

Mendocino County Workforce Investment Board

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ELIGIBLE TRAINING PROVIDER LIST POLICY

Purpose:

The Workforce Investment Act of 1998 emphasizes the goals of informed customer choice, performance accountability, and continuous improvement. One of the primary means to achieve these goals is the Eligible Training Provider List (ETPL). In partnership with the State, the Mendocino County WIB will gather and display useful information on training providers, their services, and the quality of their programs. Only providers and programs that meet specific quality criteria will be listed on the ETPL and will be eligible to receive Individual Training Account (ITA) funding through WIA.

Background:

Under WIA Section 122, the Mendocino County WIB accepts applications from training providers for listing, determines if the applicant meets State and local criteria for listing, and forwards to the State information on those providers who meet State and local criteria. The State will accept the information forwarded by the WIB on training providers, verify the information, compile a single state list and disseminate it with performance and cost information to the One-Stop delivery system. Holders of Individual Training Accounts (ITA) shall have the opportunity to select any of the eligible providers on the ETPL.

Policy:

With the exception of certain types of customized and on-the-job training, only providers who offer training programs listed on the ETPL are eligible to receive WIA funds for training adults and dislocated workers. Providers must submit an application to the Mendocino County WIB to provide training services. A separate application is required for each program of training services offered by the provider.

Providers eligible for initial listing on the ETPL are:

1. Providers who are eligible to receive funds under the Higher Education Act of 1965 and whose programs lead to an associate or baccalaureate degree or a certificate.
2. Providers that carry out programs in California under the National Apprenticeship Act of August 16, 1937, and are approved by either the

California Apprenticeship Council or the Bureau of Apprenticeship and Training.

3. If a provider does not meet the criteria of eligibility listed above, they must meet one of the following criteria in order to have their programs listed on the ETPL:
 - a. Accreditation by an institution recognized by the Federal Department of Education.
 - b. Approval by the California Department of Education.
 - c. Approval by the Chancellor's Office of the California Community Colleges.
 - d. Approval of the program by the Bureau for Private Postsecondary & Vocational Education (BPPVE).
 - e. Special registration of the program by BPPVE.
 - f. Demonstration of program effectiveness.
 - g. Demonstration of sufficient evidence of employer support for the program and willingness to hire its graduates.
 - h. Designation as an authorized training provider for industry-specific training.

Training services include, but are not limited, to:

1. Occupational skills training, including training for non-traditional employment.
2. Programs that combine workplace training with related instruction, which may include cooperative education programs.
3. Training programs operated by the private sector.
4. Skill upgrading and retraining.
5. Entrepreneurial training.
6. Job readiness skills.
7. Adult education and literacy activities provided in combination with any other training service outlined above.

Since each program of training services requires a separate application, following are definitions of "a program of training services":

1. One of more courses or classes that, upon successful completion, leads to:
 - a. A certificate, an associate degree, or baccalaureate degree, or
 - b. A competency or skill recognized by employers, or
2. A training regimen that provides individuals with additional skills or competencies generally recognized by employers.
3. In addition to the above definition, each program of training services is unique based on its:
 - a. Goals
 - b. Geographical location
 - c. Curriculum, and

d. Mode of delivery (e.g. classroom, Internet, and correspondence).

If any of these four factors differ from one program of training services to the next, the program is unique.

The prospective Mendocino County eligible training provider must also meet the following additional criteria:

1. The vendor must provide a current and valid Federal Tax ID Number.
2. The vendor must certify that each prospective course is:
 - Accessible to the disabled; and
 - Offered to the public.
3. The vendor must certify that it is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal agency or department.
4. The vendor must provide a copy of its current and valid:
 - State, regional, or other official and generally acceptable post-secondary and/or vocational accreditation for each prospective training course;
 - A minimum \$1,000,000 liability insurance policy for each prospective training site, to cover accidental injury to students during regular attendance; and
 - A published course catalog or other publicly accessible documents describing the agency and the courses offered.
5. Performance Standards (reference WIA Section 122).

The vendor must submit verifiable information on the effectiveness of each of its training programs in preparing students for employment. These performance measures fall into two categories:

 - Outcomes that apply to all students (not just those referred or subsidized by a WIA program)
 - The diploma, certification, etc., that is awarded for successful course completion;
 - The program completion rate;
 - The employment rate for those who successfully complete the program*; and
 - The average annual starting salary for those who successfully complete the program*; and
 - Outcomes for students referred or subsidized by a WIA program.
 - The portion of graduates receiving certification, diploma, etc.
 - The employment retention rate six months after initial employment*;
and
 - The average annual salary six months after initial employment.

For maintaining the subsequent eligibility of its local training providers, the Mendocino County WIB may:

- Increase the levels of performance required by the State; or
- Require additional verifiable program-specific information from local providers.

The local Board must determine, during the subsequent eligibility determination process, whether a provider's programs meet performance levels.

- If the program fails to meet such levels, the program must be removed from the local list.
- If all of the provider's programs fail to meet such levels, the provider must be removed from the local list.

*Note: Employment related information is only required for vocational programs and courses that are represented as preparing the student for an identifiable occupation, e.g., "welder" or "accountant." Employment related information is not required for individual classes or clusters of classes that are offered to assist the student with specific skill enhancement, and that are not meant, in of themselves, to prepare the student for a specific occupation, e.g., Word Processing or English as a Second Language. For purposes of Mendocino County training provider performance criteria, Vocational Training Courses will be in one of two categories:

Skill Enhancement: The training provider offers a program consisting of training that is not represented to lead to an occupation or a specific job title, or does not provide instruction in how to prepare for, take or pass a licensing examination or other test qualifying a person for employment in an occupation or job title.

Occupation Specific: The training provider offers a program consisting of training that is represented to lead to an occupation or job title, or provides instruction in how to prepare for, take or pass a licensing examination or other test qualifying a person for employment in an occupation or job title.

Courses represented as Occupation Specific will be required to provide verifiable student employment information (such as placement rates, retention rates, annual salaries). Courses represented as Skill Enhancement will not be required to provide such employment-related information. All courses will need a document signifying successful completion (e.g., certificate or degree), and verifiable program completion and certification rates.

A prospective vendor will apply for designation as an eligible training provider by completing the application available on-line at www.ncen.org or contacting the WIA Coordinator at (707) 463-6389.