

**EMPLOYMENT ADMINISTRATION**  
**Workforce Innovation and Opportunity Act Title IB**  
**Informational Broadcast**  
**15-###**

**Removal of Eligible Training Provider List Programs for Non Usage**  
**Effective Immediately**

Date Issued: October 1, 2015

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This Informational Broadcast is to remind Local Workforce Development Areas (LWDAs) and interested parties of existing Eligible Training Provider List (ETPL) policy. Per 611.02.3 Training programs must be removed from the ETPL if no participants have been enrolled in the training program for more than two years. Training providers that no longer have any approved programs on the ETPL must also be removed from the ETPL. Per 611.B, Training providers must wait six months to reapply.

LWDAs must identify programs that have not been used since July 1, 2013, for removal. If participants have been enrolled in the training program after July 1, 2013, or participants are scheduled to start the training program in the near future, the program may remain on the list. Training programs that have been on the list less than two years may remain on the list, regardless of the number of participants that have been enrolled in the training program, if they meet other requirements.

LWDAs must ensure that:

1. ETPL programs that have not been used by participants since July 1, 2013, and meet the requirements for removal are identified. Each LWDA must make a list of potential removals and send the list to [AZWIOAETPL@azdes.gov](mailto:AZWIOAETPL@azdes.gov) by October 13, 2015. DES will compile a master list that includes all potential removals that have been submitted by the LWDAs and send the list to all LWDAs by October 16, 2015.
2. LWDAs review the master list of pending removals and identify any programs approved in other areas they have used after July 1, 2013. A list of these programs must be sent to [AZWIOAETPL@azdes.gov](mailto:AZWIOAETPL@azdes.gov) by October 23, 2015. DES will notify each LWDA by October 28, 2015, of the programs that have been used by another LWDA in the past two years so that these programs are not removed from the ETPL.

3. Training providers are notified by LWDA that their program(s) will be removed from the ETPL for non-usage and are provided information on how to file an appeal with the LWDA;
4. The training program(s) that have not been used by any LWDA in the past two years are removed by the ETPL Local Approver in Arizona Job Connection (AJC) by November 6, 2015, unless an appeal is filed; and
5. If the training provider no longer has any approved programs listed on AJC, a request to remove the training provider is submitted by the LWDA to [AZWIOAETPL@azdes.gov](mailto:AZWIOAETPL@azdes.gov) by November 6, 2015.

Following the removal of programs, LWDA will need to ask all training providers to update their approved programs again, in preparation of continued eligibility review.

**All requests for clarification should be sent via e-mail by your policy designee to [WIOAQandA@azdes.gov](mailto:WIOAQandA@azdes.gov).**