## Training Provider Application - Initial Eligibility

Applicant Institution: _____     Date: _____

Submitted By: _____     Email: _____

Phone: _____     Fax: _____

1.  Is your training institution licensed, certified or otherwise authorized under Florida law to provide training programs?   YES _____     NO _____     Verified: _____

2.  Which programs related to the Targeted Occupations List do you provide?
    Please list:

    |  |
    |--|
    |  |

3.  For each program listed please include an information sheet which provides the following information:
    i)   A detailed description of the program including
        A)  Cost of attendance, broken out by books, tuition, uniforms and supplies, examinations and vaccinations, fingerprinting, and licensure (including prep) costs
        B)  Identification of the industry-recognized credential earned by successful completers.
        C)  If that credential can be stacked with other credentials for a career ladder
        D)  Has your training institution developed any training partnership with business or industry?  If yes, identify the business or industry.
        E)  Identify the in-demand industry sectors and occupations related to the training program and occupations related to the training program.
        F)  Provide information on any required prerequisites, including costs and course numbers or skills required to enter training.  For restricted entry programs, please provide this information for requirements prior to acceptance.
        G)  Verify that the training program ties to the LWDA's Targeted Occupations List
        H)  Provide four letters of commitment from employers in the workforce region (Bay, Franklin, or Gulf) or surrounding areas that are within a reasonable commute.  The letters should state that they have a working relationship with the applicant for training completers and include the number of annual openings, job titles, and wages.

*Please do not submit course catalogs to provide answers to any of the items on this application. Successful applicants will be required to submit information to FETPIP as well as an annual Performance Report using the ETPL portal (see Continued Eligibility).  Performance Reports are due annually.*

**Out of State Applicants**

Additional information is required from Out-of-State applicants for initial and continued eligibility on the eligible training provider list including:

1. Proof that the institution is approved by the US Department of Education
2. Proof that the institution meets the licensing requirements of its home state.
3. Proof that the institution is on its home state's ETPL.

Out-of-state institutions must report their student completer data to FETPIP.

**Continued Eligibility**

After a training provider has completed the one-year initial eligibility period, the training provider is required to apply for continued eligibility and recertify their program(s) of study every two years to maintain their eligibility for the ETPL. This process requires the submission of performance and cost information for each program of study listed on the state ETPL.

Training providers applying for continued eligibility of programs of study must log in to the ETPL portal to review and update all required fields and forms for each program of study offered for continued eligibility. All of the information provided will be reviewed and the training provider will be notified of approval or denial for continued eligibility.

**Continued Eligibility Performance Data:**

For each program listed please include an information sheet with provides the following information:

- Total number of students enrolled in the program.
- Total number of students completing the program
- Total number of students receiving a credential
- Total number of persons employed in a training-related field after program completion.
- Identification of the industry-recognized credential earned by successful completers. If that credential can be stacked with other credentials for a career ladder
- Information on cost of attendance broken out by tuition, books, test and lab fees, uniforms and supplies, examinations and vaccinations, fingerprinting, and licensure (including prep) costs.
- How the institution will ensure access to training programs throughout their service areas, including rural areas
- How the training program will serve employed individuals or individuals with barriers to employment

In addition to the information above, CareerSource Gulf Coast will collect performance data on workforce participants in each of the programs and factor that the decision on continued eligibility.  Specific performance data on workforce participants include:

- Percentage of workforce participants who are in unsubsidized employment during the second quarter after exit from the program.
- Percentage of workforce participants who are in unsubsidized employment during the fourth quarter after exit from the program.
- Median earnings of workforce participants who are in unsubsidized employment during the second quarter after exit from the program.
- Percentage of workforce participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program.