



Administrative Policy

Title: WIOA Eligible Training Provider List

Effective Date: March 15, 2018

Revision Date: n/a

CareerSource Escarosa Board Approval Date: March 15, 2018

PURPOSE

To provide guidelines for the initial and subsequent determination of training provider eligibility; the federal and state requirements for training providers; and the performance standards, reporting of data and the removal provisions for training providers.

DEFINITIONS

Credential: a formalized recognition (such as a certificate or certification) of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation., the technical or occupational skills being generally based on standards developed and/or endorsed by employers. A credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder. (A "work readiness" certificate is not included in this definition because it does not document "measurable technical or occupational skills necessary to gain employment or advance within an occupation.")

Recognized Postsecondary Credential: A formalized recognition consisting of an industry recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State or Federal Government, or an associate or baccalaureate degree.

Eligible Training Provider ("ETP"): A provider of training services programs who has met the eligibility requirements to receive WIOA Title I Adult and Dislocated Worker and Out-of-School Youth funds for providing training services programs to eligible individuals. An ETP is an ETP only for the local area which have approved the ETP for their local areas and only for the program(s) which each local area has approved the

ETP to provide in that LWDB's Local Area. An ETP approved by one LWDB does not necessarily mean the ETP will be approved by other LWDBs as each LWDB's ETP criteria and need may differ.

Participant: A person who is eligible under, and receiving training services under, WIOA Title I-B in an approved program from an approved training provider.

Program of Training Services: A training services program is one or more courses or classes, or a structured regimen that leads to a recognized post-secondary credential, secondary school diploma or its equivalent, employment, or measurable skill gains toward such a credential or employment.

Program completer: A program participant who has met all the requirements of a training program.

Targeted Occupation Lists (TOL): These are the lists, compiled locally as well as statewide, that define demand occupations based on short and long term growth forecasts with a focus on occupations requiring high skills and provide high wages. Local TOLs are compiled and approved by Local Boards in consultation with DEO's Labor Market Statistics Center, based on data provided by the Workforce Estimating Conference as well as additional data provided by the Local Boards themselves. The state list is a compilation of the local TOLS from the 24 Local Boards. Unless excepted, training for adults and dislocated workers must be directly linked to demand occupations on the local and/or state lists.

POLICY:

A. Training Providers and Programs Subject to Eligible Training Provider (ETP) Requirements

Eligible providers of training programs are entities that are eligible to receive WIOA title I-B funds for Adult and Dislocated Worker participants who enroll in training programs funded through Individual Training Accounts (ITA). ITAs may also be used for WIOA Title I Youth funds to provide training to older, out-of-school youth, ages 18 to 24. Eligible training entities authorized by Section 133(b) of the WIOA are:

1. Institutions of Higher Education

An institution of higher education that provides a program that leads to a recognized postsecondary credential;

2. Apprenticeship programs

An entity that carries out programs registered under the National Apprenticeship Act;

3. Other public/private training providers

Other public or private providers of training services programs, which may include joint labor management organizations, pre-apprenticeship programs and occupational/technical training;

4. Adult education and literacy activities

Providers of adult education and literacy activities authorized under WIOA Title II if such activities are provided in combination with occupational skills training. Adult education and literacy activities cannot be provided as stand-alone training through ITAs.

Training provided by eligible providers funded through ITAs, with the exception of Apprenticeship training, will be for occupations on the regional Targeted Occupation List, current at the time of training.

Work-based training, on-the-job (OJT) training, customized training, incumbent worker training, internships, paid or unpaid work experience, entrepreneurial training and transitional employment are not included in the ETPL and are not subject to the ETPL eligibility requirements.

C. Establishing Initial Eligibility on the CareerSource ETPL

1. Providers of training services programs who are not currently eligible will be required to become eligible under the WIOA initial eligibility requirements. Initial eligibility will be for one (1) full year after which the provider may seek “Continued Eligibility” (as defined below).
2. The provider will complete an Initial Eligibility application located on the CareerSource Escarosa website, provide backup materials as requested on the application and submit the application to the CareerSource Escarosa Administrative Entity. The Administrative Entity will review the application for completeness and either contact the provider for more information or prepare the application for review and approval at the next applicable board meeting.
3. Training providers must provide information specific to each training program they are interested in providing to WIOA eligible customers.
4. The provider will supply verifiable program-specific performance information as defined below. The performance information provided will support the provider’s ability to continue to train participants under WIOA. This information includes, but is not limited to:
 - a. Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services programs. (This applies to in-state and out-of-state providers.)

- b. A detailed description of each training program the applicant intends to provide.
- c. Information on the cost of attendance, including, but not limited to, tuition and fees.
- d. Whether the training program leads to an industry-recognized credential, including recognized postsecondary credential, identifying that credential.
- e. Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
- f. Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry).
- g. Identify the in-demand industry sectors and occupations which best fit with the training program.
- h. A description of the prerequisites or skills and knowledge required prior to the commencement of training.
- i. Verification the training program is for an occupation on the Local Area TOL.
- j. For all new training vendors enrollments for the school will be capped at five (5) for the first fiscal year, to determine performance which shall compare attrition rates, completion rates and placement rates for the LWDB region 1. A successful performance rate shall be completion and placements at 80% or higher.

D. Establishing Continued Eligibility on the CareerSource ETPL

- 1. All training providers on the local ETPL (except for Registered Apprenticeships) must submit applications for 'Continued Eligibility' every two years. To ensure that training provider programs do not lapse, applications for "Continued Eligibility" should be submitted three (3) months before eligibility expires.
- 2. Each "Continued Eligibility" applicant, in addition to completion of the local area application for continued eligibility will supply the following information:
 - a. Verification that the provider is licensed, certified, or otherwise authorized under Florida law (if applicable) to provide training services programs if the license, certification or authorization status has changed. This applies to in-state and out-of-state providers.
 - b. The total number of persons enrolled in the program.
 - c. The total number of WIOA participants enrolled in the program.
 - d. The total number of persons completing in the program.

- e. The total number of WIOA participants completing the program.
 - f. The total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable),
 - g. The total number of WIOA participants awarded a Recognized Postsecondary Credential (or other credential, if applicable.)
 - h. The total number of persons employed after completing in the program.
 - i. The total number of WIOA participants employed after completing the program.
 - j. Information on cost of attendance, including costs of tuition and fees, for participants completing the program.
 - k. Information on Recognized Postsecondary Credentials (or other credential, if applicable) received by such participants.
 - l. Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
 - m. Description of how the provider will ensure access to training services programs throughout the State, including in rural areas, and through the use of technology (if applicable).
 - n. Description of how the training services programs serve individuals who are employed and individuals with barriers to employment.
 - o. Information reported to State agencies with respect to Federal and State training services programs (other than the program carried out under this subtitle), including one-stop partner programs.
 - p. 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 Training Provider Agreements; set up vendor accounts for payment; inform Case Managers of revisions; etc. for what courses will be included, as well as updating our ETPL.
3. Training providers who have reported any of the above information to FETPIP may utilize FETPIP reports in their application.
 4. CareerSource Escarosa will use state-wide minimum performance targets, when available, in continuing eligibility decisions.

E. Out of State Training Institutions

Out-of-state postsecondary training institutions that are not operating within the State of Florida and are not required to be licensed by the Florida Commission for Independent Education (CIE) must provide the following information to CareerSource Escarosa when applying for inclusion on the local area ETPL:

- a. Information required when applying for “Initial Eligibility” or “Continuing Eligibility”, and;
- b. Performance information for each program of training service application, to include at a minimum:
 - 1) The percentage of program participants who are in unsubsidized employment during the 2nd quarter after exit from the program;
 - 2) The percentage of program participants who are in unsubsidized employment during the 4th quarter after exit from the program;
 - 3) The median earnings of program participants who are in unsubsidized employment during the 2nd quarter after exit from the program;
 - 4) The percentage of program participants who obtain a recognized post-secondary credential, secondary school diploma or its recognized equivalent during participation or within one year of exit from program.
- c. Evidence that the institution (and applicable programs) is accredited by an accreditation agency approved by the United states Department of Education, and;
- d. Evidence that the institution meets the licensing requirements of its home state, and;
- e. Evidence that the institution is on its state’s Eligible Training Provider List. In order to provide performance information for its programs, out-of-state providers are required to report their student completer data to FETPIP to the extent feasible under established reporting mechanisms.
- f. 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 Local Workforce Development Boards. Commuting distance is defined as within a 100 mile radius of Pensacola/Milton.
- g. Career Source Escarosa will not pay for out of State tuition cost.

F. Publishing the ETPL

1. When a training provider has been determined to be eligible and has been approved by the CareerSource Escarosa Board, they, and their selected training programs, are added to the regional Eligible Training Provider List (ETPL). The local area and statewide ETPL(s) are posted on the www.careersourceescarosa.com website for easy access by participants and the public.
2. In addition to those providers who have applied directly to CareerSource Escarosa, the Board may choose to add training providers and training provider programs that have been approved elsewhere in Florida when the provider has not applied for local area designation but meets the CareerSource Escarosa's needs and requirements and is part of an informed customer choice.
3. The policies for the local approval process, and adding and deleting training providers from the local area ETPL is posted on the Board Policies section of the www.careersourceescarosa.com website, accessible to participants and the public. The website will also provide an opportunity for interested members of the public to make recommendations and submit comments regarding both the local area policies and the ETPL.
4. Performance information on each program of training services will be maintained on the ETPL to help consumers make an informed decision.

G. ETPL Performance Sanctions and Enforcement

Training providers may be removed from the CareerSource Escarosa ETPL under the following circumstances:

1. Supplying Inaccurate Information

Upon a determination that a provider of training services programs, or an individual providing information on behalf of the provider, violated this policy or WIOA by supplying inaccurate information, the eligibility of the provider to receive funds will be terminated for no less than two (2) years and the provider's program will be removed from the ETPL for the same length of time. The provider may be excused if the supplying of inaccurate information was unintentional with verifiable proof of that defense.

2. Substantial Violation of Program Policy

Upon a determination that a provider of training services programs substantially violated a requirement or requirements under this policy or under WIOA, the eligibility of the provider to receive funds for the program involved will be terminated for a period of not less than 2 years and the provider's program will be removed from the ETPL for

the same length of time. “Substantial Violation” may be construed to be one or more egregious violations in a short period of time or numerous minor violations over a longer period of time.

3. Removal for Cause or Need

A training provider or its programs may be removed for failing to maintain this policy, WIOA, State of Florida and/or Local Area requirements, or when the training program is no longer needed or desired, or for cause. “For cause” will include, but not be limited to, engaging in fraud or other criminal acts, incapacity, unfitness, neglect, incompetence, irresponsibility, misfeasance, malfeasance, nonfeasance or lack of performance.

4. Repayment

A provider of training services programs whose eligibility is terminated as defined in 1., 2., and 3. above may be liable for the repayment of funds received.

5. Unlawful Remuneration

A training provider’s offer of unlawful remuneration to attract participants will result in the eligibility of such provider to receive funds terminated for no less than 2 years and the provider’s program will be removed from the ETPL for the same length of time.

6. Loss of “Continued Eligibility” Status

A training provider with “Continued Eligibility” status whose eligibility has been terminated as defined above may, at DEO’s discretion, lose its status as a “Continued Eligibility” training provider and may be requested to apply for “Initial Eligibility” status prior to being allowed to provide training with WIOA funds.

H. ETPL Decision Appeals

All applications submitted to the CareerSource Escarosa Board will be given fair and unbiased consideration. If a training provider applicant contends that the decision to not award eligibility or to remove eligibility is without merit, the applicant may protest the Board’s decision to the CareerSource Escarosa, Executive Director. The Executive Director will attempt to resolve all such disputes in a reasonable manner. If the dispute cannot be resolved, the protesting applicant can appeal to the Executive Committee of the Board. Applicants denied inclusion on the eligible training provider list after appeal to the Executive Committee will be permitted to file a grievance as documented in the Board’s Grievance and Complaint Policy.

For an appeal from any decision made at the State level, the appellant will follow the appeals procedure established by DEO.

I. 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