

 <p>Innovative Workforce Solutions</p> <p><small>A proud partner of the americanjobcenter network</small></p>	Subject Eligible Training Provider List Policy ARIZONA@WORK-Yuma County	
	Original Issue Date February 16, 2016	Revision Date September 22, 2022
	Authorized by: Yuma County Workforce Development Board	

Background/Purpose:

This policy for the Yuma County Local Workforce Development Area (LWDA) provides guidance and information required under the Workforce Innovation and Opportunity Act (WIOA) for training providers on Arizona’s statewide Eligible Training Provider List (ETPL). The ETPL is utilized for the provision of Training Services to Adult, Dislocated Workers, and Youth in Yuma County under WIOA. The Local Workforce Development Board (LWDB) in partnership with the State identifies qualified eligible training providers and programs for Arizona’s statewide ETPL as mandated by WIOA.

The ETPL provides information on approved WIOA training providers, training programs, the quality of their programs such as performance information as well as training program cost, and credential information. The ETPL includes training providers who are eligible to receive WIOA Title IB funds to train eligible adults, dislocated Workers, and youth. Eligible participants can use the ETPL to make an informed choice regarding training providers and their programs. Arizona’s ETPL is available through the State’s reporting system of record which is Arizona Job Connection (AJC). Youth training contracted providers, on-the-job training (OJT) providers, and customized training providers are not required to be listed on the ETPL.

References:

Workforce Innovation and Opportunity Act (WIOA) of 2014; 20 CFR680; Training and Employment Guidance Letter (TEGL) 3-18; TEGL 8-19, TEGL 8-19, Change 1; Training and Employment Notice (TEN) 9-20; Workforce Arizona Council (WAC) Eligible Training Provider List Policy.

Policy:

To be approved for the ETPL training providers must meet State requirements as listed on this policy and be approved by the LWDB. Training programs must result

and lead to a recognized post-secondary credential and be tied to an in-demand occupation in Yuma County. The ETPL must be made widely available to individuals coming through the One Stop Career Center. Entities interested in being included on the ETPL will follow State and Local policies. The LWDB has established a training cost cap for the LWDA's that will not exceed the approved amount of \$5,500.

I. Qualified Entities as Eligible Training Providers:

Eligible training providers must be one (1) of the following in order to receive WIOA Title IB funds:

- a. A postsecondary educational institution that provides a program that leads to an associate degree, baccalaureate degree, diploma or certificate;
- b. An entity that conducts programs under the National Apprenticeship Act;
- c. A training provider that has demonstrated effectiveness in training populations that face established barriers to employment; or
- d. Other groups as determined by the Governor such as non-Registered Apprenticeship Programs, Community Based Organizations, Joint-Vocational School, Proprietary School, and other organizations if they operate training programs which meet eligibility requirements.

II. Types of Training Programs Eligible for the ETPL:

- a. Occupational skills training
- b. Cohort programs that combine workplace training with related instruction, which may include cooperative education programs
- c. Training programs operated by the private sector
- d. Skills upgrading and retraining
- e. Entrepreneurial training
- f. Job readiness training provided in combination with training services described above or in transitional jobs

III. Training Delivery Method:

Training programs may be delivered in person, online, hybrid, or blended format. The training provider must indicate the type of training delivery method when applying for ETPL inclusion.

IV. Training Program Outcomes:

Training programs must lead to at least one (1) of the following listed below. The LWDB will provide to the training provider the State WIOA Title IB Training

Program Credential Checklist to identify the type of credential the training program results in.

- a. An Industry-recognized certificate or certification
- b. A certificate of completion of a Registered Apprenticeship Program (RAP)
- c. A license recognized by the State involved or the Federal government
- d. An associate or baccalaureate degree

V. Registered Apprenticeships:

All approved Registered Apprenticeship Programs (RAPs) are automatically eligible to be included on the ETPL. Some may choose not to be included and or remain on the list. If an Individual Training Account (ITA) is used for a RAP, the RAP must be listed on the ETPL. RAPs are excluded from the ETPL performance information, application, licensing documents, student refund policy, certificate of liability insurance, and initial eligibility requirements. The LWDB must direct entities interested in registering a new apprenticeship program to the Arizona Apprenticeship Office or US-DOL Office of Apprenticeship. The RAP program must provide the required information listed on the WAC Eligible Training Provider List Policy for ETPL inclusion. The LWDB will request the information to be submitted by using the program synopsis document template.

VI. Licensing and Business Requirements:

In-state and out-of-state postsecondary institutions must be authorized by a State governing body to operate in the State of Arizona, or the state where they have operations. This does not apply to RAPs. Training Providers must comply with licensing and business requirements listed on the WAC Eligible Training Provider List Policy. Training Providers that have been debarred by any State or the Federal government are not eligible to be included on the ETPL during the debarment period.

VII. Initial Eligibility:

Training Providers interested in being placed on the ETPL must complete a training provider account and application through AJC system. The following is required:

- a. Description of training program including cost information such as tuition and other fees as applicable using the Program Synopsis Document template;
- b. Information whether the training provider is in partnership with a business;
- c. Documentation that training program results in an industry recognized credential, national or state certificate, or degree, including all appropriate industry-competencies, licensing, and certification requirements;
- d. Information addressing alignment of the training program with in-demand industry sector and occupations within the local area;

- e. Performance information on all students and;
- f. Complete and submit State WIOA Title IB Training Program Credential Checklist.

VIII. Training Provider Assurances:

Training Providers must complete and sign the State WIOA Title IB Training Provider Assurances form certifying their organization meets all WIOA and Arizona ETPL requirements; and agrees to comply with responsibilities listed on the WAC Eligible Training Provider List Policy. Training Provider Assurances form must be submitted to the State ETPL Coordinator and LWDB. Form must be submitted within 14 business days of receiving the form.

IX. Required Training Provider Documentation:

Training Providers must provide the following documents upon request and during monitoring visits:

- a. Current license(s) from appropriate Federal, State, or professional licensing authority where applicable;
- b. Student Refund Policy and;
- c. Certificate of Liability Insurance naming Arizona Department of Economic Security (ADES) as the certificate holder, and as an additional insured with a \$2 million general aggregate limit (not required for postsecondary institutions).

X. Training Provider Registration Process:

- a. Training Provider applies through AJC system and submits Training Provider Assurances, Training Program Credential Checklist, and Program Synopsis document template;
 - b. LWDB reviews documents and verifies training provider meets local needs;
 - c. LWDB makes recommendation to State ETPL Coordinator;
 - d. State ETPL Coordinator reviews application for approval or denial and;
 - e. State ETPL Coordinator notifies LWDB and training provider of approval status
- Once approved by State, LWDB presents training provider at the LWDB meeting for local approval.

XI. Continued Training Provider Eligibility:

Training Providers are subject to application procedures for continued program eligibility every two years. The LWDB will notify the training provider when training program is due for continued program eligibility. The training provider will be required to submit program synopsis, State WIOA Title IB Training Program

Credential checklist, and update AJC system to reflect the most current training program information. All approved training providers on the ETPL are required to provide and report performance data using AJC system on all participants as required by WIOA. Performance reporting elements are described on WAC Eligible Training Provider List Policy.

XII. Adding New Training Programs on ETPL:

Approved training providers that are already part of the ETPL and want to add new training programs to the ETPL will need to go through the LWDB for local and State approval. Occasionally the LWDB will conduct further research on the proposed training program; as well as request response from the LWDA's on the need of having the proposed training program available for WIOA participants. The following is required for a new training program to be listed on the ETPL:

- a. State WIOA Title IB Training Program Credential checklist;
- b. Program Synopsis document template;
- c. Enter training program in AJC system;
- d. Training program must relate to occupations in-demand in the local area;
- e. Align with industry sectors mentioned on the LWDB 4 year plan;
- f. Training Provider's partnership with businesses/employers willing to hire participants from the training program;
- g. Meet State Performance standards and;
- h. Lead to a recognize post-secondary credential.

XIII. ETPL Annual Performance Data:

Training Providers are required to submit performance data using AJC system on all students (WIOA and NON-WIOA) who were enrolled in each training program during the program year listed on the ETPL. Data is due annually to the State by the month of September of that program year as agreed to in the Training Provider Assurances form.

XIV. Reciprocal Agreement:

The LWDA can send participants to training located in a different State if the training provider has a reciprocal agreement with Arizona. These agreements allow participants to use training programs if that training provider appears on the other State's ETPL. The State of Arizona currently has reciprocal agreements with the States of New Mexico, Nevada, Utah, Missouri, and Montana.

XV. Removal of Program and Training Provider:

The following will result in removing program and training provider from the ETPL. The LWDB and State ETPL Coordinator must communicate the decision of the action taken, and notify the training provider.

- a. Failure to meet performance requirements;
- b. All training programs provided by the training provider have been removed;
- c. Training Provider has not maintained licenses or insurance;
- d. Training Provider has violated the Act, regulations, federal policies, State laws and policies;
- e. Training Provider has made false claims to participants; or
- f. Training Provider has committed a substantial violation as described on the WAC Eligible Training Provider List Policy.

Note: Training programs must be removed if they no longer result in a credential as well if no WIOA participants have enrolled in the program in two years.

XVI. Monitoring Training Provider:

The LWDB must monitor a minimum of 15% of the training providers' program each year between July 1st and June 30th. Monitoring is conducted to verify the training provider meets the criteria required to continue to be listed on the ETPL, and verification of accuracy of information published in AJC system. Through the monitoring process the LWDB will assure the training provider meets Federal and State requirements as it applies to the ETPL.

The training provider will receive a 30 day notification letter by via electronic mail from the LWDB informing about the upcoming scheduled monitoring review. LWDB will send a reminder notice via electronic mail to the training provider two days prior to the onsite monitoring visit. The LWDB will utilize the State WIOA Title IB Training Provider and Training Program monitoring tools for the ETPL monitoring review. The questions on both monitoring tools are designed to assist the LWDB determine if the training provider:

- a. Is in compliance with the WAC Eligible Training Provider List Policy;
- b. Training Provider/program information is accurate in AJC system and;
- c. Address any areas that need refinement or corrective action.

For each training program that is selected for review, a separate Training Program Monitoring Tool document must be completed as requested by State. All responses provided by the training provider during onsite monitoring visit must correspond with the information listed in the AJC system.

The LWDB will send the training provider the completed monitoring tools along with annual ETPL monitoring review notification final letter indicating the results of

the review. The letter will specify if the training provider has any items that must be corrected as listed on the Training Provider Monitoring tool by the due date given.

Both the Training Provider and Program Monitoring tools must be signed and dated by the training provider and LWDB. Copies of both monitoring tool documents are given to the training provider for their records.

XVII. Appeal Process:

Training Providers have a right to appeal any State or Local decision or action that has an adverse effect on the training provider's organization. Appeals regarding the eligibility of a training provider or program must be filed with the LWDB. All State-level appeals that are not resolved using the informal resolution process must be heard by the Department of Economic Security (DES) Office of Appeals.

- a. Any training provider wishing to appeal a decision by the LWDB must submit a written appeal request within 30 calendar days from when the denial or removal notice by the LWDB was issued.
- b. The appeal must be addressed to the LWDB and delivered via electronic mail to the Workforce Liaison, efelix@ypic.com.
- c. The request for appeal must be in writing and include a statement of the desired appeal, specification of the program in question, the reason for the appeal, and the signature of the appropriate training provider official. The training provider may choose to rely on the written appeal or an in-person appeal hearing which can be scheduled.
- d. The Workforce Liaison will notify the Operations Director and Executive Director who will re-evaluate the request for appeal supplied by the training provider.
- e. The Workforce Liaison will notify the training provider of the final decision made by the Operations Director and Executive Director on an appeal within thirty (30) calendar days of the receipt of the appeal.
- f. If the training provider is not satisfied with the outcome of the LWDB's decision, the training provider has the option to file a State appeal.