

# Eligible Training Provider List (ETPL) Frequently Asked Questions

## Question: What is the Eligible Training Provider List?

**Response:** The Workforce Innovation and Opportunity Act (WIOA) requires states to maintain a list of training providers who are eligible to receive WIOA Title I funds to train eligible adults, dislocated workers, and youth. This statewide Eligible Training Provider List (ETPL) includes eligible training providers and training programs that are approved by both the Local Workforce Development Boards (LWDBs) and the Department of Economic Security (DES) to provide training services to eligible WIOA participants. The ETPL also includes information regarding training program cost, credential information, and performance information. Training programs must meet state and local requirements of in-demand industry sectors and occupations in Arizona, and result in a recognized credential. The ETPL includes a variety of job-driven training programs informed by local business needs, with information on program costs, performance, and credential outcomes allowing for informed consumer choice. All training providers must adhere to the *Workforce Arizona Council's Eligible Training Provider List Policy*. All training provider programs must meet accountability, quality, performance, and labor-market relevance to remain on the ETPL.

## Question: How does a school/training provider qualify to be on the ETPL?

### Response:

- Training Providers **must** be one of the following to be considered for approval to Arizona's ETPL:
  - A post-secondary educational institution that provides a program that leads to an associate degree, diploma, or certificate; or
  - An entity that conducts programs under the National Apprenticeship Act; or
  - A training provider that has demonstrated effectiveness in training populations that face established barriers to employment; or
  - Other groups as determined by the Governor, which include but are not limited to community-based organizations, joint vocational schools, proprietary schools, and other entities that meet the requirements for all Training Providers, as described in the next bullet.
- In addition, all Training Providers must meet the following requirements:
  - Training Providers must be a legal entity, registered to do business in Arizona;
  - Licensed through Arizona Private Postsecondary Education (<https://ppse.az.gov/>), or the appropriate Arizona licensing authority, or by the authority in the State where the provider is located, unless exempt;
  - Comply with non-discrimination and equal opportunity provisions of all Federal and State applicable laws, which include, but are not limited to the following:
    - Regulations under WIOA Section [188](#) of the Workforce Innovation and Opportunity Act of 2014;
    - 29 CFR [37](#), Title VI of the Civil Rights Act of 1964;
    - Age Discrimination Act of [1998](#);
    - Sections [504](#) and [508](#) of the Rehabilitation Act of 1973;

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- Title [IX](#) of the Education Amendments of 1972;
  - Title [II](#) Subpart A of the American with Disabilities Act of 1990;
  - The Genetic Information Nondiscrimination [Act](#) of 2008;
  - Training providers must provide reasonable accommodations for individuals with disabilities unless it is an undue hardship (29 CFR Part 38.4).
- Provide training that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities.
  - Comply with all requirements from the Act, regulations, federal guidance, and State policies.
  - Training Providers must not be debarred by any State or the Federal Government.

### Question: What are the Arizona Licensing Authorities?

**Response:** Arizona licensing authorities, include but are not limited to:

- Arizona Board of Cosmetology
- Arizona State Board of Nursing
- Arizona Examiners of Nursing Care Institution Administrators
- Arizona Board of Assisted Living Facility Managers
- Arizona Board of Barbers
- Arizona Medical Radiologic Technology Board of Examiners
- Arizona State Board for Private Postsecondary Education
- Arizona Department of Transportation - Division of Motor Vehicles

### Question: What are the requirements for training programs to be approved for the ETPL?

**Response:** Training g Providers must offer training programs related to occupations in demand in the state or in the Local Workforce Development Area. Training programs eligible for the ETPL include:

- Occupational skills training, including training for nontraditional employment.
- Cohort programs that combine workplace training with related instruction, which may include cooperative education programs.
- Training programs operated by the private sector.
- Skills upgrading and retraining.
- Entrepreneurial training.
- Job readiness training if provided in combination with one of the above or in transitional jobs.

Programs must lead to recognized postsecondary credentials. See Training Program Industry Recognized Credential Standards [here](#). One or more courses or classes that provide the training services that lead to:

- An industry-recognized certificate or certification;
- A certificate of completion of a registered apprenticeship;
- A license recognized by the State involved or the Federal government;

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- An associate or baccalaureate degree;
- A secondary school diploma or its equivalent; or

Employment and Training Programs must:

- Lead to recognized post-secondary credentials;
- Meet the needs of local employers and participants;
- Serve individuals with barriers to employment; and
- Serve individuals who are employed.

Training providers must provide student performance data and/or credential rate as part of the initial ETPL application and annual reporting for the ETPL Annual Performance Reports for each program year thereafter, in which you remain on the ETPL. The in-demand ratings will be updated periodically to reflect emerging in-demand occupations. Training programs will be reviewed for continued inclusion on the ETPL.

### **Question: How do I apply for the ETPL?**

**Response:** The Training Provider begins the process by completing an online application on the Arizona Job Connection (AJC) website at [www.azjobconnection.gov](http://www.azjobconnection.gov). The application must be filled out completely to be reviewed for ETPL approval and include the following documents:

- [Training Provider Assurance form](#).
- [Training Provider Credential checklist](#).
- Current license from appropriate **Arizona** or other state licensing authority or Federal licensing authority, or documentation of exemption (does not apply to public entities).
- Certificate of Liability Insurance naming Arizona Department of Economic Security (ADES) as the Certificate Holder and named as an additional insured with a \$2 million General Aggregate Limit. Attn: ETP State Administrator.
- Results from the latest financial audit or a cover letter from the last financial review.
- Published student grievances and procedures with the process for filing a complaint.
- Published student refund policy and procedures.
- Documentation from the Internal Revenue Services (IRS) indicating your Federal Employer Identification Number (FEIN).

### **Question: How long does it take for my program(s) to be approved for the ETPL?**

**Response:** The approval process is a two-tier process and may take up to 90 days.

- **Training Provider Applications:** Training Providers have 14 business days to submit a complete application along with all required documentation listed above to the DES ETPL Coordinator. DES ETPL Coordinators have up to 90 days to approve the **Training Provider** application.
- **Training Program Applications:** The **Training Program** is reviewed by the ETPL Coordinators of

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the corresponding local workforce area in which your training is offered. Programs must be approved or denied within 30 calendar days of receipt; if approved, the DES ETPL Coordinator also must review and approve or deny the program within 30 calendar days. The program will not appear as WIOA-approved on the ETPL until approved by the DES ETPL Coordinator.

**Question: If approved, how long will my programs be on the ETPL, and is there a cost to be on the ETPL?**

**Response:** Programs are approved initially for a period of one year, and then will be reviewed every two years for continued eligibility which is based on performance. Training programs that do not meet WIOA performance standards and/or labor market information will be removed from the ETPL. The continued eligibility review process ensures that training provider and program information are accurate and student performance outcomes are successful.

**Question: Is there a cost to be on the ETPL?**

**Response:** There is no cost to the provider to be listed on the ETPL.

**Question: Are technology-based programs eligible for the ETPL?**

**Response:** Yes. To ensure access to training services throughout the state including rural areas, technology-based (online, virtual) programs are eligible to apply for the ETPL as long as they meet all state requirements for providers, licensing requirements, and have a mechanism for student interaction with instructors; periodic student assessments are conducted and have a mechanism for tracking student participation in the training program. For those providers utilizing training through platform applications, the approval must be for the actual training provider and program, not the platform.

**Question: If my school has approved training programs on the ETPL for WIOA funds, will participants be referred to me for training?**

**Response:** WIOA training services are based on informed consumer choice in the selection of an eligible training provider. A WIOA participant who has been determined to be eligible for training services may select a training provider from the ETPL and program after consultation with a WIOA career advisor. If approved, participants are issued an Individual Training Account (ITA) voucher for the training which may pay in whole or in part the cost of training depending upon the local workforce area policy and ITA dollar limits.

Note that the inclusion of a Training Provider on the Arizona Eligible Training Provider List (ETPL) and designation as approved by the local workforce areas ***is not an entitlement or a requirement that the ARIZONA@WORK partner staff members will make referrals to any provider approved for WIOA funding by the Local Workforce Development Board.***

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### **Question: Are apprenticeship programs included on the ETPL?**

**Response:** Yes. All approved Registered Apprenticeship Programs (RAPs) are automatically eligible to be included on the statewide ETPL, if they request to be added and will remain on the ETPL as long as the program remains registered with the Arizona Apprenticeship Office or DOL National Office of Apprenticeship. Registered Apprenticeships Sponsors/Providers are not subject to the same application, performance information requirements, or period of initial eligibility since they have already gone through a detailed application and vetting process through the Arizona Apprenticeship Office or US-DOL Office of Apprenticeship. The information required for an RAP program to be added to the ETPL is:

- Occupation(s) included within the registered apprenticeship program.
- Name and address of the Registered Apprenticeship Program Sponsor.
- Name and address of the related technical instruction provider, including the location of the facility if different from the program sponsor's address.
- Method and length of instruction, and
- The number of active apprentices.

Information on Arizona's Registered Apprenticeship Program can be found at [www.azapprenticeship.com](http://www.azapprenticeship.com)

### **Question: Are Out-of-state Training Providers approved for the ETPL?**

**Response:** Yes. Out-of-State Training Providers may submit a provider and program application for approval for the ETPL and will be reviewed for in the same manner as in-state providers. Out-of-State Training Providers must document that they are a legal entity, registered to do business in Arizona.

LWDBs may also refer participants to programs with which Arizona has a reciprocal agreement if a comparable training program is not available on Arizona's ETPL. Arizona currently has reciprocal agreements with the states of New Mexico, Nevada, Utah, Missouri, and Montana.

### **Question: Are degree programs eligible to be listed on the ETPL? Can Local Workforce Development Areas pay for the entire cost of a bachelor's degree?**

**Response:** Yes. Training programs that result in an associate or bachelor's degree may be listed on the Eligible Training Provider List (ETPL) as both types of degrees are federally recognized credentials. The Workforce Arizona Council's ETPL Policy gives priority consideration to programs that result in recognized credentials.

However, in addition to the program resulting in a federally recognized credential, the training program will be evaluated to ensure it meets state and local ETPL requirements, including the program being related to an in-demand industry sector or occupation in Arizona of Local Workforce Development Area, and that the program meets minimum performance standards.

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It is unlikely that a Local Workforce Development Board (LWDB) would pay for the entire cost of a bachelor's degree program due to the availability of funds and local policies that limit the maximum amount of an individual training account (ITA). An individual may select a training program from the ETPL that costs more than the maximum ITA when other sources of funding are available. Per Section 503.01 of the Training Services [Policy](#), it is the responsibility of the LWDB through their service provider to coordinate funding arrangements and co-enrollments with One-Stop partners and other entities. Alternative sources of funding may be available including, but not limited to:

- State-funded training;
- Trade Adjustment Assistance;
- Rehabilitation Act funds;
- Temporary Assistance for Needy Families;
- Federal Pell Grants funds; or
- Other federal grant funds.

Further detailed ETPL requirements, roles, and responsibilities can be located in the Workforce Arizona Council's ETPL policy, by clicking [here](#).