

## Workforce Innovation and Opportunity Act

**Training Program Monitoring Tool**

The Training Program Monitoring Tool is used in conjunction with the Training Provider Monitoring Tool. **Local Workforce Development Areas (LWDA) must monitor a minimum of 15% every year of the training provider's programs, approved for inclusion on the ETPL by the LWDA, every year.** For *each* training program selected for review, a separate Training Program Monitoring Tool must be completed. All responses provided must match the information listed in Arizona Job Connection System (AJC) at <http://www.azjobconnection.gov/>. When corrective action is required, please complete Part 7 of the Training Provider Monitoring Tool.

Training Program Name: \_\_\_\_\_

**Part 1 – Training Provider Instruction**

1. Is the program name in AJC consistent with the title of the training program listed in the training provider's course catalog and materials?  
Yes      No
2. Is the training program currently being offered by the training institution?  
Yes      No
3. Is the training program offered through a third party training provider?  
Yes      No  
If yes, who is the third party training provider and are they listed in the program synopsis section in AJC?  
\_\_\_\_\_

4. When are the training services available to the student? (*i.e. daytime, evening, weekends*)  
\_\_\_\_\_

5. How are the training services delivered? (*i.e. online, classroom*)  
\_\_\_\_\_

6. How many credit/curriculum hours of instruction are provided per week?  
\_\_\_\_\_

**Part 2 – Training Program Details**

1. Is the course objective, listed in the AJC synopsis section, consistent with the information in the training provider's course catalog and materials?  
Yes      No
2. Is the "WIOA Contact for Enrollment Status/Credential Verification" in the AJC synopsis section current?  
Yes      No
3. Is the direct website link to the training provider/program listed in the AJC synopsis section active?  
Yes      No
4. Is the refund policy (*or link to refund policy*) listed in the AJC synopsis section?  
Yes      No      If a link is provided, is it active?      Yes      No

**Part 3 – Training Program Cost**

1. Does the **total** training program cost listed in the AJC synopsis section match the cost listed in the training provider's website and brochures, or on the Arizona State Board for Private Postsecondary Education website (*if applicable*)?  
Yes      No      If not, explain why there is a difference.
2. Are the training program costs listed in the "Program Cost Items" section in AJC accurate and current?  
Yes      No

**Part 4 – Occupations/Credentials**

1. Are the O\*Net occupation codes listed in AJC directly related to the training program?  
Yes      No
2. Does the hourly wage listed in AJC match the O\*Net minimum entry level wage in Arizona for each occupation listed?  
Yes      No
3. What type of credential does the program prepare the student to receive?  
\_\_\_\_\_
4. Are the credential attributes (*Industry Recognized, Stackable, Portable, and Accredited Curriculum*) listed in the program synopsis section in AJC?  
Yes      No
5. Is there a "Training Program Credential Checklist" on file with the LWDA for the training program?  
Yes      No

**Part 5 – Performance Review**

1. Did the training provider submit the annual ETPL performance report for the training program accurately and timely?  
Yes      No
2. Did the training program meet all of the ETPL performance standards during the continued eligibility review?  
Yes      No

Training Provider Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Monitor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_