE** in the upper right corner to save that data, and then click **ADD** to add a blank form for the next student.

You can enter students when they enroll, then come back and enter exit and completion dates as required. The data is saved until you submit the report.

STEP 4: TO IMPORT STUDENT DATA: Select the desired import tool.

- Import tool #1 Student Transcript Import is for the Student Transcript data and is only required for Private Career School applications.
- Import tool #2 Quarterly Report Import is required for all applications.

ETP-QR-2023-Floral Des-20

▼ Forms

ETP Report

Quarterly Report ☐

Annual Report ☐

Student Transcript ☐

Student Transcript Import **1**

Quarterly Report Import **2**

To access the template for upload, select the word **"here"**

Quarterly Report Import

This page will allow to upload and import Quarterly Report.

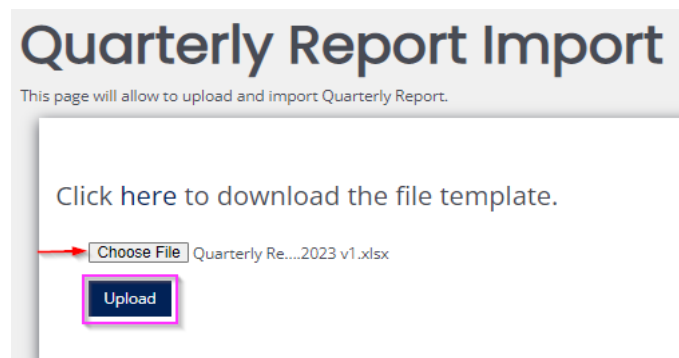
Click **here** to download the file template.

No file chosen

Student First Name	Student Last Name	Student SSN	Exit Date	Employment Start Date	Completion of Study Date	Employment Start Wage	Quarter 1 Earnings
--------------------	-------------------	-------------	-----------	-----------------------	--------------------------	-----------------------	--------------------

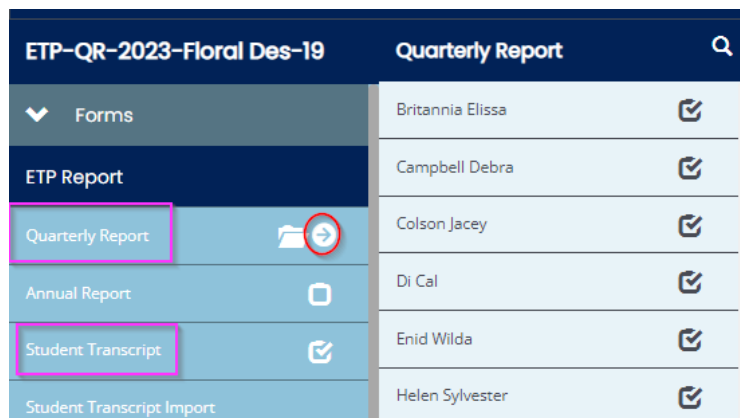
IGX Quarterly Reporting Instructions

Select **"Choose File"** to select the desired file for upload. Once attached, click the **'Upload'** button.



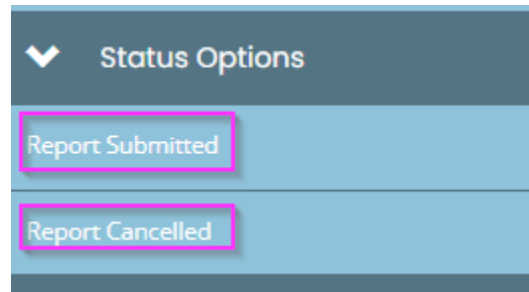
Note: Please only click the upload button once

STEP 5: Click on the Quarterly Report form or Student Transcript form under the **ETP Report** section. There will be one form for each student. To expand the menu and show the list of students, select the circle with the arrow in the middle.

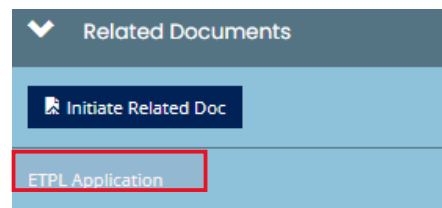


STEP 5: Once all student data has been uploaded and/or input, scroll down the lefthand navigation menu to the **Status Options** section. Select **'Report Submitted'** to submit your quarterly report for review. To cancel the quarterly report, select **'Report Cancelled'**.

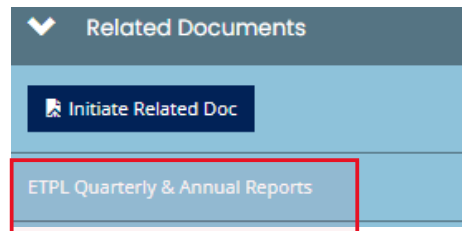
IGX Quarterly Reporting Instructions



To return to your application, scroll down to the bottom of the left menu, and click **ETPL Application (or PCS Application)**



From your application, return to the **Report** the same way.



IGX Quarterly Reporting Instructions

QUARTERLY REPORT FORM

Student Information

First Name:	Last Name:	SSN:	Date of Birth:
			MM/DD/YYYY
Student Address:		Student Address 2:	
Student City:	Student State:	Student County:	Student Zip:
	New Jersey		
Driver's License or State Issued Identification number:			

Program Student is Enrolled

Enrollment Date:

Did the student complete the program this quarter? ☐ Yes ☐ No

Completion of Study Date:

Exit Date:

Did the student earn a Credential this quarter?

Are you a WIOA Participant? ☐ Yes ☐ No

Participant's Gender

Male ☐ Female ☐ Non-binary ☐

Participant's Hispanic Ethnicity

Hispanic ☐ Not Hispanic ☐ Not Disclosed ☐

Participant's Race

American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino
☐	☐	☐	☐
Native Hawaiian or Other Pacific Islander	White	More than one Race	
☐	☐	☐	

IGX Quarterly Reporting Instructions

WIOA Participants - Barriers to Employment

English Language Learner:	Yes	No	
	☐	☐	
Formerly Incarcerated:	Yes	No	
	☐	☐	
Unhoused:	Yes	No	
	☐	☐	
Disability Status:	Yes	No	Participant did not self-identify
	☐	☐	☐
Exhausted TANF:	Yes	No	Not Applicable
	☐	☐	☐
Foster Care Youth:	Yes	No	
	☐	☐	

Student Transcript form (ONLY FOR PCS):

Official Transcript

Organization Name:

Address Line 1:

Address Line 2:

City:

State:

Zip code:

Student's Name:

Student's Social Security Number:

Student's Address Line 1:

Student's Address Line 2:

City:

State:

Zip Code:

Student's Program Title:

Program Title	Enrollment Date	Required Hours	Completion Date	Hours Completed	Final Grade	Grade Point Average
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MM/DD/YYYY



MM/DD/YYYY



Number of Transfer Hours (if applicable)

In Program/Course(s)

Transfer Hours Accepted From (Name of School and Address)

Annual Report (ONLY FOR PCS):

IGX Quarterly Reporting Instructions

Annual Report

Each private career school (PCS) is required to submit an annual report to the Training Evaluation Unit for the period of July 1 through June 30 of the preceding year. N.J.A.C. 12:41-3.2. The annual report shall be submitted no later than 30 calendar days after the close of the reporting period (July 30th).

Reporting Period:

Date Completed:

MM/DD/YYYY - MM/DD/YYYY MM/DD/YYYY

*A sample transcript can be found on our website at <https://www.nj.gov/labor/lwdhome/coel/teu.html>

Name of Program:			
Tuition:	\$		
Test/Licensing/Inoculation Fees:	\$		
Total Cost per Student: (including all fees, supplies, etc.)	\$		
Private Pay Students:	# Enrolled:		# Exited:
Funded Students:	# Enrolled:		# Exited:

