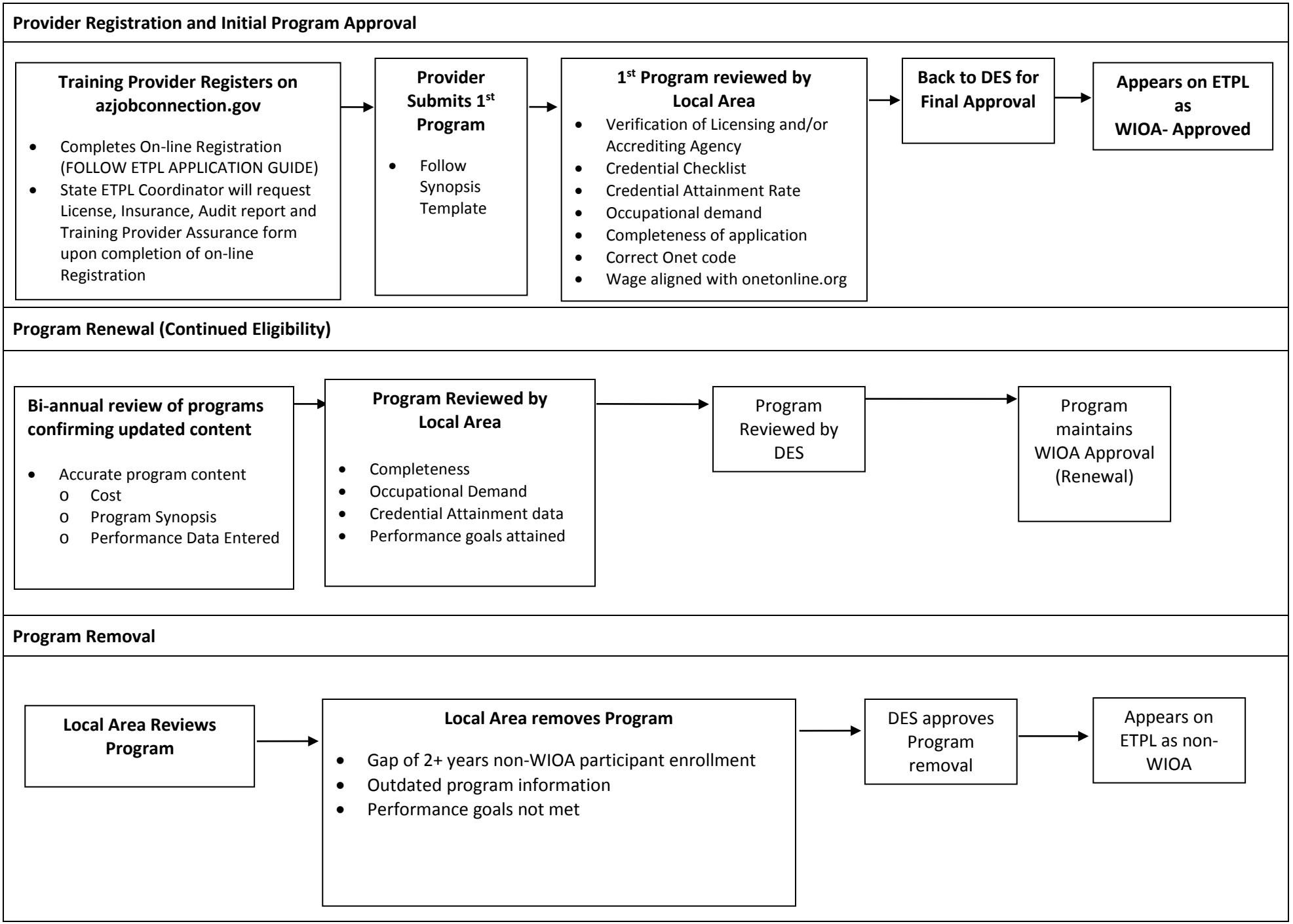
**ETPL ELIGIBILITY AND APPROVAL PROCESS**



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## Training Provider Qualifications

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| **Types of Training Providers**<br>• Institution of higher learning that provides a program leading to a post-secondary credential<br>• Registered Apprenticeship programs (federal or state-approved)<br>• Other public or private providers of training including joint labor-management agencies and providers of adult education and literacy activities when combined with occupational skills training<br>• Training program must be occupational | **Licensing**<br>• Licensed by appropriate state or federal licensing authority; i.e. Arizona Private Post-secondary Education, Arizona Board of Nursing, Department of Transportation, Arizona Board of Cosmetology<br>• Providers of adult education and literacy must be listed on the Arizona Department of Education list of ABE providers | **Business Requirements**<br>• Must have physical presence in Arizona and permanent mailing address (PO Box is not acceptable)<br>• Must be registered to do business in AZ<br>• Must have provided licensed training for twelve consecutive months prior to ETPL application<br>• Certificate of Liability Insurance<br>• Grievance procedure<br>• Refund policy |
| **Federally-recognized Credentials**<br>• High School Diploma, GED or HSE<br>• Educational certificates based on credit hours for a program of study (not a single class)<br>• Associate's Degree<br>• Bachelor's Degree<br>• Postgraduate Degrees | **Industry-recognized Credentials**<br>• Registered Apprenticeship Certificates<br>• Occupational Licenses granted by federal, state or regulatory bodies; i.e. barber license, CDL, nursing license | **Personnel Certification**<br>• Must be industry-recognized or result in professional association certification<br>• Granted by 3rd party non-gov't agency<br>• Requires successful completion of exam; i.e. CompTIA, Medical Assistant |
| **Training Program Requirements**<br>• Train for occupations in demand locally<br>• Align with industry sector strategies and career pathways<br>• Job-driven (meet local employer needs)<br>• Serve individuals with barriers<br>• Serve individuals who are employed | **Technology-Based Learning**<br>• Must meet Arizona licensing requirements<br>• Have a mechanism for student interaction<br>• Have a mechanism for tracking participation<br>• Provide periodic assessment of students | **Third Party Training Providers**<br>• Disclosure in ETPL program synopsis<br>• Licensed for post-secondary training<br>• If out-of-state be on that state's ETPL<br>• Comply with WIOA and ETPL requirements<br>• Must provide outcome data<br>• Certificate issued by ETPL provider |