

Integrated Education and Training Program (IETP) and Workplace Literacy (WPL) LACES Checklist

Student Name: _____

Name of IETP or WPL: _____

Start Date of IETP or WPL Enrollment: _____ End Date of IETP or WPL Enrollment: _____

- ___ 1. Enroll the participant in IETP or WPL and confirm the participant is populating Table 6 (WPL) or Table 11 (IETP).
 - IETP participants populate NRS Table 11 after update to Class Tab > Class > Enrollment > IETP or IETP/Credential designation. *IETP/Credential designation should be chosen if claiming MSG 3 or 5.*
 - WPL participants populate NRS Table 6 after update to Student Data Tab > Key Info > Program > Workplace Literacy.
- ___ 2. Record attendance hours in IETP or WPL class with hours type *Instruction IETP/WPL - Training Services* or, if distance learning hours, *Instruction IETP/WPL - Distance Learning - Training Services*.
- ___ 3. Upload current IETP State Approved Application Form or WPL State Approved Planning Form to Student Data Tab > Documents > IETP Approved Application Form or WPL Approved Planning Form.
- ___ 4. Upload MSG documentation to Student Data Tab > Documents > IETP Documentation or WPL Documentation. *All MSG documentation should be uploaded before claiming an MSG, in one packet if possible.*
- ___ 5. Claim MSG on Outcomes Tab > IETP and Workplace Literacy MSG (if applicable). *MSG documentation must match the current IET/WPL approval form.*

MSG 3 Postsecondary Transcript

- ___ Transcript indicating successful completion of 12+ single semester or equivalent hours as a FT student
- ___ Transcript indicating successful completion of 12+ hours across two consecutive semesters or equivalent as a PT student
- ___ Report card indicating successful completion of hours as a full or part time student

MSG 4 Progress Towards Milestones

- ___ On the Job Training
- ___ Internship
- ___ Increase in Pay/Promotion
- ___ Industry Specific Certificate
- ___ Pre-Apprenticeship
- ___ Progress Report from Employer or Training Provider

MSG 5 Recognized Postsecondary Credential

- ___ Attainment of a credential, certification or license requiring passing of an exam for attainment
- ___ Successful completion of a class required for progression to taking of a technical or occupational skills exam

- ___ 6. Update Education Tab
 - ___ If claiming MSG 3 or 5, adjust Education Tab > Postsecondary Education or Training. *Include postsecondary institution type, name of institution/training program, enrollment date, credential attained, and date credential earned (if applicable).*
 - ___ If claiming MSG 4, adjust Education Tab > Non-Reportable Credential (if applicable).
 - ___ 7. Document reason if the participant did not attain an MSG.
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- ___ 8. Upload completed Integrated Education and Training Program (IETP) and Workplace Literacy (WPL) LACES Checklist under Student Data Tab > Documents > IETP Documentation or WPL Documentation.