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:

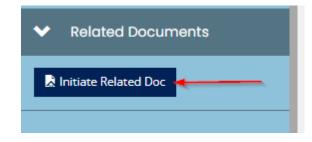
My Tasks:

ly Tasks				Initia	te Related Document
> Filter					
My Ta:	SKS	Organization	Status	Status Date	A 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:

ne :	Searches +		Home	Searches +	
	board els to work with your Grants, Fur	nding and ETPL Opportunities.	Das Use the below p	My Documents	Grants, Funding and ETPL Opportuni
	cuments				
Search Document Document	™ nt Search				
Name			Fiscal Year		
Type			Status		
1,004		~	PCS Application: PCS Applicatio	n Approved and Published	~
Organization			Person		
					Clear Search
Y Docum	nents				Number of Results: 5
Name	Organization	Туре	Status	Fiscal Year	Status Date
PCS-2023-Floral Des	signs-00214 Floral Designs	Eligible Training Provider List (ETPL) Private Career School Application 2023	PCS Application Approved and Publis	ihed 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.



Page | 1

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

ETPL Quarterly	Report		⊜ ×
Provided By: Provided To:	New Jersey Department of Labor and Workforce Development (NJDOL) 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.

- a. Enter each student one at a time using the Quarterly Report or Student Transcript tools.
- b. 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.



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.

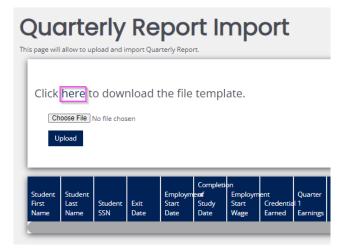
You can enter students when they enroll, then come back and enter exit and completion dates as required. The data is saved until you submit the report.

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	s−20
✓ Forms	
ETP Report	
Quarterly Report	0
Annual Report	0
Student Transcript	0
Student Transcript Import	
Quarterly Report Import	

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



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.

ETP-QR-2023-Floral Des-19	Quarterly Report	۹
✓ Forms	Britannia Elissa	© .
ETP Report	Campbell Debra	¢
Quarterly Report	Colson Jacey	C
Annual Report	Di Cal	¢
Student Transcript	Enid Wilda	C
Student Transcript Import	Helen Sylvester	¢

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'.



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

*	Related Documents
R	Initiate Related Doc
ETPL	Application

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



QUARTERLY REPORT FORM

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 Issue	d Identification number:		
Program Student is Enrolled			
		~	
Enrollment Date:	MM/DD/YYYY		
Did the student complete the program this quarter?	Yes No		
	0 0		
Completion of Study Date:	MM/DD/YYYY		
Exit Date:	MM/DD/YYYY		
Did the student earn a			
Credential this quarter?		~	
Are you a WIOA Participant?	Yes No		
Are you a WIOA Participant?	🔿 Yes 🔵 No		
Participant's Gender	0 0		
Participant's Gender Male Female Non-	O Yes O No		
Participant's Gender	0 0		
Participant's Gender Male Female Non-	0 0		
Participant's Gender Male Female Non-	binary		
Participant's Gender Male Female Non-	binary		
Participant's Gender Male Female Non- O O O Participant's Hispanic Eth	binary) nicity		
Participant's Gender Male Female Non- O O O Participant's Hispanic Eth	binary) nicity		
Participant's Gender Male Female Non- Participant's Hispanic Eth Hispanic Not Hispanic	binary) nicity		
Participant's Gender Male Female Non- Participant's Hispanic Eth Hispanic Not Hispanic Participant's Race	nicity Not Disclosed		
Participant's Gender Male Female Non- Participant's Hispanic Eth Hispanic Not Hispanic Participant's Race	binary) nicity	n Hispanic or Latino	
Participant's Gender	hinary nicity Not Disclosed Asian Black or Africa American		
Participant's Hispanic Eth Hispanic Not Hispanic Participant's Race American Indian or Alaska Native	hinary nicity Not Disclosed Asian Black or Africa American		

WIOA Participants - Barr	riers to E	mploym	ent
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:	000-00	-0000			
Student's Address Line 1:		Student's Addre	ss Line 2:					
City:		State:		New Jersey	~			
Zip Code:								
Student's Program Title:								
Program 1	ītle	Enrollment Date	Required Hours	Completion Date	Hours Completed	Final Grade	Grade Point Average	
	E	MM/DD/YYYY		MM/DD/YYYY				+
								_
Number of Transfer Hours (if app	licable)	in Program/0	Course(s)					
Transfer Hours Accepted From (N	ame of School and Address)							

Annual Report (ONLY FOR PCS):

+

Annual Report

	preceding year. N.J.A.C 12:41-3.2. The annual report shall be submitted e close of the reporting period (July 30th).	
Reporting Period:	Date Completed:	
MM/DD/YYYY	MM/DD/YYYY	
*A <i>sample</i> transcript can be found on c	our website at https://www.nj.gov/labor/lwdhome/coei/teu.html	
Name of Program:		
		<i>l</i> i
Name of Program:	\$	
	s s	4
Tuition:		Æ
Tuition: Test/Licensing/Inoculation Fees: Total Cost per Student:	s	