ST. LAWRENCE COUNTY
WORKFORCE DEVELOPMENT BOARD

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WORKFORCE INNOVATION AND OPPORTUNITY ACT

ELIGIBLE TRAINING PROVIDERS POLICY

Adopted by the St. Lawrence County Workforce Development Board: September 9, 2015

September 9, 2015
ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD
Resolution No. 15-I09-15

AUTHORIZING THE ACCEPTANCE AND ADOPTION OF BYLAWS, POLICIES AND PROCEDURES, CONTRACTS AND LEASES/SUBLEASES, ADOPTED BUDGETS AND OTHER FINANCIAL RESPONSIBILITIES, TOGETHER WITH ALL OTHER CONTINUING RESPONSIBILITIES AND POWERS, FROM THE ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD

WHEREAS, coming into compliance with the Workforce Innovation and Opportunity Act of 2014 (WIOA) requires that Workforce Investment Boards become Workforce Development Boards; and

WHEREAS, WIOA has mandated several other changes in the organization of Workforce Investment Boards; and

WHEREAS, the St. Lawrence County Workforce Investment Board took actions at its June 10, 2015 meeting to initiate all these changes and to transfer its WIOA-compliant operations to the St. Lawrence County Workforce Development Board (WDB) ; and

WHEREAS, at its August 3, 2015 meeting the St. Lawrence County Board of Legislators (BOL) took official action to replace the temporary WDB it had appointed at its July 7, 2015 meeting with membership that was fully compliant with WIOA requirements; and

WHEREAS, both the County BOL and the WDB recognize that the WDB is and should be the successor in due course to the WIB;

WHEREAS, now that a WIOA-compliant WDB is in place, it is appropriate and prudent for the WDB to officially accept and adopt the bylaws and all the policies and procedures, contracts and leases/subleases, and adopted budgets and other financial responsibilities, together with all other continuing responsibilities and powers, from the WIB ; and

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Workforce Development Board does hereby officially accept and adopt the bylaws and all the policies and procedures, contracts and leases/subleases, and adopted budgets and other financial responsibilities, together with all other continuing responsibilities and powers, from the St. Lawrence County Workforce Investment Board effective on July 1, 2015 and authorizes, empowers, and directs its staff to continue to operate the workforce development system in St. Lawrence County according to the precedents established prior to July 1, 2015 when and as appropriate and consistent with WIOA.

I, Jennifer R. Free, Assistant to the Executive Director of the St. Lawrence County Workforce Development Board, DO HEREBY CERTIFY, that I have compared this copy of this Resolution, adopted September 9, 2015; with the original record in this office and that the same is a correct transcript thereof and of the whole of said original record.

_____
Jennifer R. Free, Assistant to the Executive Director
St. Lawrence County Workforce Development Board
September 9, 2015

ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD
ELIGIBLE TRAINING PROVIDERS POLICY

This policy is intended to govern the St. Lawrence County Workforce Development Board in making determinations for the Eligible Training Provider List. The New York State Eligible Training Provider List (ETPL) was established in compliance with Title 1 of the Workforce Investment Act (WIA) of 1998. The purpose of the ETPL is to present a broad and diverse selection of training choices to support employment goals of individuals. Inclusion on the ETPL, in itself, does not guarantee that WIOA funds are available for enrollment in an eligible offering. Training Providers are not guaranteed referrals. The availability of WIOA funding for enrollment is based on many factors including assessment of an individual's employment needs.

Applying for Initial Eligibility
1. Training Providers apply for local approval to the ETPL by the St. Lawrence County WDB through the New York State Department of Labor's online system at http://applications.labor.ny.gov/ETPL/.
2. Providers must complete all required sections of the application and submit the completed application to the St. Lawrence County WDB for review by designated staff.
3. Providers will be notified of eligibility status within 30 days of submitting all required information.
4. Approved Training Providers may request approval for additional offerings through the on-line process at: http://applications.labor.ny.gov/ETPL/
5. Training Providers located outside of St. Lawrence County must be approved by their local WDB prior to consideration for approval to be included on the Outside Provider List for St. Lawrence County WDB.

Training Providers agree to accept Individual Training Accounts (ITA) and provide training services for eligible WIOA participants enrolling in approved offerings where admission and offering placement requirements of the Training Provider have been met.

Subsequent Eligibility
The Workforce Innovation and Opportunity Act (WIOA) require an annual re-determination of ITA program eligibility through a Subsequent Eligibility process. Training providers must report performance information for offerings that have reached their subsequent eligibility due date; St. Lawrence County WDB and their staff must use this information as part of their subsequent eligibility review process. As a final step in the local review process, St. Lawrence County WDB decisions regarding subsequent eligibility must be viewable on the ETPL website.

Instructions/Actions for Training Providers
Training Providers will be notified via automatic e-mail from the ETPL application that the period of eligibility on an offering is due. Training providers should visit the ETPL website and log on with their username and password to submit the performance and outcome information for the offering within 30 days. **Failure to do so will result in the removal of the offering from the ETPL.** The performance and outcome information will be reviewed by the WDB for approval under a period of Subsequent Eligibility. Training Providers will be notified of the result of this review within 60 days.

NOTE:
Training providers should maintain up-to-date information on the ETPL website at all times. Phone numbers, contact names and email addresses, offering costs, etc., must be kept current. Information regarding compliance with the appropriate oversight agency or entity (i.e., Department of State, Division of Criminal Justice, etc.) must be reviewed and updated by providers at the time of subsequent eligibility. A valid license (or continuous operation letter) must be current.

June 11, 2014
ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD
Resolution No. 14-06-08

RESOLUTION TO ADOPT ELIGIBLE TRAINING PROVIDERS POLICY

WHEREAS, Pursuant to NYS Workforce Development System Technical Advisory #06-7 Local WIAs are required to compile and disseminate a single list of training providers,

WHEREAS, Eligible Training Providers List (ETPL) is to present a broad and diverse selection of training choices to support employment goals of individuals;
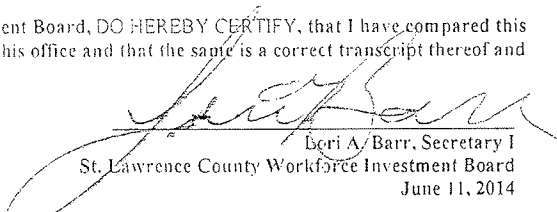
WHEREAS, the LWIB is required to accept applications and determine the initial eligibility of training providers and their offerings;
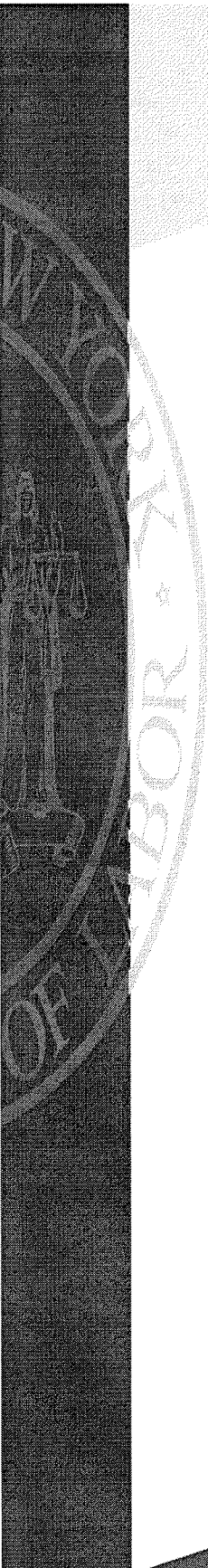
WHEREAS, the LWIB is required to have initial and subsequent eligibility policies in place and available to One Stop staff and the general public;

NOW, THEREFORE, BE IT RESOLVED that the SLC Workforce Investment Board does hereby adopt the Eligibility Training Providers Policy.

[WIB Action: Approved 06/11/2014; McDougall/Cooper; 13 ayes/0 nays/0 abstentions]

I, Lori A. Barr, Secretary I of the St. Lawrence County Workforce Investment Board, DO HEREBY CERTIFY, that I have compared this copy of this Resolution, adopted June 11, 2014; with the original record in this office and that the same is a correct transcript thereof and of the whole of said original record.

Lori A. Barr, Secretary I
St. Lawrence County Workforce Investment Board
June 11, 2014

Eligible Training Provider List

Guide for Workforce Development

Boards

March 22,

2018

NYS
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Background

The New York State Eligible Training Provider List (ETPL) was established in compliance with the Workforce Investment Act of 1998 and continues under the Workforce Innovation and Opportunity Act (WIOA). The purpose of the ETPL is to present a broad and diverse selection of training choices to support employment goals of individuals. Training providers must be listed on the ETPL in order to receive WIOA funding through an individual training account or grant (ITA/ITG).

To be listed initially on the ETPL, a training provider's program must be evaluated and approved by a Local Workforce Development Board (LWDB). After a training provider's program(s) have been approved for initial eligibility, the program(s) will be required to undergo an evaluation for Continued Eligibility after one year. However, at this time NYS does not have a process in place for Continued Eligibility. The guide will be updated in the future to include the process for Continued Eligibility.

The purpose of this guide is to provide general information and procedures for accessing and using the online ETPL application. This guide is not intended to provide all policies and procedures related to the certification of training programs.

NOTE: Correct terminology is Local Workforce Development Board (LWDB) rather than previously used Workforce Innovation Board (WIB). Once changes are made to the system, this language will be updated. This document matches the system for instructional purposes and references current terminology for program content.

Work Queue Dashboard

From the **ETPL** website (http://applications.labor.ny.gov/ETPL/), select **WIB Log-In** from the navigation bar on the left side of the page. Please note that usernames and passwords are **case sensitive** and must be entered manually not **"cut and pasted."**

After logging in, you will be brought to the **Work Queue Dashboard.** This screen shows **New Provider Requests, New Offering Requests, Outside Offering Requests, Pending Edit Requests** and **Continued Eligibility Requests.**

New Provider Requests

◉ If you have **New Provider Requests,** click on the provider name. This will bring you through the six parts of the **Training Provider Registration**:

1. **Administration Tab**

   Note: At the bottom of this page, providers need to identify if they have a license or an exemption under State Education Law 5001(2). A link is provided that brings them to the State Education Bureau of Proprietary Schools website.

   Examples of schools that need to be licensed are:

   - **Driving Schools** – Licensed by Department of Motor Vehicle

   - **Security Guard Training Schools** – Licensed by Division of Criminal Justice

   - **Licensed Private Career Schools** – These schools are licensed by the Bureau of Proprietary School Supervision and include computer training schools, bartending schools, medical training schools, cosmetology schools, etc.

   Examples of schools that have an exemption would be:

   - SUNY/CUNY schools and private colleges.
     - Exemption A, institutions authorized to confer degrees in this state.

   - BOCES, School Districts
     - Exemption C, schools operated by governmental agencies or authorities.

2. **Profile Tab**

   This is where the provider can provide more information about the school, including:

   - Organization Type

   - Ownership

   - Provider Type

   - Accrediting Entities

   - Disability Adaptations

- Additional Services

- Financial Aid

- School Policy

3. **Documentation Tab**

This section includes two forms required by NYSDOL.

1) Assurances

2) Authorized Signature

LWDBs can also upload their own LWDB policy or information documents as well.

4. **Training Site Details Tab**

5. **Training Course Details Tab**

6. **Course Offering Details Tab**

- Review all information.

- At the bottom of each page, select **Approved** or **Denied** and press **Next**.

- If denied, an explanation must be given which will be included in the e-mail sent to the Provider at the end of the approval process. You can also enter comments if approving.

- On **Part 5 – Training Course Details**, the **Seeker Service Type** must be selected to continue.

- On **Part 6 – Course Offering Details**, if funding is eligible, check the box. The course will then be "sent" to OSOS and will be shown on the ETPL as either 'currently eligible' or 'potentially eligible' depending on the local area's demand occupation list.   To see how the course will be listed, see Attachment 1.

Provider Approval Confirmation

- After pressing **Next**, the **Provider Approval Confirmation** will appear with the **Approval/Denial Summary**.

- Press **Save & Submit** to send confirmation to the provider or press **Cancel & Return** to return to the WIB Dashboard.

Provider Approval Confirmation

Approval/Denial Summary

The New York City WIB has made a decision on the new provider request submitted by Maintenance Plus.

The request has been Approved.

Details follow:

Administrative Details: Approved
Comments:

Profile Details: Approved
Comments:

Documentation Details: Approved
Comments:

Training Site Details: Approved
Comments:

Course Details: Approved
Comments:

Offering Details: Approved
Comments:

For more information log in to your ETP account at:
http://applications.labor.ny.gov/ETPL

Save & Submit   **Cancel & Return**

● This will bring you back to the **Work Queue Dashboard**.

New Offering Requests

❖ From the **Work Queue Dashboard**, select the **Course Title** to review.

❖ This will bring you to the **Training Course Details** page. As in the approval process for a new provider, you will need to select **Seeker Service Type** and click on **Update Service Code**.

❖ To approve the **Offering**, click on the underlined **Offering ID (OID).**

❖ This will bring you to the **Course Offering Detail** page.

❖ As in approval process for **Courses**, you will need to check the box if funding is eligible and select **Approve** or **Denied**.

❖ Click **Next**.

◈ The **Offering Approval Confirmation** will appear.

Offering Approval Confirmation

Offering Request Approval/Denial Summary

The New York City WIB has made a decision on the new offering request submitted by Maintenance Plus for the offering 9500 - Asbestos Operations and Maintenance Refresher .

Details follow:

Offering Approval Status: Approved
Comments:

For more information log in to your ETP account at:
http://applications.labor.ny.gov/ETPL

[**Save & Submit**] [**Cancel & Return**]

◈ Press **Save & Submit.**

◈ You will be brought back to the **Work Queue Dashboard**.

Provider Management Tab

◈ This screen shows the **Primary** and **Outside Provider Lists** for your LWDB.

◈ To remove a provider, press **Remove. Confirm** and an e-mail will be sent to the Provider.

Primary Provider List				
Apprvl Date ◇	**PID** ◇	**Provider** ◇	**Active Offerings**	**Action**
12/31/2010	86	American Safety Training & Consulting Services Inc.	1	Remove
12/31/2010	152	BLUE STEEL SECURITY GUARD TRAINING SCHOOL	1	Remove
12/31/2010	996	Star Career Academy	1	Remove
12/31/2010	1128	Victory Driving School Inc.	1	Remove
01/14/2011	1253	Maintenance Plus	2	Remove

Please Note:

Removing a Primary Training Provider will remove all courses and offerings

from *both* the Primary and Secondary LWDB(s).

Outside Offering Placement

To place an offering from a provider located in a different Local Workforce Development Area (LWDA), use the **Outside Offering Placement** function.

◈ Enter search criteria **in lowercase letters** and press **Search**.

◈ Locate the **Course** you are looking for and select the **Course Title.**

◈ This will bring you to the **Training Course Details** screen.

◈ Scroll to the bottom and click on the **Offering ID (OID)** to approve the offering.

◈ **Check** the funding eligible box, select **Approved** and press **Next.**

◈ Press **Save & Submit** to approve and send confirmation to the Provider. This will bring you back to the **Work Queue Dashboard.**

Outside Offering Placement

Primary WIB	Ulster County ▼	Select WIB
Provider Name	ulster	
Course Title		

Search **Reset** **Clear Results**

PID ◇	Provider ◇	Course Title ◇	OID ◇	Primary WIB ◇
1094	Ulster County BOCES	Practial Nursing (PN)	7422	Ulster County
1094	Ulster County BOCES	Geothermal Heat Pumps	7429	Ulster County
1094	Ulster County BOCES	Emergency Medical Technician (EMT)	7436	Ulster County
1094	Ulster County BOCES	Electrical Theory for Renewable Energy Practitioners	7440	Ulster County

Remember to use all lowercase letters in the **Provider Name** and **Course Title**

Funding Options

Funding Eligible   ☐ Yes, Funding is Eligible

Check this box if the WIB is willing to fund this offering through WIA or any other funding mechanism. The course will then be entered in OSOS and will be listed as currently eligible on the ETP website.

Place Offering

Place this under the Logged-in WIB's Listing as an Outside Offering.

Place Offering

In Demand Occ. Tab

This tab will bring you to the **In Demand Occupation Management** screen. Here you can add or remove **In Demand Occupations**.

- To add an **In Demand Occupation**, search by **SOC Code, Occupation Title** or **Keyword**.

- To remove, simply select **Remove**.
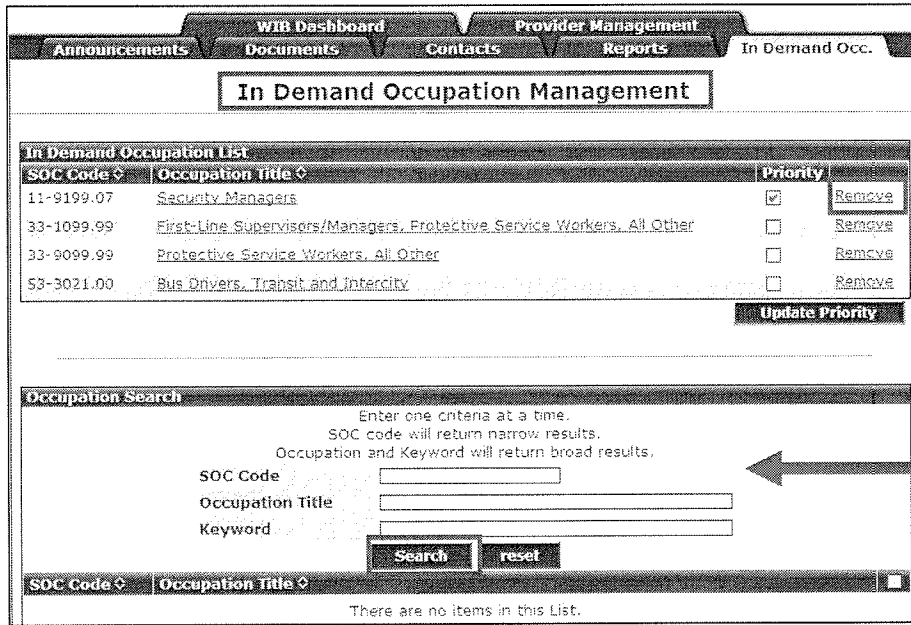
Completing the Demand Occupation section is important because

it determines how an offering is displayed on the ETPL.

Funding Eligible Box	In-Demand Occupation	In-Demand Occupation Priority	Not In-Demand Occupation
Checked	Currently Eligible	Currently Eligible	Potentially Eligible
Not Checked	Potentially Eligible	Currently Eligible	Not Eligible

Announcements Tab

This brings you to the **Announcement Management** screen. This page includes **Announcements Sent** and **Announcements Received** along with archives for both categories.

- To send a new Announcement, select an **Expiration Date** (default is 30 days).

- Select whom the Announcement is **To**.

- Enter the **Subject** and **Body** of the Announcement.

- Press **Post Announcement**.

Documents Tab

This tab will bring you to the **Documents Management** screen. This area is used to manage the documents that are filled out by Training Providers during the registration process. There two forms preloaded by NYSDOL:

- o Assurances Form

- o Authorized Signature From

Do not remove these forms; they are required by NYSDOL. LWDBs may upload their own required forms.

- To add a new document, fill in the **Form Name.**

- **Check** if the Form is required for all Providers.

- Press **Browse** to find the document on your computer, and then press **Open**.

- Press **Upload**.

- To remove a form, simply select **Remove**.

Contacts Tab

This tab will bring you to the **Contact Management** screen, which includes your LWDB contact information. To change your contact information, enter the new information and press **Save**.

This page also allows you to browse information for other LWDB contacts and includes your **Provider Contact List**.

Reports Tab

This tab will bring you to the **Reports Management** page. Here you can generate a report of offerings that have been approved to be on the ETPL but then have been **Inactivated, Deleted or Expired.**

⦿ Enter your **Search Criteria** and press **Generate**.

⦿ An excel spreadsheet will be generated with the following fields:

   o WIBID

   o Offering ID

   o Training School Name

   o Course Title

   o Approval Date

   o Offering Start Date

   o Offering End Date

   o Offering Status

   o Inactive Date

   o Deleted Date

   o Expired Date

⦿ From this page, you can also generate an **Approved Items Report**, which will create an Excel spreadsheet of your provider and course/offering fields.

Continued Eligibility

WIOA requires that programs approved for Initial Eligibility undergo an evaluation for Continued Eligibility after one year. Future Continued Eligibility reviews must be completed biennially. However, at this time NYS does not have a process in place for Continued Eligibility. The guide will be updated in the future to include the process for Continued Eligibility.

Registered Apprenticeship Programs

All Registered Apprenticeship programs are automatically eligible to be included in the State list of eligible training programs and providers. NYS does not currently have a process in place for automatically adding all Registered Apprenticeship programs. Registered Apprenticeship providers that want to be added before the process is finalized should contact the Department of Labor. The Department of Labor will facilitate the approval of Registered Apprenticeship programs.

Attachment 1 – Funding Eligible Checkbox

	In-Demand Occupation	In-Demand Occupation Priority	Not In-Demand Occupation
Funding Eligible Checked ✔	Currently Eligible	Currently Eligible	Potentially Eligible
Funding Eligible Not Checked ▪	Potentially Eligible	Currently Eligible	Not Eligible

Attachment 2 – Frequently Asked Questions

Do the LWDB contacts receive notification that a new provider request is in their dashboard?

No, LWDB staff or their designee must log in and check for new provider requests.

Our LWDB ETPL designee has left; how do we assign a new one?

Send an email to the ETPL mailbox with the person's name, address, telephone and email address and we will request an account.

Does the NYS Department of Labor review the provider information before being placed in the LWDB's dashboard?

No, approval of training providers and their offerings is the LWDB's responsibility. The State has no authority to include providers and programs on the list.

Does a training provider have to be on the ETPL before WIOA training dollars can be used?

Yes, the training provider must be on the ETPL before a participant may use his/her WIOA Title I training voucher or individual training account or training grant funds. There are exceptions to this, including:

1. Customized training;

2. On-the-job training, including Registered Apprenticeship;

3. Incumbent worker training;

4. Transitional employment; and

5. Providers in an area where it has been determined there is an insufficient number of providers (e.g. rural areas).

Does a provider need to be on the local listing in order to approve it for an ITA? Or can it be approved by another LWDB?

WIOA requires that individuals eligible to receive training have the opportunity to select any eligible provider from any local area that is included on the State list.

Local Boards should ensure that participants are informed about the State and local lists, encouraged to use them, and informed of their right to choose any programs on the list. There are three conditions for issuing the ITA:

1. Training must be in an occupation for which there is demand,

2. The individual must have the qualifications to succeed in the program; and

3. The individual must have met with a career planner regarding the training.

Do we need to complete the in-demand occupation section?

Yes. Provider offerings are displayed on the list based on your in-demand occupations.

Can training funds be used for a computer or distance learning courses from providers in other states?

Yes. There are no residency requirements for services under WIOA. Out-of-state providers can apply to be on the list and select a Workforce Development Board when creating their account.

Can Community-Based Organizations be on the list?

Yes, it is important that we provide access to these organizations to maximize customer choice.

How is the LWDB assigned to training providers?

The LWDB is assigned based on the training provider's physical location (zip code). If a training provider has more than one location in different local workforce investment areas, they need to create separate accounts.

There is a provider we would like to use that is not located in our local workforce development area and has not been approved by their primary LWDB. What should we do?

You can, of course, reach out to the LWDB where the provider is located or contact us and we'll contact them. We are encouraging LWDBs to approve a wide variety of training providers and options whether they are willing to fund their programs or not. Please note that offerings not eligible for funding by their primary LWDB are still considered an approved ETPL offering.

How is information from the ETPL sent to OSOS?

The ETPL application has a feature that automatically creates new providers and updates their services (the course) and offerings (the actual dates/times of the course) within the provider module in OSOS.

The update to OSOS happens in real-time when the LWDB approves the service offering and selects the funding eligible checkbox. Providers and service offerings will no longer need to be entered manually into OSOS.

Staff need to select the offering that has ETPL Auto Load listed in the Description field. If the provider needs to be in OSOS, they must first be approved and made funding eligible in the ETPL application.

I have a training provider that is trying to register on the website. They do not have a DUNS number. Can they still be listed on the eligible training provider list?

No. Having a Data Universal Numbering System or DUNS number is required. DUNS numbers are free and obtained from Dun & Bradstreet (D&B) and are typically used for organizations doing business with State and Federal agencies, i.e., grant recipients, contractors, etc. Providers are not obligated to purchase any of D&B's products and may already have a number.

One of our providers is not receiving emails from the ETPL application. Any suggestions?

The automatic emails generated by the application are sent to the email listed in the Administrative Contact Information section located Administration. Providers should:

1. Make sure the email listed on the application is correct.

2. Check their "junk" or "spam" e-mail.

3. Designate your email as a "safe sender." The email that is listed in your contact information where the automatic emails are sent.

One of our providers has neither a license nor an exemption. What do we tell them?

For those providers without a license from a licensing entity such as the Department of Motor Vehicles, the Division of Criminal Justice, or licensed by the Bureau of Proprietary Schools, etc., or an exemption from Section 5001 of the Education Law, we are recommending that they choose that they have an exemption and then choose Exemption G.