Current Renewal Process for Existing Eligible Training Providers

1. **Log in to the Employ Florida ETPL Portal**
    - Renewals are now submitted through the **Employ Florida (EF) ETPL Portal**.
    - Providers must maintain their institution profile, program information, and performance data in the portal.
2. **Submit a Continued Eligibility (Renewal) Request**
    - FloridaCommerce reviews continued eligibility applications rather than the local CareerSource board making the approval decision.
    - The State ETPL Coordinator issues the approval or denial determination.
3. **Update Required Program Information** Providers must verify and update:
    - School/provider information
    - Program(s) of study
    - Tuition and fee information
    - Industry-recognized credentials
    - Student outcome and performance information
    - Other required supporting documentation.
4. **Report Performance Data**
    - Programs are evaluated on performance outcomes.
    - Providers must submit performance information for both WIOA and non-WIOA students as required.
    - Florida's ETPL policy aligns with REACH Act requirements emphasizing participant outcomes and performance accountability.
5. **State Review and Determination**
    - FloridaCommerce reviews the submission and determines whether continued eligibility standards are met.
    - Approved providers remain on the **State ETPL**.
6. **Local CareerSource Area Participation**
    - Being approved on the State ETPL does **not automatically place a provider on every local ETPL**.
    - Local Workforce Development Boards may establish additional local requirements before allowing WIOA customers to use funding with a provider in their area.

What Changed?

Before:

- Providers largely worked through their local CareerSource region, which played the primary role in eligibility determinations.

Now:

- Applications and renewals are processed through the statewide ETPL Portal.
- FloridaCommerce manages the ETPL and makes eligibility determinations.
- Local boards may still assist providers and may apply additional local criteria, but the State controls ETPL approval status.

Key Contact

FloridaCommerce established a State ETPL Coordinator and directs providers to the statewide process through:

- Employ Florida ETPL Portal: https://www.employflorida.com
- ETPL Support Email: **ETPL@commerce.fl.gov**