

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 10% of the training provider's programs, approved for inclusion on the ETPL by the LWDA, every two years.** 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 _____

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