

WORKFORCE ADMINISTRATION
Workforce Innovation and Innovation Act Title IB
Eligible Training Provider List
Policy Broadcast
PB# 16-003

This Policy Broadcast is to inform all Local Workforce Development Area (LWDA) staff and interested parties of revisions to Section 600 Eligible Training Provider List (ETPL) of the Workforce Innovation and Opportunity Act (WIOA) Policy Manual. The revisions are identified in **BOLD** print below.

1. The revision to Section 603.02.D specifies that adult education providers must be approved by the Arizona Department of Education and includes the link to where the list of approved adult education providers is found online.

Section 603.02

- D. For training providers of adult education and literacy activities that are provided in combination with occupational skills training, **the provider of the adult education must be listed on the Arizona Department of Education's list of Adult Basic Education (ABE) in Basic Reading, Writing & Mathematic Skills & GED® Preparation Classes. No additional licensing is required for the provider of adult education. The list can be found online at <http://www.azed.gov/adultedservices/files/2012/05/contactinfoabegedclass-es-11415final.pdf>.** The provider of the occupational skills training must be licensed if a training license is required by law.
2. The revision to Section 603.03.C clarifies that training providers must have provided training for all of the previous 12 months prior to applying to be listed on the ETPL.

Section 603.03

- C. Training providers must have provided training during all of the **previous 12 months prior to applying for the ETPL** and have a proven track record of students successfully completing the programs and meeting all state performance standards specified in Section 609. Training providers that have been training in another state all of the 12 months prior to applying to be listed on Arizona's ETPL and have recently opened a new campus in Arizona do not need to train 12 months in Arizona to be listed on the ETPL. Registered Apprenticeships do not need to complete a year of training participants to be eligible for the ETPL.
3. The revision to Section 606 adds Montana to the list of states with which Arizona has a reciprocal agreement.

Section 606

Arizona's ETPL is the primary list of eligible training providers and training programs to be used by the LWDAs when referring a WIOA Title I-B participant to training. The LWDAs may refer participants to programs on another state's ETPL with which Arizona has a reciprocal agreement, if a comparable training program is not available on Arizona's ETPL. Arizona has agreements with the following states:

- Nevada
- Utah
- New Mexico
- **Montana**

4. The revision to Section 608.01.B.2 and 608.02.D requires that the low wage on O*Net Online for the related occupation be used for the minimum entry level wage in the program description in AJC. Additionally, the proposed revision removes language that permits LWDAs from using other sources of Labor Market Information to determine the minimum entry wage for the related occupation.

Section 608.01

B. Other Required Information on the Application:

1. At least one occupation for which the training program prepares an Individual for employment;
2. The estimated minimum entry wage for each identified occupation. **The low wage for the related occupation as listed on O*net Online must be used for the minimum entry level wage in AJC. O*Net Online is available at <http://www.onetonline.org/>;**
3. The refund policy for the training program being described and/or a link to the refund policy on the training provider's website (not required for Registered Apprenticeships); and
4. Information that addresses alignment of the training with in-demand industry sectors and occupations, to the extent possible.

Section 608.02

D. Demand for Related Occupation & Earning Information

LWDAs must determine if the program's related occupation is in demand in the local area.

1. To determine the growth rate of the related occupation, on the following must be used: O*Net Online, using the Wages & Employment Trends for Arizona, and/or <https://laborstats.az.gov>.

2. **The minimum entry level hourly wage for the related occupation listed on AJC must be verified by the LWDA staff using the low wage for the related occupation on O*net Online.**
5. The revision to 611.02 requires that a training provider or program be removed from the ETPL for any of the following reasons. In addition, revisions to this section clarify that when a training provider or training program is removed, the training provider must wait six months to be re-evaluated to be an eligible training provider or have the program approved for WIOA.

Section 611.02

- B. A training provider **must** be removed from the ETPL for the following reasons:
 1. All of a training provider's programs have been removed.
 2. The training provider has not maintained required licenses and liability insurance or is found to be noncompliant with the training providers' assurances.
 3. The training provider is not in compliance with the WIOA regulations, or any agreement executed under the WIOA.
 4. The training provider is found knowingly to make false claims to prospective participants about costs or WIOA eligibility.
 5. The revision to Section 611.02.A requires that the training provider/ programs are removed from the ETPL for any of the following reasons.
- C. **When a training provider or program is removed, the training provider must wait six months to reply to be an eligible training provider or to have the program re-evaluated for ETPL approval.**

All requests for clarification should be sent via e-mail by your policy designee to WIOAQandA@azdes.gov.