

Workforce Innovation and Opportunity Act

ELIGIBLE TRAINING PROVIDER LIST LOCAL WORKFORCE DEVELOPMENT BOARD PROGRAM MONITORING CHECKLIST

Program Year _____

Local Workforce Development Board: _____ Date: _____

This Monitoring Tool Checklist will help to determine fulfillment of basic requirements of LWDBs roles and responsibilities in the areas of oversight and active monitoring of local area training providers and programs on the State of Arizona – Eligible Training Provider List (ETPL). This Checklist is an extension of the monitoring tool to facilitate an evaluation of the extent to which the Local Workforce Development Board(s) are complying with the administrative obligations of the WIOA Title I-B Eligible Training Provider List (ETPL) Policy.

Section A. Administrative – Policy & Procedures	Yes	No	Comments
1. Provided a copy of the ETPL Policy to all LWDA ETPL Training Providers for their review and acknowledgment.			
2. Provided ETP Annual Performance Reporting requirements to all LWDA ETPL Training Providers for their review and acknowledgment of initial and annual reporting.			
3. Provided all Training Provider LWDB ETPL Coordinator(s) and the ARIZONA@WORK local office Counselor and/or Case Manager contact information for direct follow-up and reporting purposes.			
4. Provided LWDBs Grievance and Complaint Policies, Procedures and Forms to all ETPL Training Providers to inform of resolution process and procedures?			
5. Depending on Policy updates – (LWDB or remain with DES) Received annual confirmation of updated licenses, instruction qualifications, COI and Training Provider Assurances.			
6. Ensure review of ETPL program requirements per signed Training Provider Assurances for acknowledgment of roles and responsibilities and adherence to policy and procedures.			
7. Provided policy requirements for training provider technology-based training assurances with distance and virtual learning formats.			
8. Provided policy requirements of adherence to Equal Opportunity laws.			
9. Provided overview of third-party training provider policy requirements.			
Section B. Programmatic – Notice & Communication	Yes	No	Comments
1. Notified all new Training Providers to explain ETPL local eligibility, review and approval process, timelines and informed of next steps.			
2. Notify Training Providers once training programs have been approved for inclusion on the ETPL.			
3. Inform all LWDB Training Providers on process to make updates and changes to training programs on the ETPL in Arizona Job Connection?			

4. Work collaboratively with all LWDBs ETPL Coordinators, ARIZONA@WORK Business Representatives to identify training service gaps and assessing needs of programs on the ETPL?			
5. Discuss certifications and credential attainment that aligns with your local In-Demand occupations before approving or adding a new training program to the ETPL in Arizona job Connection?			
6. Inform Training Providers on how to troubleshoot AJC and how to contact the HelpDesk?			
7. Communicate with ETPL Training Providers in your local area at a minimum of once a quarter?			
8. Training Provider understands and agreed to provide status updates on attendance and performance outcomes for all WIOA Title I participants?			
9. LWDB ETPL Coordinator reviews training provider websites to ensure accuracy of tuition and program cost in the AJC Training Provider Profile and Program Synopsis?			
Section C. Monitoring – Compliance	Yes	No	Comments
1. Completed monitoring reports document areas monitored, problem areas identified, conclusions reached, and necessary corrective action?			
2. ETPL LWDB monitoring results are communicated in a timely basis to training providers? During or after a visit?			
3. Does the monitoring results include expected corrective actions and dates for implementation and resolution?			
4. Training Providers are informed of timelines to respond to monitoring recommendations and requested corrective action plan?			
5. Technical assistance/training provided to the LWDA training providers during the PY?			
6. ETPL LWDB follow-up visits scheduled as necessary to ensure that the appropriate corrective actions were completed?			

COMMENTS

Local Workforce Development Area(s) will be provided information regarding their performance, including areas of compliance, non-compliances, and/or deficiencies.

For any issues identified during the monitoring review, provide clarification as necessary and specify corrective actions the local area must take to resolve the issues. Describe the nature of any technical assistance required.

Signature of DES ETPL State Coordinator: _____ Date: _____

Signature of LWDB ETPL Coordinator: _____ Date: _____