

 <p>Innovative Workforce Solutions</p> <p>A proud partner of the americanjobcenter network</p>	Subject Eligible Training Provider List Policy Yuma County	
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	Authorized by: Patricia Ray, Operations Director	

Eligible Training Provider List Policy (ETPL)

Purpose: To provide guidance to the Yuma County Local Workforce Development Area (LWDA) on utilizing the Eligible Training Provider List (ETPL) for the provision of Training Services to Adult and Dislocated Workers in Yuma County under the Workforce Innovation and Opportunity Act (WIOA).

Local areas, in partnership with the State, identify qualified eligible training providers and programs for Arizona’s statewide Eligible Training Provider List as mandated by the Workforce Innovation and Opportunity Act. Arizona’s ETPL also includes training program costs and performance and credentialing information.

Arizona’s ETPL is the primary list of eligible training providers and training programs to be used by the LWDA’s when referring a WIOA Title 1-B participant to training. The LWDA may refer participants to programs to another state’s ETPL with which Arizona has a reciprocal agreement, if a comparable training program is not available on Arizona’s ETPL. The Arizona Department of Economic Security (DES) and the LWDA’s share responsibilities for managing the eligible training provider process.

Youth training contracted providers, on-the-job-training providers, and customized training providers are not listed on the ETPL and are not subject to this policy.

Monitored by: Operations Director, Program Director, EO & Compliance Manager.

Definitions: For the purposes of this guidance, the following definitions will apply:

Adult – An individual who is age 18 or older.

Dislocated Worker- An individual who has been laid off or has received notice of termination from employment, are self-employed, but unemployed due to general economic conditions, are the spouse of a member of the Armed Forces on active duty who is unemployed due to relocation for permanent duty reassignment, or are a displaced homemaker.

Youth- Youth age 16 to 24, that may be low income and who face significant barriers to education and employment.

Eligible Training Provider List- (ETPL) An approved training provider list identifying eligible training providers eligible to receive WIOA Title 1-B funds to train adults and dislocated workers, including those with disabilities.

Reference(s)

Federal Register: Proposed 20 CFR 680

Workforce Innovation and Opportunity Act (WIOA) of 2012, Section 122

TEGL 15-10

Eligible Training Provider List Policy Manual: Chapter 2 Section 600

Policy:

The ETPL is comprised of approved eligible training providers and training programs that are approved by LWDA's and the state to provide training services to eligible WIOA participants. To be approved for the ETPL training programs must meet state and local requirements, which includes providing training that results in a federal or local credential. The LWDA must ensure that the training is in a demand related occupation in Yuma County as a part of the approval process. Furthermore, the ETPL must be made widely available to eligible program participants engaged in employment and training activities through the One-Stop delivery system, the One-Stop Career Center and the network of funded service providers and partners. Program participants eligible to receive training services may, through guided customer choice, select a training provider that is listed in the ETPL.

The training cost cap for Yuma County will not exceed the approved amount of **\$5,500.00**, except in the instance of a specialized or technical program need that is approved by the Operations Director.

Identification of Eligible Providers of Training Services

Consistent with Section 122 of WIOA eligible providers of training services are those entities eligible to receive WIOA Title 1-B funds to provide training services to eligible adults and dislocated workers.

The LWDA in partnership with the State, identifies providers of training services whose performance qualifies them to receive WIOA funds to train adults and dislocated workers. The ETPL is designed to gather and display useful information with respect to training providers, their services and the quality of their program. The LWDA will post public notice of request for qualifications for potential new training programs.

Initial eligibility is determined based on meeting State and the LWDA's established criteria. The State of Arizona's ETPL Coordinator reviews the initial submission of the ETPL to ensure that the application has been filled out completely and that it meets the basic criteria. The application will then be forwarded to the local ETPL approver for Yuma County for review, assessment and approval for the ETPL. Adhering to the provisions of WIOA section 122, to be eligible to receive WIOA funds for the provision of training services the provider shall be:

1. An institution of higher education that provides a program that leads to a recognized postsecondary credential;
2. An entity that carries out programs registered under the Act of August 16, 1937 (commonly known as the "National Apprenticeship Act" 50 stat. 664, Chapter 663; 29 U.S.C.50 et seq.); or
3. Another public or private provider of a program of training services, which may include joint labor-management organizations and eligible providers of

adult and education and literacy activities, if such activities are provided in combination with occupational skills training.

An Eligible Provider

In order to provide training services to eligible adults and dislocated workers, a service provider or training institution must be approved to be listed on the ETPL and meet one or more of the listed criteria. The provider shall be;

1. A Post-secondary educational institution that is eligible to receive federal funds under Title IV of the Higher Education Act of 1965 and provides a program that leads to an associate degree, baccalaureate degree or certificate; or
2. Accredited by the Northwest Accreditation Commission (NAWC) to provide training in the careers or certification program identified as being viable within one of the designated industry sectors; or
3. An eligible training provider certified by the department of Employment Training and Rehabilitation; or
4. Community based organizations and other private organizations approved by the LWDA to provide training to special participant populations that face multiple barriers to employment.
5. Training provider must have provided training the year prior to applying on the ETPL according to WIOA Eligible Training Provider List section 603.03. Registered Apprenticeships do not need to complete a year of training participants to be eligible for the ETPL.
6. Provide detailed description and/or link to the refund policy on the training providers' website.
7. Information that addresses alignment of the training with in-demand industry sectors and occupations, to the extent possible.
8. Training provider must be approved by the Arizona Department of Education when provided adult and education and literacy activities provided in conjunction with occupational skills training;
<http://www.azed.gov/adultedservices/files/2012/contactinforabegedclasses-11415final.pdf>.

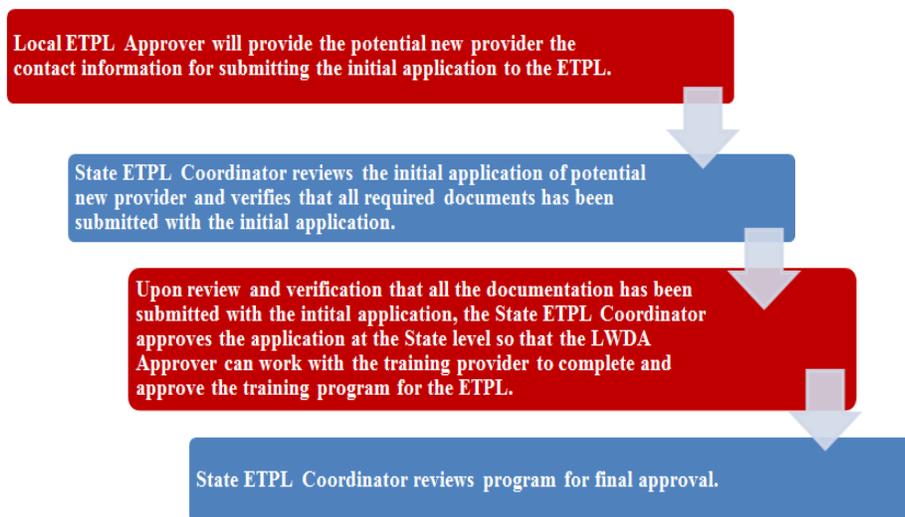
Removal of Training Provider from the ETPL (WIOA section 611.02)

A training provider must be removed from the ETPL for the following reasons:

1. All of a training provider's programs have been removed.
2. The training provider has not maintained required licenses and liability insurance or is found to be noncompliant with the training providers' assurances.
3. The training provider is not in compliance with the WIOA regulations, or any agreement executed under the WIOA.
4. The training provider is found knowingly to make false claims to prospective participants about costs or WIOA eligibility.

O*NET Online to be used as Minimum Entry Level Wage for Program Description on ETPL:

WIOA Section 608.01 B.2 and 608.02.D requires that the low wage on O*Net Online for the related occupation be used as the minimum entry level wage for that occupation in the program description section of the ETPL. No other data source is approved to be used in this section.



Course/Class Criteria

Training providers must provide a program of training services through one or more courses or classes that upon successful completion lead to;

1. A certificate, and associate degree, or baccalaureate degree; or
2. Recognized postsecondary credential or diploma; or
3. The skills or competencies needed for a specific job or jobs an occupation, occupational group or generally for many types of jobs or occupations, as recognized by employers and determined prior to training.

WIOA Approved Training and Reciprocal Agreements

Arizona's ETPL is the primary list of eligible training providers and training programs to be used by the LWDA's when referring a WIOA Title 1-B participant to training. In rare cases, with approval from the Operation Director, the LWDA may refer participants to programs on another state's ETPL with which Arizona has a reciprocal agreement, if a comparable training program is not available on Arizona's ETPL. Arizona has agreements with Nevada, Utah and New Mexico. (see Policy Manual for Eligible Training Provider List Chapter 2 section 600)

Once training has been determined appropriate, the training must be provided either through an Individual Training Account (ITA) or through a training contract as discussed in Section 10 of TEGL 3-15. Training services must be linked to in-demand employment opportunities in the local area or planning region or in a geographic area in which the individual is willing to relocate or to commute to.

Examples of Training Services may include:

- * Occupational skills training, including training for nontraditional employment
- * On-The-Job training, including registered apprenticeship
- * Incumbent Worker training in accordance with WIOA §134(d)(4)
- * Workplace training and cooperative education programs
- * Private sector training programs'
- * Skills upgrading and retraining
- * Entrepreneurial training
- * Transitional jobs in accordance with WIOA §134(d)(5)
- * Job readiness training provided in combination with other training
- * Adult Education and Literacy activities, including activities of English acquisition and integrated education and training programs, in combination with training; and
- * Customized training conducted with a community by an employer or group of employers to employ an individual upon successful completion of the training.

Required Determination:

Veteran's Priority of Service will be applied and documented to all Veterans and Eligible Spouses over non-covered persons for receipt of employment and training and placement services as described in TEGL 10-09

Adult Priority of service will be applied and documented to recipients of public assistance, other low-income individuals, and/or individuals who are basic skills deficient as described in the WIOA Adult and Dislocated Worker Policy manual Chapter 2 section 102

All participant files will contain documentation of determination of the need for training services and identify the various methods used to determine need of services. (i.e. interview, assessment, and/or career planning activities).

Documentation will be placed in participant file if training from another state's ETPL was procured.