ARIZONA@WORK™

Innovative Workforce Solutions

Workforce Innovation and Opportunity Act

ELIGIBLE TRAINING PROVIDER LIST
LOCAL WORKFORCE DEVELOPMENT BOARD MONITORING TOOL

Program Year _____

Local Workforce Development Board Policy: _____ Date: _____

The DES ETPL monitoring review is conducted to certify that the Local Workforce Development Boards (LWDBs) are effectively utilizing WIOA Title I-B ETPL Policy guidance with monitoring of Training Providers/Programs on the Eligible Training Provider List (ETPL). The LWDB Program Monitoring Tool is designed to ensure that LWDBs training providers on the ETPL meet and maintain federal and state eligibility and performance standards for inclusion on the ETPL.

Section A – Program Development

1. **How many active Training Providers? How many active programs?** _____

2. **How many ETPL Training Provider monitoring site visits (or virtual) have been completed this program year?**

   (Please provide current list). _____

   a. How many active Training Providers? *(Please provide current list)* _____

   b. How many active Training Programs? *(Please provide current list)* _____

   c. How many Training Providers are in-demand industries? _____

   d. How many Training Providers are non in demand industries? Please list industries. _____

   _____

3. **How many new programs have been added to the ETPL? In-Demand industry?**

   (Please provide new Training Provider(s)/Program(s) current list) _____

   a. Has Training Provider provided initial performance data or credential attainment rate that meets ETPL

   performance standards as listed in ETPL Policy?   Yes   No

   If no, why? _____

   b. Do programs lead to recognized postsecondary credentials?   Yes   No

4. **How many Training Providers have included access to virtual learning modalities to extend training**

   resources? _____

5. **How many Training Providers are using virtual learning to integrate educational experiences with their current training format? Please provide an example.**

   _____

6. **How many Training Providers and/or Training Programs have been removed from the ETPL?** _____
   What reason for removal? *(Please provide list of Training Providers/Programs)*

   _____

Section B – Performance Management

7. **What type of follow-up process is in place to confirm student program enrollment start dates, completion or exits with Training Providers? Monthly, Quarterly or Annually?**

   _____

8. **How many Training Providers reported student performance for the ETP Annual Performance Report for the**

   PY? _____

a. Did they report on all training programs on the ETPL?   Yes   No

b. If no, why not? Reason given for not providing required student performance data.

_____

c. Have those programs been removed from the ETPL?   Yes   No

d. Have training providers communicated that they are not able to collect *any* of the required data fields for the ETP Annual Performance Report?   Yes   No

If yes, please list challenges: _____
   • Number Served
   • Number Exited
   • Number Completed
   • Number Who Attained Credential
   • Number Employed 2nd Quarter
   • Number Employed 4th Quarter
   • Median Earnings in 2nd Quarter After Exit
   • Average Earnings in 2nd Quarter After Exit
   • Average Earnings in 4th Quarter After Exit

9. **What criteria is used to determine or maintain Continued Eligibility of LWDB training provider programs? Review process (annual or biennial)?**

_____

a. Were all requirements met as agreed to with ETPL Training Provider Assurances, Training Provider and Training Program Checklist, and Monitoring Tools?   Yes   No

If no, why not? _____

Required continued eligibility determination for each training provider on a program-by program basis:
   • Compliance with State licensing requirements;
   • A completed application and updated program information in Arizona Job Connection (AJC);
   • Submitted timely and accurate Performance Reports for the past two years, as applicable;
     ○ Completion and entry into unsubsidized employment – 50%;
     ○ Retention rate of those who completed and entered employment for six months – 65%;
     ○ Average quarterly wage at six months of employment – 70% Lower Living Standard Income Level (LLSIL) for a family of one;
   • The availability of training services throughout the State; virtual access;
   • The degree to which the program relates to in-demand industry sectors and occupations in the State and LWDA;
   • Alignment with the LWDA business plan, including alignment with sector strategies and career pathways;
   • The ability of the training provider to provide training services to individuals who are unemployed, underemployed, incumbent workers and individuals with barriers to employment;
   • The ability of the training provider to offer quality programs that lead to post-secondary credentials;
   • Certification that the following have not changed from previous years: the provider's refund, equal employment opportunity and accessibility policies (virtual) and the class schedule. If changes have occurred, new copies of the program synopsis shall be provided;
   • Any additional information or criteria requested by the LWDB.

b. Meet state and/or local performance criteria, as applicable?   Yes   No

If no, why not? _____
   • The number of students participating in the program;
   • The number of students completing – 50%;
   • The number of students employed after completion – 65%;
   • The average hourly wage at placement in employment – minimum wage + 15%.

10. Please provide updates on any complaints/grievances that are pending and/or have been resolved.

Engagement & Outreach

Describe any additional activities that were not noted in previous sections. Highlight outreach efforts to identify new training providers, business or community partnerships, supportive services provided to support training, and/or best practices.

Describe any correction action/improvement plans implemented with training providers and the status and reason for implementing such a plan.

Comments

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

Signature of DES ETPL State Coordinator: _____ Date: _____

Signature of LWDB ETPL Coordinator: _____ Date: _____