WORKFORCE DEVELOPMENT BOARD of Ventura County

LOCAL POLICY BULLETIN #2021-03
Effective Date: October 20, 2022

ELIGIBLE TRAINING PROVIDER LIST

PURPOSE

Each Local Board must develop local ETPL policies that provide sufficient consumer protection and oversight of training providers.

The Local Board must maintain a local list of training providers and programs. Local Boards may add additional local requirements for providers and/or programs (except for apprenticeship programs) to be eligible on the local ETPL. Local Boards must include all CA ETPL approved apprenticeship programs on their local ETPL. Adding additional local requirements may result in providers that are on the CA. ETPL but may not be eligible for inclusion on the local ETPL. While additional requirements may be added for the local ETPL, Local Boards may only include training providers on their list that are approved for the CA ETPL.

If the Local Board is reviewing provider and/or program applications for inclusion on the ETPL, the Local Board must conduct the state eligibility review first, and then determine eligibility for inclusion on their local ETPL. When conducting the state eligibility review, the Local Board must do so using only the state's requirements, and not the Local Board's additional requirements.

Local Boards that do not add additional requirements must include all of the providers/programs on the CA ETPL on their local ETPL, whereas Local Boards with additional requirements may have a subset of the state list.

This policy supersedes LOCAL POLICY BULLETIN #2015-15: Policy on the Eligible Training Provider List and Individual Training Accounts Effective date: July 1, 2015 (revised 11/10/16) (Original effective date: December 2013 [2010])

REFERENCES

- Workforce Services Directive *ETPL Policy and Procedures*, (WSD21-03), November 10, 2021. This Directive supersedes Workforce Services Directive *WIOA Eligible Training Provider List Policy and Procedures* (WSD15-07)
- Workforce Services Directive *WIOA Grievance and Complaint Resolution Procedures* (WSD18-05)
- *Recovery of WIOA Tuition and Training Refunds* (WSD19-10)
- *ETPL Definitions* in WSD21-03
- CalJOBS Activity Codes (WSD19-06)
- Workforce *Innovation and Opportunity Act* (Public Law 113-128) Sections 3, 116, 122, 123, 129, 134 and 404

The Workforce Development Board of Ventura County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- Title 20 *Code of Federal Regulations* (CFR) Part 677: "Performance Accountability Under Title I of the Workforce Innovation and Opportunity Act" (Uniform Guidance), Sections 677.150 and 677.230
- Title 20 CFR Part 680: "Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act" (DOL Exceptions), Sections 680.200, 680.210, 680.230, 680.300, 680.310, 680.320, 680.330, 680.340, 680.350, 680.410, 680.420, 680.430, 680.450, 680.460, 680.470, 680.480, 680.490, 680.500, 680.520 and 680.530
- WSD 19-03 Performance Guidance
- Title 20 CFR Part 681: "Youth Activities Under Title I of the Workforce Innovation and Opportunity Act" (DOL Exceptions), Sections 681.480 and 681.540
- Title 34 CFR Part 600: "Definitions" (Department of Education), Section 600.2
- Technical and Employment Guidance Letter (TEGL) 8-19, Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs (January 2, 2020)
- TEGL 3-18, Subject: *Eligible Training Provider (ETP) Reporting Guidance under the Workforce Innovation and Opportunity Act (WIOA)* (August, 31, 2018)
- TEGL 19-16, Subject: *Guidance on Services provided through the Adult and Dislocated Worker Programs under the WIOA and the Wagner-Peyser Act Employment Services, as amended by title III of WIOA, and for Implementation of the WIOA Final Rules* (March 1, 2017)
- TEGL 13-16, Subject: *Guidance on Registered Apprenticeship Provisions and Opportunities in the WIOA* (January 12, 2017)
- *California Code of Regulations* Division 7.5
- *California Education Code* Section 94801.5, 94850.5, and 94874
- *California Unemployment Insurance Code* (CUIC) Section 14005
- CUIC Section 14230
- Workforce Services Directive WSD19-10, Subject: *Recovery of WIOA Tuition and Training Refunds* (February 20, 2020)
- WSD19-06, Subject: *CalJOBS Activity Codes* (December 27, 2019)
- WSD19-03, Subject: *Performance Guidance* (August 28, 2019)
- WSD17-01, Subject: *Nondiscrimination and Equal Opportunity Procedures* (August 1, 2017)
- California's Unified Strategic Workforce Development Plan

POLICY

Local Board ETPL Policy

Each Local Board must develop local policies that provide sufficient consumer protection and oversight of training providers. These policies must meet the minimum requirements of the procedures outlined in Directive, *ETPL Policy and Procedures*, WSD21-03 and may include additional requirements as deemed appropriate by the Local Board. Such policies must include, but are not limited to, processes that achieve the following:

- Ensure participants can avail themselves of, and are made aware of, grievance/complaint procedures.

- Recovery of WIOA training funds.
- Outline any additional eligibility requirements providers and/or programs (except apprenticeship programs) must meet to be listed on the local ETPL
- Timeline for initial and continued eligibility review for inclusion on the local ETPL.
- Additional eligibility requirements providers and/or programs (except apprenticeship programs) must meet to be listed on the local ETPL.
- Process for delisting training provider/programs from the local ETPL.
- Provide comparable training opportunities if the training provider goes out of business.
- Ensure training programs lead to at least one of the following: 1) credentials and/or certificates valued by employers, or 2) training-related employment as a result of gaining measurable technical skills for a specific occupation.
- Verify and document participant attendance at regular intervals throughout the length of the training program, per WSD19-10.
- Maintain sufficient records and make these records available for monitoring or audit by either the Local Board and/or the state.
- Ensure there are no conflicts of interest between the Local Board and the provider.
- Requirement of the Local Board to keep all training provider and program eligibility documents (either physical or electronic).
- The appeal process that meets the requirements outlined in Workforce Services Directive *ETPL Policy and Procedures*, (WSD21-03).
- Training providers who are deemed exempt per California Education Code (CEC) Section 94874, and are not regionally accredited by an accrediting institution.
- Notifying providers if they or their program(s) are removed from the CA and/or local ETPL
- How Local Boards can delegate their responsibility of the ETPL to another Local Board

Grievance and Complaint Procedures

- The Local Board will ensure participants can avail themselves of, and are made aware of, grievance/complaint procedures. The WDBVC will follow the procedures set forth in Workforce Services Directive *WIOA Grievance and Complaint Resolution Procedures* (WSD18-05) This Directive (WSD18-05) sets forth the local grievance, complaint, and hearing procedures, and governs the treatment and handling of all grievances or complaints connected with WIOA Title I grant recipients and subrecipients. Grievances or complaints must be filed within one year of the alleged violation. All grievances, complaints, amendments, and withdrawals must be in writing. All persons filing grievances or complaints shall be free from restraint, coercion, reprisal, and discrimination. Furthermore, all recipients and subrecipients of WIOA Title I funds must make

reasonable efforts to ensure their policies and corresponding information will be understood by affected participants and individuals, including youth and individuals with limited English proficiency. These efforts must comply with the language requirements of Title 29 CFR Section 38.9.

Recovery of WIOA Tuition and Training Refunds

- The Local ETPL Policy will follow the WDBVC Policy on Recovery of WIOA Tuition and Training Refunds as stated in the *Recovery of WIOA Tuition and Training Refunds* (WSD19-10).

Additional eligibility requirements providers and/or programs (except apprenticeship programs) must meet to be listed on the local ETPL.

- The WDBVC's local ETPL list will mirror the State ETPL list and State policy requirements set forth in Workforce Services Directive *ETPL Policy and Procedures*, WSD21-03. (Attachment 1)

Timeline for initial and continued eligibility review

- Continued eligibility review for the CA ETPL must be completed annually, within the federally required timeline. (*ETPL Policy and Procedures*, WSD21-03)

  - Training Provider Continued Eligibility Criteria

    Continued eligibility applies to all training providers listed on the CA ETPL at any time under the WIOA or WIA, and whose initial eligibility has expired. A training provider's initial and continued eligibility is valid for 365 days after the provider is approved for the ETPL. Since providers can be reviewed year-round, all active training providers on the CA ETPL will be evaluated annually by the EDD no earlier than 60 days, and no later than 30 days prior to the provider's eligibility expiration date to ensure they continue to meet eligibility to be retained on the CA ETPL. To determine continued eligibility, the EDD must verify that the training provider continues to meet the requirements outlined in the Training Provider Initial Eligibility Criteria section of this Directive. DOL registered apprenticeships and DIR DAS approved apprenticeships do not have any continued eligibility requirements and will remain on the ETPL. It is recommended that apprenticeships update their program information annually.

    In addition, providers on the CA ETPL for two full program years (July 1 – June 30) must have at least one Title I, subtitle B enrollment during the previous two program years. If removed due to enrollment requirements, a provider must wait six (6) months from removal to submit their ETPL application for reinstatement and will not be held to the enrollment requirement when determining continued eligibility for placement back onto the list.

    Training providers must reapply for WIOA program certification using CalJOBS. All applications for continued eligibility of training programs will be evaluated as they are received, by the Local Board and EDD, to ensure they continue to meet eligibility to be retained on the CA ETPL. The Local Board where the program is located is responsible for evaluating the program.

Process for delisting training provider/programs from the local ETPL

- To ensure the integrity of the CA ETPL, the Local Board or the EDD will remove a training provider or program from the CA ETPL at any time based on the items set forth in Workforce Services Directive *ETPL Policy and Procedures*, (WSD21-03)

- The training provider will be immediately removed from the CA ETPL for any of the following reasons until such time as they meet continued eligibility. A provider who has been removed from the list for any of the following reasons is liable to repay all Adult and Dislocated Worker training funds received during the period of noncompliance:

    a. The training provider has lost its accreditation or its approval to operate from its regulating agency.
    b. A private postsecondary training provider no longer meets the exempt criteria per CEC Section 94874, or the provider's Verification of Exemption by BPPE (if required by the EDD) expired or is revoked, and the provider does not have a new Verification of Exemption, or BPPE Approval to Operate.
    c. The nonprofit Community Based Organization no longer qualifies under Section 501(c)(3) of the Federal Internal Revenue Code.
    d. The apprenticeship program is no longer registered with the DOL under the National Apprenticeship Act, or is no longer approved by DIR DAS. The State ETPL Coordinator is responsible for removing apprenticeship programs.
    e. The pre-apprenticeship program no longer has a Letter of Commitment from a DOL registered or DIR DAS approved apprenticeship program, or no longer leads to an industry-recognized postsecondary credential.
    f. It is determined the provider sub-contracted instruction of the program to another entity without approval from WASC or BPPE. See *ETPL Definitions* (Attachment 2) for the definition of third-party subcontracting.
    g. The provider is not in compliance with WIOA Section 188.

2. A training provider will be immediately removed from the CA ETPL for a period of no less than two years for any of the reasons listed in this section. A provider who has been removed from the list for any of the following reasons is liable to repay all Adult and Dislocated Worker training funds received during the period of noncompliance:

    a. The state identifies the Local Board and training provider are participating in pay-to-play activities (commonly known as kickbacks) that include, but are not limited to: the Local Board received monetary or gift exchanges for (or in the hope for) referrals to a specific training provider, and/or exchanges of money or gifts to have the training provider listed on ETPL. As part of the annual on-site monitoring of Local Boards, if it is determined the Local Board is engaging in pay-to-play activities, a corrective action is required, and failure to take timely action to be in compliance may result in decertification of the Local Board involved.

   b. It is determined the training provider falsely reported information.
   c. The training provider substantially violated a provision of Title I of WIOA, or its implementing regulations.
   d. The training provider's top level leadership (e.g. owner, CEO, Director, etc.) is convicted of violating any federal or state law associated to the operation of the institution.

3. The EDD, in coordination with the Local Board, can remove a provider for any of the following reasons. Reactivation to the list is at the discretion of the State ETPL Coordinator and the Local Board:
   a. It is determined the provider is not serving or providing value to WIOA participants, and is listed on the CA ETPL solely for other purposes, such as the utilization of Workers' Compensation Supplemental Job Displacement Benefit vouchers.
   b. The provider has not served at least one Title I, subtitle B enrollment during the previous two program years. See "Training Provider Continued Eligibility Criteria" for requirements to be reinstated to the ETPL.
   c. The provider's CalJOBS profile and/or program information is inaccurate or incomplete.
   d. The training provider has not demonstrated a good faith effort in providing the ETP Report data to the EDD.
   e. The provider no longer wishes to be listed on the CA ETPL.

4. In an effort to safeguard WIOA funds, the training provider will be suspended from the CA ETPL if the training provider is under any federal, state, or local investigation. During the period of suspension, no new enrollments may occur, but the training provider can continue to serve existing WIOA-funded enrollments. Once the investigation is complete, a review of the findings by the state will determine if the provider can be reinstated to the CA ETPL.

   If a training provider/program is removed from the CA ETPL, the EDD must inform the Local Board of the denial and the reason(s) for the delisting within 30 days of the removal. The Local Board must in turn inform the training provider in writing with the reason(s) for the delisting, and provide information on the Local Board appeal process within 30 days of receipt of the EDD's decision. A copy of the written notification provided to the provider must be uploaded to the document section of the Provider Profile in CalJOBS within 10 business days of issuance.

   All training provider/programs removed from the CA ETPL must be removed from the local ETPL immediately upon notification from the EDD, as any new enrollments into a training program not eligible to be on the CA ETPL will result in disallowed costs.

   It is the responsibility of the EDD and the Local Board to work together to ensure any participants currently enrolled in a training program removed under items 1 and 2 experience minimal disruption. If the training provider or program is removed due to items 1, 3, or 4, any participants already enrolled (attended at least one day of instruction) can continue participation in the program until the training is complete, but no new enrollments may occur.

Provide comparable training opportunities if the training provider goes out of business.

- If the training provider is a Bureau of Private Postsecondary Education (BPPE) approved provider, the requirement is to coordinate with BPPE's Office of Student Assistant Relief. Workforce Services Directive *ETPL Policy and Procedures*, (WSD21-03)

Ensure training programs lead to at least one of the following: 1) credentials and/or certificates valued by employers, or 2) training-related employment as a result of gaining measurable technical skills for a specific occupation.

- This requirement ensures that training programs lead to high-quality jobs, as described in the California Unified Strategic Workforce Development Plan. Job quality serves the workforce development system and broader public sector by protecting investments in training. See *ETPL Definitions* in WSD21-03 (Attachment 2) for a definition of a postsecondary credential, as well as a definition of a training program that leads to employment.

- A program on the ETPL that only leads to employment will negatively affect a Local Board's Credential Attainment rate, since all individuals in an education or training program are included in the measure.

Verify and document participant attendance at regular intervals throughout the length of the training program. Workforce Services Directive *ETPL Policy and Procedures*, (WSD21-03)

- Per WSD19-10, the Local Board should check with the training provider to ensure clients are still in the training program each month. If not able to check monthly, the Local Board must check at least quarterly.

  Providers are required to maintain sufficient records and to make these records available for monitoring or audit by either the Local Board and/or the state. Workforce Services Directive *ETPL Policy and Procedures*, (WSD21-03)

Ensure there are no conflicts of interest between the Local Board and the provider.

- A prohibition on the payment of referral fees by training providers to Local Board staff, including America's Job Center of California^{SM} (AJCC) operator staff.

- Decisions made by the Local Board regarding ETPs and their programs is in compliance with WIOA Section 107(h).

  The Local Board is required to keep all training provider and program eligibility documents (either physical or electronic), and the process to provide them to the EDD within five business days, if requested. Workforce Services Directive *ETPL Policy and Procedures*, (WSD21-03) **The Local ETPL Coordinator's responsibilities, include the following:**

  - Provide technical assistance to all training providers with programs located within the Local Workforce Development Area (Local Area) seeking to be listed on the CA ETPL.

- Review and approve or deny providers and programs for initial eligibility in a timely manner as outlined in in Directive, *ETPL Policy and Procedures*, WSD21-03.

- Review and approve or deny providers and programs for continued eligibility in a timely manner as outlined in in Directive, *ETPL Policy and Procedures*, WSD21-03.

- Notifying providers if they or their program(s) are removed from the CA and/or local ETPL

Appeals to the Local Board

The Local Board follows the written appeal process for the CA and local ETPL as stated in Workforce Services Directive *ETPL Policy and Procedures*, (WSD21-03), November 10, 2021, that includes the following required provisions:

- The training provider must appeal to the Local Board in writing within 30 days of the issuance of the denial or delisting notice. The appeal must include a statement of the desire to appeal, specification of the training program(s) in question, the reason(s) for the appeal (i.e. grounds), documentation supporting the grounds for the appeal, and the signature of the appropriate training provider official.

- An initial informal meeting between the Local Board staff and the training provider. The purpose of this meeting is to identify if there is a simple solution to resolve the dispute.

- The opportunity for training providers to have a hearing. The hearing officer shall be an impartial person. The hearing officer shall provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days in advance of the scheduled hearing. Both parties shall have the opportunity to present oral and written testimony under oath, to call and question witnesses, request documents relevant to the proceedings, and have legal representation.

- The hearing officer's final decisions must be made within 60 days of receipt of the appeal, and the training provider and the Local Board notified in writing of the final decision.

- A copy of the final decision will be emailed by the WDBVC to the State ETPL Coordinator (wsbetpl@edd.ca.gov), and the Local ETPL Coordinator must upload the final decision to the Provider Profile section of CalJOBS.

Training providers who are deemed exempt per California Education Code (CEC) Section 94874, and are not regionally accredited by an accrediting institution will be considered, as stated in Workforce Services Directive *ETPL Policy and Procedures*, (WSD21-03) when they meet the following criteria:

- Verification of the instructor's credentials or experience.

- Ensure the financial stability of the training provider.

- Annual inspection of the schools or training programs.

- Ensure actual instruction is taking place.
- Ensure instructional equipment and instruction meet current industry standards

Notifying providers if they or their program(s) are removed from the CA and/or local ETPL

- As set forth in Directive, ETPL Policy and Procedures, WSD21-03, the Local Board will follow the procedures and timelines to notify providers if the provider or their program(s) are removed from the CA ETPL.

PROCEDURES

The Workforce Development Board of Ventura County (WDBVC), Local ETPL Policy mirrors the California State ETPL Policy. The WDBVC does not have a separate local list of providers and uses the State ETPL as the Local ETPL.

ETPL TRAINING ELIGIBILITY

Initial eligibility applies to a program previously not listed on the CA ETPL under the WIOA or the WIA. The initial eligibility period is one year (365 days). After a training provider meets the training provider initial eligibility criteria, been nominated by the Local Board, and approved by the State ETPL Coordinator, each individual training program must continue to meet continued eligibility training requirements annually to remain listed on the ETPL.

The following institution types are eligible for inclusion on the CA ETPL: (ETPL Policy and Procedures, WSD21-03)

1. **Adult education secondary schools**, as long as the activities are provided in combination with occupational skills training. The training provider must be an eligible provider of adult education and literacy activities under Title II of WIOA. A list of Title II providers can be found on the California Department of Education (CDE) website

2. **Pre-apprenticeship and apprenticeship providers.** Training providers must have a letter of commitment from a DOL registered or DIR DAS approved apprenticeship program.

3. **Private postsecondary institutions**. Training providers be must be accredited by the Accrediting Commission for Schools (ACS) Western Association of Schools and Colleges (WASC); the WASC Senior College and University Commission (SCUC); have current BPPE Approval to Operate; current Verification of Exemption by BPPE; or are deemed exempt per California Education Code (CEC) **Section 94874.**

4. **Public postsecondary institutions**. *Public Postsecondary Community Colleges*
   Training providers must be accredited by the WASC Accrediting Commission for Community and Junior Colleges (ACCJC). The following website can be utilized to search for the WASC ACCJC accredited colleges: WASC ACJCC.

5. **CA State University (CSU) and University of CA (UC)**
   Training providers must be accredited by the WASC SCUC. The following website can be utilized to search for WASC SCUC accredited colleges: WASC SCUC.

Training Providers

To be an eligible training provider on the ETPL, an entity must qualify as one of the following:

- Training providers be must be accredited by the Accrediting Commission for Schools (ACS) Western Association of Schools and Colleges (WASC); the WASC Senior College and University Commission (SCUC); have current BPPE Approval to Operate; current Verification of Exemption by BPPE; or are deemed exempt per California Education Code (CEC) Section 94874 or an entity that carries out programs registered under the National Apprenticeship Act.

- Ensure training programs lead to at least one of the following: 1) credentials and/or certificates valued by employers, or 2) training-related employment as a result of gaining measurable technical skills for a specific occupation.

- Training related employment: "An eligible ETPL program must prepare graduates for a specific occupation related to the training that was provided. This means that programs must award measurable technical skills, rather than general skills that are broadly required for employment. These measurable technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations." ETPL Policy and Procedures, (WSD21-03) Graduates must be employed in occupation related to program.

- The program needs to provide information supporting the provider's partnership with business. This may include information about the quality and quantity of employer partnerships. The approval of a course to be placed on the Eligible Training Provider List, which leads only to training related employment, is up to the discretion of the Local Ventura Workforce Development Board. Three businesses, in the related industry, need to provide letters of support.

- A public or private provider of a program of training services, which may include joint labor-management organizations, community-based organizations, and eligible providers of adult education and literacy activities under WIOA Title II, if such activities are provided in combination with occupational skills training.

All Providers

In addition to the above requirements, all training providers must meet the following:

- All training providers are subject to the Equal Opportunity and Nondiscrimination requirements found in Section 188 of WIOA. All Local Boards must ensure a training provider is in compliance prior to nominating the training provider to be on the CA ETPL. Equal Opportunity and Non-Discrimination procedures should be posted at the AJCC and approved training providers' facilities, and provided to each participant upon enrollment in a CA ETPL training program. It is also important to note that all site locations for a provider must be in compliance with WIOA Section 188. For more information, refer to *Nondiscrimination and Equal Opportunity Procedures* (WSD17-01).

  Training providers must post Equal Employment Opportunity and Non-Discrimination procedures at their facilities. Proof of compliance WIOA section 188. The WDBVC compliance survey needs to be completed and submitted yearly, by the due date requested. Failure to submit requested documentation, will result in the training provider being removed from the ETPL list.

  Provide information supporting the provider's partnership with business. This may include information about the quality and quantity of employer partnerships.

- Enter program(s) of training services into CalJOBS. The training provider should only enter the program(s) desired to be on the CA ETPL. If the program is offered with multiple modes of delivery, curriculum, or course lengths, the program must be entered separately for each variation.

- A signed copy of the *CA ETP Assurances Form* (Attachment 3) is uploaded to the documents section of the Provider Profile in CalJOBS.

- Provide documents required by WDBVC as listed in (Attachment 4)

- The cost in the Cost Details tab in CalJobs program should match the cost of a member of the general public enrolling in the program. The mode of instruction, and class schedule(s) are consistent with the provider's advertised brochure/website. This information should be available in the provider's brochure or website

Initial Eligibility

Requirements differ for public and private providers. Apprenticeship programs are not subject to program initial eligibility criteria.

Public providers

- Of those who exited, % of those who successfully completed. (did not withdraw or transfer out of the program).

- Of those that completed, % of those who were employed within six months
- Does not have to meet a specific percentage.

Private Providers

- Of those who exited, 50% successfully completed
- Of those completed, 50% are employed within 6 months

Local Coordinators

The local ETPL Coordinator for the WDBVC assists training providers interested in applying to be on the ETPL list. Training providers need to be headquartered in the local area where they are applying to be listed. To apply as a new provider the program needs to contact the local coordinator or register to apply through CalJOBS.

Provider Application in CalJOBS

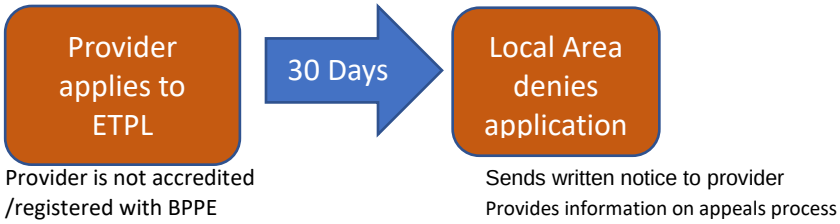
A provider can initially register in CalJOBS by going to the CalJobs registration page and registering under provider. The process to join the ETPL is initiated by the provider initial registration in CalJOBS. When the training program information is entered, use the corporate information as your address location to create your provider user account, the system will automatically forward the user account request to the correct ETPL Coordinator for approval. If there is an existing account in Caljobs it will then link to the account already in CalJOBS if the FEIN matches or you will see a link to create a new account. Attachment 1 ETPL policy outlines eligibility, attachment 3, assurances is required to be uploaded, and Attachment 6, the guide card, provides instructions for establishing your account in CalJOBS.

- A provider is not approved until the process and documentation is completed.
- Documentation for provider eligibility (See Attachment 4)

Application Process

- Local Areas will now "nominate" providers/programs to the ETPL, whereas before they would add them to ETPL and have the final decision. The decision shifts to EDD, which will review within 30 days of nomination
- Application Timeline:

Denial of Eligibility Local Board



Continued Eligibility

Continued eligibility applies to all training providers listed on the CA ETPL at any time under WIOA and whose initial eligibility has expired. A training provider's initial and continued eligibility is valid for 365 days after the provider is approved for the ETPL.

- Training providers must reapply for WIOA program certification using CalJOBS. All applications for continued eligibility of training programs will be evaluated as they are received, by the Local Board and EDD, to ensure they continue to meet eligibility to be retained on the CA ETPL.
- The local area reviews programs no earlier than 60 days, and no later than 30 days and nominates to EDD for final approval.
- Providers w/ no Title I enrollments in 2 PYs (This criteria includes all courses listed under the provider, not each course) will be removed and must wait 6 months before re-applying.
- Providers/training programs are required to meet all initial eligibility requirements in addition to performance requirements.

Continued Eligibility Programs Performance

CA ETPL training programs must meet performance metrics to retain their eligibility on the ETPL. The EDD will negotiate with DOL to establish yearly performance goals based on the WIOA primary indicators of performance.

For continued eligibility, CA ETPL training programs (with the exception of apprenticeship programs, Adult Education programs, Community Colleges, UCs and CSUs) must meet or exceed the performance metrics required in initial eligibility, as well as the negotiated state-level Title I Adult performance goals. The EDD will publish the state-level negotiated performance goals in a Workforce Services Information Notice located on the EDD website. The continued eligibility performance calculations for each program is based on WIOA participant performance,

All providers: submit aggregate data

- For aggregate, 50% completion rate students for the most recent complete program year (July 1 – June 30).

- Adult Ed, CCs, CSUs, UCs: only need 1) aggregate data, and 2) 50% all student completion rate.
- Apprenticeships: performance not required

Private providers

- Private providers: Aggregate student data
  Required to meet: 50% completed, 50% employed
- Private providers are also required to meet the negotiated state-level Title I Adult performance goals. These are the WIOA performance indicators (employment, median earnings, etc.) based on WIOA performance data. The program must meet the performance metrics for WIOA participants for the most recent complete program year (July 1 – June 30). Data is already captured by CalJOBS, so no additional data for private providers to enter. Verified using ETP report.

Placing Delisted Training Providers/Programs Back on ETPL

- Submitted through Local Board (unless distance ed/apprenticeship, since EDD handles those)
- Must meet all criteria in Continued Eligibility section of directive

Appeals

- Provider must first start appeal with Local Area
- Provider: files appeal within 30 days of denial
- Local Area: 60 days of appeal
- EDD must make final decision on adding program back to ETPL
- Apprenticeships/Distance Ed: start with EDD

ACTION

Bring this policy to the attention of all affected staff.

INQUIRIES

Inquiries regarding this policy can be addressed to the WDBVC at 805-477-5306.

/S/ Rebecca Evans, Executive Director
Workforce Development Board of Ventura County

ATTACHMENTS:

Attachment I	-	Workforce Services Directive ETPL Policy and Procedures, (WSD21-03)
Attachment II	-	ETPL Definitions
Attachment III	-	CA ETP Assurances Form
Attachment IV	-	Initial Eligibility Training Provider Required Documents Packet
Attachment V	-	Continued Eligibility Checklist

Attachment VI - CalJOBS ETPL Module Guide Card
Attachment VII - CA ETPL Training Provider and Program Determination Flowchart

ETPL Policy and Procedures

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A. Introduction

This policy establishes the types of allowable training services, consumer choice, the difference between the state and local Eligible Training Provider List (ETPL), the requirement for Local Workforce Development Boards (Local Boards) to establish an ETPL policy, eligibility criteria and procedures for initial and continued eligibility for Eligible Training Providers (ETP) and programs, the federally mandated Eligible Training Provider Performance Report (ETP Report), and the roles and responsibilities of the Local Boards and the Employment Development Department (EDD) in maintaining the integrity of the state ETPL.

This document contains detailed information on initial and continued eligibility requirements, and the roles and responsibilities of the Local Boards, and the EDD in maintaining the integrity of the state ETPL and the quality of the training programs offered on it.

B. Allowable Types of Training Services

The following are the allowable types of training for the *Workforce Innovation and Opportunity Act* (WIOA) Title I program:

a. Occupational skills training, including nontraditional employment.
b. On-the-Job Training (OJT).
c. Incumbent Worker Training (IWT).
d. Programs that combine workplace training with related instruction, which may include cooperative education programs.
e. Training programs operated by the private sector.
f. Skill upgrading and retraining.
g. Entrepreneurial training.
h. Job readiness training provided in combination with the training services described in (a) through (g) above.
i. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services provided with the training services described in (a) through (g) above.
j. Customized training conducted with a commitment by an employer, or group of employers, to employ an individual upon successful completion of the training.

While all of the above are allowable training services under WIOA, service types b, c, and j are not required to be on the ETPL.

C. State and Local ETPLs

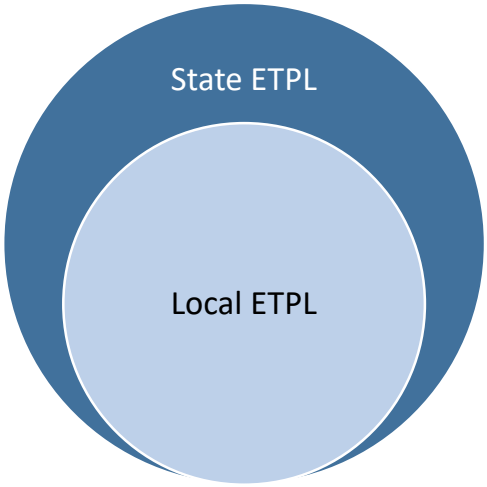
Local Boards and the EDD are responsible for working together to identify ETPs for the state ETPL. The state ETPL creates a pool of ETPs that Local Boards can utilize to establish their local ETPL. In California, the state ETPL is called the California (CA) ETPL.

Each Local Board must maintain a local list of training providers and programs. Local Boards may add additional local requirements for providers and/or programs (except for

apprenticeship programs) to be eligible on the local ETPL. Local Boards must include all CA ETPL approved apprenticeship programs on their local ETPL. Adding additional local requirements may result in providers that are on the CA ETPL, but may not be eligible for inclusion on the local ETPL. While additional requirements may be added for the local ETPL, Local Boards may only include training providers on their list that are approved for the CA ETPL.

If the Local Board is reviewing provider and/or program applications for inclusion on the ETPL, the Local Board must conduct the state eligibility review first, and then determine eligibility for inclusion on their local ETPL. When conducting the state eligibility review, the Local Board must do so using only the state's requirements, and not the Local Board's additional requirements.

Local Boards that do not add additional requirements must include all of the providers/programs on the CA ETPL on their local ETPL, whereas Local Boards with additional requirements may have a subset of the state list as depicted in the diagram below:



Note – Providers on the local ETPL must be on the CA ETPL.

Note – Additional functionality is being added to the CalJOBS^{SM} system to enable Local Boards to identify the training providers and programs approved for their local ETPL.

D. Local Board Policy

Each Local Board must develop local policies that provide sufficient consumer protection and oversight of training providers. These policies must meet the minimum requirements of the procedures outlined in this Directive, and may include additional requirements as deemed appropriate by the Local Board. Such policies must include, but are not limited to, processes that achieve the following:

- Ensure participants can avail themselves of, and are made aware of, grievance/complaint procedures. Please reference Workforce Services Directive *WIOA Grievance and Complaint Resolution Procedures* (WSD18-05) for guidance.
- Recover WIOA training funds. Please reference *Recovery of WIOA Tuition and Training*

Refunds (WSD19-10) for guidance on recovering training funds.

- Outline any additional eligibility requirements providers and/or programs (except apprenticeship programs) must meet to be listed on the local ETPL.
    - These requirements must support the creation of a list that ensures provider performance, job-driven training, informed consumer choice, continuous improvement, and cost-effective investment of public funds.
    - Requirements may include, but are not limited to:
        - Additional performance requirements.
        - Program location.
        - Accreditation requirements.
        - Cost.

- Include the timeline for initial and continued eligibility review for inclusion on the local ETPL.
    - Continued eligibility review for the CA ETPL must be completed annually, and review for the local ETPL must be completed at least once every two years.
    - Within the federally required timeline in the previous bullet, Local Boards have discretion on when they conduct initial and continued eligibility for inclusion on the local ETPL. The following are just a few examples of options for local review:
        - Review entire local ETPL every two years.
        - Review each provider/program annually.
        - Review on the anniversary of when the provider/program established continued eligibility on the local ETPL.

- Process for delisting training provider/programs from the local ETPL.

- Provide comparable training opportunities if the training provider goes out of business. If the training provider is a Bureau of Private Postsecondary Education (BPPE) approved provider, the policy should include the requirement to coordinate with BPPE's Office of Student Assistant Relief.

- Ensure training programs lead to at least one of the following: 1) credentials and/or certificates valued by employers, or 2) training-related employment as a result of gaining measurable technical skills for a specific occupation. This requirement ensures that training programs lead to high-quality jobs, as described in the California Unified Strategic Workforce Development Plan. Job quality serves the workforce development system and broader public sector by protecting investments in training. Please see *ETPL Definitions* (Attachment 2) for a definition of a postsecondary credential, as well as a definition of a training program that leads to employment.
    - Please note, a program on the ETPL that only leads to employment will negatively affect a Local Board's Credential Attainment rate, since all individuals in an education or training program are included in the measure. Please refer to *CalJOBS Activity Codes* (WSD19-06) Attachment 3 for a list of activity codes that place individuals into the Credential Attainment performance measure.

- Verify and document participant attendance at regular intervals throughout the length of the training program. Per WSD19-10, the Local Board should check with the training provider to ensure clients are still in the training program each month. If not able to check monthly, the Local Board must check at least quarterly.
- Require providers to maintain sufficient records and to make these records available for monitoring or audit by either the Local Board and/or the state.
- Ensure there are no conflicts of interest between the Local Board and the provider, which includes, but is not limited to the following:
  - A prohibition on the payment of referral fees by training providers to Local Board staff, including America's Job Center of California[SM] (AJCC) operator staff.
  - Decisions made by the Local Board regarding ETPs and their programs is in compliance with WIOA Section 107(h).
- Outline the requirement of the Local Board to keep all training provider and program eligibility documents (either physical or electronic), and the process to provide them to the EDD within five business days, if requested.
- Explain the Local ETPL Coordinator's responsibilities, which, at minimum, must include the following:
  - Requirement to provide technical assistance to all training providers with programs located within the Local Workforce Development Area (Local Area) seeking to be listed on the CA ETPL.
  - Requirement for reviewing and approving or denying providers and programs for initial eligibility in a timely manner:
    - The review must include eligibility for the CA ETPL that meets requirements outlined in this Directive.
    - The review must include eligibility for the local ETPL that meets requirements outlined in the Local Board's local ETPL policy.
  - Requirement for reviewing and approving or denying providers and programs for continued eligibility in a timely manner:
    - The review must include eligibility for the CA ETPL that meets requirements outlined in this Directive.
    - The review must include eligibility for the local ETPL that meets requirements outlined in the Local Board's local ETPL policy.
  - Method and timeline for notifying providers if they or their program(s) are removed from the CA and/or local ETPL.
- Describe the appeal process that meets the requirements outlined in this Directive.

In addition, Local Board policies shall include the following for training providers who are deemed exempt per California Education Code (CEC) Section 94874, and are not regionally accredited by an accrediting institution:

- Verification of the instructor's credentials or experience.

- Ensure the financial stability of the training provider.
- Annual inspection of the schools or training programs.
- Ensure actual instruction is taking place.
- Ensure instructional equipment and instruction meet current industry standards.

Local Boards may delegate their responsibility of the ETPL to another Local Board to act on their behalf in making nominations for training providers and programs to be listed on the CA ETPL, and the creation of their local ETPL. To delegate, or cancel an existing delegation, please complete and submit the ETPL Local Board Delegation and Cancelation Form (Attachment 3). Any Local Boards that delegate their ETPL responsibilities to another Local Board must complete this form annually between July 1st and July 30th. Due to the signature requirement (physical or electronic signature), this form should be emailed as an attachment.

E. Consumer Choice

Training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider and program. Each Local Board must make the local ETPL available to customers. Additionally, the Local Board must make available information identifying ETPs for OJT, customized training, and IWT.

After consultation with a career planner, an individual who has been determined eligible for training services may select an ETP from the Local Board's local ETPL. Unless the program has exhausted training funds for the program year, the Local Board must refer the individual to the selected provider, and establish an Individual Training Account (ITA) for the individual to pay for training. A referral may be carried out by providing a voucher or certificate to the individual to obtain training. The cost of the referral of an individual with an ITA to a training provider is paid by the applicable Adult, Dislocated Worker, or Youth program.

F. CA ETPL Application Process

For a provider to be listed on the CA ETPL, the provider must have its information entered into the CalJOBS ETPL module. It is the Local ETPL Coordinator's role to provide assistance and guidance to training providers who register in CalJOBS. Once all necessary information is entered, the Local ETPL Coordinator must review and nominate the training provider and/or program to the State ETPL Coordinator for inclusion on the CA ETPL ensuring all information provided is complete, accurate, and current, and is in alignment with this Directive.

The EDD will review applications for the CA ETPL within 30 days of receipt from the Local Board.

Once the provider and/or program is approved and included on the CA ETPL, the Local Board must review, and approve or deny the training provider for inclusion on their local ETPL ensuring all information is in alignment with their Local Board policy.

ETPL Application Process by Provider Category

1. ***In-State Training Provider***
   All training providers that have a training site(s) in CA and wish to be listed on the CA ETPL are required to be registered in CalJOBS. The training provider shall provide all the training provider information required in the CalJOBS ETPL module. The training provider must upload a signed *CA ETP Assurances Form* (Attachment 4) to the documents section of the Provider Profile in CalJOBS.

   If the in-state training provider is a Department of Labor (DOL) Registered Apprenticeship or California Department of Industrial Relations (DIR), Division of Apprenticeship Standards (DAS) approved apprenticeship, please see the *Training Provider Initial Eligibility* section below.

   Local Boards must review and nominate a provider headquartered in their Local Area for the CA ETPL if the provider meets state eligibility requirements. If a provider has multiple locations, the Local Board(s) in the area of the provider locations must nominate the program(s) to the State ETPL Coordinator.

2. ***Distance Education Training Providers***
   All Distance Education training providers that wish to be listed on the CA ETPL are required to be registered in CalJOBS. The training provider shall provide all the training provider information required in the CalJOBS ETPL module. The training provider must upload a signed *CA ETP Assurances Form* (Attachment 4) to the documents section of the Provider Profile in CalJOBS. The State ETPL Coordinator will determine if a Distance Education training provider is eligible to be on the CA ETPL using the eligibility criteria in this Directive. If a Local ETPL Coordinator is contacted by a Distance Education training provider, the provider should be referred to wsbetpl@edd.ca.gov for assistance.

3. ***Out-of-State Training Providers***
   All training providers, other than Distance Education training providers, that have training sites located only outside of CA cannot be listed on the CA ETPL. Local Boards cannot utilize an ITA or a direct contract with out-of-state training providers.

Please reference the *CalJOBS ETPL Module Guide Card* (Attachment 5) for detailed information on the CalJOBS process for registering new training providers.

G. CA ETPL Initial Eligibility

Training Provider Initial Eligibility Criteria

Initial eligibility applies to providers previously not listed on the CA ETPL under the WIOA or the *Workforce Investment Act of 1998* (WIA). The initial eligibility period is one year (365 days). The

Local ETPL Coordinator is responsible for reviewing the training provider's initial eligibility prior to nominating for inclusion on the CA ETPL.

The following institution types are eligible for inclusion on the CA ETPL:

1. Adult education secondary schools, as long as the activities are provided in combination with occupational skills training.
2. Pre-apprenticeship and apprenticeship providers.
3. Private postsecondary institutions.
4. Public postsecondary institutions.

The initial eligibility process for each for the training provider types listed above is based on the following:

1. ***Adult Education Secondary Schools***
   Training provider must be an eligible provider of adult education and literacy activities under Title II of WIOA. Adult education and/or literacy activities must be offered concurrently, or in combination with, occupational skills training. A list of Title II providers can be found on the California Department of Education (CDE) website.

2. ***Pre-apprenticeship and Apprenticeship Providers***
   a. *Pre-apprenticeship Provider*
      Training providers must have a letter of commitment from a DOL registered or DIR DAS approved apprenticeship program. To be listed on the CA ETPL, the pre-apprenticeship program must award an industry-recognized credential or certificate. *The state will not enter information on pre-apprenticeship training programs; this information will be entered by Local Boards, if necessary.*

      Pre-apprenticeship programs are considered Individualized Career Services under WIOA, and thus are not required to be on the ETPL. Pre-apprenticeship programs that do not result in an industry-recognized credential or certificate cannot be listed on the ETPL; however, those pre-apprenticeship programs that do provide an industry-recognized certificate or credential can be listed on the ETPL and used in conjunction with an ITA. The California Workforce Development Board (State Board) and each Local Board must ensure that federal WIOA funds awarded for pre-apprenticeship training in the building and construction trades fund programs and services that follow the Multi-Craft Core Curriculum (MC3) implemented by the CDE and that develop a plan to help increase the representation of women in those trades. WIOA prohibits Title I funds from being used for "construction, purchase of facilities or buildings, or other capital expenditures for improvements to land or buildings except with prior approval."

   b. *DOL Registered Apprenticeships and DIR DAS Approved Apprenticeships*
      DOL registered apprenticeships and DIR DAS approved apprenticeships are automatically eligible to be listed on the CA ETPL and do not have any eligibility requirements. The state will reach out to new apprenticeship programs to

inform them of the opportunity to join the CA ETPL. If the provider opts into the ETPL, the apprenticeship program will be placed on the ETPL by the state.

The State Board and Local Boards shall, to the maximum extent feasible, coordinate their pre-apprenticeship and apprenticeship training programs with one or more DIR DAS approved apprenticeship for the occupation and geographic area.

3. ***Private Postsecondary Institutions (for-profit or non-profit)***
   Training providers be must be accredited by the Accrediting Commission for Schools (ACS) Western Association of Schools and Colleges (WASC); the WASC Senior College and University Commission (SCUC); have current BPPE Approval to Operate; current Verification of Exemption by BPPE; or are deemed exempt per California Education Code (CEC) Section 94874.

   Note that providers who are deemed exempt are not required to have a Verification of Exemption. However, if EDD is unable to determine the specific exemption that the provider falls under, then EDD reserves the right to request that the provider obtain a Verification of Exemption from the BPPE.

   Providers that fall under exemptions (a), (d), (f), or (h) of CEC Section 94874 are not eligible for the ETPL.

   A Distance Education provider without a physical presence in California that offers postsecondary distance education to California students for a fee must be registered with the BPPE. Private Distance Education higher education institutions that are degree granting, non-profit, and accredited are not required to register with BPPE, but must be accredited by the Accrediting Commission for Schools (ACS) Western Association of Schools and Colleges (WASC), the WASC Senior College and University Commission (SCUC), or an agency recognized by the U.S. Department of Education. For more information on the BPPE Out-of-State Institution registration, please see the BPPE Out-of-State Institution Registration webpage.

   For a directory of accredited schools, please visit ACS WASC and WASC SCUC.

   For more information regarding BPPE Approval to Operate, or current Verification of Exemption, please visit the BPPE website. If the training provider has a BPPE Approval to Operate, Verification of Exemption, or Out-of-State Institution Registration, the document must be uploaded to the documents section of the Provider Profile in CalJOBS.

4. ***Public Postsecondary Institutions***
   a. *Public Postsecondary Community Colleges*
      Training providers must be accredited by the WASC Accrediting Commission for Community and Junior Colleges (ACCJC). The following website can be utilized to search for the WASC ACCJC accredited colleges: WASC ACJCC.

      For public postsecondary community colleges not WASC ACCJC accredited, but

are currently in the initial accreditation process, the Local Board can nominate the training provider, and the State Board and the EDD will determine whether the community college meets the training provider initial eligibility criteria.

b. *CA State University (CSU) and University of CA (UC)*
Training providers must be accredited by the WASC SCUC. The following website can be utilized to search for WASC SCUC accredited colleges: WASC SCUC.

In addition to the above requirements, all training providers (with the exception of apprenticeship programs) must meet the following:

- All training providers are subject to the Equal Opportunity and Nondiscrimination requirements found in Section 188 of WIOA. All Local Boards must ensure a training provider is in compliance prior to nominating the training provider to be on the CA ETPL. Equal Opportunity and Non-Discrimination procedures should be posted at the AJCC and approved training providers' facilities, and provided to each participant upon enrollment in a CA ETPL training program. It is critical for Local Boards to utilize EDD-provided monitoring tools to evaluate the providers, and to upload appropriate documents to the documents section of the Provider Profile in CalJOBS. It is also important to note that all site locations for a provider must be in compliance with WIOA Section 188. For more information, refer to *Nondiscrimination and Equal Opportunity Procedures* (WSD17-01).
- Provide information supporting the provider's partnership with business. This may include information about the quality and quantity of employer partnerships.
- Enter program(s) of training services into CalJOBS. The training provider should only enter the program(s) desired to be on the CA ETPL. If the program is offered with multiple modes of delivery, curriculum, or course lengths, the program must be entered separately for each variation. Please reference *ETPL Definitions* (Attachment 2) for the definition of a *Training Program*.
- A signed copy of the *CA ETP Assurances Form* (Attachment 4) is uploaded to the documents section of the Provider Profile in CalJOBS.

Once the training provider completes the CA ETPL application on CalJOBS, the Local ETPL Coordinator is responsible for reviewing the provider's information and either denying their inclusion on the CA ETPL, or nominating them for review by the State ETPL Coordinator through the CalJOBS approval process. The Local ETPL Coordinator must review and nominate, or deny a training provider profile within 30 days of the completed application date.

The Local Board that contains the headquarters of the provider is responsible for nominating the provider profile. Please reference the *Approval or Denial of Training Provider/Program* section of this attachment for additional information.

Training Program Initial Eligibility Criteria

Initial eligibility applies to a program previously not listed on the CA ETPL under the WIOA or the WIA. The initial eligibility period is one year (365 days). After a training provider meets the training provider initial eligibility criteria listed above, been nominated by the Local Board, and approved by the State ETPL Coordinator, each individual training program must meet the following requirements to be listed on the CA ETPL:

- The training program must be for occupations in in-demand industry sectors identified by the state, region, or Local Board. In-demand or priority industry sector information must be verified with the State Board and/or Local Board.
- The training program provides training services that lead to an industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and/or certification requirements, or employment in a specific occupation after receiving measurable technical skills. Please note the training program does not have to issue the credential, but the training program should prepare the individual to obtain the credential. For example, a Class A Truck Driving program does not issue the Class A driver's license, but it should prepare the individual to pass the state-issued exam to obtain the license. For more information on if a training leads to an industry-recognized credential, please see DOL's Credential Attainment Decision Tree.
- The cost in the Cost Details tab in the program wizard should match the cost of a member of the general public enrolling in the program without assistance from WIOA. This information should be available in the provider's brochure or website. If the Local Board works out a different cost with the provider, then the cost information in the training activity code will need to be updated to reflect the different cost.
- The mode of instruction, and class schedule(s) are consistent with the provider's advertised brochure/website. If a program is offered with multiple modes of instruction (e.g. online and in-person) or durations, the program needs to be entered separately for each variation.
- ***For providers with a BPPE Approval to Operate, the training program and its location are BPPE approved[1].***
- ***For providers with WASC SCUC accreditation, the training program, its location, and mode of delivery are WASC SCUC accredited[2].***
- ***For WASC accredited training providers where the program's instruction and/or curriculum development is entirely sub-contracted to another entity or third party***

[1] For providers with a BPPE Approval to Operate, not all BPPE training programs are automatically eligible to be listed on the CA ETPL.

[2] For providers with WASC SCUC accreditation, not all accredited training programs are automatically eligible to be listed on the CA ETPL.

vendor, the training provider directly receiving tuition and related instruction fees (e.g. ITA) must meet the requirements outlined in this directive, and register in CalJOBS as a provider. See ETPL Definitions (Attachment 2) for the definition of third-party subcontracting and what is considered allowable.

- Program must provide and meet the following performance metrics based on aggregate data for all students in the program to ensure the program supports the ability for the individual to obtain an industry-recognized postsecondary credential, and/or employment upon completion of the program. The provider must provide performance data for the prior complete program year (July 1 – June 30).
    - Public Postsecondary Community Colleges, CSUs, UCs, and Adult Education Secondary Schools are required to provide performance information for consideration of placement on the CA ETPL, but due to heavy state oversight, investment, and the inability to capture true program outcome data, these institution types are not required to meet a specific performance threshold to be listed on the CA ETPL. The following performance data must be provided and listed in CalJOBS:
        - Of individuals that exited the program, the percentage who successfully completed the training program (did not withdraw or transfer out of the program).
        - Of individuals that successfully completed the training program, the percentage who are employed within six months of graduating from the training program. For occupations for which the state requires passing an examination, the six month period begins after the announcement of the examination results for the first examination available after a student completes the program.
    - Private Postsecondary Institutions are required to meet and provide the following performance data in CalJOBS:
        - Of individuals who exited the program, 50% successfully completed the training program (did not withdraw or transfer out of the program).
        - Of individuals who successfully completed the training program, 50% are employed within six months of graduating from the training program. For occupations for which the state requires passing an examination, the six month period begins after the announcement of the examination results for the first examination available after a student completes the program.

Please note – Apprenticeship programs are not subject to program initial eligibility criteria.

Once the training provider enters the program into CalJOBS, the Local ETPL Coordinator is responsible for reviewing the program information and either denying their inclusion on the CA ETPL, or nominating them for review by the State ETPL Coordinator through the CalJOBS approval process. The Local ETPL Coordinator must review and nominate, or deny a training program within 30 days of the completed application date.

The Local Board where the program is located is responsible for nominating the program. Please reference the *Approval or Denial of Training Provider/Program* section of this attachment for additional information.

For more information regarding the training provider and program initial eligibility process, please refer to the *CA ETPL Training Provider and Program Determination Flowchart* (Attachment 6).

H. CA ETPL Continued Eligibility Criteria

Training Provider Continued Eligibility Criteria

Continued eligibility applies to all training providers listed on the CA ETPL at any time under the WIOA or WIA, and whose initial eligibility has expired. A training provider's initial and continued eligibility is valid for 365 days after the provider is approved for the ETPL. ***Since providers can be reviewed year-round, all active training providers on the CA ETPL will be evaluated annually by the EDD no earlier than 60 days, and no later than 30 days prior to the provider's eligibility expiration date to ensure they continue to meet eligibility to be retained on the CA ETPL.*** To determine continued eligibility, the EDD must verify that the training provider continues to meet the requirements outlined in the *Training Provider Initial Eligibility Criteria* section of this Directive. DOL registered apprenticeships and DIR DAS approved apprenticeships do not have any continued eligibility requirements and will remain on the ETPL. It is recommended that apprenticeships update their program information annually.

In addition, providers on the CA ETPL for two full program years (July 1 – June 30) must have at least one Title I, subtitle B enrollment during the previous two program years. If removed due to enrollment requirements, a provider must wait six (6) months from removal to submit their ETPL application for reinstatement and will not be held to the enrollment requirement when determining continued eligibility for placement back onto the list.

Training Program Continued Eligibility Criteria

Continued eligibility applies to all training programs listed on the CA ETPL at any time under the WIOA or WIA and whose initial eligibility has expired. A training program's initial and continued eligibility is valid for 365 days after the program is approved for the ETPL. ***Since programs can be reviewed year-round, all active training programs on the CA ETPL will be evaluated annually by the Local Board no earlier than 60 days, and no later than 30 days prior to the program's eligibility expiration date to ensure they continue to meet eligibility to be retained on the CA ETPL.***

Training providers must reapply for WIOA program certification using CalJOBS. All applications for continued eligibility of training programs will be evaluated as they are received, by the Local Board and EDD, to ensure they continue to meet eligibility to be retained on the CA ETPL. The Local Board where the program is located is responsible for evaluating the program.

After a training provider has met the training provider continued eligibility criteria listed above, each individual training program must meet the following requirements to retain their listing on the CA ETPL:

- Training program information is reviewed and updated in CalJOBS.
- Training program meets all requirements outlined above in the *Training Program Initial Eligibility Criteria* section of this attachment.
- CA ETPL training programs must meet performance metrics to retain their eligibility on the ETPL. The EDD will negotiate with DOL to establish yearly performance goals based on the WIOA primary indicators of performance. For continued eligibility, CA ETPL training programs (with the exception of apprenticeship programs, Adult Education programs, Community Colleges, UCs and CSUs) must meet or exceed the performance metrics required in initial eligibility, as well as the negotiated state-level Title I Adult performance goals. The EDD will publish the state-level negotiated performance goals in a Workforce Services Information Notice located on the EDD website. The continued eligibility performance calculations for each program is based on WIOA participant performance, and is verified using the federal ETP Report published annually by the state. Providers are required to collect and submit aggregate performance data for all students to EDD. The following outlines the performance metrics for continued eligibility:
    - The program must meet the following performance metric for all students for the most recent complete program year (July 1 – June 30):
        - Of individuals who exited the program, 50% successfully completed (did not withdraw or transfer) the program.
    - The program must meet the following performance metrics for WIOA participants for the most recent complete program year (July 1 – June 30)[3]:
        - Employment Rate 2nd Quarter after Exit meets the state's negotiated goal for the Title I Adult program.
        - Employment Rate 4th Quarter after Exit meets the state's negotiated goal for the Title I Adult program.
        - Median Earnings meet the state's negotiated goal for the Title I Adult program.
        - Credential Attainment meets the state's negotiated goal for the Title I Adult program (if applicable).
        - Measurable Skill Gains meets the state's negotiated goal for the Title I Adult program.

[3] With the exception of completers, providers will be held accountable for the performance measures in which two complete years of data is available for their program(s) on the ETP Report.

Please see *CalJOBS ETPL Module Guide Card* (Attachment 5) for instructions on how providers reapply for WIOA program certification in CalJOBS.

For detailed information regarding the definitions and calculations of the WIOA primary indicators of performance, please see *Performance Guidance* (WSD19-03).

Please refer to the *CA ETPL Training Provider and Program Determination Flowchart* (Attachment 6) to determine if a training provider and its program(s) meet the continued eligibility criteria to remain on the CA ETPL.

I. Approval and Denial of Training Provider/Program

Approval of Training Provider/Program

After reviewing to ensure the provider/program meets the eligibility criteria above, the Local Board can nominate the training provider/program to the state for review. If nominating the provider to the State ETPL Coordinator, the signed *CA ETP Assurances Form* (Attachment 4) must be uploaded to the documents section of the Provider Profile in CalJOBS.

The State ETPL Coordinator will review providers within 30 days of their nomination by the Local Board. The EDD will review the provider/program's information to ensure it meets all initial or continued eligibility requirements outlined in this Directive. If eligible, the State ETPL Coordinator will approve the provider/program for the CA ETPL, and notify the Local ETPL Coordinator.

If the Local Board has additional local ETPL eligibility requirements, the Local ETPL Coordinator must review all CA ETPL approved distance education programs, as well as all in-state CA ETPL approved programs located in the Regional Planning Unit for inclusion on their local ETPL.

If the Local Board does not have additional local ETPL eligibility requirements, all approved CA ETPL programs must be included on the Local Board's local ETPL.

Denial of a Training Provider/Program

After review, if a Local Board determines the training provider/program does not meet the requirements to be listed on the CA ETPL, the Local Board must inform the training provider in writing with the reason(s) for the denial, and provide information on the Local Board appeal process within 30 days of receipt of the application. A copy of the written notification provided to the provider must be uploaded to the documents section of the Provider Profile in CalJOBS within 10 business days of issuance.

If the Local Board nominates a provider/program to the state for review, but upon review, the State ETPL Coordinator denies the training provider/program listing on the CA ETPL, the EDD must inform the Local Board of the denial and the reason(s) for the denial within 30 days of receipt of the nomination. The Local Board must in turn inform the training provider in writing with the reason(s) for the denial, and information on the Local Board appeal process within 30

days of receipt of the EDD's decision. A copy of the written notification provided to the provider must be uploaded to the document section of the Provider Profile in CalJOBS within 10 business days of issuance.

If the training provider is able to rectify the issue that caused the denial, the Local Board can review the information and resubmit to the State ETPL Coordinator for review. For example, if a provider is denied solely because the *CA ETP Assurances Form* (Attachment 4) was not uploaded to CalJOBS, the State ETPL Coordinator would notify the Local Board, which would notify the provider. The Local Board can then nominate the provider again once the form is uploaded to CalJOBS.

The training provider's request to be on the CA ETPL must be denied if the training provider fails to provide complete information, intentionally provides inaccurate information, or has substantially violated any WIOA requirement(s). If the EDD, in consultation with the nominating Local Board, determines a training provider intentionally supplied inaccurate information or violated any WIOA requirement(s), the EDD or the Local Board shall deny the training provider's application for the CA ETPL, and the training provider is not allowed to be reconsidered for inclusion on the CA ETPL for at least two years.

If approved for inclusion on the CA ETPL, but the Local ETPL Coordinator determines the training provider/program does not meet their local ETPL requirements, the Local Board must inform the training provider in writing with the reason(s) for the denial, and information on the Local Board appeal process within 30 days of receipt of the application. A copy of the written notification provided to the provider must be uploaded to the documents section of the Provider Profile in CalJOBS within 10 business days of issuance.

J. Delisting Training Providers/Programs

To ensure the integrity of the CA ETPL, the Local Board or the EDD will remove a training provider or program from the CA ETPL at any time for the items below:

1. The training provider will be immediately removed from the CA ETPL for any of the following reasons until such time as they meet continued eligibility. A provider who has been removed from the list for any of the following reasons is liable to repay all Adult and Dislocated Worker training funds received during the period of noncompliance:
    a. The training provider has lost its accreditation or its approval to operate from its regulating agency.
    b. A private postsecondary training provider no longer meets the exempt criteria per CEC Section 94874, or the provider's Verification of Exemption by BPPE (if required by the EDD) expired or is revoked, and the provider does not have a new Verification of Exemption, or BPPE Approval to Operate.
    c. The nonprofit Community Based Organization no longer qualifies under Section 501(c)(3) of the Federal Internal Revenue Code.
    d. The apprenticeship program is no longer registered with the DOL under the National Apprenticeship Act, or is no longer approved by DIR DAS. The State

ETPL Coordinator is responsible for removing apprenticeship programs.

e. The pre-apprenticeship program no longer has a Letter of Commitment from a DOL registered or DIR DAS approved apprenticeship program, or no longer leads to an industry-recognized postsecondary credential.
f. It is determined the provider sub-contracted instruction of the program to another entity without approval from WASC or BPPE. See *ETPL Definitions* (Attachment 2) for the definition of third-party subcontracting.
g. The provider is not in compliance with WIOA Section 188.

2. A training provider will be immediately removed from the CA ETPL for a period of no less than two years for any of the reasons listed in this section. A provider who has been removed from the list for any of the following reasons is liable to repay all Adult and Dislocated Worker training funds received during the period of noncompliance:
    a. The state identifies the Local Board and training provider are participating in pay-to-play activities (commonly known as kickbacks) that include, but are not limited to: the Local Board received monetary or gift exchanges for (or in the hope for) referrals to a specific training provider, and/or exchanges of money or gifts to have the training provider listed on ETPL. As part of the annual on-site monitoring of Local Boards, if it is determined the Local Board is engaging in pay-to-play activities, a corrective action is required, and failure to take timely action to be in compliance may result in decertification of the Local Board involved.
    b. It is determined the training provider falsely reported information.
    c. The training provider substantially violated a provision of Title I of WIOA, or its implementing regulations.
    d. The training provider's top level leadership (e.g. owner, CEO, Director, etc.) is convicted of violating any federal or state law associated to the operation of the institution.

3. The EDD, in coordination with the Local Board, can remove a provider for any of the following reasons. Reactivation to the list is at the discretion of the State ETPL Coordinator and the Local Board:
    a. It is determined the provider is not serving or providing value to WIOA participants, and is listed on the CA ETPL solely for other purposes, such as the utilization of Workers' Compensation Supplemental Job Displacement Benefit vouchers.
    b. The provider has not served at least one Title I, subtitle B enrollment during the previous two program years. See "Training Provider Continued Eligibility Criteria" for requirements to be reinstated to the ETPL.
    c. The provider's CalJOBS profile and/or program information is inaccurate or incomplete.
    d. The training provider has not demonstrated a good faith effort in providing the ETP Report data to the EDD.
    e. The provider no longer wishes to be listed on the CA ETPL.

4. ***In an effort to safeguard WIOA funds, the training provider will be suspended from the CA ETPL if the training provider is under any federal, state, or local investigation. During the period of suspension, no new enrollments may occur, but the training provider can continue to serve existing WIOA-funded enrollments. Once the investigation is complete, a review of the findings by the state will determine if the provider can be reinstated to the CA ETPL.***

If a training provider/program is removed from the CA ETPL, the EDD must inform the Local Board of the denial and the reason(s) for the delisting within 30 days of the removal. The Local Board must in turn inform the training provider in writing with the reason(s) for the delisting, and provide information on the Local Board appeal process within 30 days of receipt of the EDD's decision. A copy of the written notification provided to the provider must be uploaded to the document section of the Provider Profile in CalJOBS within 10 business days of issuance.

All training provider/programs removed from the CA ETPL must be removed from the local ETPL immediately upon notification from the EDD, as any new enrollments into a training program not eligible to be on the CA ETPL will result in disallowed costs.

It is the responsibility of the EDD and the Local Board to work together to ensure any participants currently enrolled in a training program removed under items 1 and 2 experience minimal disruption. If the training provider or program is removed due to items 1, 3, or 4, any participants already enrolled (attended at least one day of instruction) can continue participation in the program until the training is complete, but no new enrollments may occur.

Please see WSD19-10 for additional information regarding the recovery of training funds.

K. Placing Delisted Training Providers/Programs Back on the ETPL

Requests to be placed back on the CA ETPL must be submitted through the Local Board (unless the provider is a Distance Education or apprenticeship program). The training provider and program(s) must meet all criteria outlined in the *CA ETPL Continued Eligibility Criteria* section of this attachment to be placed back on the CA ETPL.

If the training provider is removed for item 2 of the *Delisting Training Providers/Programs* section of this directive, two years must have passed from the time of their removal before they can be placed back onto the CA ETPL.

If the training provider is removed for item 3(b) of the *Delisting Training Providers/Programs* section, the provider must wait 6 months from the date of removal before submitting an ETPL application for reinstatement.

L. Appeals

Appeals to the Local Board

Each Local Board must have a written appeal process for the CA and local ETPL that includes the following required provisions:

- Instructions for a training provider wishing to appeal a decision. The training provider must appeal to the Local Board in writing within 30 days of the issuance of the denial or delisting notice. The appeal must include a statement of the desire to appeal, specification of the training program(s) in question, the reason(s) for the appeal (i.e. grounds), documentation supporting the grounds for the appeal, and the signature of the appropriate training provider official.
- An initial informal meeting between the Local Board staff and the training provider. The purpose of this meeting is to identify if there is a simple solution to resolve the dispute.
- The opportunity for training providers to have a hearing. The hearing officer shall be an impartial person. The hearing officer shall provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days in advance of the scheduled hearing. Both parties shall have the opportunity to present oral and written testimony under oath, to call and question witnesses, request documents relevant to the proceedings, and have legal representation.
- The hearing officer's final decisions must be made within 60 days of receipt of the appeal, and the training provider and the Local Board notified in writing of the final decision.
- A copy of the final decision must be emailed to the State ETPL Coordinator (wsbetpl@edd.ca.gov), and the Local ETPL Coordinator must upload the final decision to the Provider Profile section of CalJOBS.

Appeals to EDD

Distance Education and Apprenticeship programs can appeal directly to the EDD. All other training provider may appeal to the EDD only if the local appeal process has been exhausted, and the provider is dissatisfied with the Local Board's final decision.

- A training provider wishing to appeal a Local Board's decision must submit a written appeal to the EDD within 30 days from the date of the Local Board's final decision. The request for appeal must include a statement of the desire to appeal, specification of the training program in question, the reason(s) for the appeal (i.e. grounds), Local Board's final decision document, and the signature of the appropriate training provider official. The appeal should be sent to: wsbetpl@edd.ca.gov.
- The EDD will promptly notify the appropriate Local Board when the EDD receives a request for appeal and when a final decision has been rendered.
- The EDD will review appeals received, make a decision, and notify the training provider and the Local Board.
- The EDD will upload the state's final decision to the Provider Profile in CalJOBS.

M. Maintenance of the CA ETPL

The EDD is responsible for the maintenance and publishing of the CA ETPL. Local Boards, in turn, are responsible for ensuring all of their AJCC locations have access to the most recent version of the CA and local ETPLs. Local Boards may include additional performance, occupational, and/or industry data to augment the CA ETPL listings on their local ETPL.

Local Boards, job seekers, and training providers have access to the CA ETPL on CalJOBS by clicking the *Access California's ETPL and Apprenticeship Providers* link from the homepage, or by clicking *More Career Services*, and then *Education Services* section.

N. ETP Report

The WIOA requires the state to submit an ETP Report with the federal WIOA Annual Performance Report on October 1st utilizing a template developed jointly by the DOL and U.S. Department of Education. This report includes all WIOA and non-WIOA participants served by each training program listed on the CA ETPL[4]. The DOL has made the ETP Report data available to the public via trainingproviderresults.gov.

The ETP Report gathers critical information, including the employment, earnings, and credentials obtained by participants in the training program. This information will be widely disseminated to assist participants and members of the general public in identifying effective training providers and programs. This information will also benefit the training provider by providing awareness of their program, and serving as a tool to potentially enhance their programs.

All training providers are required to electronically submit the program participant data outlined in the *CA ETP Assurances Form* (Attachment 4). The state recognizes the reporting burden this causes, and understands the data limitations, so the state will work with training providers based on the available data provided.

Data reporting for the annual ETP Report will be a phased approach with the state working collaboratively with Local Boards, and training providers to obtain the required information. Training providers that demonstrate a good faith effort in providing data will not be subject to removal from the ETPL; however, failure to provide any data may result in removal from the CA ETPL. Performance data from the ETP Report will be used for continued eligibility review of all training programs, excluding DOL registered or DIR DAS approved apprenticeships.

O. Technical Assistance and Resources

Technical assistance will be provided by BPPE, DIR DAS, Local ETPL Coordinators, and EDD on respective application processes, compliance requirements, and reporting documents. Each Local Board must identify a Local ETPL Coordinator(s) using the *Local ETPL Coordinator Contact*

[4] Apprenticeship programs are excluded from this requirement.

Form (Attachment 7). The Local Board must provide an updated form if the Local ETPL Coordinator changes, or if the existing coordinator's information changes.

Training Providers

Training providers may contact the Local ETPL Coordinator in their area with questions regarding the application process and eligibility (initial and continued). For basic ETPL information and a list of Local ETPL Coordinators, refer to the EDD's Eligible Training Provider List located on the EDD website.

Private postsecondary training providers can obtain assistance from the BPPE through technical assistance workshops (BPPE Application Workshop and BPPE Compliance Workshop), which assists training providers in completing the BPPE Annual Reports, and online reporting tools.

Apprenticeship providers that are registered with either the US DOL or CA DIR DAS and wish to be added to the ETPL should contact the State ETPL Coordinator by email: wsbetpl@edd.ca.gov.

Local ETPL Coordinators

Local ETPL Coordinators can communicate with the State ETPL Coordinator by email: wsbetpl@edd.ca.gov.

The EDD will coordinate webinars and trainings as necessary. Announcements related to the CA ETPL will be made via email to the Local ETPL Coordinators.

The *CalJOBS ETPL Module Guide Card (Attachment 5)* provides detailed instructions to assist Local Boards with entering programs into the CalJOBS ETPL module. The CalJOBS system includes data entry screens and reports, and is the mandatory method to be used by training providers and Local Boards for transmitting this data to the state.

For a full list of CalJOBS Activity Codes used to track a participant's training activities, please see WSD19-06.

ETPL POLICY AND PROCEDURES

EXECUTIVE SUMMARY

This policy provides guidance and establishes the procedures applicable to the training providers and programs listed on the state and local Eligible Training Provider List (ETPL) under the *Workforce Innovation and Opportunity Act* (WIOA). This policy applies to Local Workforce Development Boards (Local Boards), and is effective on the date of issuance.

This policy contains some state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

This Directive finalizes Workforce Services Draft Directive *ETPL Policy and Procedures* (WSDD-215), issued for comment on September 3, 2020. The Workforce Development Community submitted 135 comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 8.

This policy supersedes Workforce Services Directive *WIOA Eligible Training Provider List - Policy and Procedures* (WSD15-07) dated November 10, 2015. Retain this Directive until further notice.

REFERENCES

- *Workforce Innovation and Opportunity Act* (Public Law 113-128) Sections 3, 116, 122, 123, 129, 134 and 404
- Title 20 *Code of Federal Regulations* (CFR) Part 677: "Performance Accountability Under Title I of the Workforce Innovation and Opportunity Act" (Uniform Guidance), Sections 677.150 and 677.230
- Title 20 CFR Part 680: "Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act" (DOL Exceptions), Sections 680.200, 680.210, 680.230, 680.300, 680.310, 680.320, 680.330, 680.340, 680.350, 680.410, 680.420, 680.430, 680.450, 680.460, 680.470, 680.480, 680.490, 680.500, 680.520 and 680.530

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- Title 20 CFR Part 681: "Youth Activities Under Title I of the Workforce Innovation and Opportunity Act" (DOL Exceptions), Sections 681.480 and 681.540
- Title 34 CFR Part 600: "Definitions" (Department of Education), Section 600.2
- Technical and Employment Guidance Letter (TEGL) 8-19, Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs (January 2, 2020)
- TEGL 3-18, Subject: *Eligible Training Provider (ETP) Reporting Guidance under the Workforce Innovation and Opportunity Act (WIOA)* (August, 31, 2018)
- TEGL 19-16, Subject: *Guidance on Services provided through the Adult and Dislocated Worker Programs under the WIOA and the Wagner-Peyser Act Employment Services, as amended by title III of WIOA, and for Implementation of the WIOA Final Rules* (March 1, 2017)
- TEGL 13-16, Subject: *Guidance on Registered Apprenticeship Provisions and Opportunities in the WIOA* (January 12, 2017)
- *California Code of Regulations* Division 7.5
- *California Education Code* Section 94801.5, 94850.5, and 94874
- *California Unemployment Insurance Code* (CUIC) Section 14005
- CUIC Section 14230
- Workforce Services Directive WSD19-10, Subject: *Recovery of WIOA Tuition and Training Refunds* (February 20, 2020)
- WSD19-06, Subject: *CalJOBS Activity Codes* (December 27, 2019)
- WSD19-03, Subject: *Performance Guidance* (August 28, 2019)
- WSD17-01, Subject: *Nondiscrimination and Equal Opportunity Procedures* (August 1, 2017)
- California's Unified Strategic Workforce Development Plan

BACKGROUND

WIOA Section 122 requires states to establish and maintain a list of training providers who are eligible to receive WIOA Title I, subtitle B funds for training services. An America's Job Center of California℠ (AJCC) may issue an Individual Training Account (ITA) to a WIOA Title I, subtitle B eligible individual (out of school youth age 16-24, adult or dislocated worker) to fund training services.

The Employment Development Department (EDD) is the entity responsible for publishing, disseminating, and maintaining the comprehensive California (CA) ETPL with performance and cost information. In addition, the EDD is responsible for ensuring programs meet the eligibility criteria and performance levels established in this Directive; removing programs that do not meet the program criteria or performance levels established in this Directive; and taking enforcement actions against providers that intentionally provide inaccurate information, or that substantially violate the requirements of WIOA.

Likewise, the Local Board is responsible for carrying out the procedures outlined in this Directive; work with the state to ensure there are sufficient numbers and types of providers of training services with expertise in assisting individuals with disabilities, and adults in need of adult education and literacy activities; developing and maintaining a local ETPL; and ensuring the dissemination of the CA and local ETPL through the AJCCs, including in formats accessible to individuals with disabilities.

In cooperation with stakeholders, the State has adopted the following principles when developing the CA ETPL policies and procedures:

1. **Simplicity** – Avoid imposing burdens that inhibit the participation of quality training providers.
2. **Customer Focus** – The policies and procedures support the collection and presentation of easily accessible and reliable training program information for both individuals seeking career and occupational training information, and career planners who assist participants eligible for training services.
3. **Informed Consumer Choice** – The CA ETPL includes locally approved training programs that lead to self-sustainable careers in the local/regional economy, as supported by current labor market information identifying industry sectors and occupational clusters that are high-growth, high-demand, projecting skills shortages, and/or vital to the regional economy.
4. **Training Delivery Flexibility** – Policies and procedures that foster and support the inclusion of various types of training delivery that expand opportunities for consumer choice.
5. **Quality** – Ensure a comprehensive list of quality training programs that meet minimum performance standards, and provide industry-valued skills in priority industry sectors. Information must be accurate, transparent, accessible, and user-friendly.
6. **Respect for Local Autonomy** – The policy remains supportive of the autonomy WIOA grants to the Local Boards.

In addition, this policy and Local Board policies should align with the three policy objectives outlined in the California Unified Strategic Workforce Development Plan:

1. **Fostering demand-driven skills attainment** – Workforce and education programs need to align program content with the state's industry sector needs so as to provide California's employers and businesses with the skilled workforce necessary to compete in the global economy.
2. **Enabling upward mobility for all Californians** – Workforce and education programs need to be accessible for all Californians, especially populations with barriers to

employment, and ensure that everyone has access to a marketable set of skills, and is able to access the level of education necessary to get a good job that ensures both long-term economic self-sufficiency and economic security.

3. **Aligning, coordinating, and integrating programs and services** – Workforce and education programs must economize limited resources to achieve scale and impact, while also providing the right services to clients, based on each client's particular and potentially unique needs, including any needs for skills-development.

POLICY AND PROCEDURES

This policy establishes the types of allowable training services, consumer choice, the difference between the state and local ETPL, the requirement for Local Boards to establish a ETPL policy, eligibility criteria and procedures for initial and continued eligibility for CA ETPL training providers and programs, the federally mandated Eligible Training Provider Performance Report (ETP Report), and the roles and responsibilities of the Local Boards and the EDD in maintaining the integrity of the CA ETPL.

The following attachments to this Directive provide guidance and resources when implementing the CA ETPL:

1. ***ETPL Policy and Procedures***
   Contains detailed information on initial and continued eligibility requirements, and the roles and responsibilities of the Local Boards, and the EDD in maintaining the integrity of the CA ETPL and the quality of the training programs offered on it.

2. ***ETPL Definitions***
   Includes definitions relevant to the ETPL Policy and Procedures.

3. ***ETPL Local Board Delegation and Cancelation Form***
   This form is utilized to delegate or cancel the delegation of a Local Board's ETPL responsibilities to another Local Board. The delegation includes both state and local ETPL functions. This form is required to be submitted annually.

4. ***CA ETP Assurances Form***
   This form must be completed by the provider to ensure they will provide the data necessary to complete the annual ETP Report. This form must be submitted annually.

5. ***CalJOBS ETPL Module Guide Card***
   Resource to assist Local ETPL Coordinators with the initial and continued eligibility process for training providers.

6. ***CA ETPL Training Provider and Program Determination Flowchart***

Decision trees designed to assist Local ETPL Coordinators with determining initial and continued eligibility for the various provider types and programs.

7. ***Local ETPL Coordinator Contact Form***
   A form for Local Boards to designate the Local ETPL Coordinators and provide their contact information.

8. ***Summary of Comments***
   A list of all comments received during the comment period, and responses to those comments from the EDD.

ACTION

The information contained in this Directive should be shared with Local ETPL Coordinators, and all other staff involved in the administration of the ETPL.

INQUIRIES

If you have any questions, contact the State ETPL Coordinator at wsbetpl@edd.ca.gov.

/s/ JAVIER ROMERO, Deputy Director
Workforce Services Branch

Attachments:

1. ETPL Policy and Procedures (DOCX)
2. ETPL Definitions (DOCX)
3. ETPL Local Board Delegation and Cancelation Form (DOCX)
4. CA ETP Assurances Form (DOCX)
5. CalJOBS ETPL Module Guide Card (DOCX)
6. CA ETPL Training Provider and Program Determination Flowchart (PDF)
7. Local ETPL Coordinator Contact Form (DOCX)
8. Summary of Comments (DOCX)

ETPL DEFINITIONS

Apprenticeship Program – All apprenticeship programs that are registered with the U.S. Department of Labor (DOL), Office of Apprenticeship, or approved by California (CA) Department of Industrial Relations (DIR) Division of Apprenticeship Standards (DAS), are automatically eligible to be included on the CA Eligible Training Provider List (ETPL). Apprenticeship programs are a written plan designed to move an apprentice from a low or no skill entry-level position to full occupational proficiency. The apprenticeship program is sponsored by an employer, and upon completing the training program, an apprentice earns a "Completion of Registered Apprenticeship" certificate, which is an industry-issued, nationally-recognized credential.

Customized Training – Training that meets the following criteria:

1. Designed to meet the specific requirements of an employer (including a group of employers).
2. Conducted with a commitment by the employer to employ an individual upon successful completion of the training.
3. The employer pays a significant portion of the cost of training, as determined by the Local Workforce Development Board (Local Board) involved, taking into account the size of the employer and such other factors as the Local Board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities.

Distance Education – Education that uses only one or more of the technologies listed below to deliver instruction to students who are separated from the instructor, and to support regular and substantive interaction between the students and the instructor, whether offered concurrently or not. The technologies include the following:

1. The internet.
2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices.
3. Audio conferencing.

Eligible Training Provider (ETP) – In order for a training provider to list a program on the ETPL, the training provider must do the following:

1. Receive funding for training services.
2. Meet the standards and requirements to be a training provider on the ETPL.
3. Provide a program of training services.
4. Be one of the following types of entities:
    a. Institution of Higher Education that leads to a recognized post-secondary credential.

b. Entities that carry out a training program registered under the National Apprenticeship Act.
c. Other public or private training providers, which may include the following:
    i. Nonprofit Community Based Organization under Section 501(c)(3) of the Federal Internal Revenue Code.
    ii. Joint labor-management organizations.
    iii. Eligible training providers of Adult education and literacy activities under Workforce Innovation and Opportunity Act (WIOA) Title II.

ETPL Training Program Types – In order for a training provider to receive WIOA funds through an Individual Training Account (ITA), its training program(s) must be listed on the ETPL. These programs must provide training services, including, but not limited to the following (unless otherwise noted):

1. Occupational skills training, including training for non-traditional employment.
2. Programs that combine workplace training with related instruction, which may include cooperative education programs.
3. Training programs operated by the private sector.
4. Skill upgrading and retraining.
5. Entrepreneurial training.
6. Adult Education or Literacy Activities in combination with training services listed above.
7. Apprenticeship and Pre-apprenticeship Skills Training (20 CFR 680.330).

In-demand Industry Sector or Occupation – The determination of whether an industry sector or occupation is in-demand shall be made by the California Workforce Development Board (CWDB) or Local Board, as appropriate, using state and regional business and labor market projections. An industry sector is considered in demand if it has a substantial current, or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the state, regional, or local economy, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors. An occupation that currently has, or is projected to have, a number of positions in an industry sector so as to have a significant impact on the state, regional, or local economy, as appropriate.

Occupational Skills Training – An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

Postsecondary Credential – 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 Bachelor's degree. A recognized postsecondary credential is based on the attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills are generally based on standards developed or endorsed by

employers or industry associations. The following are types of recognized postsecondary credentials:

- Associate degree.
- Bachelor's degree.
- Occupational licensure (e.g. Certified Nursing Assistant license).
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates.
- Occupational certification (e.g. Automotive Service Excellence certification).
- Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.

Certificates awarded by Local Boards and work readiness certificates are not considered postsecondary credentials because neither type of certificate is recognized industry-wide, nor documents the measurable technical or industry/occupational skills necessary to gain employment or advancement within an occupation. Certificates/credentials that provide general skills, even if such general skills are broadly required to qualify for entry-level employment or advancement in employment, are not considered postsecondary certificates/credentials.

The following are examples of credentials/certificates that are not recognized postsecondary credentials:

- Occupational Safety and Health Administration 10-hour course on job-related common safety and health hazards (OSHA 10).
- National Career Readiness Certification.
- National Retail Federation Credentials.
- ServSafe Food Handler's Certification.
- Cardio Pulmonary Resuscitation (CPR) Certification.
- Certificates for General Computer Skills (Microsoft Word, Excel, Outlook, etc.).

For an additional resource, the DOL designed an interactive Postsecondary Credential Attainment Decision Tree to assist in making a determination about whether a credential is considered an industry-recognized credential. This tool is best used in conjunction with the information outlined in this directive.

Pre-apprenticeship Program – A program designed to prepare individuals to enter and succeed in an apprenticeship program, and includes the following elements:

1. Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved.
2. Access to educational and career counseling and other supportive services, directly or indirectly.

3. Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career.
4. A partnership with one or more apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in an apprenticeship program.
5. Opportunities to attain at least one industry-recognized credential through an apprenticeship program.

Secondary School Diploma or Recognized Equivalent – CA-recognized diplomas issued by a CA public school, as well as by private schools accredited by the Western Association of Schools and Colleges (WASC) or equivalent regional accreditation body. The requirements of a secondary school diploma are outlined by the California Department of Education (CDE) and listed on CDE's High School Graduation Requirements webpage.

A secondary school equivalency certification indicates that a student has completed the requirements for a high school education. CA has approved the use of three high school equivalency tests (HSET): GED®, HiSET®, and TASC™. These tests are for students 18 years old and older, and 17 years old (in some instances). Those who pass the CA High School Proficiency Examination are awarded a Certificate of Proficiency by the CA State Board of Education. While some HSET preparation programs may issue "diplomas or certificates" of completion these documents are not genuine high school equivalency credentials. There are various free HSET preparation programs available for free through the CA Adult Education Provider Directory.

Third-Party Subcontracting – a program where course instruction and curriculum is not developed by the provider, and instead is created and delivered by a third party. Per Attachment 1 of the directive, the provider accepting tuition and related instruction fees (e.g. ITA) must be the provider listed on the ETPL.

Third-party subcontractors cannot accept WIOA funding without meeting ETPL eligibility requirements, and being placed on the ETPL. Per the California Education Code Section 94886, private postsecondary institutions that receive "institutional charges" such as tuition are required to be approved or deemed exempt by the BPPE.[1]

[1] EDC 94886 - Except as exempted in Article 4 (commencing with Section 94874) or in compliance with the transition provisions in Article 2 (commencing with Section 94802), a person shall not open, conduct, or do business as a private postsecondary educational institution in this state without obtaining an approval to operate under this chapter.
EDC 94858 - "Private postsecondary educational institution" means a private entity with a physical presence in this state that offers postsecondary education to the public for an institutional charge.

Training Program – A program of training services is one or more courses or classes, or a structured regimen that provides the WIOA training services, and leads to any of the following:

1. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the State or the Federal government, an associate or baccalaureate degree.
2. A secondary school diploma or its equivalent.
3. Employment (see definition for Training Program that leads to Employment).
4. Measurable skill gains.

Due the federal reporting requirements of the ETP Report, if a program is offered with more than one mode of delivery (e.g. online and in-person), more than one program length (e.g. contact hours and/or weeks), and/or more than one curriculum, the program needs to be entered once for each different variation. For example, if program A is offered online, and in-person, the program needs to be entered twice: (1) for the online program, and (2) for the in-person program.

Training Program that leads to Employment – An eligible ETPL program must prepare graduates for a specific occupation related to the training that was provided. This means that programs must award measurable technical skills, rather than general skills that are broadly required for employment. These measurable technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.

The training program must be valuable to employers, as evidenced by partnerships with business within priority industry sectors as identified in the State or Local Plan. Support of the training program from at least three separate employers are required to be eligible, and documentation of this support should be uploaded into the provider profile.

In addition, graduates of the program must be employed in an occupation related to the training program. Training-related employment can be recorded for WIOA graduates in the follow-up ribbon of the WIOA application.

Unsubsidized Employment – Employment in the private or public sector where the employer does not receive a subsidy from public funds to offset all or part of the wages and costs of employing the individual.

CA ETP ASSURANCES FORM

A completed and signed California (CA) Eligible Training Provider (ETP) Assurances Form must be uploaded to the documents section of the Provider Profile in CalJOBS.

Part A.

I certify that [Insert Name of School/Organization]:

(a) Is a legal entity, registered to do business in the state of California (CA).
(b) Has not been determined to be ineligible to receive federal funds.
(c) Is in compliance with *Workforce Innovation and Opportunity Act* Section 188 and Title 29 Code of Federal Regulations Part 38.
(d) Has demonstrated effectiveness in operating occupational classroom or distance training program(s).
(e) Agrees that training provider facilities, classroom instruction, relevant financial records, and attendance records may be reviewed by state, federal and/or local monitors or auditors to ensure compliance with funding requirements.

Part B.

I certify that I:

(a) Have reviewed the annual student data reporting requirements for the Eligible Training Provider Performance Report (ETP Report) established for training providers. Please refer to the ETP Report Required Data listed below.
(b) Will begin collecting required student data elements that are not currently being collected.
(c) Will report and submit the ETP Report data for all students trained in each of my school/organization's training programs listed as approved on the Eligible Training Provider List (ETPL) to the Employment Development Department by the due date.

I understand that my school/organization's application for program approval on the CA ETPL will not be processed without receiving this Eligible Training Provider Assurances Form.

Name of Training Provider (School/Organization) _____

Mailing Address _____

City, State, Zip Code _____

Phone Number (###) ###-####

Print Name of School/Organization Representative _____

Title of School/Organization Representative _____

_____ _____

Signature of School/Organization Representative Date

ETP REPORT REQUIRED DATA

Required Data Fields
ETPL Provider Number
ETPL Program Number
Total Number of Individuals Served
Total Number of Individuals Exited
Total Number who Completed the Program
Total Number Employed 2nd Quarter after Exit
Median Earnings in the 2nd Quarter after Exit
Total Number Employed 4th Quarter after Exit
Total Number of Individuals that Attained a Credential
Average Earnings in the 2nd Quarter after Exit
Average Earnings in the 4th Quarter after Exit

Attachment 4- Initial Eligibility Training provider required documents

- Provider application document for the WDBVC
- Vendor input number
- WIOA 188 Document all site locations for a provider must be in compliance with WIOA Section 188. For more information, refer to *Nondiscrimination and Equal Opportunity Procedures* (WSD17-01). https://forms.gle/yNGuX4AwGzf2p4nR7
- IRSW-9 Form
- Assurance form uploaded in CalJOBS (attachment 3)
- Proof of accreditation or BPPE approval- uploaded into CalJOBS (under provider profile)
- Provide information supporting the provider's partnership with business. This may include information about the quality and quantity of employer partnerships.
- Course application document for WDBVC

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See **Specific Instructions** on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 7[2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting *www.irs.gov* or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner [3]
For this type of account:	**Give name and EIN of:**
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity [4]
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov.* You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.consumer.gov/idtheft* or 1-877-IDTHEFT(438-4338).

Visit the IRS website at *www.irs.gov* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

VENDOR NUMBER INPUT
CHECK LIST

New: ☐
Remit Address Change: ☐
Name Change: ☐
Tax ID# Change: ☐

VENDOR NAME:
(*Name above should be as it appears on SS Card* ***or*** *as registered with the IRS*)

DBA: (*Doing Business As*)**:**

REMITTANCE ADDR:

CITY: **STATE:** **ZIP:**

CORRESPONDENCE ADDR:
(*If Available*)
CITY: **STATE: - ZIP:**

PHONE NO: ( ) **FAX NO: ( )**
(*Optional*) (*Optional*)

SOCIAL SECURITY NO.: **- -**

Employee ID no. (if applicable) :

FEDERAL ID NO.: - **INC/CORP: Yes ☐ No ☐**

WILL THE VENDOR PROVIDE?

PRODUCT: ☐

SERVICE (*Type of Service***):** ☐

OTHER (*Brief Description*)**:** ☐
(*Example: type of reimbursement, settlement, mileage…*)

Workforce Development Board of Ventura County Eligible Training Provider List (ETPL) Course Application

This form must be completed as part of the ETPL course application/re-certification process and will be used by WDBVC to determine initial and/or subsequent eligibility. By completing this form, the training provider is confirming that the ETPL Policies and Procedures document has been read and will be adhered to by the provider.

Training Provider Information

Training Provider Name: Click or tap here to enter text.

Site Address: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Click or tap here to enter text.

Zip Code: Click or tap here to enter text.

Course Information

Training must be for occupations in in-demand industry sectors identified by the WDBVC. For occupation information, please refer to the following EDD Labor Market Information and use Ventura County as the county:
https://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSSelection.asp?menuchoice=&searchCriteria

Training must result in the awarding of an industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and /or certification requirements. Use the following tool to check if the credential meets WIOA requirements: https://wioacredentialtool.safalapps.com/

Or

Training programs lead to training-related employment as a result of gaining measurable technical skills for a specific occupation. This requirement ensures that training programs lead to high-quality jobs, as described in the California Unified Strategic Workforce Development Plan. Job quality serves the workforce development system and broader public sector by protecting investments in training. Please see ETPL Definitions for a definition of a postsecondary credential, as well as a definition of a training program that leads to employment.

- *Please note, a program on the ETPL that only leads to employment will negatively affect a Local Board's Credential Attainment rate, since all individuals in an education or training program are included in the measure.*

Title of training program: Click or tap here to enter text.

Total Hours: Click or tap here to enter text.

Total Cost: Click or tap here to enter text.

Occupational Title: Click or tap here to enter text.

Occupational/SOC Code: Click or tap here to enter text.

Hourly Mean: Click or tap here to enter text.

Annual Avg. Openings: Click or tap here to enter text.

Industry Sector:

☐ Manufacturing
☐ Healthcare
☐ Information and Communications Technology
☐ Trade, Transportation, and Logistics

☐ Clean/Green is an initiative that crosses all WDBVC sectors, with a focus on supporting climate resilience.

Course meets state minimum performance criteria, as defined by the Employment Development Department.
☐ Yes
☐ No

The provider must provide performance data for the prior complete program year (July 1 – June 30).

Tuition Costs

Provide a link to the school catalog that indicates tuition costs. ETPL tuition costs must be equal to the published rate: Click or tap here to enter text.

Performance

Acknowledgment

Provider meets one of the following:

☐ Has accreditation by the Accrediting Commission for Senior Colleges and Universities, Western Association of Schools and Colleges, or the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

☐ Possesses a current "approval to operate" with expiration date or exemption status from the Bureau for Private Postsecondary Education (BPPE).

☐ Is a postsecondary institution eligible under Title IV of the Higher Education Act (HEA) and offering programs leading toward an associate degree, baccalaureate degree, or certificate.

☐ Has approval by the California Department of Education.

☐ Has approval by the Chancellor's Office of the California Community Colleges (CCCCO).

☐ Has programs that are jointly registered under the National Apprenticeship Act (NAA) with the Department of Labor (DOL) and the California Division of Apprenticeship Standards (CDAS).

Training conducted is for occupations in any of the in-demand industry sectors identified by the WDBVC:

☐ Yes
☐ No

Provider training results in the awarding of an industry-recognized credential, national or state certificate or degree, including all industry appropriate competencies, licensing and/or certification requirements:

☐ Yes
☐ No

OR

Provider training results in training-related employment as a result of gaining measurable technical skills for a specific occupation.

☐ Yes
☐ No

Provider has been in operation for at least six months as of the date of application and must be able to provide proof of financial solvency without the need for subsidy from WIOA training funds:

☐ Yes
☐ No

Provider complies with all Equal Opportunity Policies and Procedures:

☐ Yes
☐ No

Provider is not be debarred from doing business with the Federal Government as per the System for Award Management (SAM.org) database governing acquisitions:

☐ Yes
☐ No

Provider agrees to provide WDBVC written documentation of any changes to accreditation status or approval to operate:

☐ Yes

☐ No

Provider has posted current year fact sheet on their website:

☐ Yes
☐ No

Provider agrees to provide advance notice of price changes to the WDBVC:

☐ Yes
☐ No

Provider agrees to adhere to routine compliance and review requirements from the WDBVC:

☐ Yes
☐ No

By submitting, I understand and acknowledge that the WDBVC has sole discretion, based on program needs, budget limitations, quality, qualifications or convenience, to approve or deny participation in the ETPL; this includes approving or denying a training provider or an individual program. I also understand that the WDBVC will conduct a thorough review prior to approving my organization for initial eligibility or subsequent eligibility (re-certification) and may request additional documentation. I agree to provide the WDBVC notice of changes of accreditation status, approval to operate, funding status, or price changes. I hereby certify that the above information is, to the best of my knowledge, true and accurate.

Name of Staff Submitting: Click or tap here to enter text.

Date: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Workforce Development Board of Ventura County Eligible Training Provider List (ETPL) Provider Application

This form must be completed as part of the ETPL provider application/re-certification process and will be used by WDBVC to determine initial and/or subsequent eligibility. By completing this form, the training provider is confirming that the ETPL Policies and Procedures document has been read and will be adhered to by the provider.

Training Provider Information

Training Provider Name: Click or tap here to enter text.

Site Address: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Click or tap here to enter text.

Zip Code: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Fax Number: Click or tap here to enter text.

Website: Click or tap here to enter text.

Corporate Name: Click or tap here to enter text.

Corporate Mailing Address: Click or tap here to enter text.

Corporate Mailing City: Click or tap here to enter text.

Corporate Mailing State: Click or tap here to enter text.

Corporate Phone: Click or tap here to enter text.

Contact Information

Admissions Contact Name: Click or tap here to enter text.

Admissions Contact Title: Click or tap here to enter text.

Admissions Contact Phone Number: Click or tap here to enter text.

Admissions Contact E-mail: Click or tap here to enter text.

Administrator First Name: Click or tap here to enter text.

Administrator Last Name: Click or tap here to enter text.

Administrator Title: Click or tap here to enter text.

Administrator Phone: Click or tap here to enter text.

Administrator E-mail: Click or tap here to enter text.

Alternate Administrator First Name: Click or tap here to enter text.

Alter Administrator Last Name: Click or tap here to enter text.

Alternate Administrator Phone: Click or tap here to enter text.

Alternate Administrator E-mail: Click or tap here to enter text.

Fiscal/Accounting First Name: Click or tap here to enter text.

Fiscal/Accounting Last Name: Click or tap here to enter text.

Fiscal/Accounting Title: Click or tap here to enter text.

Fiscal/Accounting Phone: Click or tap here to enter text.

Fiscal/Accounting E-mail: Click or tap here to enter text.

Acknowledgement

Provider meets one of the following:

☐ Has accreditation by the Accrediting Commission for Senior Colleges and Universities, Western Association of Schools and Colleges, or the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

☐ Possesses a current "approval to operate" with expiration date or exemption status from the Bureau for Private Postsecondary Education (BPPE).

☐ Is a postsecondary institution eligible under Title IV of the Higher Education Act (HEA) and offering programs leading toward an associate degree, baccalaureate degree, or certificate.

☐ Has approval by the California Department of Education.

☐ Has approval by the Chancellor's Office of the California Community Colleges (CCCCO).

☐ Has programs that are jointly registered under the National Apprenticeship Act (NAA) with the Department of Labor (DOL) and the California Division of Apprenticeship Standards (CDAS).

Training Conducted is for occupations in any of the in-demand industry sectors identified by the WDBVC.

☐ Manufacturing
☐ Healthcare
☐ Information and Communications Technology
☐ Trade, Transportation, and Logistics
☐ Agriculture
☐ Clean/Green is an initiative that crosses all WDBVC sectors, with a focus on supporting climate resilience.

Provider meets state minimum performance criteria, as defined by the Employment Development Department.

The provider must provide performance data for the prior complete program year (July 1 – June 30).

☐ Yes
☐ No

Provider training results in the awarding of an industry-recognized credential, national or state certificate or degree, including all industry appropriate competencies, licensing and/or certification requirements.

☐ Yes
☐ No

OR

Provider training results in training-related employment as a result of gaining measurable technical skills for a specific occupation.

☐ Yes
☐ No

The course fees are competitive with similar courses offered in the region.

☐ Yes
☐ No

Tuition costs are equal to the published rate on the institution website or catalog.

☐ Yes
☐ No

Provider has been in operation for at least six months as of the date of application and must be able to provide proof of financial solvency without the need for subsidy from WIOA training funds.

☐ Yes
☐ No

Provider complies with all Equal Opportunity Policies and Procedures.

☐ Yes
☐ No

Provider is not be debarred from doing business with the Federal Government as per the System for Award Management (SAM.org) database governing acquisitions.

☐ Yes
☐ No

Provider agrees to provide WDBVC written documentation of any changes to accreditation status or approval to operate.

☐ Yes
☐ No

Provider has posted current year fact sheet on their website.

☐ Yes
☐ No

Provider agrees to provide advanced notice of price changes to the WDBVC.

☐ Yes
☐ No

Provider agrees to adhere to routine compliance and review requirements from the WDBVC.

☐ Yes
☐ No

Required Documents

Submit the attachments in one PDF packet to: HSA-Info.WDB@ventura.org **with the subject ETPL Application – (YOUR SCHOOL NAME)**

Check the box for which documents will be submitted:

☐ Assurances Form
☐ Copy of accreditation status (if applicable)
☐ BPPE approval (if applicable)
☐ IRSW-9
☐ Copy of refund policy
☐ Proof of Business Partnerships
☐ WIOA Section 188, survey submitted
☐ Provider application document for the WDBVC
☐ Vendor input number
☐ Course application document for WDBVC
☐ Provide information supporting the provider's partnership with business. This may include information about the quality and quantity of employer partnerships. (At least 3 businesses) For example business advisory board members or businesses that have employed or could employ students from the training program.
☐ Copy of brochure with course prices or screen shot from website with course prices.

By submitting, I understand and acknowledge that the WDBVC has sole discretion, based on program needs, budget limitations, quality, qualifications or convenience, to approve or deny participation in the ETPL; this includes approving or denying a training provider or an individual program. I also understand

that the WDBVC will conduct a thorough review prior to approving my organization for initial eligibility or subsequent eligibility (re-certification) and may request additional documentation. I agree to provide the WDBVC notice of changes of accreditation status, approval to operate, funding status, or price changes. I hereby certify that the above information is, to the best of my knowledge, true and accurate.

Name of Staff Submitting: Click or tap here to enter text.

Date: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Phone: Click or tap here to enter text.

WIOA 188 Document

WIOA 188 Document all site locations for a provider must be in compliance with WIOA Section 188. For more information, refer to *Nondiscrimination and Equal Opportunity Procedures* (WSD17-01). https://forms.gle/yNGuX4AwGzf2p4nR7

CA ETP ASSURANCES FORM

A completed and signed California (CA) Eligible Training Provider (ETP) Assurances Form must be uploaded to the documents section of the Provider Profile in CalJOBS.

Part A.

I certify that [Insert Name of School/Organization]:

(a) Is a legal entity, registered to do business in the state of California (CA).
(b) Has not been determined to be ineligible to receive federal funds.
(c) Is in compliance with *Workforce Innovation and Opportunity Act* Section 188 and Title 29 Code of Federal Regulations Part 38.
(d) Has demonstrated effectiveness in operating occupational classroom or distance training program(s).
(e) Agrees that training provider facilities, classroom instruction, relevant financial records, and attendance records may be reviewed by state, federal and/or local monitors or auditors to ensure compliance with funding requirements.

Part B.

I certify that I:

(a) Have reviewed the annual student data reporting requirements for the Eligible Training Provider Performance Report (ETP Report) established for training providers. Please refer to the ETP Report Required Data listed below.
(b) Will begin collecting required student data elements that are not currently being collected.
(c) Will report and submit the ETP Report data for all students trained in each of my school/organization's training programs listed as approved on the Eligible Training Provider List (ETPL) to the Employment Development Department by the due date.

I understand that my school/organization's application for program approval on the CA ETPL will not be processed without receiving this Eligible Training Provider Assurances Form.

Name of Training Provider (School/Organization) _____

Mailing Address _____

City, State, Zip Code _____

Phone Number (###) ###-####

Print Name of School/Organization Representative _____

Title of School/Organization Representative _____

_____ _____

Signature of School/Organization Representative Date

ETP REPORT REQUIRED DATA

Required Data Fields
ETPL Provider Number
ETPL Program Number
Total Number of Individuals Served
Total Number of Individuals Exited
Total Number who Completed the Program
Total Number Employed 2nd Quarter after Exit
Median Earnings in the 2nd Quarter after Exit
Total Number Employed 4th Quarter after Exit
Total Number of Individuals that Attained a Credential
Average Earnings in the 2nd Quarter after Exit
Average Earnings in the 4th Quarter after Exit

Workforce Development Board of Ventura County
ETPL Subsequent Eligibility Checklist

The Workforce Development Board of Ventura County evaluates all programs on the ETPL (except for DIR/DAS apprenticeship programs) annually to ensure that they continue to meet eligibility requirements beyond the period of initial eligibility. Failure to meet Subsequent Eligibility results in delisting from the ETPL.

Provider Name: Click or tap here to enter text.

Date Submitted: Click or tap here to enter text.

Performance Scorecard

☐ Program / Service Performance Updated in CalJOBS or as required.

1. **Private Postsecondary Education Providers**

a) The program must meet the performance metrics for WIOA participants for the most recent complete program year (July 1 – June 30) The EDD will publish the state-level negotiated performance goals in a Workforce Services Information Notice.

b) The program must meet the performance metric for **all students** for the most recent complete program year (July 1 – June 30): Of individuals who exited the program, 50% successfully completed (did not withdraw or transfer) the program. 50% were employed by 6 months after completion .

(With the exception of completers, providers will be held accountable for the performance measures in which two complete years of data is available for their program(s) on the ETP Report.)

2. **Division of Apprenticeship Standards Registered Apprenticeship Programs**

a) Listed by the State ETPL Coordinator and are not required to meet ETPL initial or continuing eligibility standards.

3. **California Community College, CSU, UC Programs and Adult Education Programs.**

a) The following performance data must be provided and listed in CalJOBS: For all individuals that exited the program, for the most recent complete program year (July 1 – June 30), the percentage who successfully completed the training program. (Did not withdraw or transfer out of the program) is at least 50%

Proof of Compliance

☐ Upload appropriate approval criteria (BPPE, WASC, CCCCO, California DOE, etc.)

☐ Upload completed assurances form, current training approval documents such as, BPPE or accreditation documents under provider profile in CalJOBS. (Assurances form previously uploaded does not need to be resubmitted, proof of accreditation and BPPE approval must be current.)

Workforce Development Board of Ventura County
ETPL Subsequent Eligibility Checklist

☐ Upload proof business partnerships, if not previously provided. (This can be a list of business advisory board members or a statement of business partnerships)

☐ Proof of compliance WIOA section 188, survey completed and submitted.

Providers on the CA ETPL for two full program years (July 1 – June 30) must have at least one Title I, subtitle B enrollment during the previous two program years to remain on the ETPL list. If removed due to enrollment requirements, a provider must wait six (6) months from removal to submit their ETPL application for reinstatement.

School Program Information

☐ Upload catalog or screenshots from institution website for each ETPL course. Tuition costs must be equal to or less than the published rate.

CalJOBS Program Information

☐ All program information (cost information, description, locations, etc.) has been updated and entered correctly in CalJOBS.

Site Visit

Date of last WDBVC site visit: Click or tap here to enter text.

Market Review

☐ Tuition and fees for each course are similar/competitive to those in the Ventura County area. Attach backup for each course comparison.

Name of Staff Completing: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Submit the completed checklist and attachments in one PDF packet to: hsa-info.wdb@ventura.org with the subject "Subsequent Eligibility – PROVIDER NAME"

CalJOBS^{SM} ETPL Module

Guide Card

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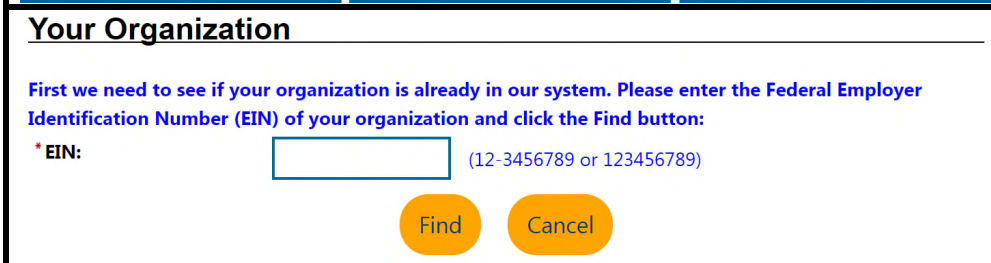
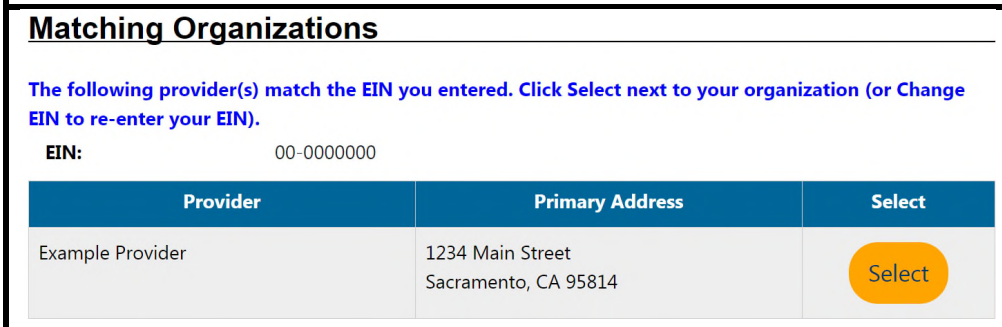
Creating a Provider Institution and Provider User (Provider View)

Creating a Provider Institution and Provider User (Provider View)	Steps
	From the CalJOBS home page, click Sign In
	Select provider under Option 3 – Create a User Account.
	Follow the prompt, and enter the organization's FEIN number.
	If the organization is already registered in CalJOBS, it will appear here. Click Select, and go to the "Linking a Provider User to an Existing Provider Institution" section in this document.

Creating a Provider Institution and Provider User (Provider View)	Steps
New Organization Information **It appears that your Organization doesn't currently exist in our system. Please enter the following information for your Organization and click Save (or Cancel to exit Registration):** *Name: Test Provider — Up to 60 characters EIN: 00-0000000 URL: — Enter URL (e.g. www.companywebsite.com) **Enter Your Information** *Title: *First Name: *Last Name: *Address 1: **Login Information** *User Name: — Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _ *Password: — Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ $ % ^ . ! * _ +).	If the organization was not registered in CalJOBS, then three sections will appear: **New Organization Information**, **Enter Your Information**, and **Login Information**. Follow the prompts and fill in the required fields.
Login Information *User Name: TESTER4545 — Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _ *Password: ••••••••• — Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ $ % ^ . ! * _ +). *Confirm Password: ••••••••• — Please re-enter your password. Save Cancel	Under Login Information, be sure that both the username and password follow the rules displayed on screen. Click Save.

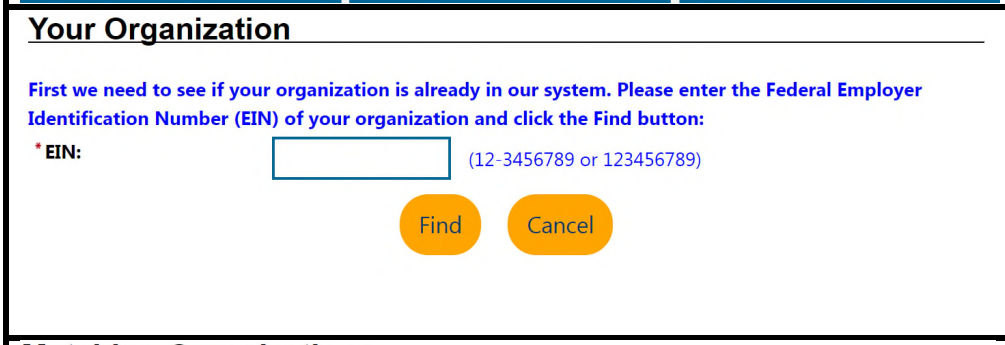
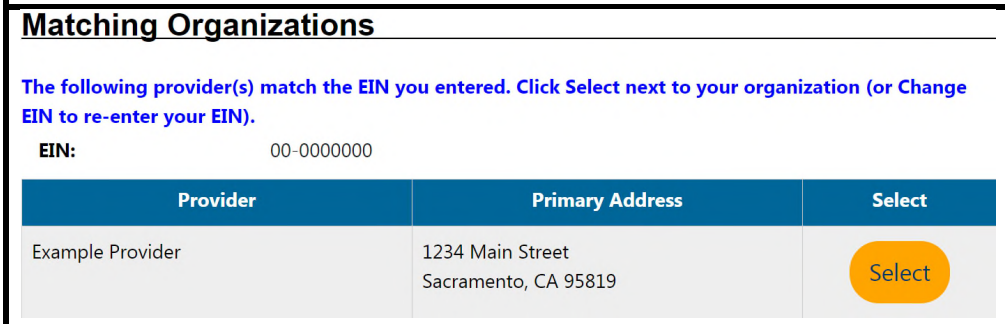
Creating a Provider Institution and Provider User (Provider View)	Steps
Provider Information *Status: Active Inactive *LWIA Region: State Linked Employer: [Search For Employer] Vendor ID: Generated by algorithm *FEID: 000000000 *Provider Name 1: Example Provider Name 2: *Address 1: 1234 Main Street **Billing Address Information** Populate the Billing Address from: Provider's Main Address *Billing Address 1: Billing Address 2: *Billing Zip: *Billing City: *Billing State: None Selected *Attention: **Mailing Address Information** Populate the Mailing Address from: Provider's Main Address | Provider's Billing Address *Mailing Address 1: Mailing Address 2: *Mailing Zip: *Mailing City: *Mailing State: None Selected *Mailing Attention:	The next screen will show the **Provider Information**, **Mailing Address Information**, and **Billing Address Information** fields. Note: some fields have been auto-populated from the answers given earlier.

Creating a Provider Institution and Provider User (Provider View)	Steps
* **This provider is an accredited postsecondary education institution:** ◉ Yes ○ No **Registered Apprenticeship Provider:** ○ Yes ◉ No **Approved Apprenticeship:** ○ Yes, Approved Apprenticeship ◉ No, not Approved Apprenticeship.	In order to be on the Eligible Training Provider List (ETPL), the provider must be an accredited postsecondary education institution. If a provider is not accredited (or if they are not otherwise meeting the requirements in the ETPL Directive), then they cannot be on the ETPL. Note: if this is for an apprenticeship, please complete the rest of the steps in this section and then go to the "Entering an Apprenticeship Program (Staff and Provider View)" chapter.

Creating a Provider Institution and Provider User (Provider View)	Steps
Billing Address Information Populate the Billing Address from: Provider's Main Address * Billing Address 1: Billing Address 2: * Billing Zip: * Billing City: * Billing State: None Selected * Attention: **Mailing Address Information** Populate the Mailing Address from: Provider's Main Address | Provider's Billing Address * Mailing Address 1: Mailing Address 2: * Mailing Zip: * Mailing City: * Mailing State: None Selected * Mailing Attention: Save Cancel	Enter in the provider's Billing and Mailing address, including who should be set as Attention for incoming correspondence. Click Save.
Additional Provider Information Institution Name: test 555 * Type of Entity: None Selected Years in Business: * ADA Compliant: Yes No * Institution Description: (2000 characters max.) * Main Telephone Number: - -	In the Additional Provider Information screen, fill out all required fields.

Creating a Provider Institution and Provider User (Provider View)	Steps
* **ADA Compliant:** ◉ Yes ○ No	In order to comply with EEO and WIOA requirements, providers must be ADA compliant.
Accreditation / Approval ◉ Yes ○ No **Accrediting / Approving Body:** Bureau for Private Postsecondary Education (BPPE)	ETPL providers must be either accredited or approved by an appropriate entity. Enter the agency here.
Save Cancel	Complete all remaining items, and click Save.
Thank you for registering. Your access request will be reviewed and you will be contacted once your information has been verified. Once your access is approved you will be able to add and maintain your institution's programs and active provider profile. If you have any questions, please contact: Theodore Roosevelt 123 4th Street Sacramento, CA 95814 Phone: 916-234-2345	A message will appear stating that the account will be reviewed, and if approved then access will be granted to the provider institution. Any further questions at this point should be directed to the contact information displayed on screen.

Linking a Provider Account to an Existing Provider Institution (Provider View)

Linking a Provider Account to an Existing Provider Institution (Provider View)	Steps
	From the CalJOBS home page, click Sign In
	Select provider under Option 3 – Create a User Account.
	Follow the prompt, and enter the organization's FEIN number.
	If the FEIN of the provider matches a provider in the system, it will appear here. Select the organization that you wish to register with.

Linking a Provider Account to an Existing Provider Institution (Provider View)	Steps
Organization Information **Name:** Example Provider **EIN:** 00-0000000 **Institution Type:** Two-year, Technical, and Community Colleges **Institution Ownership:** Public institution **URL:**	In the Organization Information section, the provider's information will appear. If any information is inaccurate, it will need to be corrected after registration is completed.
Enter Your Information * **Title:** * **First Name:** * **Last Name:**	Fill out all of the required fields under Enter Your Information.
Login Information * **User Name:** TESTER4545 — Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _ * **Password:** ..... — Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ $ % ^ . ! * _ +). * **Confirm Password:** ..... — Please re-enter your password. Save Cancel	Enter the required fields under Login Information. Be sure that both the username and password follow the rules displayed on screen. Click Save.

Linking a Provider Account to an Existing Provider Institution (Provider View)	Steps
Thank you for registering. Your access request will be reviewed and you will be contacted once your information has been verified. Once your access is approved you will be able to add and maintain your institution's programs. If you have any questions, please contact: Theodore Roosevelt 123 4th Street Sacramento, CA 95814 Phone: 916-234-2345	A message will appear stating that the account will be reviewed, and if approved then access will be granted to the provider institution. Any further questions at this point should be directed to the contact information displayed on screen. Note: if you are a registered apprenticeship provider, and have completed all the steps up to this point, please email wsbetpl@edd.ca.gov for next steps.

Creating a Provider Institution (Staff View)

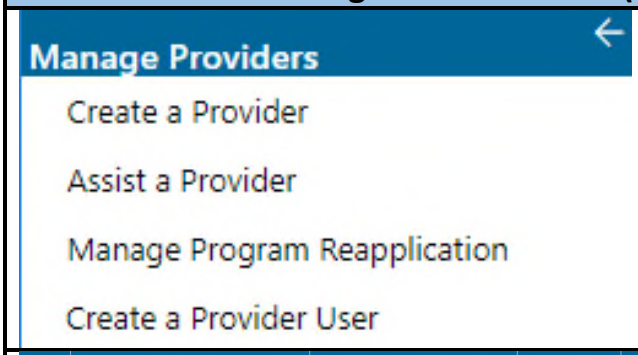
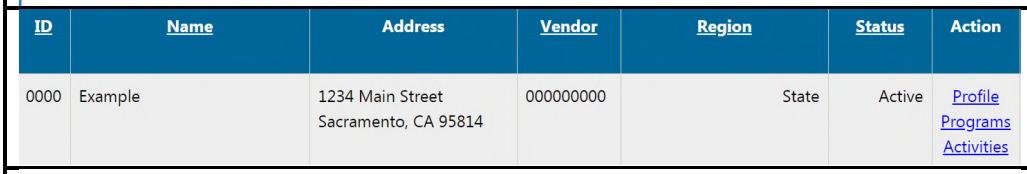
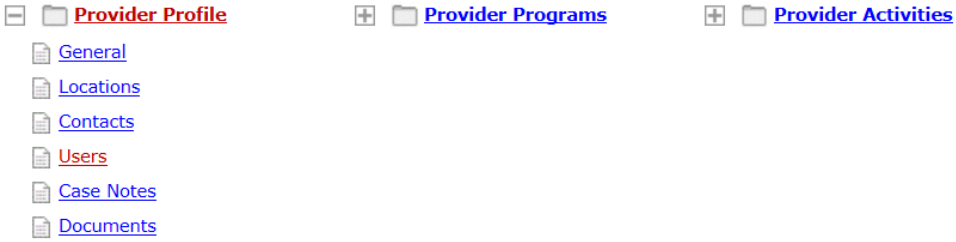
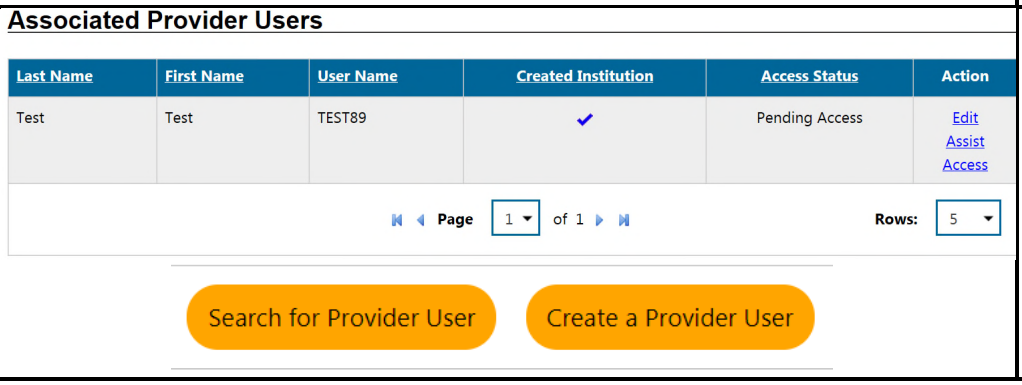
Creating a Provider Institution (Staff View)	Steps
Menu Manage Providers Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	After signing into CalJOBS, Click the Menu button on the top left of the screen. Select Manage Providers → Create a Provider.
Provider Information * **Status:** Active Inactive * **LWIA Region:** State	The system will set the provider to Active. Set the LWIA Region to **State**. NOTE: this field cannot be changed once you click Save at the bottom of the page.
* **FEID:** ! * **Provider Name 1:** !	Fill out the provider FEID, name, address, and other relevant fields.
* **Type of Entity:** Private For-Profit	Select the appropriate option from the Type of Entity field.
* **This provider is an accredited postsecondary education institution:** Yes No	In order for a provider to be on the ETPL, the provider must be an accredited postsecondary education institution.

Creating a Provider Institution (Staff View)	Steps
Save Cancel	Once all of the required fields are completed, click Save.
Provider Type Details Show All Contract Services (CS) ☐ CS - OJT ☐ CS - Project ☐ CS - Work Experience Program Services (PS) Support Services (SS)	On the Provider Type Details Screen, click Show All.
Program Services (PS) ☑ **PS - Approved Provider Training - ITA** 300 Occupational Skills Training (Approved ETPL Provider) 302 Entrepreneurial Training 303 Distance Learning (TAA) 305 Skills Upgrading and Retraining 306 WIOA Prerequisite Trainings 307 Pre-Apprenticeship Program w/Occupational Skills Training (ITA) 311 Placed in Job Corps 320 Private Sector Training 323 Workplace Training & Cooperative Education 324 Adult Education with Training Services 325 Apprenticeship Training 347 Occupational Skills Training (Approved ETPL Provider) (TAA) 350 Pre-Apprenticeship Program w/Occupational Skill Training (ITA) (TAA) 351 Adult Education with Training Services (TAA) 352 Apprenticeship Training (TAA) 416 Occupational Skills Training (Approved ETPL Provider) 437 Pre-Apprenticeship Program with Occupational Skills Training (ITA) ☑ **PS - Education and Training Programs**	Under Program Services, choose the following Provider Types: "PS – Approved Provider Training – ITA" and "PS – Education and Training Programs". This shows what activity codes will be linked to this provider. You are also able to select other Provider Types, if the corresponding activity codes make sense for the provider.

Creating a Provider Institution (Staff View)	Steps
Save Cancel	Once you are done selecting Provider Types, click Save.
[Edit Additional Provider Details]	Under the Additional Provider Details section, click Edit Additional Provider Details
*Institution Area: None Selected Years in Business: *ADA Compliant: Yes No *Institution Description: (2000 characters max.) Agency Code: [Search For Agency Code] Performance Reporting Method: Aggregate *Main Telephone Number: - -	Enter in data for the following required fields.
*ADA Compliant: Yes No	In order to comply with EEO and WIOA requirements, providers must be ADA compliant.
*Display Online to the public? Yes No	Set Display Online to the public? to Yes.
*Accreditation / Approval Yes No Accrediting / Approving Body: None Selected	Accreditation/ Approval must be set to Yes, followed by selecting the Accrediting/ Approving Body.

Creating a Provider Institution (Staff View)	Steps
*Financial Aid Available ○ Yes ◉ No *Online Registration Available ○ Yes ◉ No	Finish entering in the rest of the required fields.
Provider Review Status **This provider has not been reviewed** Provider Approval is Required Prior to Program Approval	Note that this provider needs to be reviewed and approved before programs can be added to the provider institution.
*Review Date: 08/26/2019 Today *Review Status: None Selected None Selected Approved Rejected Pending Review On Hold State Review Date: State Review Status:	Set the review date to the current date and select the appropriate Review Status. Once the Review Status is set to Approved, you can add programs to the provider institution. At this point, staff can create a Provider User account, see "Creating a Provider User (Staff View)" on page 13. Providers can also register themselves, see "Creating a Provider Institution and Provider User (Provider View)".

Creating a Provider User (Staff View)

Creating a Provider User (Staff View)	Steps
	To create a provider user for a provider institution, go to Manage Providers → Assist a Provider.
	Find the provider in the search, and click "Profile."
	Click on "Users" under the Provider Profile.
	Any user accounts associated to this provider will appear here. To add an account, click "Create a Provider User."

Creating a Provider User (Staff View)	Steps
Your Organization First we need to see if your organization is already in our system. Please enter the Federal Employer Identification Number (EIN) of your organization and click the Find button: *EIN: (12-3456789 or 123456789) Find Cancel	You will be prompted to enter the FEIN of the provider. This can be found in the "General" section of the Provider Profile.
Provider: Example Primary Address: 1234 Main Street, Sacramento, CA 95814 Select: Select	If the FEIN matches, the provider will appear. Click Select.
Organization Information **Name:** Example Provider **EIN:** 00-0000000 **Institution Type:** Two-year, Technical, and Community Colleges **Institution Ownership:** Public institution **URL:**	In the Organization Information section, the provider's information will appear.
Enter Your Information ***Title:** ***First Name:** ***Last Name:**	Fill out all of the required fields under Enter Your Information.

Creating a Provider User (Staff View)	Steps
Login Information *User Name: TESTER4545 — Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ . _ *Password: ••••••••• — Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ $ % ^ . ! * _ +). *Confirm Password: ••••••••• — Please re-enter your password. Save Cancel	Enter the required fields under Login Information. Be sure that both the username and password follow the rules displayed on screen. Click Save.
Associated Provider Users Last Name: Tester; First Name: Tester; User Name: TESTERFIVE89; Created Institution: ; Access Status: Pending Access; Action: Edit, Assist, Access	The newly created provider user account will appear under Users in the Provider Profile. Continue to the “Activating a Provider Institution and Enabling Access (Staff View)” chapter on the next page.

Activating a Provider Institution and Enabling Access (Staff View)

Activating a Provider Institution and Enabling Access (Staff View)	Steps
Manage Providers Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	Login as staff. Go to Manage Providers → Assist a Provider
General Criteria **Status:** ○ Active ○ Inactive ◉ No Selection **Provider ID:** **Provider FEID:** **Vendor Code:** **LWIA / Region:** None Selected **Provider Name 1:** Golden State Career Link [More Search Options] Search	Under General Criteria, enter the name of the provider. You can also search by other criteria, such as Provider ID or FEID. Click search.
ID | Name | Address | Vendor | Region | Status | Action | Select 7566 | Golden State Career Link | 1234 Main Street Sacramento, CA 95814 | 789652233 | State | Inactive | Profile Programs Activities | ☐	The provider appears in the search results. Click on Profile.
Provider Type Details Provider Type Desc PS - Public Display [Edit Provider Type Details]	Under Provider Type Details, click Edit Provider Type Details.
Show All	Click Show All.

Activating a Provider Institution and Enabling Access (Staff View)	Steps
Provider Type Details Collapse All Contract Services (CS) ☐ CS - OJT ☐ CS - Project ☐ CS - Work Experience Program Services (PS) ☑ **PS - Approved Provider Training - ITA** 300 Occupational Skills Training (Approved ETPL Provider) 302 Entrepreneurial Training 303 Distance Learning (TAA) 305 Skills Upgrading and Retraining 306 WIOA Prerequisite Trainings 307 Pre-Apprenticeship Program w/Occupational Skills Training (ITA) 311 Placed in Job Corps 320 Private Sector Training 323 Workplace Training & Cooperative Education 324 Adult Education with Training Services 325 Apprenticeship Training 347 Occupational Skills Training (Approved ETPL Provider) (TAA) 350 Pre-Apprenticeship Program w/Occupational Skill Training (ITA) (TAA) 351 Adult Education with Training Services (TAA) 352 Apprenticeship Training (TAA) 416 Occupational Skills Training (Approved ETPL Provider) 437 Pre-Apprenticeship Program with Occupational Skills Training (ITA)	Select PS – Approved Provider Training – ITA. This is required for placement on the ETPL. Other applicable Provider Services can be selected. Click Save when finished.
[Edit Additional Provider Details]	Under Additional Provider Details, click Edit Additional Provider Details.

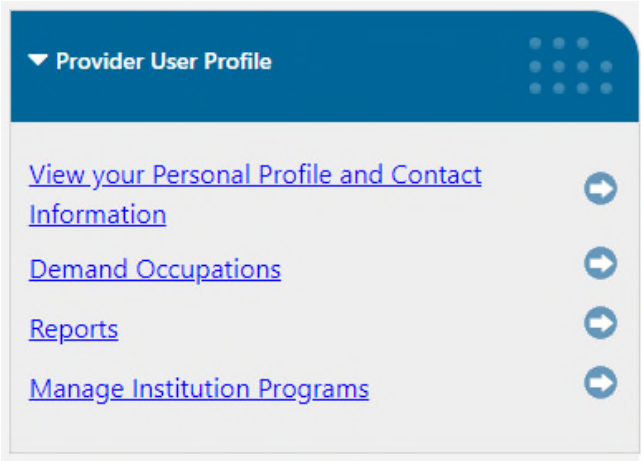
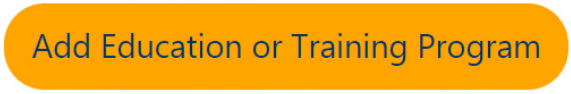
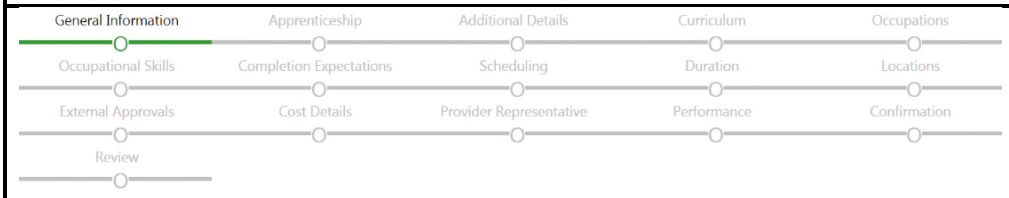
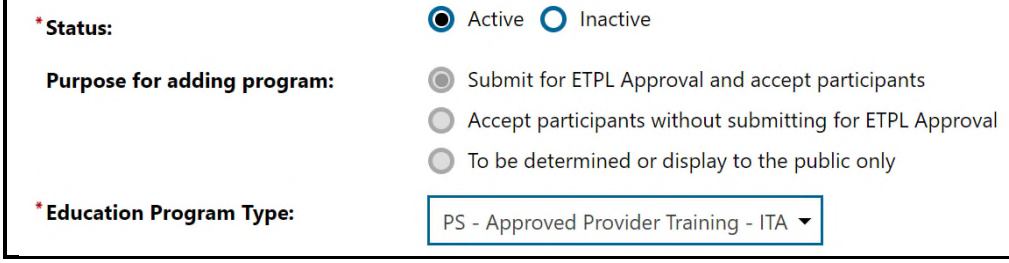
Activating a Provider Institution and Enabling Access (Staff View)	Steps
CRS Provider Information **Institution Name:** **Institution Code:** *Institution Area: Sacramento County *Institution Type: Adult Education & Family Literacy *Institution Ownership: Not Available Save Cancel	Some fields may already be filled out at this point. Select the county where the provider headquarters is located (Institution Area), the Institution Type, and Institution Ownership. Click Save once all required fields are filled out.
[Edit Provider Details]	Under Provider Details, click on Edit Provider Details.
Provider Information **Provider ID:** *Status: Active Inactive Save Cancel	Set Status to Active, and look over the information entered to make sure that it is correct. When done, click Save.

Activating a Provider Institution and Enabling Access (Staff View)	Steps
Provider Review Status This provider has not been reviewed Provider Approval is Required Prior to Program Approval **Reviewing LWIA:** Sacramento Employment and Training Agency **Review Date:** Today (mm/dd/yyyy) * **Review Status:** Pending Review **State Review Date:** **State Review Status:** Pending Review Save Cancel	Scroll down to Provider Review Status, and set the Review Date and Review Status. Click Save.
	Note: Per ETPL policy, Local Areas can "nominate" providers to the ETPL, but the provider can only be added to the ETPL by EDD staff. Once the provider is nominated by the Local Area, it goes to the EDD for final review.
Provider Review Status Provider Approval is Required Prior to Program Approval **Reviewing LWIA:** Sacramento Employment and Training Agency * **Review Date:** 8/10/2021 Today (mm/dd/yyyy) * **Review Status:** Approved **State Review Date:** 8/10/2021 **State Review Status:** Approved	Once set to approved, provider users that are given access will be able to add programs and have them reviewed by staff.

Activating a Provider Institution and Enabling Access (Staff View)	Steps
Provider Profile General Locations Contacts Users Case Notes Documents Provider Programs Program Services Support Services Contracts Education and Training Programs Provider Activities Enrollments Invoices Vouchers	Click on the Users tab of the Provider Profile.
Associated Provider Users Last Name | First Name | User Name | Created Institution | Access Status | Action Doe | John | GSITEST123 | ✔ | Pending Access | Edit Assist Access	Under Associated Provider Users, click Access.
Search Mode Search For: ○ Providers ◉ Provider Users Search **Provider User Criteria** User Access Status: None Selected User Name:	Note: If a user does not appear, it is likely that they did not link themselves properly to the provider. You can search for their username by searching under Assist a Provider and selecting the Provider User Radio button at the top.
Provider User Access Rights Institution Access: Golden State Career Link [Search for Institution | Remove] *(Provider User Registration included Institution Details)* * Access Rights: Active	The institution should already appear in Institution Access. If not, click Search for Institution. Set Access Rights to Active.

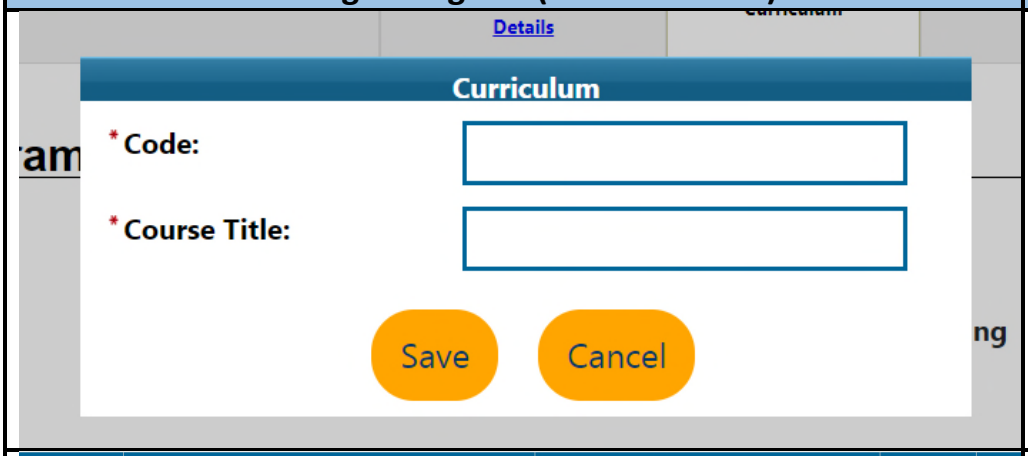
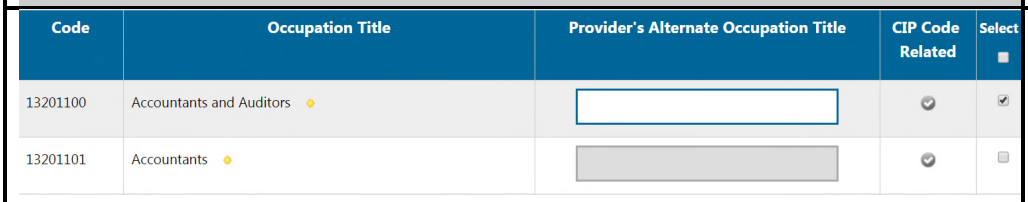
Activating a Provider Institution and Enabling Access (Staff View)	Steps
Associated Provider Users Last Name | First Name | User Name | Created Institution | Access Status | Action Doe | John | GSITEST123 | ✔ | Active | Edit Assist Access	The Provider User should now have access. To verify this, go to Assist a Provider → Provider Profile → Users.

Adding a Program (Provider View)

Adding a Program (Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
	Click Add Education or Training Program. This will launch the Program Wizard.
	The Program wizard will start you on the General Information tab. Once you are done entering information on this tab and click Next, your progress will be saved.
	Set the following fields to these settings.

Adding a Program (Provider View)	Steps
* **This program is an Apprenticeship:** ○ Yes ◉ No	If this program is an apprenticeship, mark Yes and go to "Entering an Apprenticeship Program (Staff and Provider View)".
* **CIP Code:** None Selected [Search for CIP Code]	Click Search for a CIP Code.
Type your keywords in the box and click the *Search* button. [Keyword Search Options]	Type in a keyword for the CIP Code. You can also search by Program Area, Listing, Occupation, Career Cluster, or Program Code.
* **Education Program Name:** **Education Program Description:** A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes	Enter a name for the program. Note that the CIP code populates the program description.
* **This program of study or training services has the following potential outcome(s) (please select all that apply):** ☑ An industry-recognized certificate or certification ☐ A certificate of completion of an apprenticeship ☐ A license recognized by the State involved or the Federal Government ☐ An associate degree ☐ A baccalaureate degree ☐ A community college certificate of completion ☐ A secondary school diploma or its equivalent ☐ Employment ☐ A measurable skills gain leading to a credential ☐ A measurable skills gain leading to employment	Select at least one potential program outcome.
* **This program leads to a credential or degree** ◉ Yes ○ No	Indicate if the program leads to a credential or degree.

Adding a Program (Provider View)	Steps
*Name of Associated Credential: *Attain Credential: None Selected	Enter the Name of Associated Credential and select the appropriate response to Attain Credential.
*Is this education program in a partnership with business? Yes No *Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):	Per state policy, programs must have some sort of partnership with local or regional businesses.
Program Name: Accounting Program Description: A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting Changes Submitted: Active: ✓ Review Status: Action: Edit Deactivate	When done entering the rest of the data, click Next. At this point, your progress has been saved. You can exit the program and resume entering data by clicking Edit.
Scheduling | Duration | Locations | Cost Details | Provider Representative | Performance | Confirmation | Review General Information | Apprenticeship | Additional Details | Curriculum | Occupations | Occupational Skills | Completion Expectations	Now, you will see tabs that you can click on to easily skip to different sections of the program.
Additional Details Financial Aid Available: ☐ Pell Grant ☐ Institutional Scholarship ☐ Federal Loan ☐ Other URL of Training Program (Example: http://site.com): *Program Prerequisites: None Selected	The Additional Details tab asks for information on prerequisites, class size, and any equipment used in the program.

Adding a Program (Provider View)	Steps
	In the Curriculum tab, click Add Curriculum to enter the course code and title. These are usually located in the provider's course catalog.
	The Occupations tab will let you view ONET codes related to the program. These usually populate from the CIP code in the General Information tab.
	If no ONET codes appear, you can click Select Occupation from ONET Table.
	If a program is not marked as locally in-demand with a blue icon, provide evidence to show that it is in-demand.

Adding a Program (Provider View)	Steps
[Add new occupational skill(s) | Delete selected occupational skill(s)] **Select a category for additional skills:** Financial Services **Skill Description** account for or dispense funds	The Occupational Skills tab lets providers choose skills most relevant to the program. Click Add new occupational skill(s), and select a category for additional skills.
Completion Expectations **Continuing Education Units (CEU):** Units **CEU Granting Institution:** **Credit Earned Program:** Yes No **Number of Credits:** Credits **Credit Earned Duration:** Semester Quarter ***Credentialing Body:** Bureau for Private Postsecondary Edu	Look over the required fields in the Completion Expectations tab, and select a Credentialing Body.
Scheduling **Course Times** ***Class Time:** 200 Hours **Lab Time:** Hours **Other Time:** Hours ***Class Frequency:** Daily	In the Scheduling tab, enter the total amount of program time in class, lab, and/or other. Also, select the Class Frequency.

Adding a Program (Provider View)	Steps
Reporting Information Note: Clock/Contact hours are the total number of actual hours *per week* a student spends attending class or other instructional activities that count toward completing a program of study. * **Program Length - Clock/Contact Hours:** 40 Hours Note: Full-time weeks indicates the length of the program in weeks, as completed by a full-time student. * **Program Length - Full-time Weeks:** 5 Weeks * **Program Format:** In-person	Under Reporting Information, enter the total number of hours in the program *per week*, and the total full-time length in weeks, and the program format.

Duration

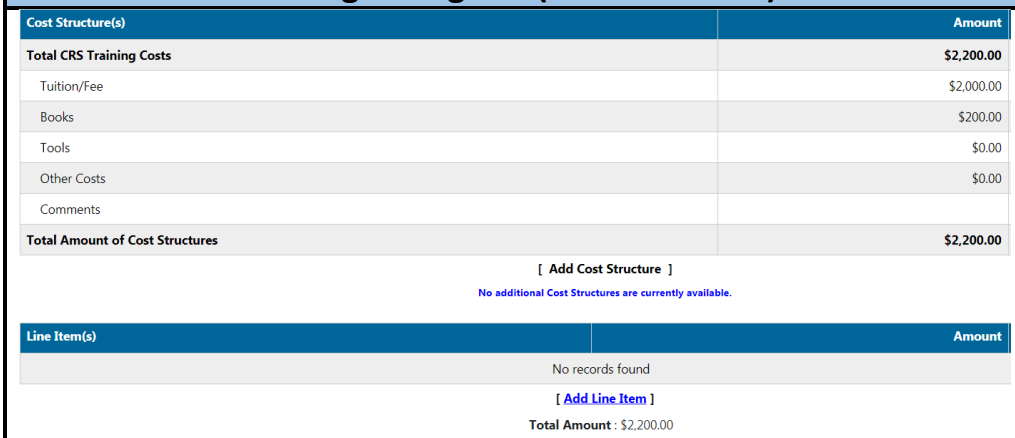
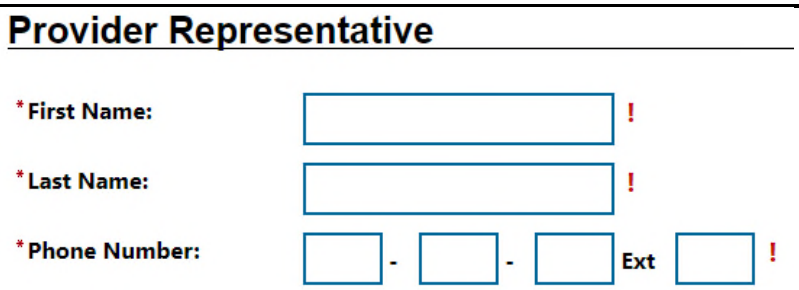
Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
Regular Schedule	Yes	200 Hours	Full-Time	Mon-Fri	Day	Edit | Delete

[Add Duration]

The Duration tab expands on the information entered into the Scheduling tab. Click Add Duration to begin entering data.

Address	Billing Address	Select
1234 Main Street Sacramento, CA 95814	1234 Main Street Sacramento, CA 95814	☑

Enter a location into the Locations tab where the program takes place. If a location does not appear, one can be added to the Locations tab of the Provider Profile.

Adding a Program (Provider View)	Steps
	The Cost Details tab is where cost structures and line items can be added. Click Add Cost Structure to get started. Per state ETPL policy, the cost of the program must match the cost of a member of the general public enrolling in the program without assistance from WIOA.
	The Provider Representative tab should contain the preferred provider contact for the program.

Cost Structure(s)	Amount
Total CRS Training Costs	**$2,200.00**
Tuition/Fee	$2,000.00
Books	$200.00
Tools	$0.00
Other Costs	$0.00
Comments	
Total Amount of Cost Structures	**$2,200.00**

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount
No records found	

[Add Line Item]

Total Amount : $2,200.00

Provider Representative

*First Name: !

*Last Name: !

*Phone Number: - - Ext !

Adding a Program (Provider View)	Steps
Previous Certified Performance **Program Year:** 2021 Performance Measure / WIOA / All Students Total Enrolled: 0 / 0 Total Exited: 0 / 0 Program Completers: 0 / 0% / 0 / 0% Credential Rate: 0 / 0% / 0 / 0% Employment Rate 6 months after exit: 0 / 0% / 0 / 0% Employment Rate 12 months after exit: 0 / 0% / 0 / 0% Median Earnings 6 months after exit: 0.00 / 0.00	The Performance tab displays the required performance data for the program. To meet initial eligibility requirements, programs must have performance data entered, even if they have not been in CalJOBS before.
Edit Performance	To enter initial eligibility performance data, click Edit Performance
Aggregate Performance - All Students **Program Year:** 2021 **Total Enrolled:** 20 **Total Program Exiters:** 20 **Total Completers:** 15	Enter the performance data into the appropriate tabs. Click Save when done. Click Next.

Adding a Program (Provider View)	Steps
* Providers requesting approval or re-approval of a training program must agree to the statement below. The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis. I agree to complete the information required on the website at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year. ◉ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval. ○ No, do not submit this educational program for WIOA Approval at this time.	In the Confirmation tab, select Yes, I agree to the above statement to submit the program for Local Area/EDD staff to review. For a provider user, this is the last step in the process. Provider users are unable to review their own programs.

Adding a Program (Staff View)

Adding a Program (Staff View)	Steps
Manage Providers Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	Log into your staff account. After signing in, select Manage Providers > Assist a Provider.
ID | Name | Address | Vendor | Region | Status | Action 6197 | GSI Test | 722 Capitol Mall Sacramento, CA 95814 | 999999999 | State | Active | Profile Programs Activities	Click Programs.
Provider Profile: General, Locations, Contacts, Users, Case Notes, Documents Provider Programs: Program Services, Support Services, Contracts, Education and Training Programs Provider Activities	Navigate to the Education and Training Programs tab. All ETPL programs are located here.
Add Education or Training Program	Click Add Education or Training Program. This will launch the Program Wizard.

Adding a Program (Staff View)	Steps
General Information · Apprenticeship · Additional Details · Curriculum · Occupations Occupational Skills · Completion Expectations · Scheduling · Duration · Locations External Approvals · Cost Details · Provider Representative · Performance · Confirmation Review	The Program wizard will start you on the General Information tab. Once you are done entering information on this tab and click Next, your progress will be saved.
	Follow the steps as described in "Adding a Program (Provider View)", up to the Confirmation tab.
* Providers requesting approval or re-approval of a training program must agree to the statement below. The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis. I agree to complete the information required on the website at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year. (●) Yes, I agree to the above statement. Please submit this educational program for WIOA Approval. ( ) No, do not submit this educational program for WIOA Approval at this time.	In the Confirmation tab, select Yes, I agree to the above statement to submit the program for staff review. For a provider user, this is the last step in the process.
Review Type: ITA · Status: Pending (system-set only) · Subsequent Review Due Date: 9/9/2020 · Date Reviewed: N/A · Last Edit Date: 9/9/2019 2:26 PM · Review Location: N/A · Action: Edit	In the Review tab, staff can click Edit under the action column to review this program. Provider users are unable to review their own programs.

Adding a Program (Staff View)	Steps
Review Type: ITA **Eligibility Type:** Initial * **Status:** Approved/Eligible * **Subsequent Review Due Date:** 09/09/2020 Today * **Date Reviewed:** 09/09/2019 Today Save Cancel Return to Previous Page	Select a Status for the program. A Subsequent Review Date that is one year from the review date will automatically populate. Enter a Date Reviewed, and click Save.
• The provider of this educational program has not yet been approved. Provider approval is required prior to program approval.	Remember, provider approval is required prior to program approval. Be sure to approve the provider in the Provider Profile first. Follow the steps under "Creating a Provider Institution (Staff View)" on page 9.

Adding a Program (Staff View)	Steps
	Note: Per ETPL policy, Local Areas can "nominate" programs to the ETPL, but the program can only be added by EDD staff. Once the program is nominated by the Local Area, it goes to the EDD for final review.

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	WIOA Approved/Eligible	9/9/2020	9/9/2019	9/9/2019 2:38 PM	City of Los Angeles	Edit

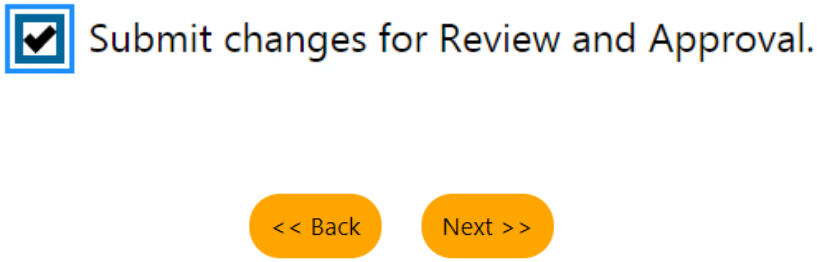
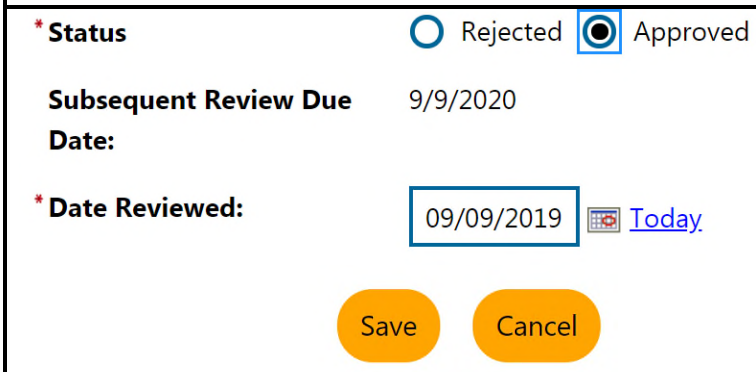
<< Back Finish

Once the program is approved by EDD staff, the WIOA icon will appear in the ITA review record. The program is now on the ETPL. Click Finish to complete the process.

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Accounting PS - Approved Provider Training - ITA WIOA	A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting managerial accounting cost accounting budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations.		✔	Approved/Eligible	Edit Deactivate

The WIOA icon also appears in the Education and Training Programs tab.

Approving Program Changes (Staff View)

Approving Program Changes (Staff View)	Steps
	When a change is made to a program, like a change in tuition fees, provider users or staff will be able to submit these changes for review by selecting the "Submit changes for Review and Approval" checkbox in the confirmation tab. Check the box and click Next.
	Now a change record will appear at the top of the list in the Review tab. Staff or provider users can continue to make other changes to the program without have to repeat the previous step. Staff, but not provider users, will click Edit.
	Staff can approve or reject changes, and set the date of review. When done, click Save.

Approving Program Changes (Staff View)	Steps
	The change record will now show a status of approved.
	Click Finish to complete the process.

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
Change	Approved	9/9/2020	9/9/2019	9/9/2019 2:55 PM	City of Los Angeles	View
ITA	WIOA Approved/Eligible	9/9/2020	9/9/2019	9/9/2019 2:38 PM	City of Los Angeles	Edit

<< Back Finish

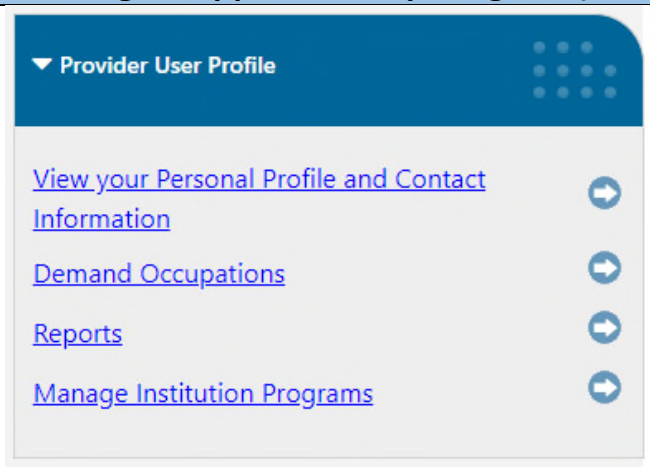
Re-approving a Program for Continued Eligibility (Staff View)

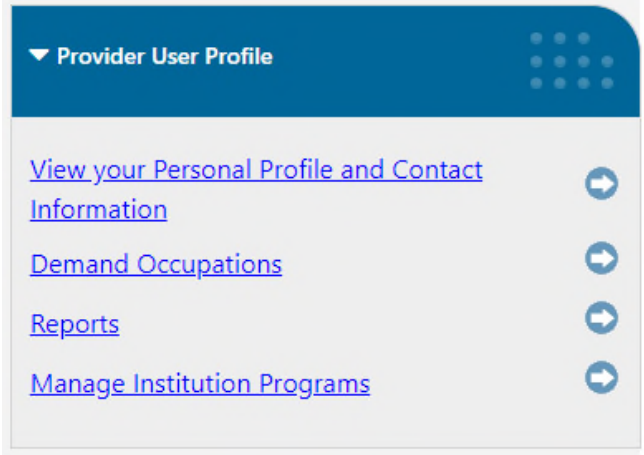
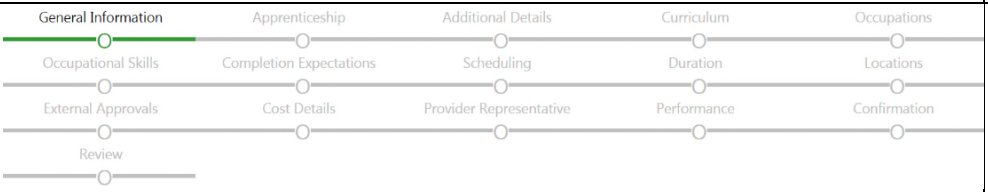
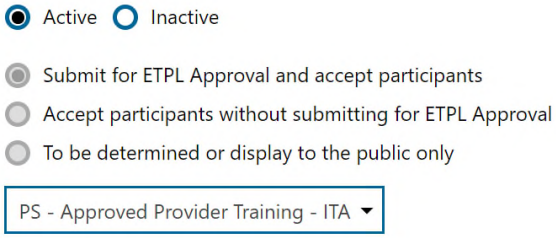
Re-approving a Program for Continued Eligibility (Staff View)	Steps
Program Name / **Program Description** / **Changes Submitted** / **Acti** Accounting PS - Approved Provider Training - ITA WIOA REAPP A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting managerial accounting cost accounting	When the system detects that a program is within 60 days of its Subsequent Review Due Date, a REAPP icon will appear next to the program.
* Providers requesting approval or re-approval of a training program must agree to the statement below. The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis. I agree to complete the information required on the website at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year. Yes, I agree to the above statement. Please submit this educational program for WIOA Approval. No, do not submit this educational program for WIOA Approval at this time.	Go through the program, starting with the General tab, and make any updates as necessary. Then, once at the Confirmation tab, select "Yes, I agree to the above statement…" to submit the program for re-approval.
Review Type / **Status** / **Subsequent Review Due Date** / **Date Reviewed** / **Last Edit Date** / **Review Location** / **Action** ITA / Pending (system-set only) / 9/9/2021 / N/A / 9/9/2019 4:04 PM / N/A / Edit	A new review record will appear. Notice that the Review Type says ITA, which only appears when re-approving a program for Continued Eligibility.
* **Status:** None Selected None Selected Approved/Eligible Rejected On Hold Recommended Elected not to participate **Subsequent Review Due Date:** * **Date Reviewed:**	Choose from the available statuses in the dropdown.
* **Subsequent Review Due Date:** 09/09/2021 Today * **Date Reviewed:** 09/09/2020 Today	Set the Subsequent Review Due Date to one year from when the program was reviewed. The system may do this automatically.

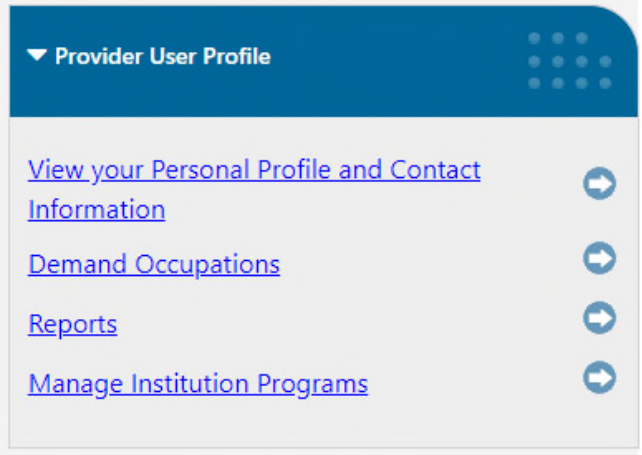
Re-approving a Program for Continued Eligibility (Staff View)	Steps
	Note: Per ETPL policy, Local Areas can "nominate" programs to the ETPL, but the program can only be added by EDD staff. Once the program is nominated by the Local Area, it goes to the EDD for final review.
Review Type: ITA Status: WIOA Approved/Eligible Subsequent Review Due Date: 9/9/2020 Date Reviewed: 9/9/2019 Last Edit Date: 9/9/2019 2:38 PM Review Location: City of Los Angeles << Back Finish	Once the program is approved by EDD staff, the WIOA icon will appear in the newest ITA review record. The program is now on the ETPL. Click Finish to complete the process.
Review Type: ITA Status: WIOA Approved/Eligible Subsequent Review Due Date: 9/9/2021 Date Reviewed: 9/9/2020 Last Edit Date: 9/9/2020 4:19 PM Review Location: City of Los Angeles Action: Edit << Back Finish	Now, the new review record is WIOA approved, and the REAPP icon is gone. Click Finish.
Program Name: Accounting PS - Approved Provider Training - ITA WIOA Program Description: A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting managerial accounting cost accounting budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations. Changes Submitted: Active: ✓ Review Status: Approved/Eligible Action: Edit Deactivate	The Education and Training Programs tab also shows the WIOA icon, without the REAPP icon.

Re-approving a Program for Continued Eligibility (Staff View)	Steps
* **Status:** **Subsequent Review Due Date:** * **Date Reviewed:** None Selected None Selected Approved/Eligible Rejected On Hold Recommended Elected not to participate	Note: The same process can be used to remove a program from the ETPL. If staff select Rejected, the program will no longer be on the ETPL.

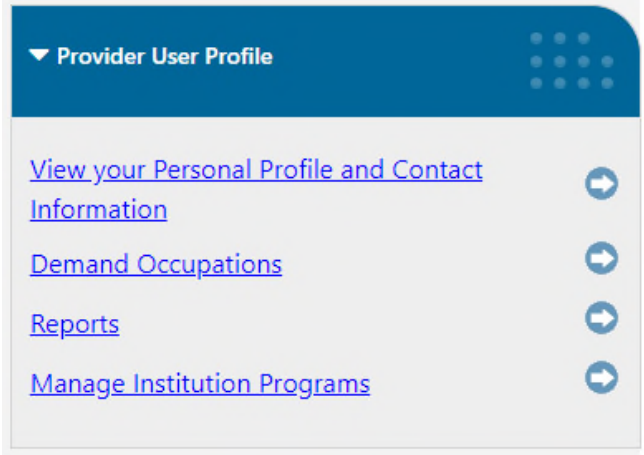
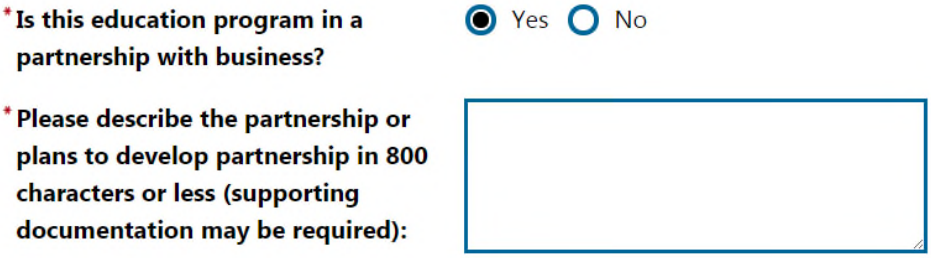
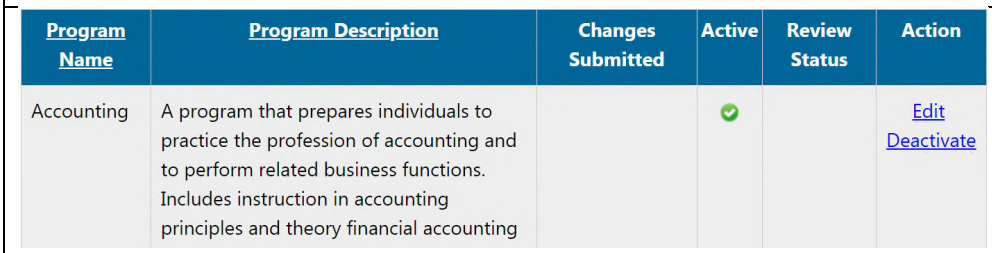
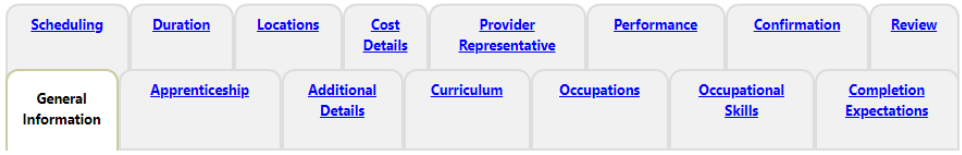
Entering an Apprenticeship Program (Staff and Provider View)

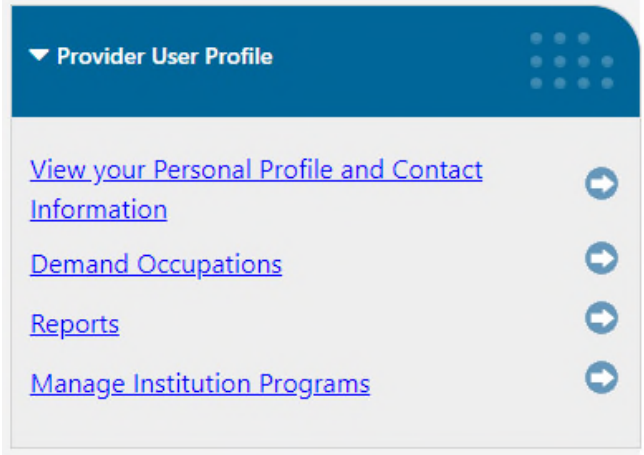
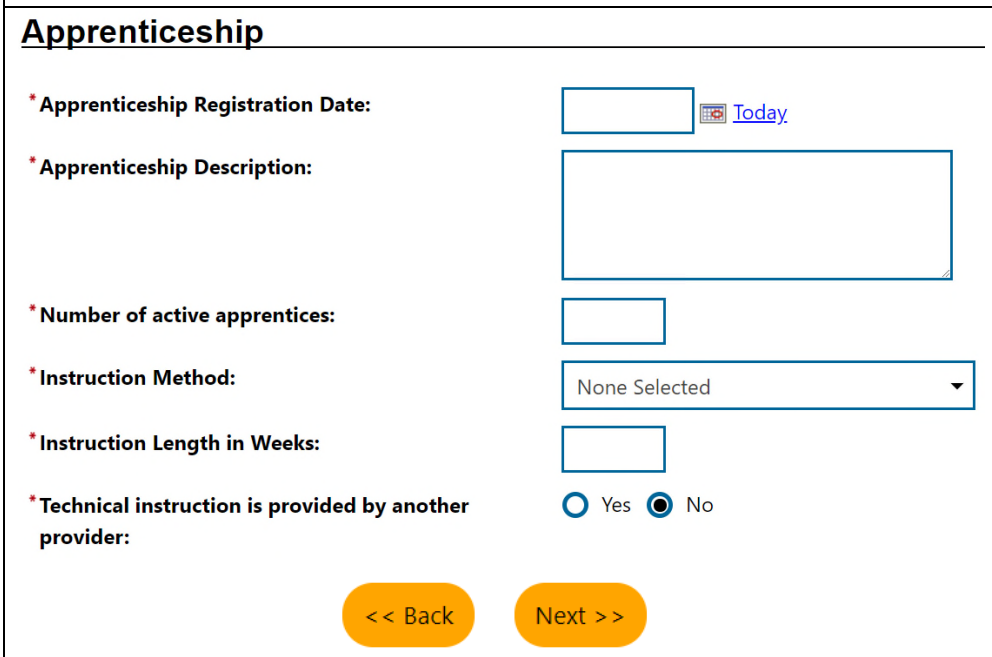
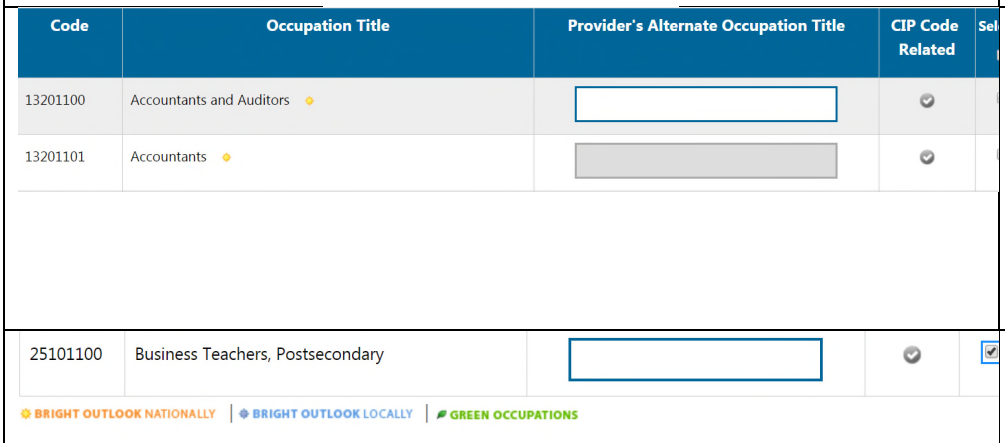
Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
	To add a new program, scroll to the bottom of the list of programs and click Add Education or Training Program. Note: apprenticeships applying for the ETPL must be registered and approved by either the Department of Labor, or the Department of Industrial Relations, Division of Apprenticeship Standards.

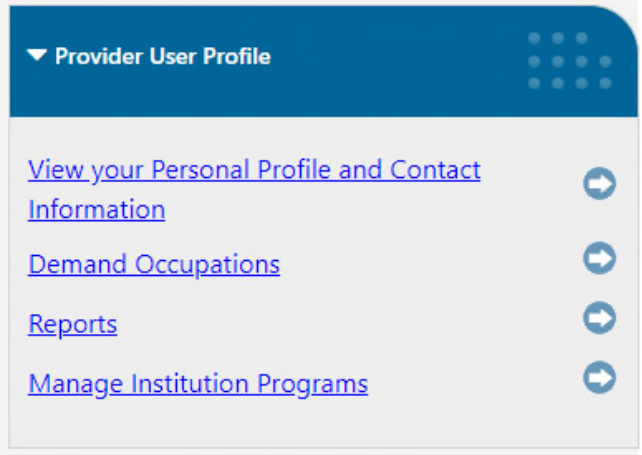
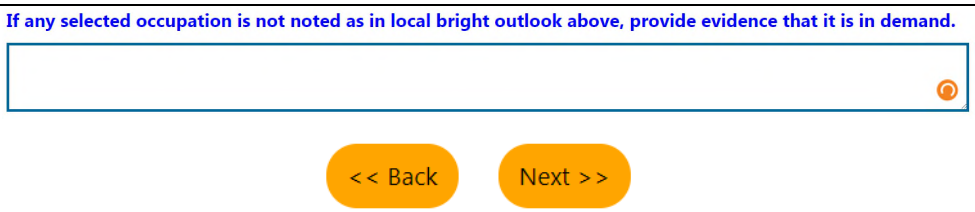
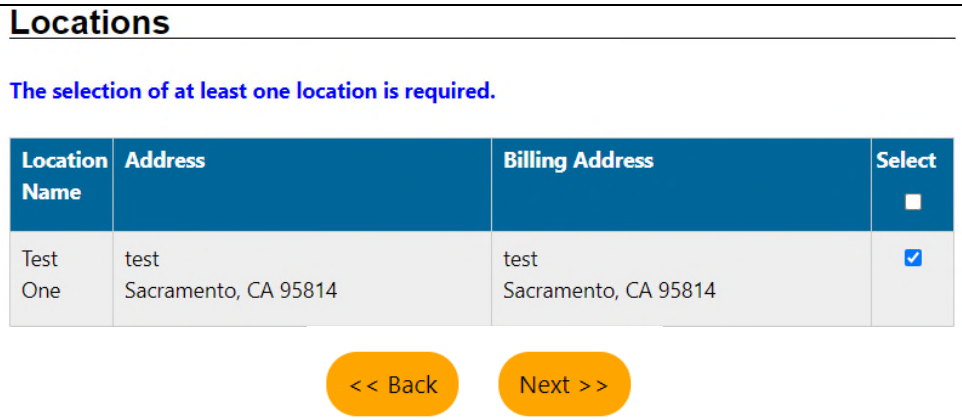
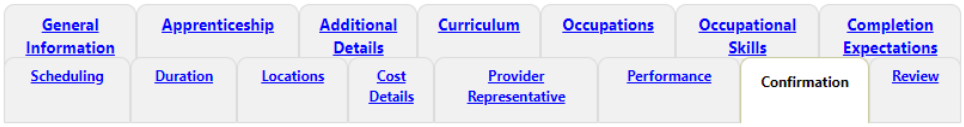
Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
	The Program wizard will start you on the General Information tab. Once you are done entering information on this tab and click Next, your progress will be saved.
	Set the following fields to these settings.

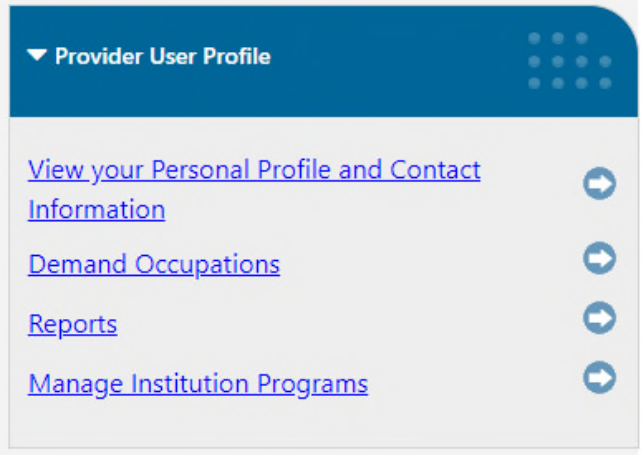
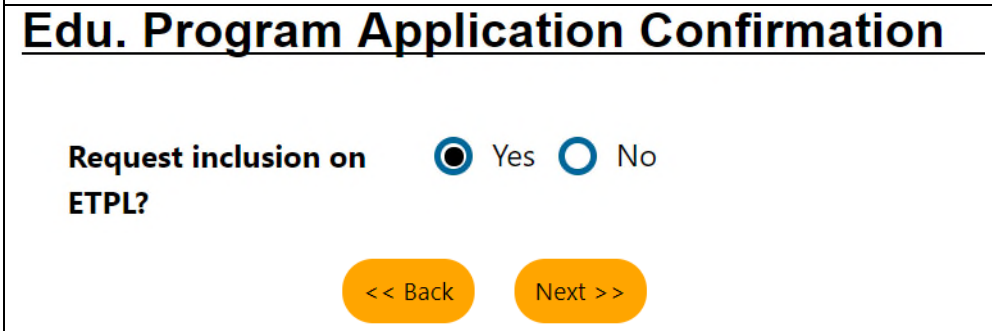
Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
*This program is an Apprenticeship: Yes No *This Education Program is a Registered Apprenticeship: Yes No Note: By entering Yes to this question, you are stating that this program is a DOL Registered and/or State Approved Apprenticeship.	Since this program is an apprenticeship, mark Yes. Do the same for the following field if the apprenticeship is registered with either the Department of Labor or the Division of Apprenticeship Standards.
* **CIP Code:** None Selected [Search for CIP Code]	Click Search for CIP Code.
Type your keywords in the box and click the *Search* button. [Keyword Search Options]	Type in a keyword for the CIP Code. You can also search by Program Area, Listing, Occupation, Career Cluster, or Program Code.

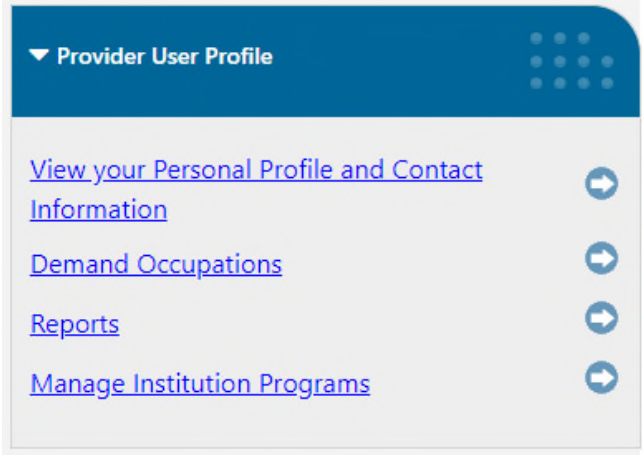
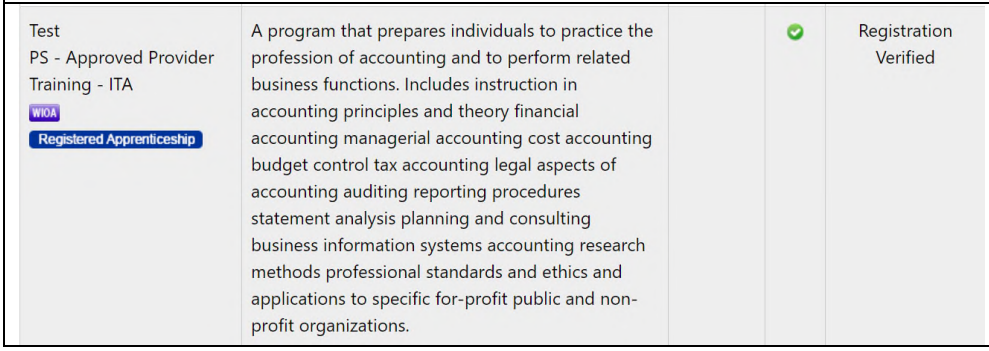
Entering an Apprenticeship Program (Staff and Provider View)	Steps
Provider User Profile View your Personal Profile and Contact Information Demand Occupations Reports Manage Institution Programs	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
*Education Program Name: Education Program Description: A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes	Enter a name for the program. Note that the CIP code populates the program description.
*This program of study or training services has the following potential outcome(s) (please select all that apply): ☑ An industry-recognized certificate or certification ☐ A certificate of completion of an apprenticeship ☐ A license recognized by the State involved or the Federal Government ☐ An associate degree ☐ A baccalaureate degree ☐ A community college certificate of completion ☐ A secondary school diploma or its equivalent ☐ Employment ☐ A measurable skills gain leading to a credential ☐ A measurable skills gain leading to employment	Select at least one potential program outcome.
*This program leads to a credential or degree ◉ Yes ○ No	In order to be on the ETPL, a program must lead to a credential or degree. Set this field to Yes.
*Name of Associated Credential: *Attain Credential: None Selected	Enter the Name of Associated Credential and select the appropriate response to Attain Credential.

Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
	Per state policy, programs must be have some sort of partnership with local or regional businesses.
	When you are done entering the rest of the data, click Next. At this point, your progress has been saved. You can exit the program and resume entering data by clicking Edit.
	Now, you will see tabs that you can click on to easily skip to different sections of the program.

Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
	Enter the required fields under the Apprenticeship tab, and click Next. Keep clicking Next until you reach the Occupations tab.
	The Occupations tab will let you view ONET codes related to the program. These usually populate from the CIP code in the General Information tab.
	If no ONET codes appear, you can click Select Occupation From ONET Table.

Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
	If a program is not marked as locally in-demand with a blue icon, provide evidence to show that it is in-demand. Keep clicking Next until you get to the Locations tab.
	Select a location for the apprenticeship program. Click Next.
	Click Next until you reach the Confirmation tab.

Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
	To submit this program for review, click Yes and then click Next.
Review Review Type | Status | Subsequent Review Due Date | Date Reviewed | Last Edit Date Registered Apprenticeship - ITA | Pending (system-set only) | 3/4/2022 | N/A | 3/4/2020 3:20 PM	At this point, the State ETPL Coordinator will review the apprenticeship and either approve or deny the program in the Review tab.
Review Review Type | Status | Subsequent Review Due Date | Date Reviewed | Last Edit Date | Review Location Registered Apprenticeship - ITA | Registration Verified | 3/4/2022 | 3/4/2020 | 3/4/2020 3:23 PM | Contra Costa County Workforce Development Board Zepf, Maximilian	If the apprenticeship is approved, it will show a status of "Registration Verified" under the Status column.

Entering an Apprenticeship Program (Staff and Provider View)	Steps
	Login with the provider username and password. When you first log in, you will see your Provider Workspace. Under Provider User Profile, click Manage Institution Programs.
	The approved apprenticeship will show the WIOA icon, meaning that the program is on the ETPL.

Removing a Program from the ETPL (Staff View)

Removing a Program from the ETPL (Staff View)	Steps
Manage Providers Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	Log into your staff account. After signing in, select Manage Providers → Assist a Provider
Provider Programs Program Services Support Services Contracts Education and Training Programs	Navigate to the Education and Training Programs.
Program Name: Accounting PS - Approved Provider Training - ITA Program Description: A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting managerial accounting cost accounting budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations. Changes Submitted: Active: ✓ Review Status: Approved/Eligible Action: Edit, Deactivate	Find the program, and click Edit under the Action column on the right.
Completion Expectations mation Review	Click on the Review Tab.

Removing a Program from the ETPL (Staff View)	Steps
Review Review Type: ITA; Status: WIOA Approved/Eligible; Subsequent Review Due Date: 9/20/2020; Date Reviewed: 9/20/2019; Last Edit Date: 9/20/2019 2:01 PM; Review Location: Fresno Area Workforce Investment Corporation; Action: Edit	Click Edit under the Action column.
Review **Review Type:** ITA **Eligibility Type:** Initial **Status:** Approved/Eligible *Subsequent Review Due Date: 09/21/2019 Today **Date Reviewed:** 9/20/2019	Set the Subsequent Review Due Date to tomorrow's date. If today's date were 09/20/2019, then the Subsequent Review Due Date should be set to 09/21/2019.
ccupational Skills; Completic Expectatio; ce; Confirmation; R	Click on the Confirmation tab

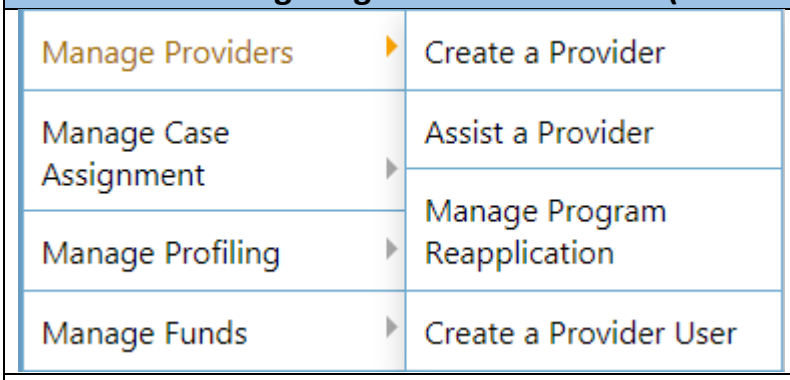
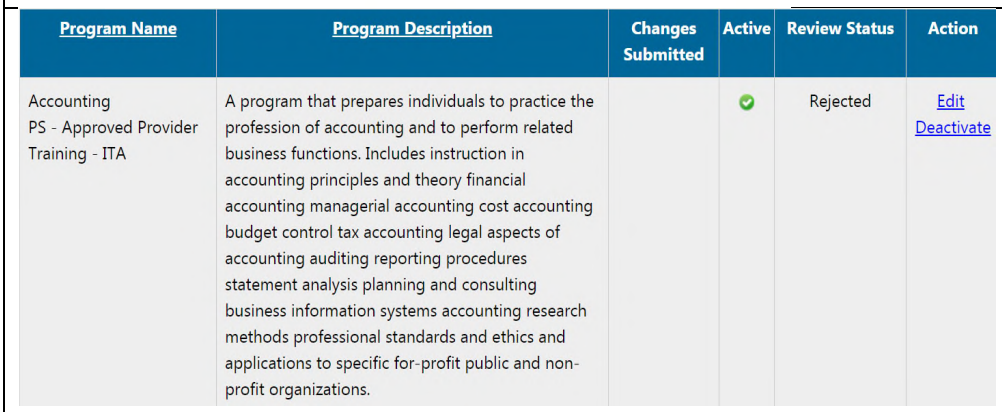
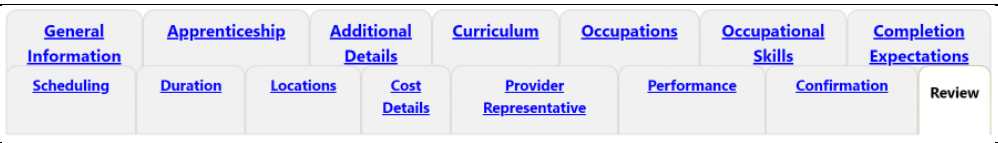
Removing a Program from the ETPL (Staff View)	Steps
Yes, I agree to the above statement. Please submit this educational program for WIOA Approval. No, do not submit this educational program for WIOA Approval at this time. << Back Next >>	Select "Yes…" to submit the program for review. Click Next. Note: if there are red error messages on the Confirmation tab, those fields will need to be completed before selecting "Yes."
Review Type: ITA Status: Pending (system-set only) Subsequent Review Due Date: 10/3/2021 Date Reviewed: N/A Last Edit Date: 10/3/2019 4:20 PM Review Location: N/A Action: Edit	A new review record will appear. Click Edit in the Action column.
* **Status:** Rejected None Selected Approved/Eligible Rejected On Hold Recommended Elected not to participate **Rejection Reason:** **Subsequent Review Due Date:**	Select a Status. If you select Rejected or On Hold, the Subsequent Review Due Date is not a required field.

Removing a Program from the ETPL (Staff View)	Steps
Review Type: ITA **Eligibility Type:** Continued * **Status:** Rejected **Rejection Reason:** None Selected None Selected Failed Performance Wrong Performance Year No Performance Reported Does not meet initial eligibility **Subsequent Review Due Date:** * **Date Reviewed:**	Select a Rejection Reason and enter a Date Reviewed.

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Actio
ITA	Rejected, Does not meet initial eligibility	10/3/2021	10/3/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay	View
ITA	Approved/Eligible	10/3/2019	9/20/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay	View

Now, the new review record will show a Rejected status, and the WIOA icon does not appear. The program is no longer on the ETPL.

Putting Programs Back on ETPL (Staff View)

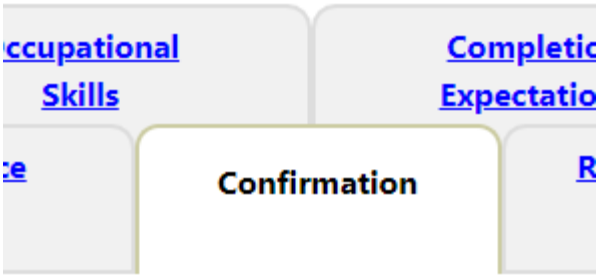
Putting Programs back on ETPL (Staff View)	Steps
	After logging into your staff account, select Manage Providers → Assist a Provider.
	Navigate to the Education and Training Programs Tab.
	Find the program, and click Edit under the Action column on the right.
	Click on the Review tab.

Putting Programs back on ETPL (Staff View)

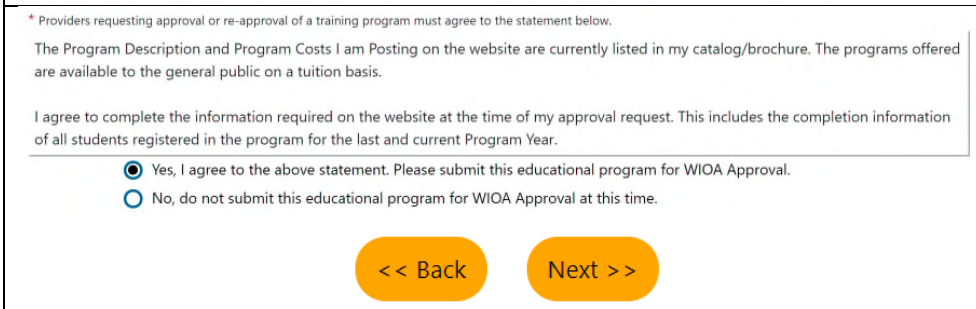
Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Ac
ITA	Rejected, Does not meet initial eligibility	10/3/2021	10/3/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay	V
ITA	Approved/Eligible	10/3/2019	9/20/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay	V

Steps

Note that the status of the most recent review record is set to Rejected.



Click on the Confirmation tab



Select Yes to submit the program for review. Click Next.

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	Pending (system-set only)	10/4/2021	N/A	10/4/2019 2:22 PM	N/A Zepf, Max	Edit
ITA	Rejected, Does not meet initial eligibility	10/3/2021	10/3/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay Zepf, Max	View
ITA	Approved/Eligible	10/3/2019	9/20/2019	10/3/2019 4:26 PM	Workforce Alliance of North Bay Zepf, Max	View

A new review record will appear with a Pending status. Click Edit under the Action column.

Putting Programs back on ETPL (Staff View)	Steps
Review Type: ITA **Eligibility Type:** Continued * **Status:** Approved/Eligible * **Subsequent Review Due Date:** 10/04/2021 Today * **Date Reviewed:** 10/04/2019 Today Save Cancel	Set the Status to Approved/Eligible, and the Date Reviewed. Note that the Subsequent Review Due Date is a required field, but is automatically populated a year from today's date. Click save.
	Note: Per ETPL policy, Local Areas can "nominate" programs to the ETPL, but the program can only be added by EDD staff. Once the program is nominated by the Local Area, it goes to the EDD for final review.
Review Type: ITA Status: WIOA Approved/Eligible Subsequent Review Due Date: 9/9/2020 Date Reviewed: 9/9/2019 Last Edit Date: 9/9/2019 2:38 PM Review Location: City of Los Angeles Action: Edit << Back Finish	Once the program is approved by EDD staff, the WIOA icon will appear in the ITA review record. The program is now on the ETPL. Click Finish to complete the process.

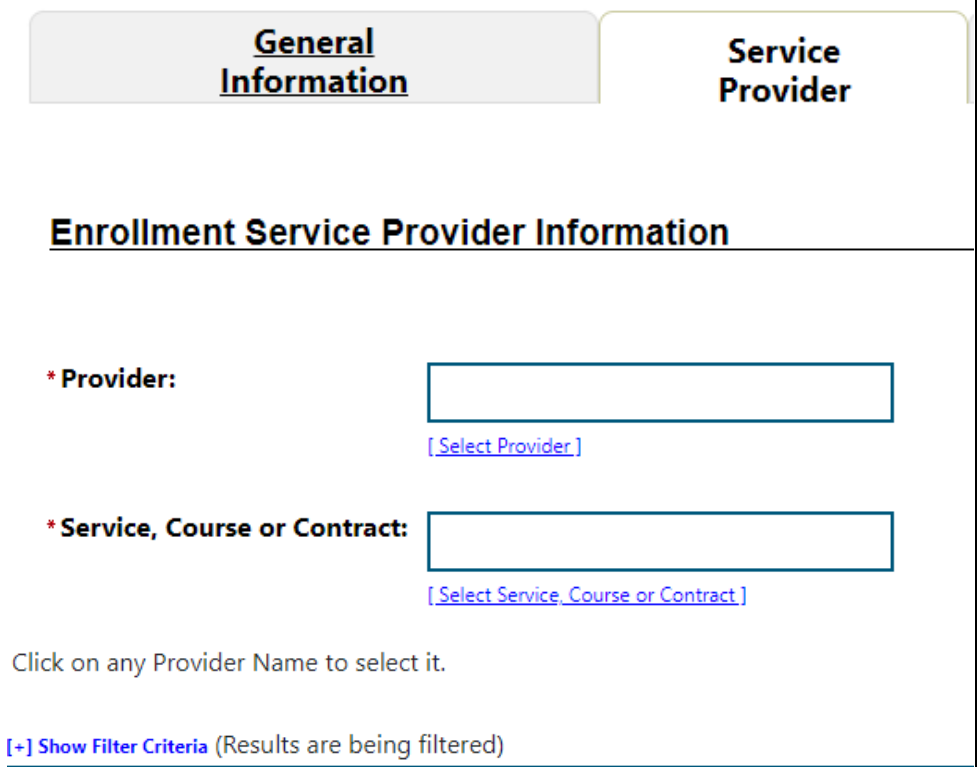
Putting Programs back on ETPL (Staff View)						Steps
Program Name	Program Description	Changes Submitted	Active	Review Status	Action	The WIOA icon also appears in the Education and Training Programs tab.
Accounting PS - Approved Provider Training - ITA WIOA	A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory financial accounting managerial accounting cost accounting budget control tax accounting legal aspects of accounting auditing reporting procedures statement analysis planning and consulting business information systems accounting research methods professional standards and ethics and applications to specific for-profit public and non-profit organizations.		✔	Approved/Eligible	Edit Deactivate	

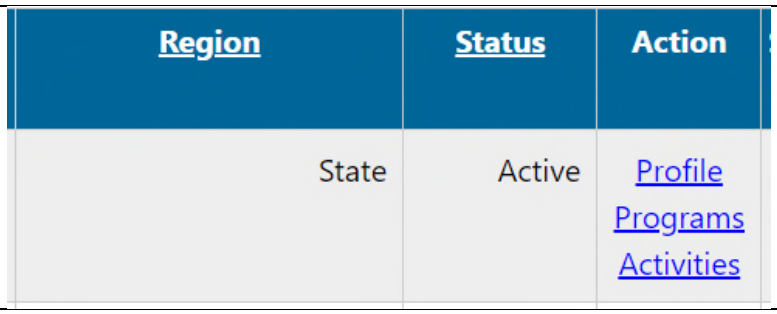
Changing the Assigned Local Area for a Provider (Staff View)

Changing the Assigned Local Area for a Provider (Staff View)	Steps
Manage Providers Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	After logging into your staff account, select Manage Providers → Assist a Provider
Provider Profile General Locations Contacts Users Case Notes Documents	Click on the General tab under the Provider Profile.
[Edit Additional Provider Details]	Scroll down to Additional Provider Details, and click on the hyperlink.
Provider Review Status Provider Approval is Required Prior to Program Approval **Reviewing LWIA:** Sacramento Employment and Training Agency ***Review Date:** 09/20/2019 Today (mm/dd/yyyy) ***Review Status:** Approved **State Review Date:** 9/10/2019 **State Review Status:** Approved Save Cancel	Set the Review Date to today. Set the Review Status to Approved (assuming that the provider is eligible), and click Save.

Changing the Assigned Local Area for a Provider (Staff View)	Steps
Provider Review Status Provider Approval is Required Prior to Program Approval **Reviewing LWIA:** Fresno Area Workforce Investment Corporation *Review Date: 09/20/2019 Today (mm/dd/yyyy) *Review Status: Approved **State Review Date:** 9/20/2019 **State Review Status:** Approved	To verify that the change was successful, go back to Edit Additional Provider Details, and click the hyperlink. Scroll down to the bottom of the page, and the updated Local Area will appear.

Determining Why a Program is Missing (Staff View)

Determining Why a Program is Missing (Staff View)	Steps
	Occasionally, staff will try to link a provider to an activity code in the Service Tab of an activity code, and the provider will not appear. To link a provider, click on the Select Provider link. A pop-up with a list of available providers to choose from. This pop-up window may not have the provider you are looking for. Follow the below steps to resolve this situation.
	After logging into your staff account, select Manage Providers → Assist a Provider

 Region | Status | Action State | Active | Profile Programs Activities	Search for the name of the provider, and click on Profile
Status: Active *** Display Online to the public?** Yes No **Provider Approval Status:** Approved 11/10/2020 **Provider Approval State Status:** Approved 11/10/2020	Under General, check to see that 1) the provider is Active, 2) the provider has "Display online to public?" set to Yes, and 3) the provider profile is approved by the Local Area responsible for the provider.
	If the provider is still not appearing, then this is usually because the program either A) does not have the correct Provider/Service Type for the program, or B) does not have the correct customer group selected. See below steps to determine which reason applies.
Part A) Missing Provider/Service Type	**Steps**

<table>
<tr><td>

Program Services (PS)

☑ **PS - Approved Provider Training - ITA**

300 Occupational Skills Training (Approved ETPL Provider)
302 Entrepreneurial Training
303 Distance Learning (TAA)
305 Skills Upgrading and Retraining
306 WIOA Prerequisite Trainings
307 Pre-Apprenticeship Program w/Occupational Skills Training (ITA)
311 Placed in Job Corps
320 Private Sector Training
323 Workplace Training & Cooperative Education
324 Adult Education with Training Services
325 Apprenticeship Training
347 Occupational Skills Training (Approved ETPL Provider) (TAA)
350 Pre-Apprenticeship Program w/Occupational Skill Training (ITA) (TAA)
351 Adult Education with Training Services (TAA)
352 Apprenticeship Training (TAA)
416 Occupational Skills Training (Approved ETPL Provider)
437 Pre-Apprenticeship Program with Occupational Skills Training (ITA)

☑ **PS - Education and Training Programs**

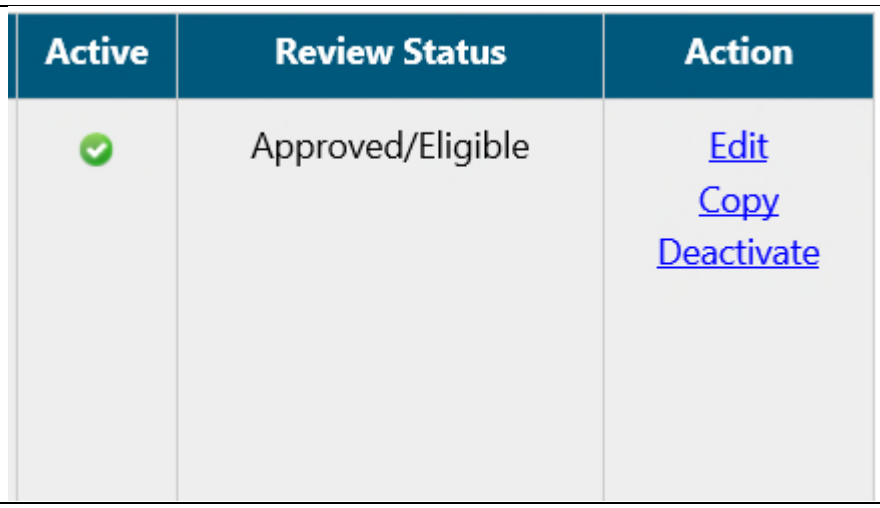
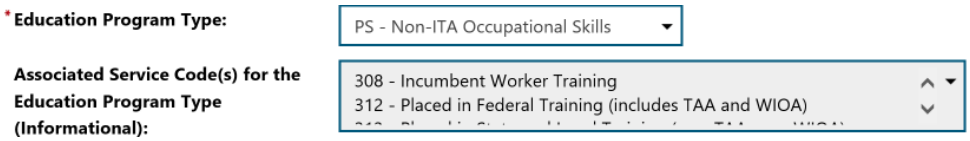
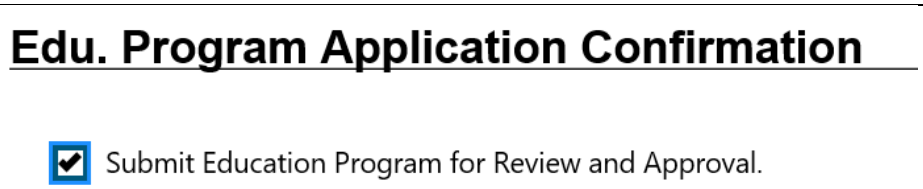
</td><td>As mentioned before, the Provider Type Details screen is where staff can choose what category of activity codes to link to a provider.</td></tr>
<tr><td></td><td>Often times, when a provider is not appearing, it is because the provider is missing the correct Provider Type, as well as a program with the corresponding Service Type.</td></tr>
<tr><td>

Status	Activity / Provider	Actions	Funding / Grant
O	328 - Occupational Skills Training (non-ETPL provider, non-formula) No Provider Information	W	Non-WIOA Special Grant 2286 - 2286 - P2E Supportive Services / Earn and Learn

</td><td>As an example, here is a 328 activity code, and the provider is not appearing.</td></tr>
</table>

Service Type Information Please select a service type from the options below. ***Service Type:** ○ PS - Approved Provider Training - ITA	In order to link a provider to an activity code, a provider needs to have the proper Provider Type, as well as the proper program with the corresponding Service Type.
328 Occupational Skills Training (non-ETPL provider, non-formula) Not Provided PS - Non-ITA Occupational Skills	On the participant side, when staff add an activity code, the Provider/Service Type is displayed.
Manage Providers Create a Provider Assist a Provider Manage Program Reapplication Create a Provider User	Now, let's look up the provider. Go to Manage Providers > Assist a Provider.
Region / **Status** / **Action** State / Active / Profile Programs Activities	Look up the provider, and click on the Profile link under the Action column.
Provider Profile: General, Locations, Contacts, Users, Case Notes, Documents **Provider Programs**: Program Services, Support Services, Contracts, Education and Training Programs, Program Performance **Provider Activities**	Click on the General tab of the Provider Profile.
[Edit Provider Type Details]	Scroll down and click Edit Provider Type Details

Show All	Click Show All.
PS - Non-ITA Occupational Skills 304 Customized Training 308 Incumbent Worker Training 312 Placed in Federal Training (includes TAA and WIOA) 313 Placed in State and Local Training (non-TAA, non-WIOA) 328 Occupational Skills Training (non-ETPL provider, non-formula) 330 Local Board Determination Training 335 Approved Occupational Skills Training - Approved by other State (TAA) 346 Out-of-State Training Provider other ETPL (Requires Case Note to indicate other State's ETPL) 349 Customized Training (TAA) 354 Occupational Skills Training (non-ETPL provider, non-formula) (TAA) 430 Youth Occupational Skills Training (Youth Service Eligible Provider List) 432 Enrolled in Apprenticeship Training 438 Occupational Skills Training (non-WIOA Funds)	Look up the specific activity code that you wish to link to this provider. Our example was activity code 328, which is listed under the "PS – Non-ITA Occupational Skills" Provider Type. This provider did not have this type selected, so select the proper type and click Save.
Status: O Activity / Provider: 328 - Occupational Skills Training (non-ETPL provider, non-formula) No Provider Information Actions: W Funding / Grant: Non-WIOA Special Grant 2286 - 2286 - P2E Supportive Services / Earn and Learn	Note: if the training is like this example, and is funded through a non-ITA funding stream, staff should use the 328 activity code. This is true even if the provider is on the ETPL.
Provider Profile Provider Programs Program Services Support Services Contracts Education and Training Programs Program Performance Provider Activities	Now that we have added the Provider Type, let's add the program. Go to the Education and Training Programs tab.
Add Education or Training Program	To add the non-ITA program, click "Add Education or Training Program".

	You can also use the "Copy" function to copy an existing program and make a non-ITA version. See the chapter "Copying a program in the ETP Tab (Staff View)" for more information.
	When you add a program, you will launch the Program Wizard. This is described in the "Adding a Program (Staff View)" chapter, so we will skip most of the details.
	One important detail to include is the selection of the Education Program Type. Make sure to select the "PS – Non-ITA Occupational Skills" type, which shows the activity codes that the program can be linked to.
	Go through the rest of the required fields, until the Confirmation tab.
	Check the box to submit the program for review, and click Next.

Review Review Type | Status | Date Reviewed | Last Edit Date | Review Location | Action Non-ITA | Pending (system-set only) | N/A | 10/4/2021 5:29 PM | N/A N/A | Edit Delete	On the Review Tab, click Edit for the pending review record.
Review **Review Type:** Non-ITA **Eligibility Type:** Non-ITA * **Status** ○ Rejected ◉ Approved * **Date Reviewed:** 10/05/2021 Today	Set the status to Approved, and enter today's date. Click Save.
Review Review Type | Status Non-ITA | Approved	Now, the review record should show a status of Approved.
Program/Service Customer Group Program/Service Customer Group National Farmworker Jobs Programs (NFJP) ☐ Related Assistance Services ☐ NFJP Services Title I - Workforce Development (WIOA) ☐ Non-WIOA Special Grant	The program needs to have the correct Customer Group selected in order to link it to the activity code. Proceed to the next chapter.
Part B) Missing Customer Group	**Steps**
* **Customer Program Group:** 97 - Non-WIOA Special Grant	When an activity code is entered, staff will pick a Customer Group. In this example, we have a Non-WIOA Special Grant Customer Group.

Program / Service Customer Group

Customer Group Description
Adult
Youth
Dislocated Worker
Statewide Youth
Incumbent Worker - Adult
Statewide Adult
Statewide Rapid Response Add'l Assistance DW

On the provider side, a program is also entered with a Customer Group. In order to link an activity code with a program, these customer groups must be the same.

Status	Activity / Provider	Actions	Funding / Grant
O	328 - Occupational Skills Training (non-ETPL provider, non-formula) No Provider Information	W	Non-WIOA Special Grant 2286 - 2286 - P2E Supportive Services / Earn and Learn

Our activity code example is a 328 activity code, funded via a Non-WIOA Special Grant. 328 activity codes are used when the funding is not used with an ITA.

Funding / Grant

Non-WIOA Special Grant 2286 - 2286 - P2E Supportive Services / Earn and Learn

Note that the funding is a Prison to Employment grant, under the Non-WIOA Special Grant Customer Group.

Manage Providers

Create a Provider

Assist a Provider

Manage Program Reapplication

Create a Provider User

Now let's look at the provider and program. Log into your ETPL staff account, and select Manage Providers → Assist a Provider.

Search

Enter the name of the provider and click Search.

Region	Status	Action
State	Active	Profile Programs Activities

Click on Programs in the Action column.

Provider Profile
- General
- Locations
- Contacts
- Users
- Case Notes
- Documents

Provider Programs
- Program Services
- Support Services
- Contracts
- Education and Training Programs

Provider Activities
- Enrollments
- Invoices
- Vouchers
- Documents (Staff)

Go to the Program Services tab.

Program Services Details

To sort on any column, click a column title.

Service Name	Service Description	Status
Test Program	A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using water storage waterpower and wastewater treatment systems. Includes instruction in water storage power and or treatment systems and equipment testing and inspection procedures system maintenance procedures and report preparation.	Active

Click on the name of the program in question.

Program / Service Customer Group

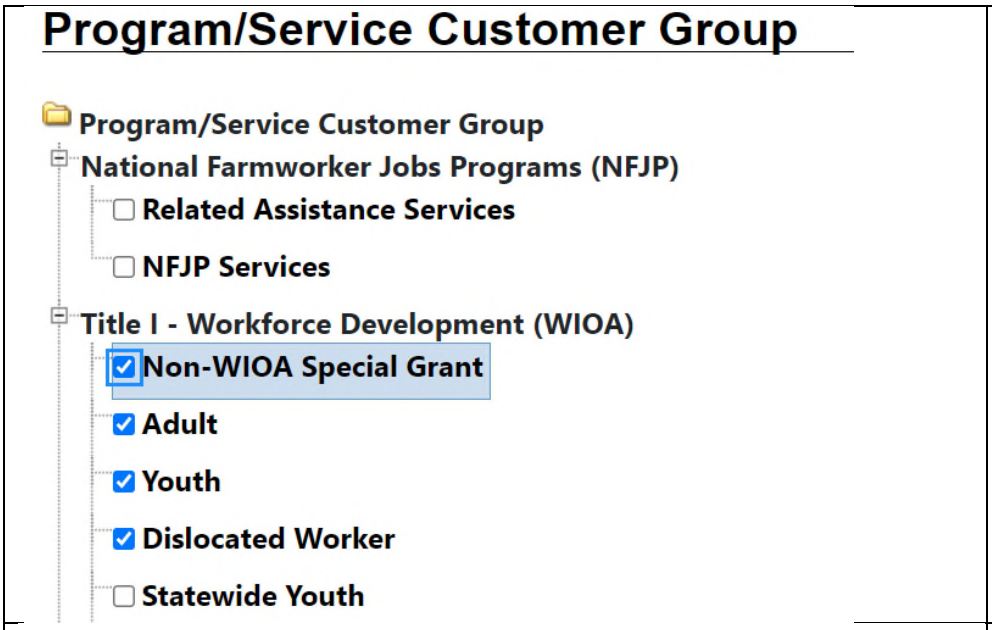
Customer Group Description
Adult
Youth
Dislocated Worker

[Edit Customer Group Details]

Scroll down to the Program Service Customer Group. Here you can see all of the Customer Groups associated to this program.

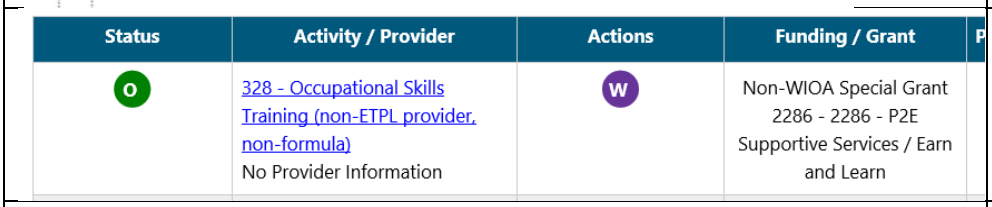
[Edit Program / Service Details]

Click on Edit Program/Service Details.

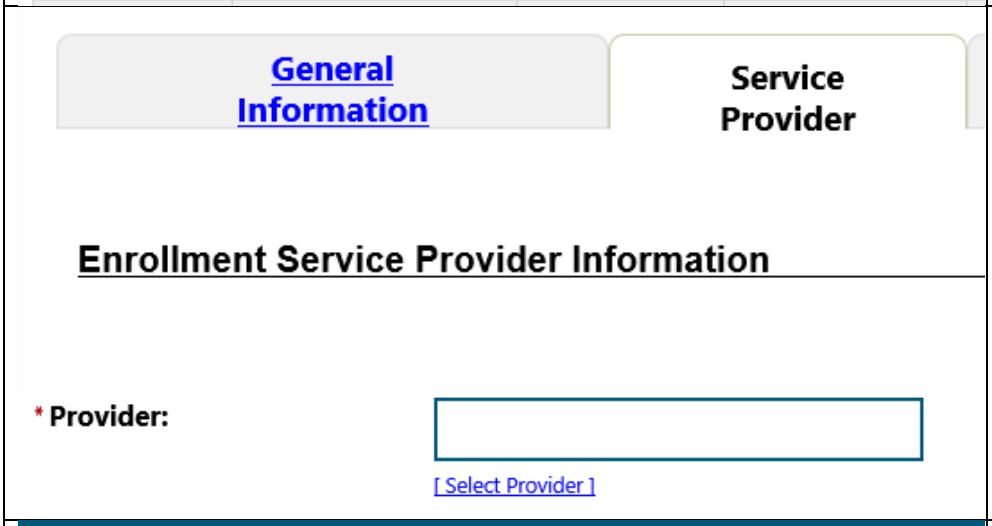


You will see various Customer Groups available for selection. In this example, since the activity is funded through a Non-WIOA Special Grant, we will select that Customer Group.

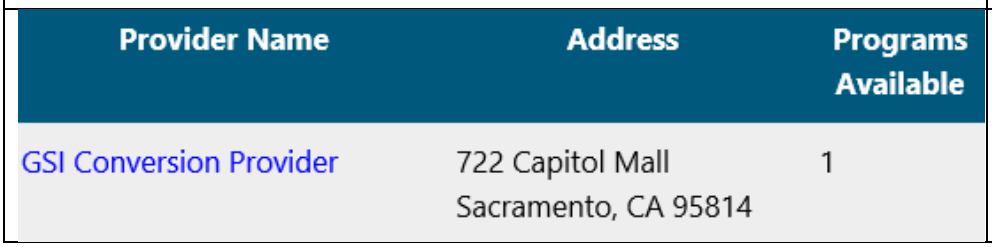
Click Save when done.



Now go back to the activity, and click on the purple W icon.

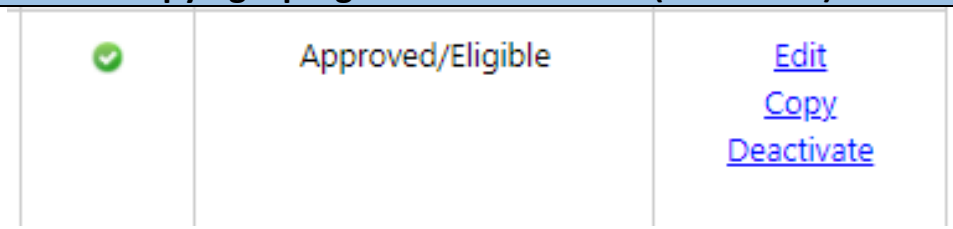
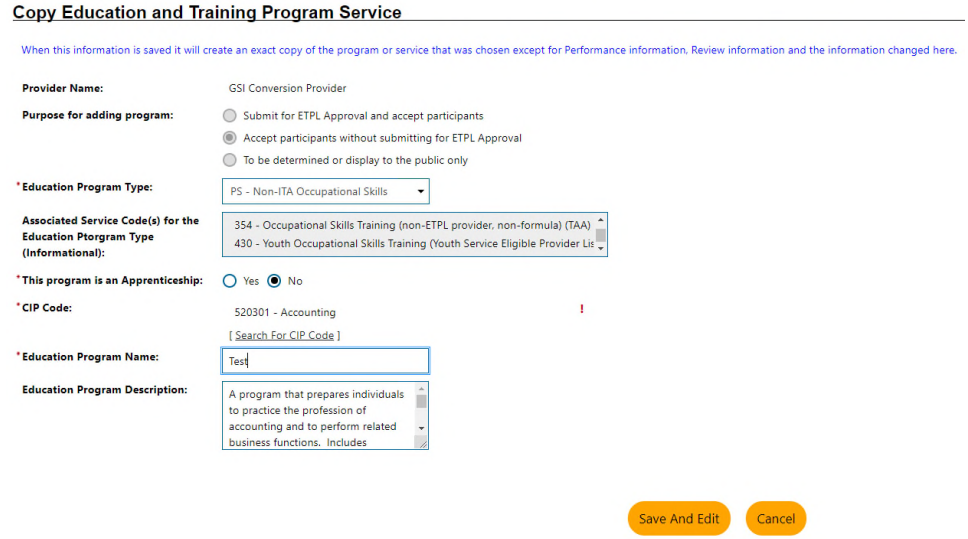
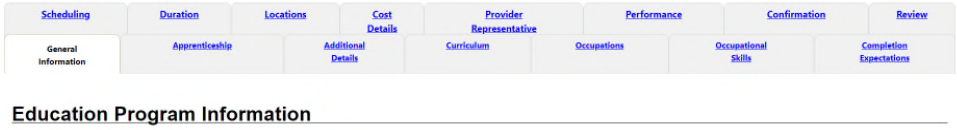


Go to the Service Provider tab, and click Select Provider.

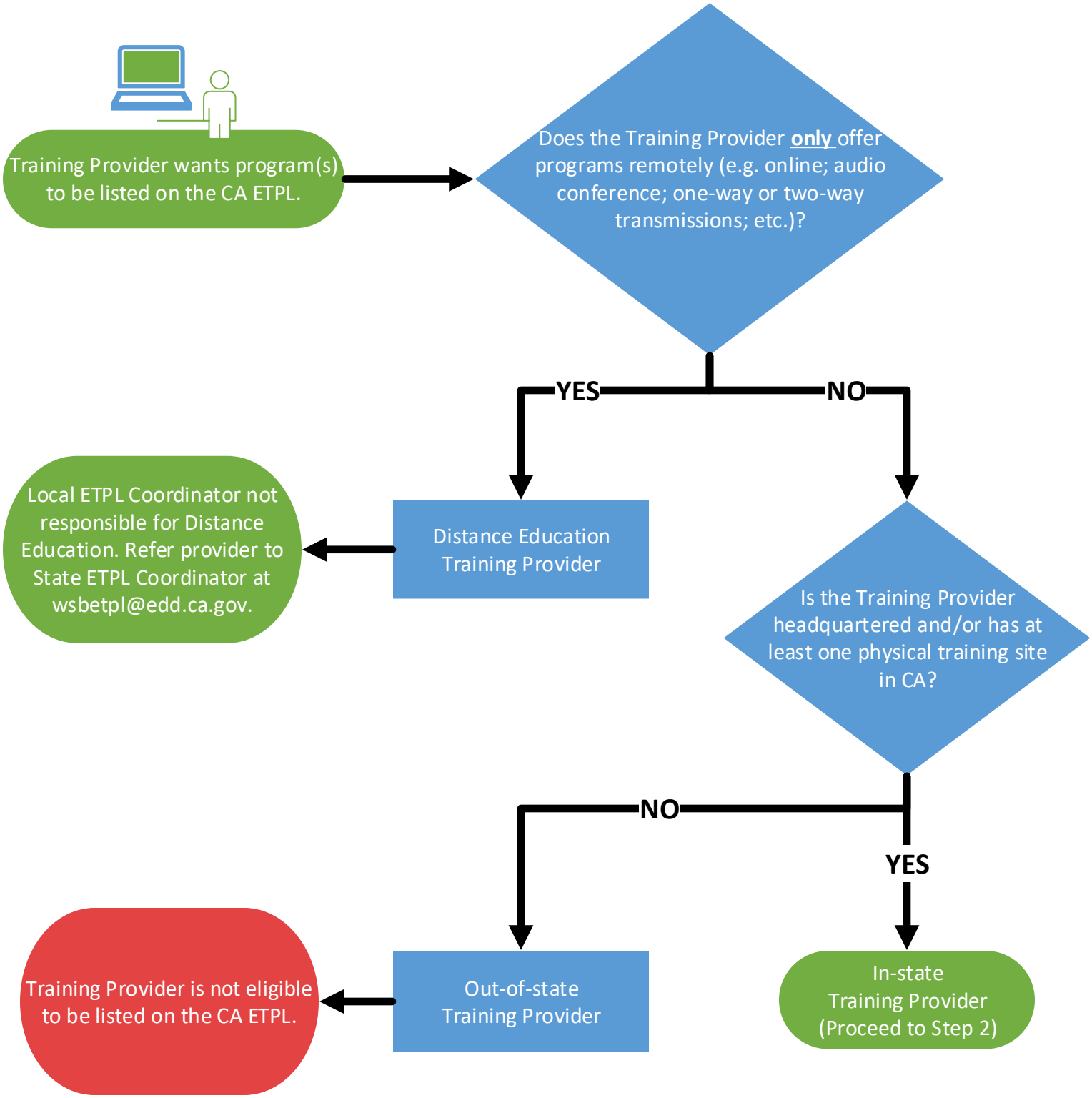


In the pop-up, you should now see the desired provider.

Copying a program in the ETP Tab (Staff View)

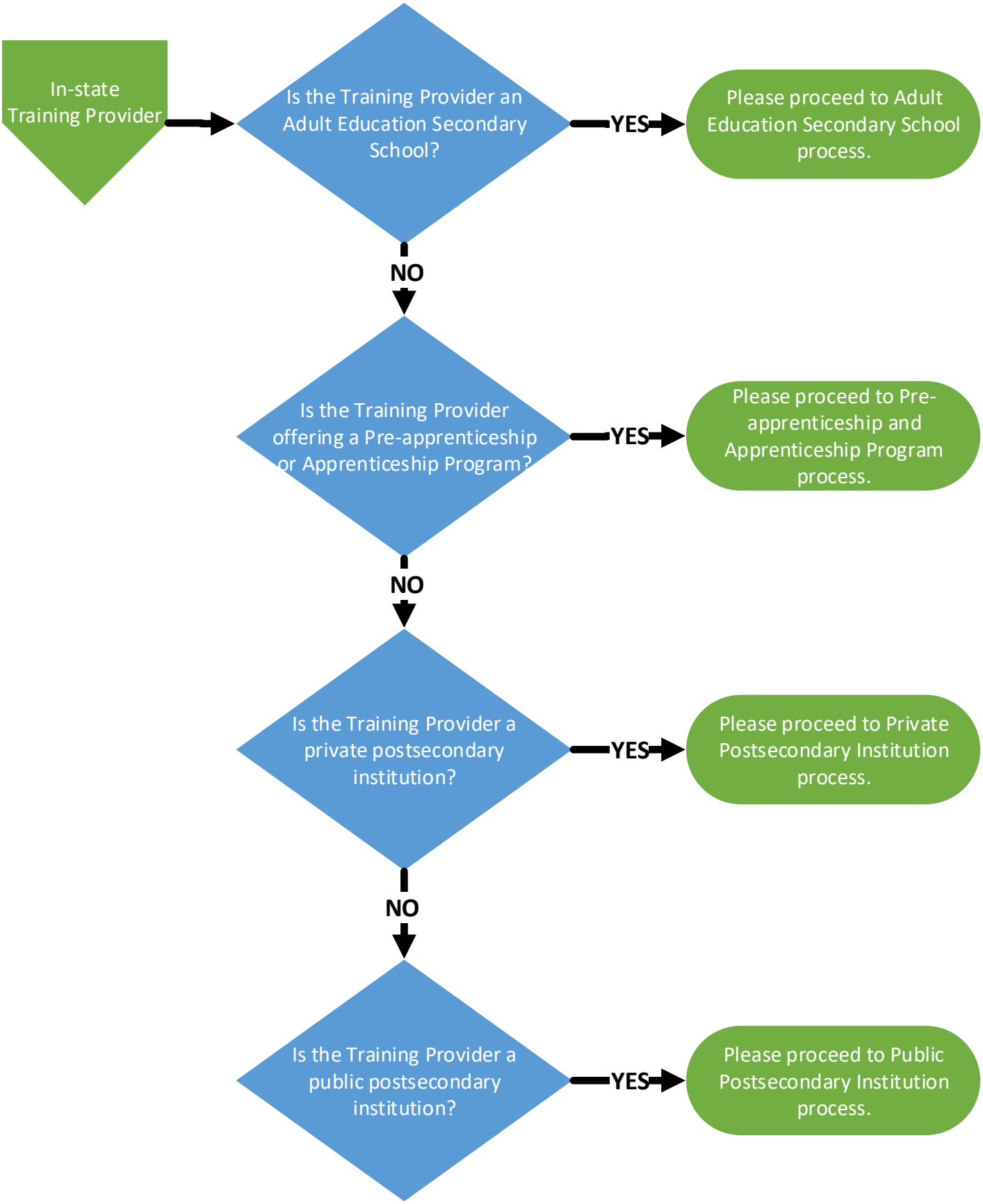
Copying a program in the ETP Tab (Staff View)	Steps
	In the Education and Training Programs tab, you can click "Copy" to copy a program.
	You will see this screen, which has the same information as the program that was copied. Note that you can change the "Education Program Type" to link this program to specific activity codes.
	Click Save and Edit to continue with copying the program.
	This launches the Program Wizard, where you will be able to go through all of the tabs and verify that the information has been copied.
	Please refer to the steps in "Adding a Program" for more information.

STEP 1: CALIFORNIA ELIGIBLE TRAINING LIST (ETPL) TRAINING PROVIDER CATEGORY DETERMINATION



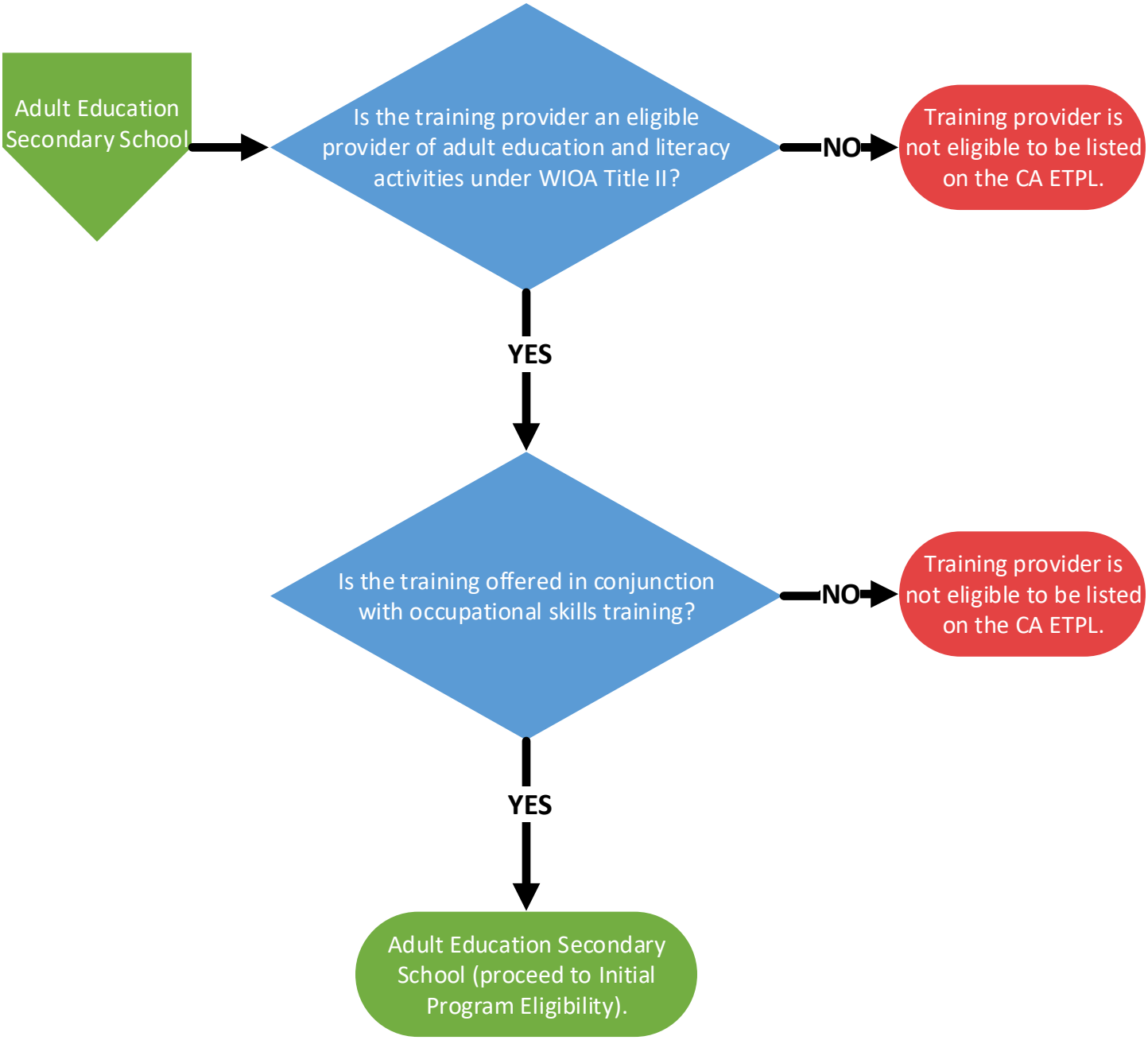
Once Training Provider Type is determined. Proceed to Step 2.

STEP 2: CA ETPL TRAINING PROVIDER TYPE DETERMINATION

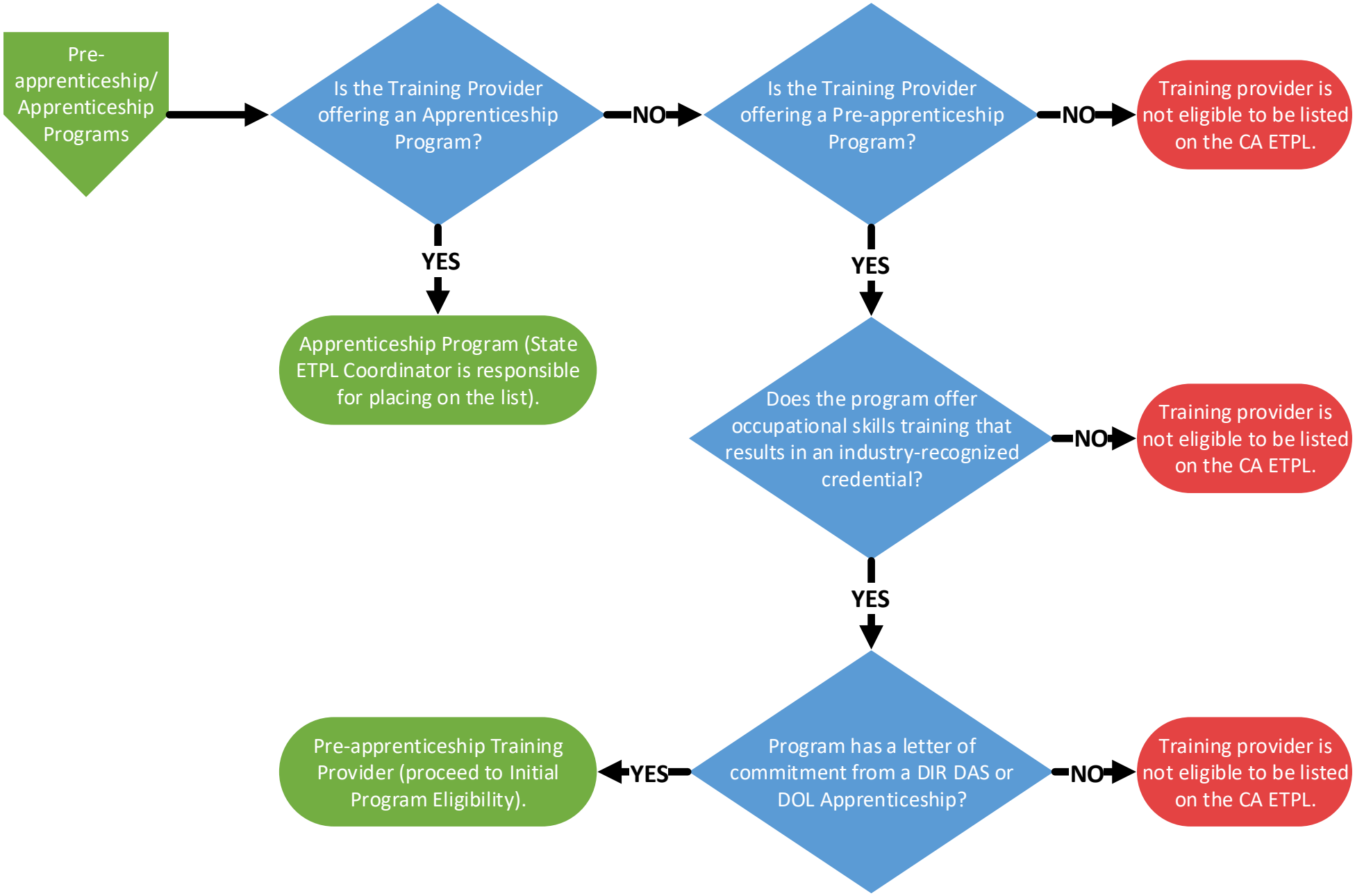


For definitions of the provider types, please reference Attachment 1 and 2 of the Directive.

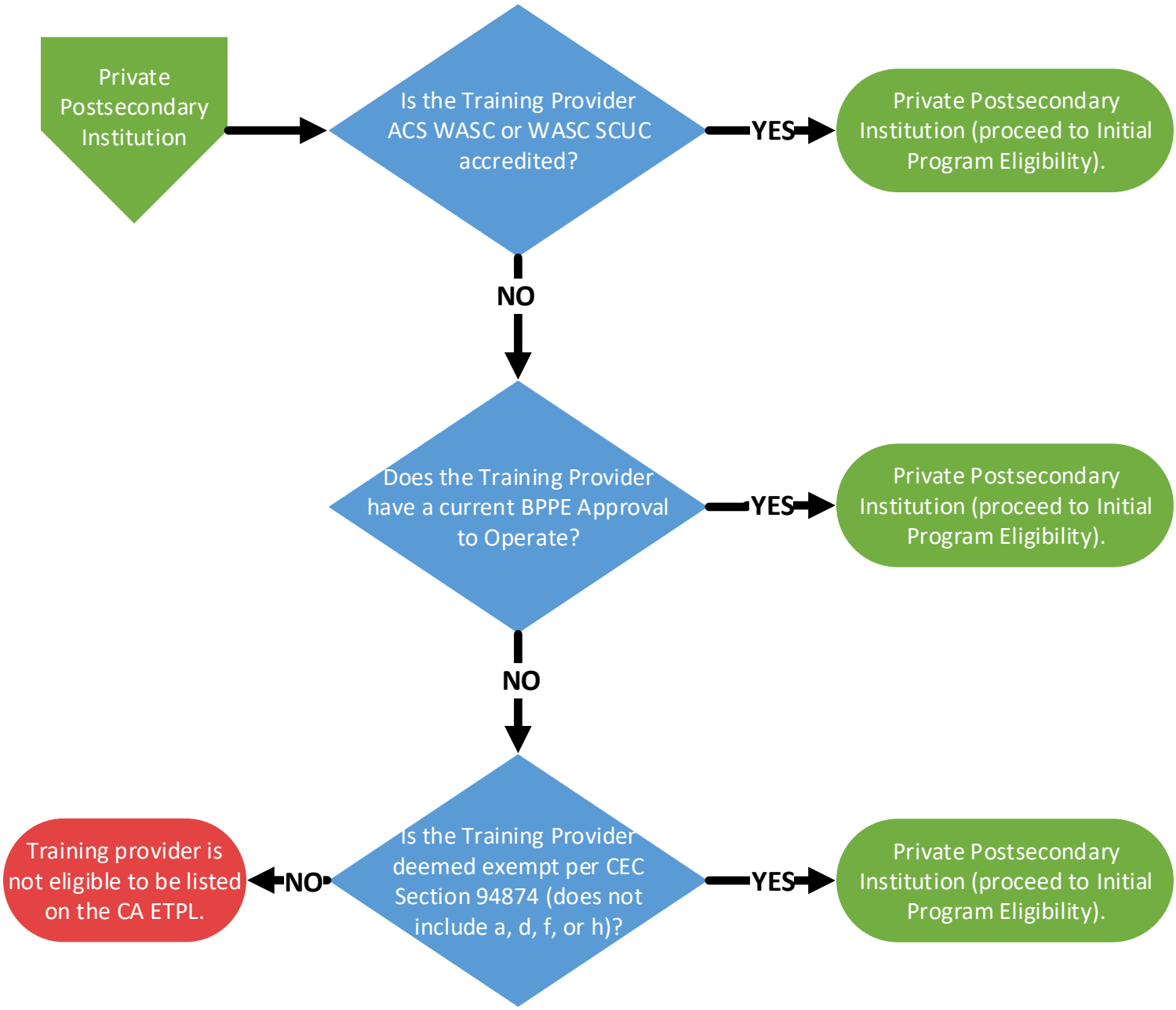
STEP 3: CA ETPL TRAINING PROVIDER ELIGIBLITY DETERMINATION



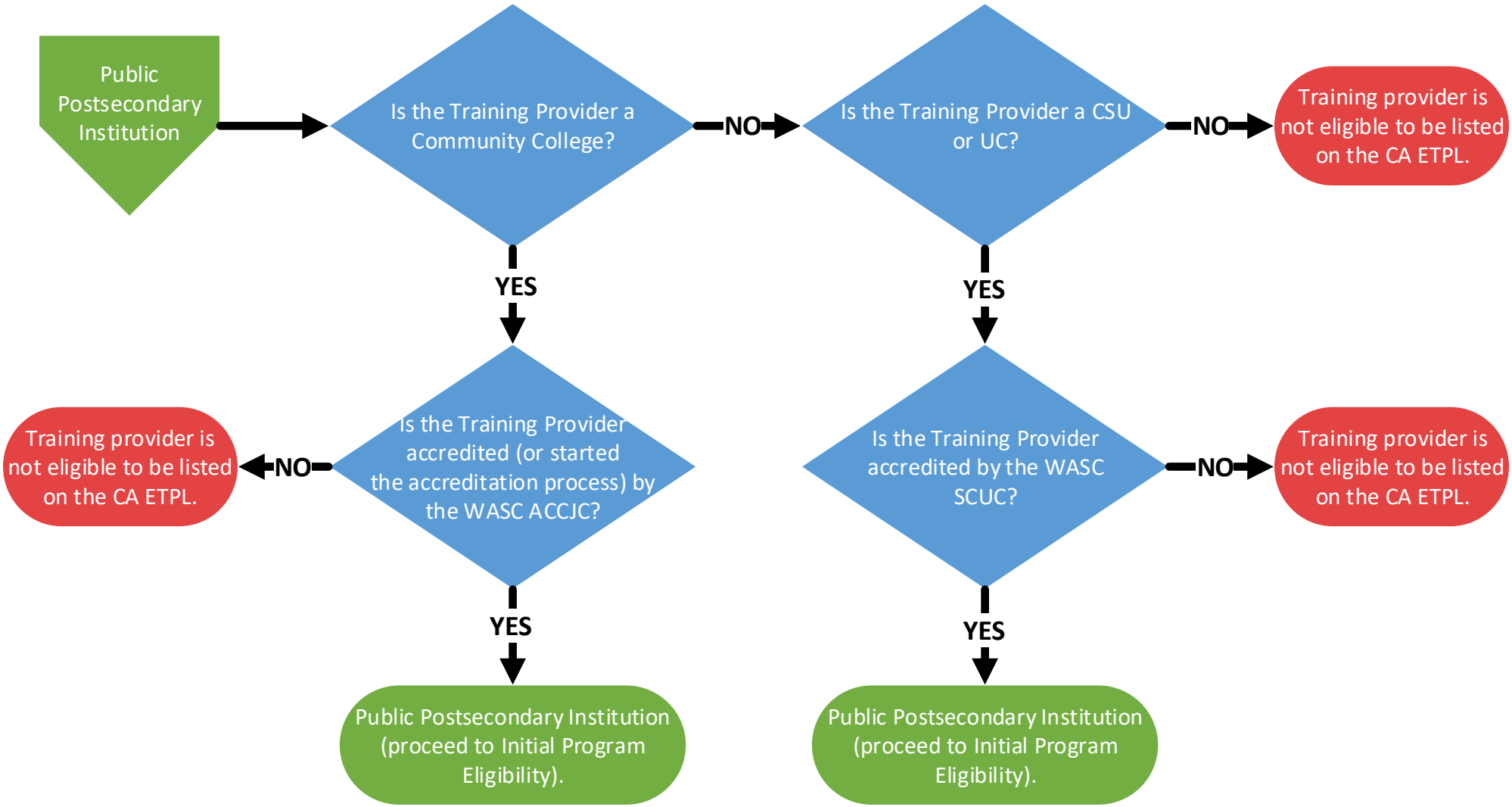
STEP 3: CA ETPL TRAINING PROVIDER ELIGIBLITY DETERMINATION



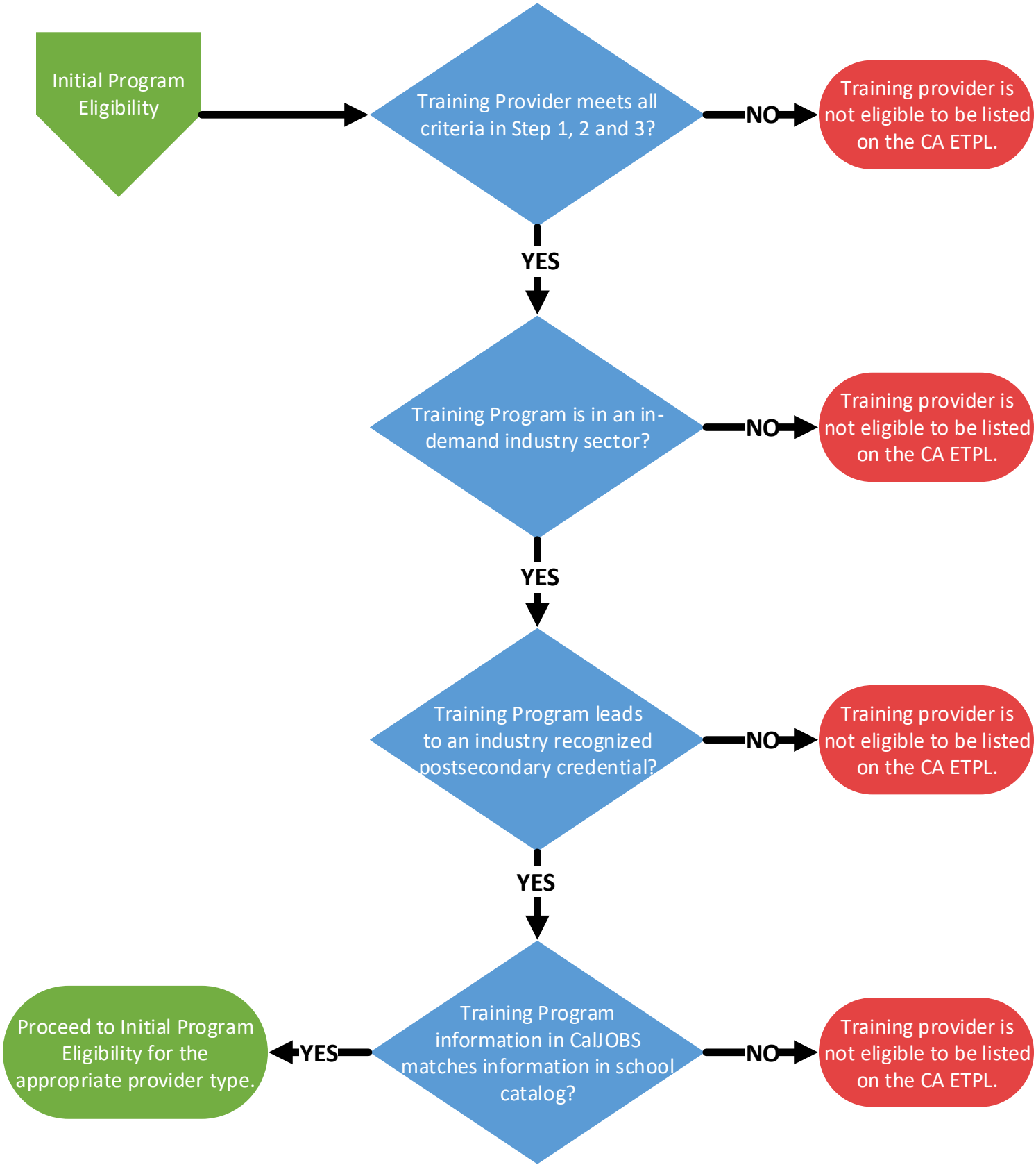
STEP 3: CA ETPL TRAINING PROVIDER ELIGIBLITY DETERMINATION



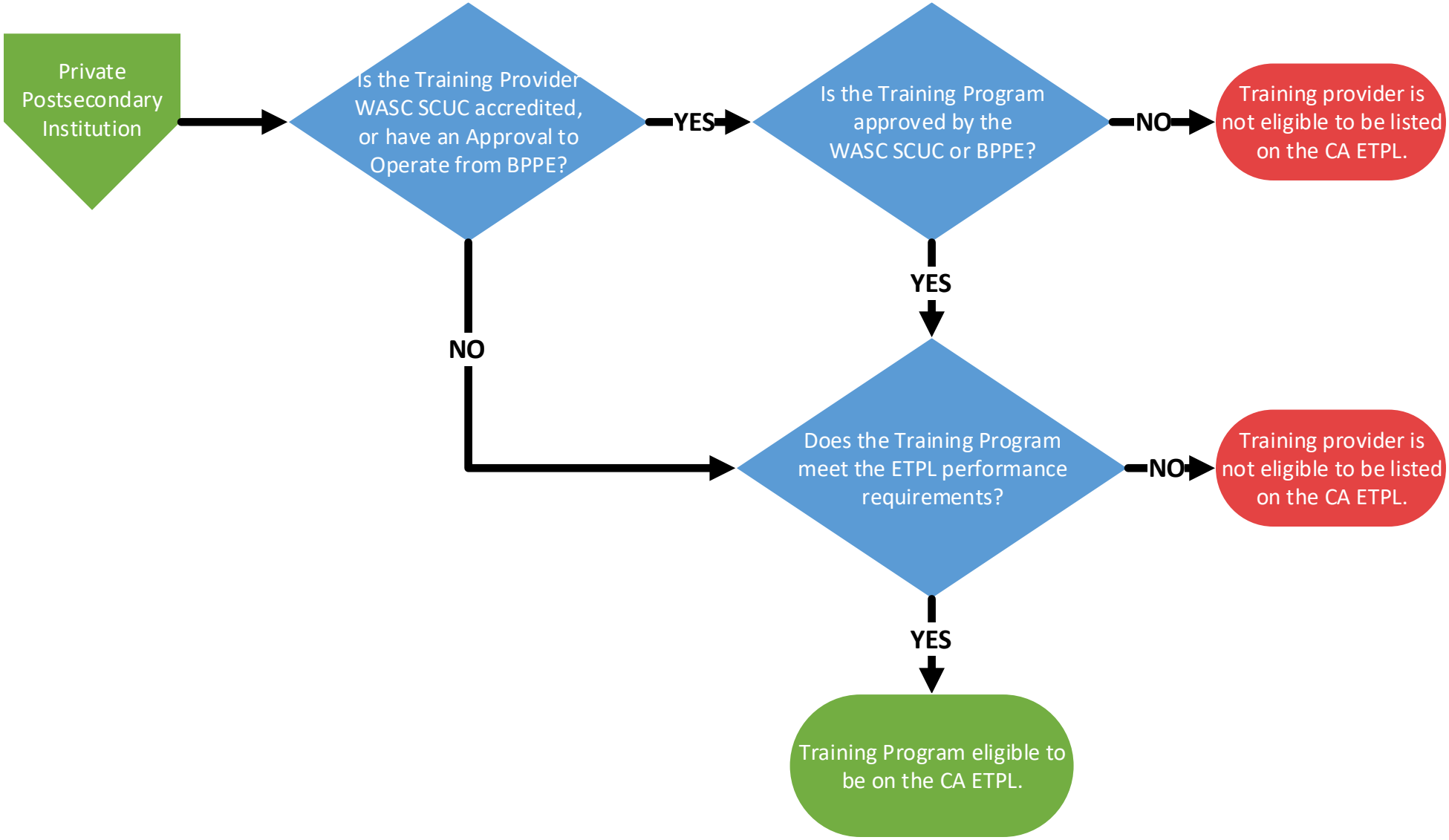
STEP 3: CA ETPL TRAINING PROVIDER ELIGIBLITY DETERMINATION



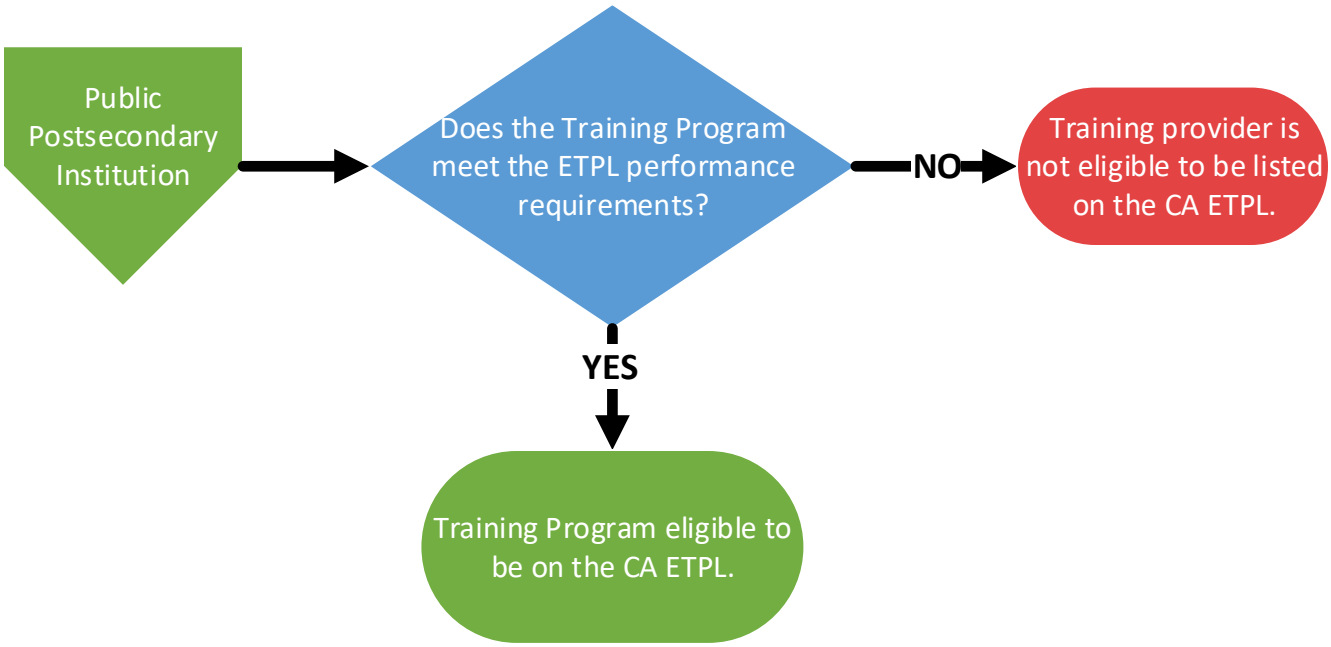
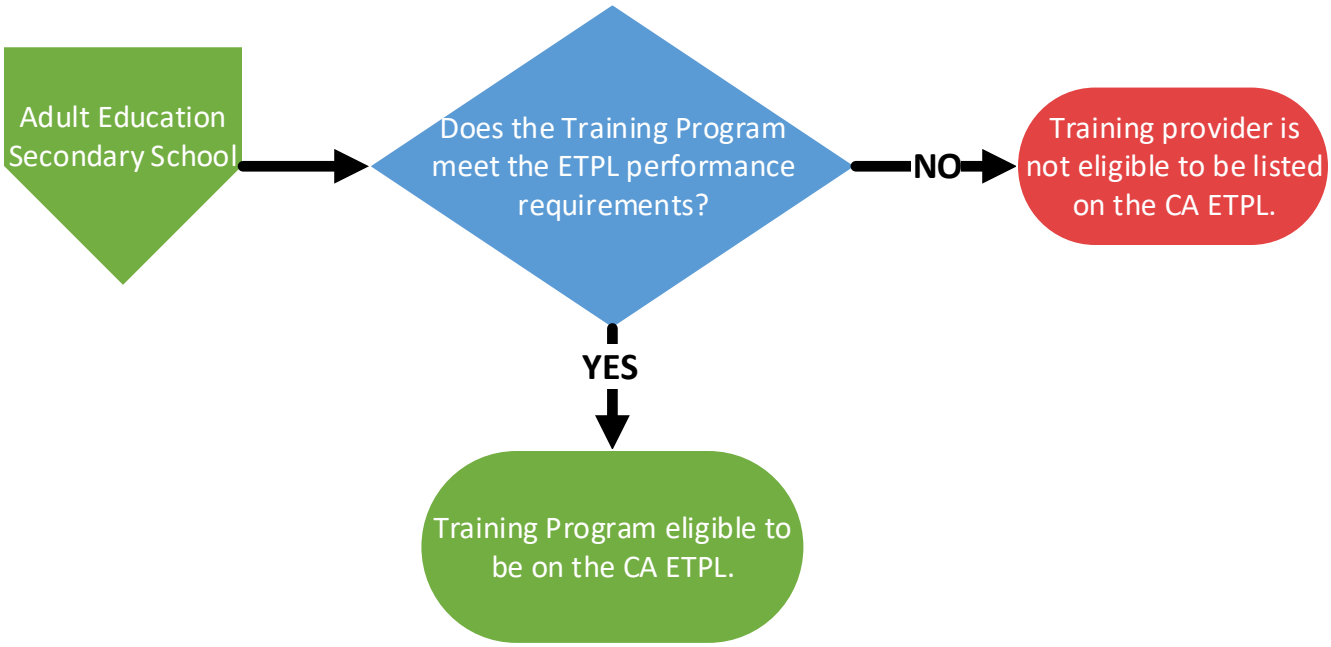
STEP 4: CA ETPL TRAINING PROVIDER TYPE DETERMINATION



STEP 5: CA ETPL TRAINING PROVIDER ELIGIBLITY DETERMINATION



STEP 5: CA ETPL TRAINING PROVIDER ELIGIBLITY DETERMINATION



STEP 5: CA ETPL TRAINING PROVIDER ELIGIBLITY DETERMINATION