To become an **Eligible Training Provider (ETP)** in Florida and have your training programs listed on the **Eligible Training Provider List (ETPL)** within **Employ Florida**, a training institution must complete a state-managed application process through the Employ Florida ETP Portal. FloridaCommerce moved to a centralized statewide process on July 1, 2024.

Step 1: Ensure Your Institution Meets Basic Eligibility

Before applying, your organization should:

- Offer occupational skills training that leads to employment.
- Be properly licensed, approved, accredited, or otherwise authorized to operate.
- Have recognized credentials associated with the training program.
- Be able to provide student performance outcomes.
- Offer training linked to occupations in demand within Florida.

Examples of eligible providers include:

- Public colleges
- State colleges
- Universities
- Technical colleges
- Registered apprenticeship programs
- Licensed private career schools
- Industry certification providers

Step 2: Gather Required Documentation

Common documentation includes:

Institution Information

- Legal business name
- DBA (if applicable)
- FEIN
- Physical and mailing address
- Contact information

Authorization Documents

- Florida licensure or accreditation
- Commission for Independent Education (CIE) approval if applicable
- Business registration documents
- Accreditation documentation

Program Information

For each training program:

- Program title
- CIP code (if applicable)
- Credential earned
- Length of training
- Tuition and fees
- Books and supplies costs
- Industry certifications earned
- Delivery method (online, hybrid, classroom)

Performance Information

- Completion rates
- Employment rates
- Credential attainment rates
- Student wage outcomes (if available)

Step 3: Register in Employ Florida

Go to:

https://www.employflorida.com

Then:

1. Select **Sign In / Register**
2. Scroll to the **Provider** section.
3. Select **Provider Registration**.
4. Search for your institution name.
    - If found, select **Found in List**
    - If not found, select **Not Found**
5. Register yourself as the Provider Representative.
6. Complete all required registration pages.
7. Save all information.

Step 4: Access the ETP Portal

After creating the Provider account:

- Enter the ETP Portal through Employ Florida.
- Create profiles for staff who will manage ETPL reporting and updates.
- Establish institutional access and user permissions.

Step 5: Complete the Initial ETP Application

Within the ETP Portal:

Provider Application

Enter:

- Institution details
- Licensure information
- Accreditation information
- Contact persons
- Program locations

Program Applications

Each training program must be entered separately.

For each program:

- Training occupation
- Credential earned
- SOC code (occupation code)
- Program costs
- Program duration
- Delivery method
- Industry-recognized credential information

Step 6: Submit to FloridaCommerce

Once submitted:

- FloridaCommerce reviews the institution.
- The State ETPL Coordinator evaluates eligibility.
- Additional information may be requested.
- Approval or denial notices are issued through the portal and email. **ETPL@commerce.fl.gov**

Step 7: Obtain State ETPL Approval

If approved:

- The provider is added to the State ETPL.
- Approved training programs become visible within Employ Florida.
- WIOA participants statewide may become eligible to use Individual Training Accounts (ITAs) for approved programs.

Step 8: Apply for Local Workforce Area Approval

This step is often overlooked.

Being on the **State ETPL does not automatically place a provider on every local workforce area's list.** Local Workforce Development Boards can establish additional eligibility criteria.

For example:

- CareerSource Escarosa
- CareerSource Broward
- CareerSource Northeast Florida
- CareerSource Suncoast

may each require:

- Additional applications
- Local agreements
- Program reviews
- Demand occupation verification

Step 9: Enter into a Training Provider Agreement

After local approval, providers typically:

- Execute a Training Provider Agreement.
- Agree to WIOA monitoring requirements.
- Accept participant referral processes.
- Comply with audit and reporting standards.

Step 10: Maintain Eligibility and Report Outcomes

Approved providers must continue reporting:

- Student enrollments
- Program completions
- Credentials earned
- Employment outcomes
- Performance measures

Failure to provide required reports or maintain performance standards can result in removal from the ETPL.

Special Considerations for CareerSource Escarosa

Since you work with **CareerSource Escarosa**, I would recommend providers complete the following before applying:

1. Verify the program aligns with occupations on the Regional Demand Occupations List (RDOL).
2. Ensure the provider can issue an industry-recognized credential.
3. Confirm tuition and fees are reasonable compared to similar providers.
4. Prepare at least two years of performance data if available.
5. Contact FloridaCommerce ETPL staff early if the provider is new or offers nontraditional training.

Common Reasons Applications Are Delayed or Denied

- Missing licensure documentation.
- Credential is not industry recognized.
- Program does not lead to employment.
- Incomplete cost information.
- Missing performance outcomes.
- Unapproved training location.
- Failure to respond to state requests for information.

For a provider working with CareerSource Escarosa, I can also provide a **Florida ETPL Application Checklist**, **sample approval timeline**, and **recommended documentation package** that can be given directly to prospective training providers.