

**Procedure No. AP-13**

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| <b>Organization</b><br>ARIZONA @WORK-Southeastern Arizona   | <b>Department</b><br>Program         |
| <b>Subject</b><br>ETPL Procedure  | <b>Prepared by</b><br>Vickie Simmons |
| <b>Effective Date: Revision Date</b><br>August 1, 2014: July 22, 2015, 3/28/16, 10/11/17,<br>1/1/2025 | <b>Approved by</b><br>Vada Phelps    |

**Purpose**

This ETPL procedure in partnership with the state, to use in identifying qualified eligible training providers and programs for Arizona’s statewide Eligible Training Provider List (ETPL), as mandated by the Workforce Innovation and Opportunity Act (WIOA) of 2014. The ETPL includes training providers who are eligible to receive WIOA Title IB funds to train eligible adults and dislocated workers as well as training program cost, credential information and performance information. Arizona’s ETPL is available on the Arizona Job Connection (AJC) website, [www.azjobconnection.gov](http://www.azjobconnection.gov), the state’s comprehensive workforce case management and reporting system. Youth training contracted providers, on-the-job training (OJT) providers, and customized training providers are not listed on the ETPL and are not subject to this policy.

**REFERENCES:** Workforce Innovation and Opportunity Act (WIOA) of 2014; Federal Register 20 CFR § 680; Training and Employment Guidance Letter (TEGL) 3-18, Eligible Training Provider (ETP) Reporting Guidance under WIOA; TEGL 8-19, WIOA Title I Training Provider Eligibility and State List of ETPs and Programs; TEGL 8-19, Change 1, provides clarification on Registered Apprenticeship Programs (RAPs) as WIOA Title I Eligible Training Providers (ETPs). Training and Employment Notice (TEN) 9-20.

**Description of Procedure**

**PROGRAM DESIGN**

WIOA emphasizes informed customer choice, job-driven training, provider performance and continuous improvement. The ETPL is comprised of approved eligible training providers and training programs that are approved by the LWDA’s and the state to provide training services to eligible WIOA participants. To be approved for the ETPL, training programs must meet state and local requirements, which includes resulting in a federally or locally recognized credential and being related to in-demand industry sectors and occupations in Arizona. The state must make the ETPL available throughout the One-Stop system. The Arizona Department of Economic Security (DES) and Arizona@Work-SE AZ share responsibilities for managing the eligible training provider process.

**ARIZONA@WORK-SE AZ Responsibilities**

The LWDB is responsible for ensuring that all job center and partner staff members in the respective LWDA have access to the ETPL and are knowledgeable about its use; the LWDB will also provide local access to the ETPL for customers within the job centers.

The LWDB is also responsible for ensuring that:

- They work with the State to ensure that there are sufficient numbers and types of providers of training services.
- Training programs support in-demand industries.
- Programs that use technology-based learning meet all State and local requirements.
- There are sufficient programs with expertise in assisting individuals with disabilities.
- There are sufficient training providers with expertise in assisting adults in need of adult education and literacy activities.

Additionally, the LWDB is responsible for:

- Reviewing for initial and continued eligibility.
- Ensuring participants who receive training are enrolled in approved training programs, as identified on the ETPL.
- Collecting performance and cost information and any other required information related to programs from training providers.
- Monitoring training providers for compliance and performance.
- Evaluating performance data of all training providers during the continued eligibility review to verify that the training programs meet minimum levels of performance.
- Consulting with the State ETPL Manager in cases where removal of a training provider or program from the local ETPL is under consideration, or where there is a recommendation to remove a provider or program from the State ETPL.
- Following State policies, assisting with the removal of training programs from the State ETPL that are found to not meet ETPL requirements and performance levels and/or are out of compliance with provisions of the WIOA.
- Notifying training providers and the State ETPL Manager of denial of programs at the local level.
- Allow training providers to appeal a denial or termination of eligibility of programs that includes an opportunity for a hearing at the local level, a

timely decision, and a right to appeal to the DES if the provider is unsatisfied with the LWDB decision.

The LWDB may choose not to fund specific training programs based on, but not limited to, the following reasons:

- Lack of occupational demand; or
- High tuition costs compare to similar programs; or
- Lack of a living wage upon program completion