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Policy Letter #13

TO: All Cumberland County Workforce Development Service Providers
FROM: Tracy Jackson, Interim Director
SUBJECT: WIOA Eligible Training Provider List (ETPL)

PURPOSE

To provide guidance regarding the Eligible Training Provider (ETP) requirements to ensure that Workforce Innovation and Opportunity Act (WIOA) participants have a current, accurate list of training providers that are reflective to the local workforce labor market in order to make informed decisions relevant to training opportunities available, as well as to ensure provider performance, accountability, and continuous improvement.

BACKGROUND

Per WIOA Section 134(c)(3)(F)(i), training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. North Carolina supports a statewide system, NCWorks Online (www.ncworks.gov) that maintains a list of training providers. Programs are approved at the state level, but each Workforce Development Board has the ability to decide if the training is in demand in their impacted area. Inclusion on the ETPL in itself does not guarantee that WIOA funds are available for enrollment in an eligible offering. The availability of WIOA funding for enrollment is based on many factors including assessment of an individual's employment needs.

In working with the state, local workforce development boards must ensure that there are sufficient numbers and types of career and training services, including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities, serving the local area and providing the services involved in a manner that maximizes consumer choice and leads to competitive, integrated employment for individuals with disabilities.

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Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities

POLICY

Training Providers and Programs Subject to ETP Requirements

Eligible providers of training services programs (ETP) are entities that are eligible to receive WIOA Title I funds for young adults, adult, and dislocated worker participants who enroll in training services through “Individual Training Accounts” (ITA). To be eligible to receive training funds under WIOA Section 133(b), the ETP shall be:

1. **Higher Education**
An institution of higher education that provides a program that leads to a recognized postsecondary credential, or;
2. **Apprenticeship Program**
An entity that carries out programs registered under the National Apprenticeship Act (NAA) (50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.), or;
3. **Other public/private provider**
Other public or private providers of training service programs, which may include joint labor-management organizations, pre-apprenticeship programs, and occupational/technical training, or;
4. **Adult Education and Literacy Activity**
Providers of adult education and literacy activities under Title II, if such activities are provided in combination with occupational skills training, or;

Eligibility under WIOA

1. **Exempt Eligible Training Providers**
Entities that carry out apprenticeship programs registered under the National Apprenticeship Act (NAA) (50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) are automatically eligible and are exempt from “Initial” and “Continued” Eligibility application procedures. Registered apprenticeship programs are to be included and maintained on the Eligible Training Provider List (ETPL) as long as the corresponding program remains registered and will remain on the ETPL until it is de-registered or until the registered apprenticeship program provides written notification that it no longer wants to be included on the ETPL.

Work-Based Learning (e.g. On-the-Job Training [OJT], customized training, incumbent worker training, internships, paid or unpaid work experience, and transitional employment) opportunities are not included on the ETPL and are not subject to the eligibility requirements.

2. **Initial Eligibility**
Providers of training programs who are not currently eligible may seek “Initial Eligibility” for up to one year, after which they may seek “Continued Eligibility.”

Providers have the ability to self-register and apply for consideration to be an ETP through NCWorks Online (www.ncworks.gov). The provider must supply verifiable program-specific performance information including, but not limited to:

- Verification that the provider is licensed, certified, or otherwise authorized to provide training services.
- A detailed description of each training service/program the provider intends to provide.
- Information on the schedule, length, and cost of the program including, but not limited to, tuition and fees.
 - Note: The cost for two years of tuition, books, and fees must not exceed the lifetime cap of \$8,000. (Policy Letter #12: ITA Policy and Procedures)
- A description of the prerequisites, skills, and/or knowledge required prior to the commencement of training.
- Whether the training program leads to an industry-recognized credential, identification of that credential, and whether the credentials can be stacked with other credentials as part of a career pathway.
 - Proposed training programs must result in a certificate, degree, or diploma for ITAs or lead to a credential or provide for skill upgrading for non-ITA programs.
- Whether the provider has developed the training in partnership or collaboration with a business or industry, and identification of that business or industry.
- Identification of the in-demand industry sectors and occupations that best fit with the training program and if the training program is for an occupation that has been identified as being in-demand by the Board (as per the NC Department of Commerce's Labor & Economic Analysis Division, LEAD).

The Cumberland County WDB will review applications submitted by providers with a primary location closest to the Cumberland County Local Area. In order to promote consumer choice for both public and private sources, programs that have been WIOA approved at the state level will be considered for certification at the local level. A review team, consisting of both WDB members and support staff, will determine if the training program is in a demand occupation and in compliance with the appropriate oversight agency as required by state law. Any agency not in proper compliance will not be certified for WIOA funds until the necessary requirements are met.

3. Continued Eligibility

After a training provider has completed the "Initial-Eligibility" period of at least one full year, they must submit an application for "Continued Eligibility" every two years to maintain their eligibility. At the WDB's discretion, the two year review period may be extended for some training providers in order to stagger future expirations so that not all expirations occur at the same time. Once on the ETPL, the "Continued Eligibility" application is required. Removal from the ETPL for a period of time does not return the training program to an "Initial-Eligibility" status.

In order to apply for “Continued Eligibility” status, the provider may be required to supply verifiable program-specific performance information including, but not limited to:

- Verification that the provider is licensed, certified, or otherwise authorized to provide training services programs, unless otherwise exempt.
- The total number of individuals enrolled in the program.
- The total number of WIOA participants enrolled in the program.
- The total number of individuals completing the program.
- The total number of WIOA participants completing the program.
- The total number of individuals awarded a Recognized Postsecondary Credential (or other applicable credentials).
- The total number of WIOA participants awarded a Recognized Postsecondary Credential (or other applicable credentials).
- The total number of individuals employed after completing the program.
- The total number of WIOA participants employed after completing the program.
- Information on the cost of attendance, including the cost of tuition and fees for participants completing the program.
 - Note: The cost for two years of tuition, books, and fees must not exceed the lifetime cap of \$8,000. (Policy Letter #12: ITA Policy and Procedures)
- Information on Recognized Postsecondary Credentials (or other applicable credentials) received by participants.
- Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway.
- Description of how the provider will ensure access to training services programs and through the use of technology, if applicable.
- Description of how the training services programs serve individuals who are employed and individuals with barriers to employment.
- Information reported to State agencies with respect to Federal and State training services programs, including One-Stop partner programs.
- Identification of the in-demand industry sectors and occupations that best fit with the training program and if the training program is for an occupation that has been identified as being in-demand by the Board (as per the NC Department of Commerce’s Labor & Economic Analysis Division, LEAD).
- Other factors the WDB determines are appropriate, including, but not limited to:
 - The accountability of the provider;
 - That the provider meets the needs of local employers and participants;
 - The informed choice of participants among training services providers.

For WIOA re-certification purposes, the program(s) must demonstrate good performance and maintain EEO and ADA compliance.

If performance is unsatisfactory, the training provider will be removed from the approved provider list. The training provider may resubmit an application for eligibility after one full fiscal year. All provider agreements and contracted funds will be between the provider and the contractor and must follow all federal, state, and local laws and regulations as well as applicable policies and procedures.

PROCEDURE

The Service Provider must check NCWorks Online to verify if the provider and applicable training programs are listed in NCWorks.

1. If the provider and training program is listed in NCWorks, the Service Provider must confirm if it has been approved for WIOA and certified for the Cumberland County Local Area. If approved for WIOA and certified for the Cumberland County Local Area, the Service Provider may proceed with the enrollment of the participant.
2. If the provider and/or training program is not listed in NCWorks and/or not approved for WIOA and/or not certified for the Cumberland County Local Area, the Service Provider must complete the WIOA ETPL Request form (Attachment A) and submit to the WDB Program Coordinator (email is acceptable and preferred). Only forms that provide complete and accurate information will be considered. Approval for new training providers and programs may be subject to WDB approval; the WDB Program Coordinator will notify the Service Provider of the decision.
3. Providers have the ability to self-register and apply for consideration to be an ETP through NCWorks Online (www.ncworks.gov). Once the provider profile is approved, the provider may enter program information.
4. Provider and program information will be submitted to the WDB for review at the earliest opportunity. The review team may request additional information from the provider in order to render a decision. WDB Support Staff will enter the applicable decision as determined by the WDB into NCWorks Online.
5. Providers will be reviewed every two years to assure that significant numbers of competent providers are available to consumers and to ensure that a variety of training programs and occupational choices are available.
6. Consumers may review providers and provider basic reports by:

 Logging into NCWorks Online

- ↗ Go to home page “Reports”
- ↗ Click Detail Reports
- ↗ Go to Provider Reports
- ↗ Click Provider
- ↗ Under Provider, Basic click by Provider
- ↗ For Region/LWIA, choose Cumberland County Workforce Development Board
- ↗ Click Display Report

7. Consumers may review providers and provider advanced reports by:

- ↗ Logging into NCWorks Online
- ↗ Go to home page “Reports”
- ↗ Click Detail Reports
- ↗ Under Provider Reports
- ↗ Click Provider
- ↗ Under Eligible Training (CRS) Advanced, click by Provider
- ↗ For Region/LWIA choose Cumberland County Workforce Development Board
- ↗ Click Run Report

REFERENCES

Workforce Innovation and Opportunity Act (WIOA) Section 122

Training and Employment Guidance Letter (TEGL) WIOA No. 41-14, Operating Guidance for the Workforce Innovation and Opportunity Act: WIOA Title I Training Provider Eligibility Transition, dated June 26, 2015

Attachment A: WIOA ETPL Request form

Creation Date

March 2013

Revised Date

July 2020

WIOA ETPL Request Form

Training Provider: _____

Provider's Point of Contact Information: _____
(Name, email, phone number)

Training Program requested to be added: _____

Is the Provider in NCWorks? Yes No

Is the Training Program in NCWorks? Yes No

Continuing Ed/Short Term Training Yes No Curriculum Yes No

Certificate/Diploma Yes No

Credit hours and costs should be computed based on total program:

Length of training: _____ Credit hours: _____

Tuition: _____

Fees: _____

Books: _____

Supplies/Tools: _____

Total Cost: _____

Additional information: _____

Requested by: _____ Date: _____

Email completed form to: lhodge@co.cumberland.nc.us

Decision/Date: _____ Date Recorded in NCWorks: _____