



Work Source

MAINE

Workforce Pell Application Launch for Title IV Institutions | August 31, 2026



Purpose

- Provide an overview of Workforce Pell eligibility and Maine's Program Determination Policy
- Provide institutions with an overview of the Workforce Pell program review process
- Provide an in-depth walk through of the application elements and process



Workforce Pell



Expands federal Pell Grant eligibility to approved short-term workforce training programs that prepare students for high-skill, high-wage, in-demand occupations.

Effective July 20, 2026, the program was established under the Working Families Tax Cuts Act.



Guiding Principles & Goals

Primary goals:

- Align programs with high-skill, high-wage, in-demand occupational needs of Maine (as defined by state's economic development priorities)
- Ensure quality outcomes (completion, placement, and value-added earnings)
- Provide a transparent, consistent process for institutions and learners

Guiding principles for initial implementation:

- Build on existing processes and policies to integrate within (e.g., HWID job list and Maine Earns) vs. create entirely new, separate structure
- Use lessons learned from the initial eligibility review to provide guidance to help expand the pool of eligible programs next year



[Maine Workforce Pell Program Determination Policy](#) approved July 30 by the State Workforce Development Board

Program Determination Policy



Baseline Program Eligibility

To qualify, programs must first meet the basic standards under the federal statute. The program must have been in **existence for at least one year** (which means the eligible workforce program has met the required conditions for at least one year prior to approval) and:

- Be offered by an accredited public, nonprofit, or for-profit entity eligible to participate in student aid programs under Title IV of the Higher Education Act;
- Be at least **8 weeks but less than 15 weeks** in length (150 – 599 clock hours in duration);
- Not be a correspondence course or part of a study abroad program;
- Lead to a **recognized postsecondary credential** that is **stackable** and **portable** (or prepares students for employment for which there is only one recognized postsecondary credential), and ensures that a student **receives academic credit** for at least one certificate or degree program at one or more eligible institutions;
- Align with the requirements of **high-skill, high-wage, or in-demand** industry sectors or occupations;
- Meets the **hiring needs of employers** or potential employers;
- Demonstrate $\geq 70\%$ completion (within 150% of normal time) and $\geq 70\%$ placement (second quarter after exiting program); and
- Satisfy the U.S. Department of Education's value-added earnings (VAE) standard.



Maine Criteria for Identifying High-Skill, High-Wage or In-Demand Priority Occupations

An occupation may be designated as a WF Pell Priority Occupation if it meets **all of** the following baseline criteria:

- In-demand occupation with average annual openings exceeding 20
- Aligned with industry sector defined in state or local economic development priorities
- Minimum of 110% state minimum wage (to meet VAE threshold)
- Alignment of Workforce Pell training length and licensure /degree requirements

In addition to meeting the baseline criteria, an occupation must meet one of the following conditions:

Path1: High-skill, high-wage, in-demand

- Minimum education requirement meets or exceed “Postsecondary non-degree award” or “HS diploma plus significant OJT (apprenticeship, moderate, long term)”
- High-wage meaning median wage exceeds median wage of the state
- Aligned with at least one of the top three sector in local workforce development areas

OR

Path 2: Essential, in-demand occupations

Occupations that are essential to the operation of Maine’s supporting **public infrastructure systems**—healthcare, childcare, housing, transportation, broadband and digital connectivity, and community-based services—and their role in enabling labor force participation and economic growth, consistent with Strategy E (Providing Supporting Infrastructure) of Maine’s Economic Development Strategy-- even if the occupation does not meet “high-wage” or educational requirements stated above.

Exclusions:

- Occupations typically requiring a bachelor’s degree or higher, or occupations typically accessible with only a high school diploma, are excluded from Workforce Pell priority designation under this policy
- Eligible related technical instruction for registered apprenticeship programs automatically meet high-skill, high-wage, in-demand criteria



Meets Criteria 1: High-wage, High-skill, In-demand Occupations

SOC Code	Job Title
47-2021	Brickmasons and Blockmasons
47-2031	Carpenters
51-9124	Coating, Painting, and Spraying Machine Setters, Operators, and Tenders
15-1231	Computer Network Support Specialists
51-9161	Computer Numerically Controlled Tool Operators
15-1232	Computer User Support Specialists
53-7021	Crane and Tower Operators
31-9091	Dental Assistants
47-2111	Electricians
51-9041	Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders
512051	Fiberglass Laminators and Fabricators
29-2099	Health Technologists and Technicians, All Other
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9041	Industrial Machinery Mechanics
47-2132	Insulation Workers, Mechanical
29-2061	Licensed Practical and Licensed Vocational Nurses
51-4041	Machinists
49-9043	Maintenance Workers, Machinery
173013	Mechanical Drafters
49-9044	Millwrights
51-9023	Mixing and Blending Machine Setters, Operators, and Tenders
47-2073	Operating Engineers and Other Construction Equipment Operators
51-4072	Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic
519196	Paper Goods Machine Setters, Operators, and Tenders
29-2043	Paramedics
47-2071	Paving, Surfacing, and Tamping Equipment Operators
47-2152	Plumbers, Pipefitters, and Steamfitters
29-2034	Radiologic Technologists and Technicians
49-9096	Riggers
51-9012	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
47-2211	Sheet Metal Workers
47-2022	Stonemasons
47-2221	Structural Iron and Steel Workers
51-2041	Structural Metal Fabricators and Fitters
29-2055	Surgical Technologists
51-4121	Welders, Cutters, Solderers, and Brazers

Meets Criteria 2: Essential, In-demand Occupations

SOC Code	Job Title
49-3011	Aircraft Mechanics and Service Technicians
49-3023	Automotive Service Technicians and Mechanics
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
53-3051	Bus Drivers, School
53-3052	Bus Drivers, Transit and Intercity
53-5021	Captains, mates, and pilots of water vessels
39-9011	Childcare Workers
29-2010	Clinical Laboratory Technologists and Technicians
21-1094	Community Health Workers
47-4011	Construction and Building Inspectors
49-9051	Electrical Power-Line Installers and Repairers
29-2042	Emergency Medical Technicians
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers
53-1047	Firstline Supervisors of Transportation & Material Moving Workers, Except Aircraft Cargo Handling Supervisor
47-4041	Hazardous Materials Removal Workers
53-3032	Heavy and Tractor-Trailer Truck Drivers
31-1120	Home Health and Personal Care Aides
31-9092	Medical Assistants
31-1131	Nursing Assistants
49-9062	Medical Equipment Repairers
29-2072	Medical Records Specialists
29-2057	Ophthalmic Medical Technicians
29-2081	Opticians, Dispensing
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
39-9099	Personal Care and Service Workers, All Other
29-2052	Pharmacy Technicians
31-9097	Phlebotomists
25-2011	Preschool Teachers, Except Special Education
29-2053	Psychiatric Technicians
49-2021	Radio, Cellular, and Tower Equipment Installers and Repairers
21-1093	Social and Human Service Assistants
21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors
25-9045	Teaching Assistants, Except Postsecondary
49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers
49-9052	Telecommunications Line Installers and Repairers
51-8031	Water and Wastewater Treatment Plant and System Operators



Employer Validation

Policy guidance

Employer validation should primarily be provided through industry-led groups, such as:

- Industry associations
- Sector partnerships (as defined by the State Workforce Development Board)
- Program advisory boards (e.g., community college or university)
- Other employer-led industry groups

These entities must represent employers that:

- Have current or projected hiring demand in the occupation(s) associated with the program; and
- Reflect the relevant regional or industry labor market served by the program.

If validation through an employer-led entity is not feasible, programs may instead provide validation from a **minimum of three Maine-based employers** that meet the same criteria above.

Supporting Evidence includes but is not limited to:

- **Industry-defined career pathways** with credential requirements published on Work Source Maine, or other industry-defined career pathway framework (documentation required)
- **Registered apprenticeship** schedule of work: Eligible RTI automatically satisfies requirements
- **Employer hiring standards** or published occupational qualification requirements
- **Competency or curriculum alignment** materials
- Formal **endorsement letters** from employers (if submitting an industry-led employer validation form)
- Sector partnership, industry association or advisory board meeting minutes reflecting employer participation and curriculum review



Stackable Requirements

Stackable policy

Programs may be determined to be stackable if there is evidence of **alignment to additional credentials that can be accumulated over time to move individuals along an industry-defined career pathway or up a career ladder to different and potentially higher-paying jobs**, unless the program prepares students for employment in an occupation for which there is only one recognized postsecondary credential.

The evidence must demonstrate that the credential is stackable by showing alignment to additional credentials at the originating institution or another institution of higher education participating in Title IV federal student aid programs. This includes demonstrating that the credential awards transcribed academic credit applicable to a higher-level certificate or degree program and/or is accepted in transfer toward specific credential or program requirements.

Evidence includes, but is not limited to:

- Official transcripts or academic program documentation showing the award and application of credit,
- Articulation agreements
- Transfer-of-credit agreements
- Consortium or partnership agreements,
- Registered apprenticeship schedule of work
- Other similar formal arrangements

Articulation agreements (or other form of evidence) must clearly specify the credits accepted and their applicability and be fully executed and in effect for a minimum of one year prior to the submission for program approval



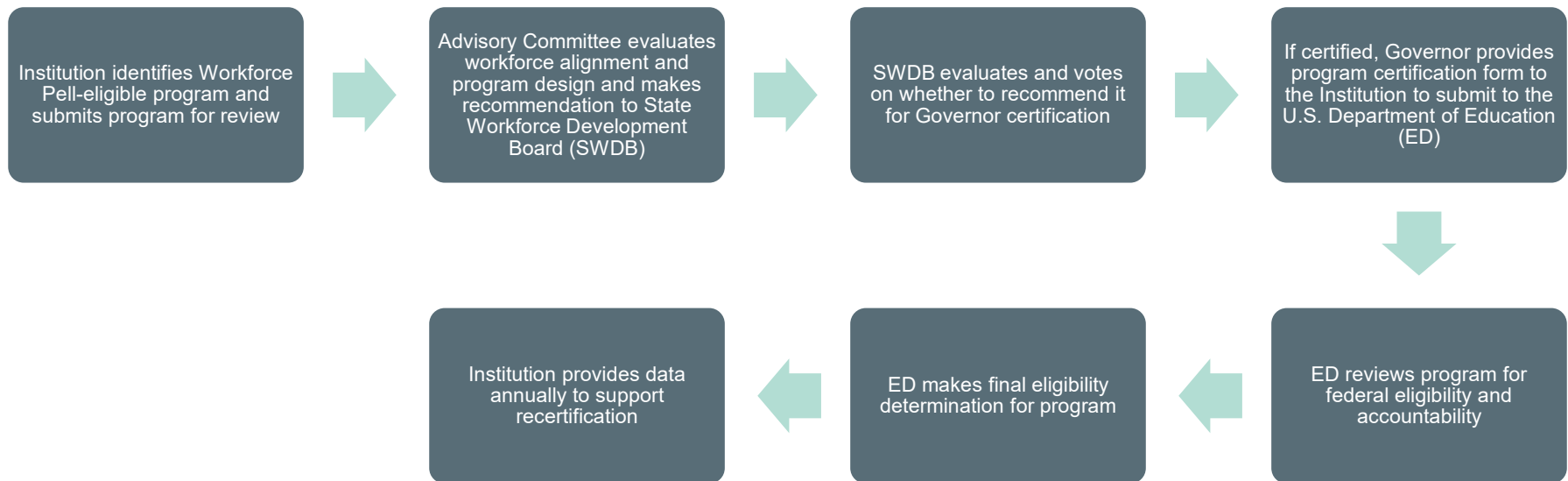
Portable Requirements

Portable: A postsecondary recognized credential is considered portable when it is recognized and accepted as verifying the qualifications of an individual in other settings. A credential may be determined to be portable if one or more of the following are documented:

- **Multi-employer recognition**
- **Industry-recognized status**
- **Labor market alignment**
- **Transferability of competencies**
- **Licensure or regulatory recognition**



Workforce Pell Program Review Process



Review of the Workforce Pell Application Process



Program Application – Steps to Apply

1. Institutions should review the **Workforce Pell Program Determination Policy** and **Step-by-Step Submission Guide** to confirm your program meets eligibility criteria, including alignment with **Maine's Workforce Pell Priority Occupation List**.
2. Download, review, and complete the required forms and supporting documentation, including the:
 - a. **Data Sharing Agreement**
 - b. **Employer Validation Form(s)** and supporting evidence provided by the institution
 - c. **Evidence of stackability**
 - d. **Copy of the written agreement**, *if partnering with a non-Title IV provider*
 - e. **Participant Data Worksheet** (review Step-by-Step Submission Guide for detailed instructions on how to complete and upload form)
3. Complete the **Workforce Pell Application**. Institutions should be prepared to upload the required forms and supporting documents during the application process.



Maine's Workforce Pell Website

Overview for Title IV Institutions

- ▼ [Program Eligibility Criteria](#)
- ▼ [How to Apply](#)
- ▼ [Application Review Timeline](#)
- ▼ [Approved Programs](#)
- ▼ [Technical Assistance & Resources](#)

[Read Maine's Workforce Pell Policy](#)

[Step-by-step submission guide](#)

[Questions? Contact us](#)



Apply for Workforce Pell Program Approval

Maine is now accepting applications from Title IV eligible postsecondary institutions

[Workforce Pell Application](#) 

website: www.worksourcemaine.com/pages/workforce-pell



Maine's Workforce Pell Program Application

Workforce Pell

Program Application

Institutions should read the [Program Determination Policy](#), which includes the Priority Occupation List, and review the [Step-by-Step Submission Guide](#) and collect the required information and supporting documentation needed to submit a complete application, including [employer hiring validation](#) and supporting evidence, the [data sharing agreement](#), [participant data worksheet](#), and evidence of program stackability.

Have you read and collected the items above? *

☐ Yes

☐ No

Has your institution already submitted a Workforce Pell application? *

☐ Yes

☐ No

Next



Institution Information

Institution Information

Please provide the following information for your institution. Note that If you need additional time or information to complete the application, you can press the save button at any time and enter your email address to receive a link to continue your application.

Institution Name *

Please Select

If you are a Maine Title IV postsecondary institution not included on this list, contact workforcepell.dol@maine.gov.

Accrediting Body *

- ☐ New England Commission of Higher Education
☐ Other

During the 5 years preceding this application submission, has your institution been subject to any suspension, emergency action or termination of programs under Title IV of the Higher Education Act by the federal government? *

- ☐ Yes
☐ No

Do your institution's financial aid officers have the information necessary to advise students on the eligibility requirements, financial implications, and other impacts of participating in the Workforce Pell program? *

- ☐ Yes
☐ No



Institution Information

Point of Contact

Please identify the primary point of contact at your institution for matters related to Workforce Pell.

Name *

First NameLast Name

Title *

Phone Number *

Please enter a valid phone number.

Email *

example@example.com

Address *

Street AddressStreet Address Line 2

CityState / Province

Postal / Zip Code

Institutions will need to enter into a data sharing agreement with the State to facilitate the secure exchange of program- and participant-level data needed to measure and report Workforce Pell program outcomes and meet federal reporting requirements. Please have an authorized representative complete the [data sharing agreement template](#) and upload it below.



Institution Information – Data Sharing Agreement

MEMORANDUM OF AGREEMENT between the Title IV Institution and Maine Department of Labor

I. PARTIES

The parties to this Agreement are the Maine Department of Labor (MDOL) and the Title IV Institution submitting participant level information to MDOL for the purpose of determining or maintaining eligibility for Title IV of the Higher Education Act of 1965, as amended (20 U.S.C. §§ 1070 et seq.); Section 83002 of the Working Families Tax Cuts Act of 2025 (H.R. 1); and Accountability in Higher Education and Access Through Demand-Driven Workforce Pell, Pell Grant Exclusion Relating to Other Grant Aid, and Workforce Pell Grants; Final Rule (May 19, 2026), codified at 34 CFR Parts 600, 668, and 690 and applicable federal and state laws and regulations.

II. STATEMENT OF PURPOSE

The purpose of this Agreement is to establish the terms and conditions under which a Title IV eligible institution ("Title IV Institution") may disclose participant-level information to the Maine Department of Labor (MDOL) for the administration of the Workforce Pell initiative. The information provided under this Agreement enables MDOL to determine and maintain Workforce Pell eligibility, conduct required performance evaluations and produce aggregate performance measures in accordance with applicable federal and state requirements.

As a condition of participation in Workforce Pell, the Title IV Institution shall submit participant-level information for each individual enrolled in an approved Workforce Pell program. At a minimum, the information submitted shall include:

- Full legal name
- Date of birth
- Social Security number
- Zip code of residence
- Program of study or training program
- Enrollment and attendance dates
- Credential attainment, where applicable
- Program completion status
- Additional post-completion information available to the institution, such as employment placement, where applicable

MDOL will use the participant-level information solely for authorized program administration, including matching records with state workforce and wage data to calculate required performance outcomes, evaluate program performance, determine or maintain Workforce Pell eligibility, and produce aggregate reports. Participant-level information will not be publicly disclosed and will be protected in accordance with applicable federal and state confidentiality requirements.



Program Information

Program Information

Please provide the following information for your institution's program. If you need additional time or information to complete the application, you can press the save button at any time and enter your email address to receive a link to continue your application.

What is the program title? *

All programs must meet the eligibility requirements of [34 CFR 690.93\(a\)](#) and [690.94\(a\)\(2\)\(i\)](#) for the 12 months directly preceding the date of the application.

Provide the date the program met the eligibility requirements under 34 CFR 690.93(a) and 690.94(a)(2)(i). *

MM-DD-YYYY



Date

Does the program include correspondence, direct assessment, or study abroad coursework? *

- ☐ Yes
☐ No

Is this program the Related Technical Instruction (RTI) for a Registered Apprenticeship Program? *

- ☐ Yes
☐ No

What is the primary Classification of Instructional Programs (CIP) code for the program? *

You may search for either the CIP's code or title to select the corresponding option.



Program Information

Using the search fields below, identify up to three [high-wage, high skill, in-demand occupations](#) the program prepares students for. You may search using either the ONET occupation title or SOC code.

Occupation 1 *

Occupation 2

Occupation 3

What is the length of instruction of the program (weeks)? *

Eligible Workforce Pell programs must have a minimum instructional length of 8 weeks and fewer than 15 weeks.

What is the number of clock/credit hours of the program? *

Eligible Workforce Pell programs must consist of at least 150 clock hours, but fewer than 600 clock hours of instruction, or an equivalent number of credit hours.

Is the program offered as for-credit or non-credit? *

- ☐ For-credit
☐ Non-credit

Is any of the program instruction provided by non-Title IV eligible third parties? *

- ☐ Yes
☐ No

What are the published tuition and fees? *

Tuition and fees are defined as the institutional charges for an eligible workforce program.



Program Information

Resulting Credential

To be eligible for Workforce Pell a program must lead to a recognized postsecondary credential, defined as a credential consisting of an industry recognized certificate or certification, a certificate of completion of a Registered Apprenticeship under 29 CFR part 29, a license recognized by the State or Federal Government, or an associate or baccalaureate degree. Please provide the following information on the credential that results from this program.

Credential Name *

Credential Type *

- ☐ Industry-recognized certificate
- ☐ Industry-recognized certification
- ☐ Certificate of completion of a registered apprenticeship
- ☐ License
- ☐ Degree
- ☐ Other

Check all that apply. Completion of the training program is: *

- ☐ Required for credential attainment
- ☐ Prepares learners for credential attainment
- ☐ Results in credential attainment

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Program Information

Stackability

Does the program prepare students for employment in an occupation for which there is only one recognized postsecondary credential, and the program awards that credential upon completion? *

- ☐ Yes
☒ No

How does the program stack with other credentials? *

- ☐ It's internally stackable: the program is eligible for transcribed academic credit that's recognized through defined articulation within your institution
- ☐ It's externally stackable: there's an articulation agreement (or similar agreement) in place with another institution
- ☐ It's both internally and externally stackable

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Program Information

Internal Stackability

Please provide the following information for each program that the program you are submitting articulates into.

Name*	Credits Earned*	Type*
		Please Select

Add New

Institutions must upload evidence verifying stackability for at least one of the programs identified above, showing it's been stackable for a minimum of one year prior to this submission for the program to be approved.

Please upload evidence of internal stackability for the program(s) identified above (e.g., catalog or curricular documentation, registered apprenticeship schedule of work). *

Browse Files
Drag and drop files here

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Program Information

External Stackability

Please identify the information for a stackable program for each of the programs that stack. At the end of this section, you will have an opportunity to identify if there's another external program that stacks.

Institution Name*	Program Name*	Credits Earned*	Type*
Bates College			Please Select

Credit Award Method*	Credit Award Method if Other	Effective Date*
Articulation Agreement	Skip if method is not other	YYYY-MM-DD

Add New

Institutions must upload an agreement verifying stackability for at least one of the programs identified above, and that agreement must be fully executed and in effect for a minimum of one year prior to this submission for the program to be approved.

Please upload evidence of external stackability for the program(s) identified above (e.g., articulation agreement, transfer of credit agreement, prior learning credit, etc.). *

Browse Files
Drag and drop files here

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Program Information

Employer Validation

To meet Workforce Pell requirements, providers must submit a completed employer validation form(s) and supporting documentation for each eligible program. Employer validation should primarily be provided through industry-led groups, such as industry associations. If validation through an industry-led group is not feasible, programs may instead provide validation from a minimum of three Maine-based employers.

Employer Validation Form(s)

For the program's employer validation, will you be providing documentation from an industry-led group or individual employers? *

- ☐ Industry representative acting on behalf of a group (e.g., industry association, advisory board, or sector partnership)
- ☐ Individual employers

Supporting Documentation

Institutions must upload supporting documentation, along with the [Employer Validation Form\(s\)](#).

All employer validation, regardless of the validation source, must be supported by documentation demonstrating that the program aligns with employer hiring needs. Acceptable documentation provided by the institution includes, but is not limited to:

- Industry-defined career pathways with credential requirements published on Work Source Maine, or other industry-defined career pathway framework;
- Registered apprenticeship schedule of work;
- Employer hiring standards or published occupational qualification requirements;
- Competency or curriculum alignment materials;
- Formal endorsement letters from employers (if submitting an employer representative or intermediary validation form); and
- Sector partnership, industry association or advisory board meeting minutes reflecting employer participation and curriculum review.

Supporting documentation upload *





Supporting Form – Employer Validation



Workforce Pell – Employer Validation Form

This form verifies that a workforce training program aligns with employer/industry hiring needs and provides the competencies and credentials required for the target occupation.

Institutions should provide this form to an industry-based entity whenever possible. If that is not feasible, the form must be completed by a minimum of three Maine employers with hiring needs related to the target occupation.

Section 1: Institution and Program Information

To be completed by the institution

Institution Name:

Program Title and CIP Code:

Occupation Title and SOC Code (Target Occupation):

Credential Awarded Upon Completion:

Program Competencies

The institution should list the primary competencies that students are expected to demonstrate upon successful completion of the program. Employers should review these competencies before completing the Employer Attestation section. Attach additional pages if more space is needed.

1.
2.
3.
4.



Supporting Form – Employer Validation

Section 2: Employer or Industry Information

To be completed by the employer or industry representative

Type of Validator

☐

Individual Employer

☐

Industry representative acting on behalf of a group (e.g., industry association, sector partnerships, advisory board, or other employer-led industry groups)

Name of Entity:

Address:

City, State, ZIP:

Website:

Point of Contact:

Email Address:

Geographic Area Served:

Section 3: Employer or Industry Representative Attestation

To be completed by the employer or industry representative

1. Hiring Need

The employer or industry representative confirms a current or anticipated hiring need for the target occupation and would consider hiring qualified graduates of this program for current or future employment opportunities.

☐

Yes

☐

No



Supporting Form – Employer Validation



If Yes: How many workers do you anticipate hiring within the target occupation (listed above) within the next 12 months?

2. Program Credential Verification

Is the credential awarded through this program valued, recognized, or required as part of your hiring process for the target occupation?

☐ Yes ☐ No

3. Competency Validation

Do the program competencies listed on this form accurately reflect the knowledge, skills, and abilities required of entry-level employees in the target occupation?

☐ Yes ☐ No

By signing below, the employer or industry representative certifies that, to the best of their knowledge, the information provided on this form is accurate.

Printed Name:

Entity:

Signature:

Date:



Program Information

Attestation

Institutions must attest that the program submitted:

1. Has been in operation or at least the 12-month period immediately preceding the request for the program approval;
2. Provides education aligned with high-skill, high-wage, or in-demand industry sectors or occupations;
3. Meets the hiring requirements of employers in such sectors or occupations;
4. Leads to a recognized postsecondary credential that is stackable and portable across more than one employer, or prepares students for and awards the sole recognized postsecondary credential required for employment in the occupation;
5. Prepares students to pursue one or more certificate or degree programs at one or more eligible institutions by ensuring that, upon completion and enrollment in a related program, students will receive academic credit that is accepted toward meeting certificate, diploma, or degree requirements; and
6. Aligns with employer-defined competencies for the designated occupation or industry sector.

Do you attest that the information provided above and in this application is complete and accurate to the best of your knowledge? *

☐ Yes

☐ No

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Participant Information

Participant Information

As outlined in the Submission Guide, institutions must submit a [Participant Data Worksheet](#) for each potential Workforce Pell program. The worksheet collects required student-level data for the specified academic year. The [Participant Data Worksheet](#) should include all students with valid Social Security numbers (SSNs) who were enrolled in the proposed Workforce Pell program(s) during the specified academic years.

Before you Begin

The [Participant Data Worksheet](#) should already be completed, except for the Program ID field in column D, for the program you are submitting. Completing this section requires you to move between the Workforce Pell Application, your email, and MaineEARNs, the state's secure data upload portal. If you need assistance with this section, please email workforcepell.doi@maine.gov.

Please keep this screen open while completing the steps below.

Step 1: Locate your Program ID

Each program submission has a unique Program ID, which was just sent to your email. Please check your spam folder to make sure you received it.

Step 2: Add the Program ID to your Participant Data Worksheet

Per the instructions in the first tab of the template, add your Program ID field to all rows in column D.

Step 3: Save and name the worksheet

Once the [Participant Data Worksheet](#) is complete and includes your Program ID:

1. Save the file in CSV format.
2. Name the file using the following convention: ProgramName_InstitutionName_YYYY.csv.

Step 4: Upload the worksheet through MaineEARNs

With the current screen still open, click this [MaineEARNs](#) link (which will open in a new tab) and securely upload your completed Participant Data Worksheet by doing the following:

1. Sign in to your MaineEARNs account.
2. If you do not have a MaineEARNs account, [create an account](#) before proceeding.
3. Select "Ad Hoc Selection File Uploads."
4. Click "Choose File" and select your completed CSV file.
5. Click "Upload Documents." After a successful upload, you will receive a file confirmation number.

Step 5: Return to this screen to continue your application

Please answer the question below confirming whether you have successfully uploaded the Participant Data Worksheet.

Have you submitted a completed
Participant Data Worksheet? *

☐ Yes
☐ No



Supporting Form – Participant Data Worksheet

Column	Data Field	Description of data to be submitted	Allowed Values/Format
A	Organization	Do not enter any data. Leave the existing template data in the column unchanged.	1
B	Identifier	Do not enter any data. Leave the existing template data in the column unchanged.	Sequential number (e.g., 1, 2, 3, 4)
C	Institution OPEID #	8 digit OPEID number	8-digit federal numeric identifier
D	Unique Program ID	Unique program identifier used to link participant-level data with institution- and program-level data submissions.	You will receive a numeric identifier in an email from the State after submitting the program-level information through the Workforce Pell application portal. Enter this identifier in Column D.
E	Program Title	The title of the program being reviewed for Workforce Pell eligibility	Free Text
F	SSN	The student's 9-digit Social Security Number	9-digit numeric identifier
G	Unique Institution-Issued Student ID	Unique institution-issued student identification number	Institution-defined format
H	Student First Name	Student's legal first name	Free Text
I	Student Last Name	Student's legal last name	Free Text
J	DOB	Student's date of birth	MM/DD/YYYY
K	Student Zip Code of Residence	Student's zip code of residence	5-digit numeric identifier
L	Student Start Date	The date the student started the program	MM/DD/YYYY, or leave this field blank if not applicable
M	Anticipated Program Completion Date	The date the program officially ended for the cohort.	MM/DD/YYYY, or leave this field blank if not applicable
N	Actual Student Completion Date	The date the student actually completed the program	MM/DD/YYYY, or leave this field blank if not applicable
O	Last Date of Attendance	If the student withdrew, enter the date they withdrew from the program; otherwise, leave this field blank.	MM/DD/YYYY or leave blank if not applicable
P	Student Exclusion Category	Identify the reason the student did not complete the program. Leave blank if none of these exclusion reasons apply.	Blank - No exclusion criteria met. 1- Died 2- Experienced the onset of a medical condition that prevents employment 3- Ordered to service in the armed forces, for a period of more than 30 days 4- Became incarcerated
Q	Tuition Refund	Did the student receive a refund of 100% of tuition and fees if they withdrew from the program?	Yes, No, or Not Applicable
R	Recognized Postsecondary Credential Attained	Did the student earn the recognized postsecondary credential associated with the program upon completion?	Yes, No, or Not Applicable



Participant Data Worksheet Upload

Step 1: Download and complete the worksheet

Download the [Participant Data Worksheet](#) and complete the worksheet using the instructions in the first tab of the template. All fields should be completed, except for the Program ID field in column D, for the program you are submitting.

Step 2: Locate your Program ID

After completing the previous sections of the application, you will receive an email containing a unique Program ID for the program you are submitting. Keep your application open and check your email for the Program ID. Once you receive it, return to the completed [Participant Data Worksheet](#) and add your Program ID to all rows in column D.

Step 3: Save and name the worksheet

Once the [Participant Data Worksheet](#) is complete and includes your Program ID:

- Save the file in CSV format.
- Name the file using the following convention:
ProgramName_InstitutionName_YYYY.csv.

Step 4: Upload the worksheet through MaineEARNs

With your Workforce Pell Application still open, go to [MaineEARNs](#) (which will open in a new tab) and securely upload your completed Participant Data Worksheet.

The screenshot displays the 'Maine.gov' portal for the 'Center for Workforce Research and Information'. The user is logged in as 'Hunter Morancy - Organization Admin'. The interface includes sections for 'User Information', 'Organization Information', and 'File Information'. The 'File Information' section contains a list of file processing status updates. The 'File Uploads' section is highlighted with a red circle and an arrow, showing the 'Ad Hoc Selection File Uploads' link. Below this, there is a 'Choose File' button and an 'Upload Documents' button. The right sidebar shows 'USERS PENDING APPROVAL', 'ORGANIZATION ADMIN FEATURES', and 'REPORTS'.



Questions?

Email: workforcepell.dol@maine.gov

Website: <https://www.worksourcemaine.com/pages/workforce-pell>

WorkSource Maine and the State Workforce Development Board are committed to providing access, equal opportunity, and reasonable accommodations to its services, programs, and employment. Please contact us at 207-621-5165, TTY users call Maine Relay 711, or swb.dol@maine.gov should you require accommodations or alternative format materials.