

WORKFORCE ESCAROSA, INC.
TRAINING PROVIDER APPLICATION TO DETERMINE INITIAL ELIGIBILITY

PART I – INSTRUCTIONS

Please complete the application, attach the requested program and cost information for tuition, lab fees, books, etc., and submit your package to Workforce Escarosa, Inc., at the address below. **A separate application must be submitted for each program. (WIA, Section 122 (2) (D) - Attachment I)**

A program of training services is one or more courses or classes that upon successful completion leads to a certificate, an associate’s or baccalaureate degree, or skills and competencies recognized by employers. All training must be for occupations listed on Workforce Escarosa, Inc., Demand Occupational List (Attachment II).

The State of Florida requires training providers to be one of the following: 1) Postsecondary, public educational institution eligible to receive funds under Title IV of Higher Education Act (HEA) and/or an entity that carries out registered programs under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, Chapter 663, 29 USC 50 et seq.); or 2) The State Board of Independent Colleges and Universities (SBICU) must issue a valid license to any nonpublic or independent institution that grants two-year or four-year degrees. The legal authority for licensing authority for licensing these institutions is Chapter 446 of the Florida Statutes at Chapter 6E, F.A.C., or 3) The State Board of Nonpublic Career Education (SBNCE) issues licenses to non-degree granting, non-public schools that provide courses of instruction in Florida. This provides some assurance that public vocational dollars are being spent with private providers whose curriculum, instructors, and financial stability have been verified and approved. Sections 246.201-246.31, Florida Statutes, authorize this provision.

Including non-licensed providers on the State Training Provider List would not be in accordance with State Law. All private, non-public training institutions and schools must provide evidence of their state license to each regional workforce board as part of the local board’s application process in order to be determined an eligible provider.

If you are currently providing a category (1) or (2) or (3) program as described above, use the attached form; submit program cost, performance information and other documentation as indicated and return application to:

Attention: Susan B. Nelms, Executive Director
Workforce Escarosa, Inc.
9111A Sturdevant Street
Pensacola, Fl 32514

Applicants must read and adhere to Workforce Escarosa's Local Policy
Policy for Eligible Training Provider Applications

1. Escarosa will consider all out-of-area training applications and shall not deny those applications based on cost, location or past training history; however, approval will be contingent on meeting state licensing requirements; training areas as compared to Region 1's demand occupations listing; and employment capabilities of the training vendor to assist completers with employment within the Region 1 area.
2. All Training Vendor applicants, excluding those as defined by WIA and DEO as automatically approved providers, are required to provide at a minimum **3 letters of commitment from employers in Region 1's area** stipulating their working relationship with the training provider for placement opportunities for participants upon completion of training.
3. For **all new** applicant training vendors enrollments for the school will be capped at 5 for the first fiscal year to determine performance which shall compare attrition rates, completion rates and placement rates for the RWB 1 area. A successful performance rate shall be completion and placements at 80% or higher.
4. Escarosa may, at its discretion, accept training vendors already approved by another Regional Workforce Board within the State of Florida to be added to Escarosa's ETP List (ETPL) on a case-by-case basis, without going through the full application process. Example: A participant that lives in the eastern part of Santa Rosa may attend school in Ft. Walton (Region 2) as it is closer in proximity to the person's residency.
5. All ETPs which are not automatically approved training vendors must be licensed as required by Workforce Florida, Inc., and DEO to operate within the State of Florida.
6. Programs which may be approved for addition to the Demand Occupations – Eligible Training Provider list must be considered to be in-demand for the Region 1 area as identified on the Targeted Occupation List; or can be approved on a case-by-case basis for occupations within commuting distance of Region 1 as identified by neighboring Regional Workforce Boards. Commuting distance is defined as within a 100 mile radius of Pensacola/Milton.
7. Escarosa will not provide any travel, lodging, per diem or other costs which may be incurred by participants to attend training in or outside of the Region 1 area.
8. Escarosa's ITA amounts shall apply to all vendors approved for training services no matter their cost, location or past training history.
9. Escarosa accepts applications from training providers who are not currently on the Eligible Training Provider List during the months of **March and October only**, of each fiscal year. This allows staff the opportunity to review courses to be offered as compared to the Workforce Estimating Conference's issuance of the Demand Occupational Listing; issue and acquire signatures for ITAs; set up vendor accounts for payment; inform Case Managers of revisions; etc., for what courses will be included. as well as updating of our ETPL.
10. The Escarosa Business Competitiveness Council reviews all programs and training vendors to be added and/or deleted from the ETPL. The Council then recommends the additions and deletions to the full Board for final approval. The reviews occur at the next regularly scheduled Council meeting and Board meeting following March and October submission deadlines.
11. Once the Board has approved the ETPL, the updated list is posted to Escarosa's website within five (5) working days and becomes effective on the date approved by the Board.
12. All in-state Training Vendors agree to provider performance information through the Florida Education and Training Placement Information Program (FETPIP). Performance criteria will be reviewed annually by the Department of Economic Opportunity and may affect the vendor's ability to remain on the ETPL if poor performance is indicated.

PART II – SCHOOL/INSTITUTION INFORMATION

1. Name of Training Institution/School and any abbreviation or code number used to identify institution: _____
Address: _____

(Street, Suite#, City, State and Zip Code)

FEIN#: _____

2. Name of contact person for training program information? Contact telephone#:

(Name)

(Telephone #)

3. Check the appropriate designation and provide documentation/license to support category:

Category (1) providers:

Postsecondary, public educational institution eligible to receive funds under Title IV of Higher Education Act (HEA)? _____

Registered Apprenticeship Program under National Apprenticeship Act? _____

Category (2) providers:

Independent ___ or Private ___ provider of training programs that result in two year or four year degrees.

(Must attach proof of licensure from the Florida SBICU)

Category (3) providers:

Non-Public _____ or Private _____ provider of training programs that result in industry accepted certifications or vocational skills certifications. (Must attach proof of licensure from the Florida SBNCE)

PART III – PROGRAM INFORMATION

If you have a catalog that contains the following information, please attach to the application and skip items #5 through #7.

4. Course description and code number of course if used:

(Use back of application or additional sheets if needed.)

5. Attach a list of classes required to complete program (Attachment VII to the application).
6. Is a degree/certificate awarded for completion of program? (Select Category)
Associate's _____ Baccalaureate (B.S. /B.A.) _____ Vocational Certificate _____ Industry
Accepted Certification _____ Other _____ (Please explain skills or competencies gained
from program. Use separate sheet if needed.)

7. Program length _____ (Weeks or Months)
Month(s) that program begins for the current calendar year _____

8. Cost of Program (this should be the off-the-shelf cost charged to the general public):
Tuition: _____
Books: _____
Exams: _____
Other Costs (please explain): _____

9. I hereby acknowledge that subsequent eligibility will be based on data reflecting favorable performance outcomes verified through the Florida Employment and Training Placement Information Program (FETPIP). Reporting to FETPIP is required for initial eligibility and to maintain subsequent eligibility. All public institutions currently supply data to FETPIP. A few private institutions report data to FETPIP. Private institutions that do not currently report data to FETPIP should call 850-487-1349 for instructions on how to participate in FETPIP reporting, a requirement for training provider eligibility.

(Signature of Applicant and Title)

(Date Signed)

PART IV

Training Providers must provide the following Certifications and submit with the application:

- I. License for Categories identified in Part II - #3, above
- II. Debarment, Suspension, Ineligibility and Voluntary Suspension
- III. Public Entity Crimes
- IV. Equal Employment Opportunity
- V. Anti-Lobbying
- VI. Drug-Free Workplace
- VII. ADA Facilities Attestation
- VIII. IRS Employer Identification Number Certificate(FEIN)
- IX. If an Out-of-Area Training Vendor – 3 Letters of commitment from employers

Training Providers must provide the following documentation for prior year program performance, and submit with the application unless you are a provider under category (1) under Part II - #3, above:

Percent of participants completing training; percent of participants placed into unsubsidized employment; percent of participants placed into training related occupations; percent of participants who did not complete training, percent of participants who defaulted on student loans (if applicable), and the average wage at placement.

This information must be included as Attachment X to the application.

ATTACHMENT 1

Workforce Investment Act (WIA), Public Law 105-220, Section 122

SEC. 122. IDENTIFICATION OF ELIGIBLE PROVIDERS OF TRAINING SERVICES.

(a) Eligibility Requirements. –

(1) In general. – Except as provided in subsection (h), to be identified as an eligible provider of training services described in section 134 (d) (4) (referred to in this section as “training services”) in a local area and to be eligible to receive funds made available under section 133 (b) for the provision of training services, a provider of such services shall meet the requirements of this section.

(2) Providers. – Subject to the provisions of this section, to be eligible to receive the funds, the provider shall be:

(A) A postsecondary educational institution that:

(i) is eligible to receive Federal funds under title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.); and

(ii) provides a program that leads to an associate degree, baccalaureate degree, or certificate;

(B) An entity that carries out programs under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.); or

(C) Another public or private provider of a program of training services.

(b) Initial Eligibility Determination. –

(1) Postsecondary educational institutions and entities carrying out apprenticeship programs. – To be initially eligible to receive funds as described in subsection (a) to carry out a program described in subparagraph (A) or (B) of subsection (a) (2), a provider described in subparagraph (A) or (B), respectively, of subsection (a) (2) shall submit an application, to the local board for the local area in which the provider desires to provide training services, at such time, in such manner, and containing such information as the local board may require.

(2) Other eligible providers. –

(A) Procedure. – Each Governor of a State shall establish a procedure for use by local boards in the State in determining the initial eligibility of a provider described in subsection (a) (2) (C). to receive funds as

described in subsection (a) for a program of training services, including the initial eligibility of:

- (i) A postsecondary educational institution to receive such funds for a program not described in subsection (a) (2) (B).
 - (B) Recommendations. – In developing such procedure, the Governor shall solicit and take into consideration the recommendations of local boards and providers of training services within the State.
 - (C) Opportunity to submit comments. – The Governor shall provide an opportunity, during the development of the procedure, for interested members of the public, including representatives of business and labor organizations, to submit comments on such procedure.
 - (D) Requirements. – In establishing the procedure, the Governor shall require that, to be initially eligible to receive funds as described in subsection a) for a program, a provider described in subsection (a) (2) (C). –
 - (i) Shall submit an application, to the local board for the local area in which the provider desires to provide training services, at such time and in such manner as may be required, and containing a description of the program;
 - (ii) If the provider provides training services through a program on the date of application, shall include in the application an appropriate portion of the performance information and program cost information described in subsection (d) for the program, as specified in the procedure, and shall meet appropriate levels of performance for the program, as specified in the procedure; and
 - (iii) If the provider does not provide training services on such date, shall meet appropriate requirements, as specified in the procedure.
- (c) Subsequent Eligibility Determination. –
- (1) Procedure. – Each Governor of a State shall establish a procedure for use by local boards in the State in determining the eligibility of a provider described in subsection (a) (2) to continue to receive funds as described in subsection (a) for a program after an initial period of eligibility under subsection (b) (referred to in this section as “subsequent eligibility”).
 - (2) Recommendations. – In developing such procedure, the Governor shall solicit and take into consideration the recommendations of local boards and providers of training services within the State.

- (3) Opportunity to submit comments. – The Governor shall provide an opportunity, during the development of the procedure, for interested members of the public, including representatives of business and labor organizations, to submit comments on such procedure.

- (4) Considerations. – In developing such procedure, the Governor shall ensure that the procedure requires the local boards to take into consideration, in making the determinations of subsequent eligibility –
 - (A) The specific economic, geographic, and demographic factors in the local areas in which providers seeking eligibility are located; and
 - (B) The characteristics of the populations served by providers seeking eligibility, including the demonstrated difficulties in serving such populations, where applicable.

- (5) Requirements. – In establishing the procedure, the Governor shall require that, to be eligible to continue to receive funds as described in subsection (a) for a program after the initial period of eligibility, a provider described in subsection (a) (2) shall –
 - (A) Submit the performance information and program cost information described in subsection (d) (1) for the program and any additional information required to be submitted in accordance with subsection (d) (2) for the program annually to the appropriate local board at such time and in such manner as may be required; and
 - (B) Annually meet the performance levels described in paragraph (6) for the program, as demonstrated utilizing quarterly records described in section 136, in a manner consistent with section 136.

- (6) Levels of performance. –
 - (A) In general. – At minimum, the procedure described in paragraph (1) shall require the provider to meet minimum acceptable levels of performance based on the performance information referred to in paragraph (5) (A).
 - (B) Higher levels of performance eligibility. – The local board may require higher levels of performance than the levels referred to in subparagraph (A). for subsequent eligibility to receive funds as described in subsection (a).

- (d) Performance and Cost Information. –
 - (1) Required information. – For a provider of training services to be determined to be subsequently eligible under subsection (c) to receive funds as described in subsection (a), such provider shall, under subsection (c), submit –

(A) Verifiable program-specific performance information consisting of –

(i) Program information, including –

- (I) the program completion rates for all individuals participating in the applicable program conducted by the provider;
- (II) the percentage of all individuals participating in the applicable program who obtain unsubsidized employment, which may also include information specifying the percentage of the individuals who obtain unsubsidized employment in an occupation related to the program conducted; and
- (III) the wages at placement in employment of all individuals participating in the applicable program; and

(ii) training services information for all participants who received assistance under section 134 to participate in the applicable program, including –

- (I) the percentage of participants who have completed the applicable program and who are placed in unsubsidized employment;
- (II) the retention rates in unsubsidized employment of participants who have completed the applicable program, 6 months after the first day of the employment;
- (III) the wages received by participants who have completed the applicable program, 6 months after the first day of the employment involved; and
- (IV) where appropriate, the rates of licensure or certification, attainment of academic degrees or equivalents, or attainment of other measures of skills, of the graduates of the applicable program; and

(e) Local Identification. –

- (1) In general. – The local board shall place on a list providers submitting an application under subsection (b) (1) and providers determined to be initially eligible under subsection (b) (2); and retain on the list providers determined to be subsequently eligible under subsection (c), to receive funds as described in subsection (a) for the provision of training services in the local area served by the local board. The list of providers shall be accompanied by any performance

information and program cost information submitted under subsection (b) or (c) by the provider.

- (2) Submission to state agency. – On placing or retaining a provider on the list, the local board shall submit, to the designated State agency described in subsection (i), the list and the performance information and program cost information referred to in paragraph (1). If the agency determines, within 30 days after the date of the submission, that the provider does not meet the performance levels described in subsection (c) (6) for the program (where applicable), the agency may remove the provider from the list for the program. The agency may not remove them from the list an agency submitting an application under subsection (b) (1).
 - (3) Identification of eligible providers. – A provider who is placed or retained on the list under paragraph (1), and is not removed by the designated State agency under paragraph (2), for a program, shall be considered to be identified as an eligible provider of training services for the program.
 - (4) Availability. –
 - (A) State list. – The designated State agency shall compile a single list of the providers identified under paragraph (3) from all local areas in the state and disseminate such list, and the performance information and program cost information described in paragraph (1), to the one-stop delivery systems within the State. Such list and information shall be made widely available to participants in employment and training activities authorized under section 134 and others through the one-stop delivery system.
 - (B) Selection from state list. – Individuals eligible to receive training services under section 134 (d) (4) shall have the opportunity to select any of the eligible providers, from list described in subparagraph (A) to provide the services, consistent with the requirements of section 134.
 - (5) Acceptance of individual training accounts by other states. – States may enter into agreements, on a reciprocal basis, to permit eligible providers of training services in a State to accept individual training accounts provided in another state.
- (f) Enforcement. –
- (1) Accuracy of information. – If the designated State agency, after consultation with the local board involved, determines that an eligible provider or individual supplying information on behalf of the provider intentionally supplies inaccurate information under this section, the agency shall terminate the eligibility of the provider to receive funds described in subsection (a) for any program for a period of time, but not less than 2 years.
 - (2) Noncompliance. – If the designated State agency, or the local board working with the State agency, determines that an eligible provider described in

subsection (a) substantially violates any requirement under this Act, the agency, or the local board working with the State agency, may terminate the eligibility of such provider to receive funds described in subsection (a) for the program involved or take such other action as the agency or local board determines to be appropriate.

(3) Repayment. – A provider whose eligibility is terminated under paragraph (1) or (2) for a program shall be liable for repayment of all funds described in subsection (a) received for the program during any period of noncompliance described in such paragraph.

(4) Construction. – This subsection and subsection (g) shall be construed to provide remedies and penalties that supplement, but do not supplant, other civil and criminal remedies and penalties.

(g) Appeal. – The Governor shall establish procedures for providers of training services to appeal a denial of eligibility by the local board or the designated State agency under subsection (b), (c), or (e), a termination of eligibility or other action by the board or agency under subsection (f), or a denial of eligibility by a one-stop operator under subsection (h). Such procedures shall provide an opportunity for a hearing and prescribe appropriate time limits to ensure prompt resolution of the appeal.

(h) On-the-Job Training or Customized Training Exception. –

(1) In general. – Providers of on-the-job training or customized training shall not be subject to the requirements of subsections (a) through (e).

(2) Collection and dissemination of information. – A one-stop operator in a local area shall collect such performance information from on-the-job training and customized training providers as the Governor may require, determine whether the providers meet such performance criteria as the Governor may require, and disseminate information identifying providers that meet the criteria as eligible providers, and the performance information, through the one-stop delivery system. Providers determined to meet the criteria shall be considered to be identified as eligible providers of training services.

(i) Administration. – The Governor shall designate a State agency to make the determination described in subsection (e) (2), take the enforcement actions described in subsection (f), and carry out other duties described in this section.

Training must be in a Demand Occupation as identified by Workforce Florida, Inc., for the Escambia and Santa Rosa Counties area, Region 1. Demand Occupations which have a high attrition rate, low wages associated with the occupation, or which are not considered to be in Demand due to workforce saturation and local economic conditions, may not be approved for training by Escarosa. Applicants may want to review the current Training Programs approved list to garner insight into the approved training occupations.