



NORTH COUNTY WORKFORCE DEVELOPMENT BOARD ELIGIBLE TRAINING PROVIDERS LIST (ETPL) POLICY Approved Sept. 14, 2018

This policy is intended to govern the North County Workforce Development Board (NCWDB) in determining the Eligible Training Provider List (ETPL). The NYS ETPL was established in compliance with Title I of the Workforce Innovation and Opportunity Act (WIOA). The purpose of the ETPL is to present a broad and diverse selection of training choices to support employment goals of individuals. Inclusion on the ETPL is dependent on WIOA funds available at the time of enrollment. Training providers are not guaranteed referrals. The availability of WIOA funding for enrollment is based on many factors, including the customer's training needs.

Applying for Initial Eligibility

1. Training providers apply for local approval to the ETPL by the NCWDB through the NYS DOL's online system at <http://applications.labor.ny.gov/ETPL/>;
2. Providers must complete and submit the application to the NCWDB for review by designated staff;
3. Providers will be notified of eligibility status within 30 days of submitting the required information;
4. Approved training providers may request approval for additional offerings through the on-line process at <http://applications.labor.ny.gov/ETPL/>;
5. Training providers located outside of Clinton, Essex, Franklin and Hamilton counties must be approved by their local Workforce Development Board (WDB) prior to consideration for approval to be included on the Outside Provider List for the NCWDB.

Training providers agree to accept Individual Training Accounts (ITA) and provide training services for eligible WIOA participants enrolling in approved offerings where admission and offering placement requirements of the training provider have been met.

Subsequent Eligibility

WIOA requires an annual determination of ITA program eligibility through a Subsequent Eligibility process. Training providers must report performance information for offerings that have reached their subsequent eligibility due date. The NCWDB staff must use this information as part of their subsequent eligibility review process. As a final step in the local review process, the NCWDB decisions regarding subsequent eligibility must be viewable on the ETPL website.

Instructions/Actions for Training Providers

Training providers will be notified via e-mail from the ETPL application that the period of eligibility is expiring. Training providers should visit the ETPL website and log on with their username and password to submit the performance and outcome information for the offering within 30 days. **Failure to do so will result in the removal of the offering from the ETPL.** The performance and outcome information will be reviewed by the NCWDB for approval under a period of Subsequent Eligibility. Training providers will be notified of the result of this review within 60 days.

NOTE:

Training providers should maintain up-to-date information on the ETPL website. Phone numbers, contact names and email addresses, offering costs, etc., must be kept current. Information regarding compliance with the appropriate oversight agency or entity (i.e., Department of State, Division of Criminal Justice, etc.) must be reviewed and updated by providers at the time of subsequent eligibility. A valid license (or continuous operation letter) must be current.