

South Central Workforce Development Board (SCWDB)



POLICY: WIOA ELIGIBLE TRAINING PROVIDERS

EFFECTIVE DATE: July 1, 2016

POLICY NUMBER: 2016-14
REVISION 1: OCTOBER 7, 2017
REVISION 2: FEBRUARY 5, 2018

SUBJECT: BECOMING AN ELIGIBLE TRAINING PROVIDER UNDER WIOA

PURPOSE:

To provide information to interested training providers on the local process and procedures for being added to the state eligible training provider list.

EFFECTIVE DATE: July 1, 2016

ACTION REQUIRED:

Within 15 days of the receipt of this policy it is the recipient's (e.g., vendors, partners) responsibility to ensure all staff are informed of the policy and to create an internal process to ensure accountability.

BACKGROUND:

WIOA established the eligible training provider process as part of the overall strategy to ensure informed customer choice, performance accountability and continuous improvement. WIOA legislation requires that in order to provide occupational skills training supported through an Individual Training Account (ITA), training providers and their specific programs must be included on the state maintained eligible training provider list (ETPL). WIOA sets forth the requirements and general process by which training programs can be included on the state ETPL by validating that all listed providers and their programs have met minimum state standards.

The requirements established by this policy for inclusion on the ETPL only applies to training services funded through issuance of an ITA. A program of training services is defined as 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 skills gains towards a credential or employment.

Eligible Training Providers serve as approved training providers to individual customers enrolled in the Workforce Innovation and Opportunity Act (WIOA) program. By providing training to these customers, they assist the South Central Kentucky Workforce Development Board (WDB) and the Kentucky Career Center in finding qualified individuals so that employers may fill current and future employment opportunities.

POLICY:

The Kentucky Office of Career Development (OCD) has the responsibility for receiving, reviewing and approving training providers and their programs within South Central Kentucky. The WDB must also ensure that data elements related to initial application, continued eligibility and performance information regarding approved providers and programs are entered into the supported state system. The WDB will use the basic eligibility criteria, information requirements and procedures for local boards established by the Kentucky Office of Career Development (OCD) in order to ensure that programs on the ETPL meet the minimum quality standards and deliver industry-recognized skills and credentials that provide individuals with opportunity for career progression.

Approval by the OCD places the provider and the program on the state ETPL but does not guarantee a local area will fund the approved training activity through the issuance of an ITA. That determination is further based on local policy which must include, at minimum, relevance of training to demand occupations that are in demand regionally, availability of local funds and likelihood that training will support the individual in meeting their career objectives and employment.

OCD has set forth the following criteria for being placed on the Eligible Training Provider Listing (ETPL). The following providers are subject to the ETPL requirements in order to receive WIOA Title I Adult and Dislocated Worker funds to provide training services to eligible adult and dislocated workers through Individual Training Accounts (ITAs).

Additionally, this process applies to Out-of-School Youth (ages 18-24) who are being served through the ITA process.

1. Institutions of higher education that provide a program of training that leads to a recognized postsecondary credential;
2. Apprenticeship programs registered by the United States Department of Labor Office of Registered Apprenticeship; and
3. Public or Private training providers, including joint labor-management organizations, pre-apprenticeship programs, and occupational/technical training.

Training providers that are interested in being added to the state eligible training provider list will need to complete the application process. The process and application can be accessed by clicking the link below:

<https://etpl.ky.gov/>

The South Central Kentucky WDB has established the following six targeted industries as high demand and high growth and high wage:

- construction,
- healthcare,
- hospitality,
- manufacturing,
- professional service and transportation,
- distribution and logistics (TDL).

Refer to the South Central Kentucky WDB Policy Number 2016-06, Individual Training Accounts for further information on how the WDB will award an ITA.

Local Requirement:

- Meet the following minimum program performance standard if the program has operated for more than two years - at least a 65% employment rate for graduates completing the program.
- This policy applies to all training provided when using an ITA as the payment method, no matter the funding stream, inclusive of Trade Adjustment Assistance (TAA).

Exceptions to the ITA and the ETPL requirements

There are several exceptions to the required use of an ITA for training. In situations covered by these exceptions, a contract for services may be used to provide for training in lieu of the ETPL process.

- 1) On-the-job training, customized training, incumbent worker training, internships, paid or unpaid work experience and transitional employment are not included in the eligible training provider list and therefore are not subject to the eligibility requirements. The WDB is required to identify the criteria for selecting such contractors in local policy and any performance information required by the state will be specified in the specific policies for those types of training;
- 2) Where the WDB determines there are an insufficient number of eligible providers in the local area to accomplish the purpose of an ITA. The local plan and local policy must describe how this determination was made and the process used for contracting for services;
- 3) If the WDB determines that a community-based organization (CBO) or nonprofit whose primary mission is to serve individuals with barriers to employment provides effective training services. The WDB must develop criteria in local policy to determine that the program is effective;
- 4) Contract training for multiple individuals in in-demand industry sectors or occupations, as long as the contract does not limit the individual's consumer choice; and
- 5) Circumstances in which a pay-for-performance contract is appropriate, if the WDB choose to utilize this strategy.

Please note: the WIOA program provides training services to participants, but it is a customer-driven process. The final decision of what program and what provider to attend is up to the WIOA participant. There is no guarantee that an Eligible Training Provider will receive any WIOA participants funded by ITAs.

REFERENCES:

- Workforce Innovation and Opportunity Act, Pub. L. 113-128;
- WIOA Section 122;
- Training and Employment Guidance Letter (TEGL) 41-14
- Kentucky Career Center, Eligibility Training Provider Listing Policy, Policy Number: 16-014, Effective Date: Jul 1, 2016

Approved:

12-14-17
Date of WDB Approval

12-5-17
Date of Governance
Committee Approval

Signed by:


Robert Boone, WDB Director


Chair, Governance Committee