



## Board Policies

---

### 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