

Hello,

Thank you for your interest in becoming an eligible training provider. Program applications are submitted via the Arizona Job Connection (AJC) website <https://www.azjobconnection.gov>. (ETPL Provider Application Guide is attached).

Once you've completed your school application, the DES ETPL (Eligible Training Provider List) coordinator will review the application and request documents.

Each program that you'd like approved on the ETPL must be submitted individually. Please use the attached template in the ETPL Provider Application Guide for completing the Program Synopsis (this form can be completed/copied/pasted into the Program Synopsis text box on [azjobconnection.gov](https://www.azjobconnection.gov)). Please respond to all the requested information; if the item is not applicable please enter NA rather than leaving it blank.

WIOA requires that training is for occupations that are in demand locally and result in an industry-recognized credential/certification.

The attached Credential Checklist defines credentials and must be completed for each program submitted (instructions are in the form).

The attachments provide information on ETPL policy and application instructions:

- DES ETPL policy - training provider qualifications begin on page 4; see page 12 for required documents
- ETPL Provider Application Guide - instructions on how to create an account and submit training programs
- Training Provider Assurances – please sign and return to me.
- Credential Checklist - required for each program submitted (instructions are on page 3 -4 of the form). Please complete and email back to me.

Your training programs can be submitted once you've been approved as a training provider by DES. I will review your program but programs will not appear on the ETPL as WIOA-approved until DES approves them. Once approved for the ETPL, training programs are available to all WIOA Adult and Youth program participants throughout the state.

Please be aware that once a program is approved for the ETPL there is no guarantee that prospective students referred to Arizona @ Work centers for funding will be approved for WIOA-funded training services. Individuals must meet WIOA eligibility criteria and meet priority of services policy as determined by the Arizona Department of Economic Security. Arizona @ Work City of Phoenix does not endorse any training providers or programs on the ETPL. The selection of training providers and programs is based on **customer choice and the availability of WIOA funding**.

Just to recap...

**Step 1:** Complete Program Application on [azjobconnection.gov](https://www.azjobconnection.gov) (utilizing attached ETPL Provider Application Guide and synopsis instructions)

**Step 2:** Complete and submit attached Credential Checklist for each program submitted to [todd.berndt@phoenix.gov](mailto:todd.berndt@phoenix.gov)

**Step 3:** Complete and submit attached Training Provider Assurance Form to [todd.berndt@phoenix.gov](mailto:todd.berndt@phoenix.gov) (Form and ETPL Policy attached) – Make sure to read ETPL Policy Section 610, page 21 before signing and submitting.