



## Board Policies

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### 44. TITLE: Eligible Training Providers

#### I. Purpose and Scope

The purpose of this policy is to provide guidance to post-secondary training providers that wish to provide training services programs funded under the Workforce Innovation and Opportunity Act (WIOA), regarding the Eligible Training Provider List (ETPL) requirements. The document provides guidelines for: the initial and subsequent determination of eligibility of training providers; the federal and state requirements for training providers; performance standards, the reporting of data and the removal provisions for training providers.

#### II. Background

The Workforce Innovation and Opportunity Act, at Section 122, WIOA, requires the Governor, through CareerSource Florida, to establish criteria, information requirements and procedures regarding the eligibility of providers of training services to receive funds provided under section 133(b), WIOA, for the provision of training services in local areas in the State.

This policy describes the process for determining eligible training providers for WIOA Title I-B adult and dislocated worker training participants and for publicly disseminating the list of these providers with relevant information about their programs. The workforce development system established under WIOA emphasizes informed consumer choices, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and training services programs is vital to achieving these core principles. The State and Local Board's Eligible Training Provider Lists ("ETPL") and the related eligibility procedures ensure the accountability, quality and labor-market relevance of training services programs that receive funds through WIOA title I-B.

#### III. Authority

Workforce Innovation and Opportunity Act (WIOA), Sections 122, 133 WIOA Regulations, 20 CFR 680.400 et seq., Subpart D – Eligible Training Providers Florida Statutes, Chapter 445 – Workforce Innovation FS Chapter 1005 Florida Statutes, Chapter 1008 – Florida Education and Training Placement Information

Program Nonpublic Postsecondary Education FAC6E – Commission for Independent Education FS Chapter 1008, TEGL 41-14.

#### IV. Policies and Procedures

A. The following types of training providers must be accepted on the Eligible Training List in order to receive training funds under WIOA Section 133(b):

1. Institutes of Post-Secondary education that lead to a recognized post-secondary credential in training for occupations under the local Targeted Occupation List, (TOL),
2. \*Registered Apprenticeship Programs,
3. Other Public/Private Providers, such as joint labor-management organizations, and,
4. Adult Education and Literacy Activities when such training is combined with Occupational Skills training.

B. Only programs which lead to occupations on the Local Board's Targeted Occupation List (TOL) are eligible to receive funding under WIOA Sec. 133 (b).

*\*Registered Apprenticeship programs are exempt from TOL compliance and from the application process for the ETPL.*

C. Non-credential training, for example test prep for state licensure, is not subject to Eligible Training Provider or TOL compliance. Such test-prep courses may be approved by Board staff on a case-by-case basis.

D. Establishing Eligibility

1. Existing WIA training providers may submit an application for "Continued Eligibility". If approved, the provider will be eligible for two years.

Other training providers not on the local list under WIA must submit an "Initial Application". If approved, the provider is on the list for one full year and must perform successfully to be considered for application under "Continued Eligibility". "Successful performance" means that the institution accurately follows Board financial procedures, maintains a 75% pass rate for state licensure and an 80% placement rate for program completers. Performance of Board-funded participants must meet rates of earnings and employment levels required of the Local Workforce Area by USDOL. Reports for each program year are due to the board no later than the end of the first quarter after PY end. Malfeasance of any kind may result in denial for requests to apply for Continued Eligibility and/or immediate removal from the ETPL.

2. In the future, The Department of Economic Opportunity and CareerSource Florida will establish an on-line process for the acceptance of applications.

#### E. Local ETPL Management

1. The local approval process for ETPL applicants will be for Board staff to review and verify information provided on the application and make recommendations to the Board. This information will be available at [www.careersourcegc.com](http://www.careersourcegc.com).
2. Training providers approved by the CareerSource Gulf Coast Board of Directors will be notified of the approval and added to the ETPL. Training providers removed from the list by Board decision will be notified. The same process applied to individual programs.
3. Local policies relevant to the ETPL, the local and State ETPL will be posted to the CareerSource Gulf Coast website.
4. Adding training providers and programs to the local ETPL will follow the process described in the Continuing and Initial Eligibility Applications, as appropriate. Training Providers and Training Provider Programs may be deleted for failure to meet performance and/or malfeasance. Provider and Program deletions will be made at the direction of the CareerSource Gulf Coast Board of Directors.

#### F. ETPL Application

1. The applications for initial and continued eligibility are attached to this policy. Incomplete applications will not be considered. Questions regarding the completion of the applications must be submitted via email to [jgerman@r4careersourcegc.com](mailto:jgerman@r4careersourcegc.com).
2. Once a training provider has completed the Initial Eligibility period of at least one full year OR been eligible as a training provider under WIA and approved to continue under WIOA, all eligible training providers must submit applications for Continued Eligibility every two years. In the first year of Initial Eligibility, Training Providers certified as Initially eligible will be eligible for 15 months and must submit an application at the end of 12 months. Training Providers certified initially under the continued eligibility at 3 months before the end of two years from the date of certification. Thereafter, all Continued Eligibility Applications will be due by March 30 every two years. Initial Application – 1<sup>st</sup> continued eligibility application due by 6/30/17. If approved, next continued eligibility application due 3/30/19.

Date Adopted and Approved: August 14, 2012  
May 10, 2016



5230 West Highway 98 Panama City FL 32401  
P: 850.913.3285 F: 850.913.3269  
careersourcegc.com

## 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: tuition, books, test and lab fees, 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 Bay, Franklin or Gulf counties stating that they have a working relationship with the applicant for training completers. These letters must include the number of annual openings the businesses have, 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 complete information to FETPIP as well as an annual Performance Report to CareerSource Gulf Coast (see Attachment 1). Reports are due by September 30<sup>th</sup> for each program year (i.e. July 1, 2016 – June 30, 2017).*



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## Attachment 1

### PRIMARY INDICATORS OF PERFORMANCE

(j) IN GENERAL.—The State primary indicators of performance for activities provided under the adult and dislocated worker programs authorized under chapter 3 of subtitle B, the program of adult education and literacy activities authorized under title II, the employment services program authorized under sections 1 through 13 of the Wagner-Peyser Act (29 U.S.C. 49 et seq.) (except that sub clauses (IV) and (V) shall not apply to such program), and the program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), shall consist of—

(I) the percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program;

(II) the percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;

(III) the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;

(IV) the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii)), during participation in or within 1 year after exit from the program.

PL 113-128, Section 116 (A)(i)(I-IV)



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## **Attachment 2**

Additional information required from Out-of-State applicants, initial and continued eligibility.

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.



### Training Provider Application - Continued 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 with provides the following information:

A) For each program you propose for consideration, please provide the following information on a separate page.

1. Total number of students enrolled in program
2. Total workforce-sponsored enrolled in program
3. Total number of students completing the program
4. Total number of workforce-sponsored students completing the program
5. Total number of students receiving a credential
6. Total number of workforce students receiving a credential
7. Total number of persons employed in a training-related field after program completion
8. Total number of workforce participants employed in a training-related field after program completion
9. Identification of the industry-recognized credential earned by successful completers
10. If that credential can be stacked with other credentials for a career ladder
11. 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

B) For each program you propose for consideration, please describe:

1. How the institution will ensure access to training programs throughout their service areas, including rural areas
2. How the training program will serve employed individuals or individuals with barriers to employment

*NOTE: To add new programs to a training providers' list of offerings, the items under 3.(i) of the Initial Eligibility application must be addressed.*

Please do not submit course catalogs to provide answers to any of the items on this application. Successful applicants will be required to submit complete information to FETPIP as well as an annual Performance Report to CareerSource Gulf Coast (see Attachment 1). Reports are due by September 30th for each program year (i.e. July 1, 2016 – June 30, 2017).

Training Provider Application – Continuing Eligibility



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