



MADERA COUNTY WORKFORCE

Development Board

CALIFORNIA ELIGIBLE TRAINING PROVIDERS LIST (ETPL) POLICY

EDD Revision Date: 4/15/02; 2/7/07; 4/4/14; 2/2/15; 11/10/15; 2/23/26

WDB Review Date: 3/22/07; 12/15/11; 12/17/15, 12/15/16, 8/20/26

EXECUTIVE SUMMARY:

Purpose:

The Employment Development Department (EDD) and the California Workforce Development Board (CWDB) are publishing state requirements for training programs listed on the Eligible Training Provider List (ETPL) under the Workforce Innovation and Opportunity Act (WIOA). These criteria address both the initial and subsequent eligibility determinations. The Workforce Development Board of Madera County is adopting this policy and the associated state procedures to govern the ETPL for the Madera County Local Workforce Development Area.

Scope:

This policy applies to Local Workforce Development Boards and Local Workforce Development Areas and will be applicable to all WIOA-funded occupational training programs in the Madera County Local Workforce Development Area.

Effective Date:

This policy is effective on the date of issuance of final guidance by the State, which was February 23, 2026.

REFERENCES:

- [EDD Workforce Services Directive WSD25-02](#)

BACKGROUND:

WIOA Section 122 and 20 CFR Part 680 set the rules for the ETPL used by training providers, Local Boards, and the state. The ETPL is a list of approved training providers and programs. The ETPL's goal is to help people make informed training choices, connect them to jobs, and track provider performance. High-quality training providers and programs are essential to meeting these goals.

The following outlines the information about the ETPL addressed in this guidance:

- ETPL Definitions.
- Training provided under WIOA Title I, subtitle B.
- Provider and program eligibility for use of an Individual Training Account (ITA), including the following:
 - Initial eligibility.
 - Continued eligibility.
 - Reasons for delisting a provider or program.
 - Appeals.
- The unique requirements for Registered Apprenticeship Programs (RAPs).
- The ETPL roles and responsibilities of the state, Local Boards, and training providers.
- Eligible Training Provider (ETP) Annual Report requirements.

An ETPL Advisory Group developed the guidance in this Directive. The Labor and Workforce Development Agency, the California Workforce Development Board (CWDB), and the Employment Development Department (EDD) led the workgroup, which included various stakeholders such as representatives from state agencies, Local Boards, community colleges, adult schools, apprenticeship networks, and public and private training providers.

POLICY AND PROCEDURES:

The following definitions apply to this Policy.

CA ETPL – The complete list of training providers and programs on CA's ETPL.

Eligible Training Program – A program of training services is one or more courses/classes, or a structured plan that leads to one or more of the following:

1. An industry-recognized certificate or certification.
2. A certificate of completion of a registered apprenticeship.
3. A license recognized by the State involved or the Federal government.
4. An associate degree.
5. A baccalaureate degree.
6. A secondary school diploma or its equivalent.
7. Employment.
8. Measurable skill gains toward a credential or employment.

Programs offered at several locations by the same training provider are the same program if they have the same name, description, outcome, and format.

Reference Performance Guidance (WSD24-07) for more information on what qualifies as an industry-recognized credential or certificate.

Eligible Training Provider (ETP) –

1. The only type of entity that receives funding for training services through an ITA.
2. Included on the CA ETPL.
3. Provides a program of training services.
4. Must be one of the following types of entities:
 - a) Institutions of higher education that provide a program that leads to a recognized postsecondary credential.
 - b) Entities that carry out programs registered under the National Apprenticeship Act (29 U.S.C. 50 et seq.).
 - c) Other public or private providers of training services, which may include:
 - i. Community-based organizations.
 - ii. Joint labor-management organizations.
 - iii. Eligible providers of adult education and literacy activities under Title II of WIOA.

Individual Training Account (ITA) – An ITA is a payment agreement made on behalf of a participant with an ETP to cover the cost of training.

Local Eligible Training Provider List – A list of training programs from the CA ETPL that also meet any extra requirements set by the Local Board. This list is a subset of the CA ETPL.

Training Provided under WIOA Title I, subtitle B

A. Training Types

WIOA allows the following types of training services for Title I Adults and Dislocated Workers:

1. Occupational skills training, including training for nontraditional employment.
2. On-the-job training (OJT).
3. Incumbent Worker Training (IWT).
4. Programs that combine workplace training with related instruction, which may include cooperative education programs.
5. Training programs operated by the private sector.
6. Skills upgrading and retraining.
7. Entrepreneurial training.
8. Job readiness training provided in combination with services listed in paragraphs (1) through (7) of this section.
9. Adult education and literacy activities provided concurrently or in combination with training services listed in paragraphs (1) through (7) of this section.

10. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

B. Individuals Eligible for Training

America's Job Centers of CaliforniaSM (AJCC) staff must ensure a program participant is eligible for training using the requirements outlined in the "Training Services and Youth Training Services" section of CalJOBS Activity Codes (WSD24-05).

Training services offered via a contract or an ITA must be provided in a manner that maximizes informed consumer choice in selecting an ETP. An individual eligible for training services may select a program of training services from the ETPL after consultation with a career planner. If funds are available, the AJCC should establish an ITA for the individual to pay for the training.

An individual can choose a training program from the ETPL that is outside their Local Area, as long as it follows local policy. For MCWDB, refer to the ITA policy. The training program must be directly linked to an in-demand industry sector or occupation in the Local Area or in the area where the participant intends to relocate. They can also choose a training program outside of California if it follows both state and local policies. Some states may have agreements with other states to let ETPs accept ITAs from their state. Reference *ETPL Reciprocal Agreements* (WSD22-08) for more information.

C. Funding Mechanisms for Training

An ITA often pays ETPs for their training services. Local Boards can make ITA payments in a variety of ways, such as electronic transfers, vouchers, or other appropriate methods. Local Boards can also make payments in parts with portions paid at different stages of the training.

AJCC staff may use an ITA for Title I, subtitle B Adult, Dislocated Worker, and out-of-school Youth ages 16-24. An ITA cannot fund training services for an in-school Youth.

Local Boards may use a contract for training services for a program not on the ETPL, instead of using an ITA, only if the Local Area fulfills the consumer choice requirement and meets at least one of the following:

1. The training service is an OJT, customized training, or incumbent worker training.
2. The Local Board decides there are not enough ETPs in the area to use an ITA. The selection process must include a 30-day public comment period for interested training providers. The Local Board's local plan must explain this process.
3. The Local Board finds training services offered in the area by a community-based organization or another private organization with proven effectiveness in serving individuals with barriers to employment. The Local Board must develop criteria to find the program has proven effectiveness. The criteria may include:
 - a. Financial stability of the organization.
 - b. Proven results in the delivery of services to individuals with barriers to employment. This may be shown through program completion rate, attainment of skills, certificates, or degrees the program provides, placement in unsubsidized employment, and retention in employment.

- c. How the program relates to the workforce needs found in the Local Board's local plan.
4. The Local Board decides it is most appropriate to contract with an institution of higher education, or other training provider, to facilitate the training of multiple individuals in in-demand industry sectors or occupations. This approach cannot limit consumer choice.
5. The Local Board enters into a Pay-for-Performance contract consistent with WIOA regulations.

For more information on contracting training services, reference *Increasing Equitable Service Access and Employment Outcomes for All Jobseekers in Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs* (TEGL 21-22).

Training Provider and Program Eligibility Requirements

A. Initial Eligibility Requirement

Initial eligibility requirements do not apply to training programs previously eligible for the CA ETPL under the *Workforce Investment Act* (WIA) or WIOA. These previously eligible training programs must instead meet continued eligibility requirements.

Training programs that were not previously eligible under WIA or WIOA must give verifiable program-specific information for initial eligibility as outlined in this section.

See the "Unique Requirements for Registered Apprenticeship Programs" section for eligibility requirements for Apprenticeship programs.

1. Provider Level

The training provider must meet the following:

- a. Meet the definition of an ETP.
- b. Adhere to the equal opportunity and nondiscrimination requirements contained in Section 188 of WIOA and outlined in *Nondiscrimination and Equal Opportunity Procedures* (WSD17-01).
- c. Agree to provide information annually for each approved program of training services as outlined in the "WIOA ETP Report" section.
- d. Meet California operating requirements. The training provider must meet one of the following:
 - i. ***Accredited by the Western Association of Schools and Colleges Senior College and University Commission ([WSCUC](#)), or Accrediting Commission for Community and Junior Colleges ([ACCJC](#)).***
 - (a) ***If a WSCUC or ACCJC accredited training provider sub-contracts the program's instruction and/or curriculum development to another entity or third-party vendor, the training provider directly receiving tuition and related instruction fees (e.g., ITA) must meet the requirements outlined in this directive and register in [CalJOBSSM](#) as its own provider.***
 - ii. ***A postsecondary educational institution established, operated, and governed by the federal government, State of California, or a California local government (e.g., city, county, etc.).***

- iii. ***A private postsecondary education institution with a location in California that does not meet items i or ii above must meet one of the following:***
 - (a) ***Have Approval to Operate from the Bureau of Private Postsecondary Education (BPPE).***
 - (b) ***Have a Verification of Exempt Status from the BPPE. Only providers that fall under exemption (c), (d)(2), (e), (i), (j), or (k) of EDC Section 94874 are eligible for the ETPL.***
- iv. ***A private postsecondary educational institution without a physical location in California that offers online training programs to California students for a fee must meet one of the following:***
 - (a) ***A nonprofit accredited by a U.S. Department of Education recognized agency that offers degrees.***
 - (b) ***Registered with the BPPE as an out-of-state institution.***
- v. Be an eligible provider of adult education and literacy activities under Title II of WIOA.

To take part in the CA ETPL, the training provider must provide the following:

- a. State whether the provider is in partnership with a business.
- b. Give the following information about their organization.
 - i. Federal Employer ID number (FEID or FEIN).
 - ii. The legal or official “doing business as” (DBA) name.
 - iii. Description of the training provider.
 - iv. Address of the main location.
 - v. The type of entity the training provider is (e.g., public provider, private non-profit provider, etc.).
 - vi. Performance reporting method. See “WIOA ETP Report” section for more information.
- vii. ***Other information needed to complete a CalJOBS profile, such as:***
 - (a) ***Uniform Resource Locator (URL) for the organization, if available.***
 - (b) ***Contact number for the main location.***
 - (c) ***Billing address.***
 - (d) ***Mailing address.***
 - (e) ***Financial Aid and/or Pell Grant availability.***
 - (f) ***Online registration availability.***

2. Program Level

To be eligible for the CA ETPL, the training program must meet the following:

- a) The program meets the Eligible Training Program definition above.
- b) ***For providers with BPPE Approval to Operate, the training program and its location are BPPE approved.***
- c) Adhere to the following data and performance requirements:
 - i. ***Total Program Exiters: Total number of students who exited (withdrew, transferred out, or completed) the program in the last four complete quarters.***

- ii. Total Completers: Total number of students who completed the program successfully in the last four complete quarters.**
 - (a) Programs offered by a private postsecondary institution must have 50% of their exiters successfully complete the training program.**
- iii. A newly created training program without performance data for initial eligibility can apply for the CA ETPL if the Local Board in the provider's area confirms the provider is reputable and the new program offers value to AJCC clients.**

To take part in the CA ETPL, the training provider must provide the following about the training program:

- a. Provide information that addresses the alignment of the training program with in-demand industry sectors and occupations.
- b. Give the following information for each training program to be on the CA ETPL.
 - i. A description of the training program. The description can include other course prerequisites (e.g., driver's license or work experience), learning outcomes, competencies gained, program accreditation, full time/part time, required books/technology, and related careers.
 - ii. If available, the URL of the program-specific webpage for individuals to find more information on the training program. If a program-specific page is not available, provide the URL of a list of all programs for the provider. This item is not required if a program-specific webpage does not exist.
 - iii. The potential outcome(s) of the training program (e.g., industry-recognized credential, associate's degree, etc.).
 - iv. The specific name of the certificate, certification, license, or degree participants can receive (e.g., Certified Welding Inspector (CWI)).
 - v. The Classification of Instructional Programs (CIP).
 - vi. The program's total cost of tuition and fees for non-WIOA Title I, subtitle B participants (assuming normal time to completion). The total cost should include mandatory fees such as athletic center fees, technology fees, lab fees, etc. The cost should not include the total cost of books and supplies.
 - vii. An estimate of the program's total cost of books and supplies for non-WIOA Title I, subtitle B participants (assuming normal time to completion).
 - viii. The length of the program in clock/contact hours per week. Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing the training program. A clock/contact hour is a 60-minute span of time with between 50 and 60 minutes of actual class instruction, which may include class, recitation, lecture, lab, training, or internship. No more than 1.0 clock hour can be assigned to any discrete 60-minute period.
 - ix. The length of the program in weeks as completed by a full-time student.
 - x. Any applicable prerequisites for the training program.
 - xi. The format(s) of the training program (e.g., in-person, online, etc.).
 - xii. The occupation code(s) for which this training program prepares students.
- xiii. Other information needed to complete a [CalJOBS](#) profile, such as:**
 - (a) Any resources or equipment needed.**

- (b) If the program earns credit, including the number of credits and credit duration (i.e., semester or quarter).**
- (c) Credentialing body.**
- (d) Program schedule.**

3. Application Process

Providers can submit an initial eligibility application for the CA ETPL at any time during the year. Initial eligibility applications are reviewed and processed between July 1 and March 31. Applications received between April 1 and June 30 are processed beginning July 1. If the provider is already on the CA ETPL and is submitting an initial eligibility application for a new program, only the program needs to be reviewed for eligibility.

The assigned Local Board has 30 days to review the application and make an eligibility determination. If approved, the state (EDD) has 30 days to review and make a final eligibility determination.

If approved, the initial eligibility is valid until June 30. The program must meet the requirements for continued eligibility when its initial eligibility expires.

If denied, written notification of the reason for denial will be provided to the provider.

See the “ETPL Roles and Responsibilities of the State, Local Boards, and Training Providers” section for information on the assigned Local Board and point of contact for training providers.

Providers can appeal eligibility determinations. See the “Appeals” section for more information.

B. Continued Eligibility Requirements

A program’s initial eligibility expires within one year of approval. To avoid a lapse in approval, a program’s first continued eligibility review must occur within one year. A program’s continued eligibility is valid for up to two years.

See the “Unique Requirements for Registered Apprenticeship Programs” section for continued eligibility requirements for Apprenticeship programs registered under the National Apprenticeship Act.

1. Provider Level

The ETPs must review and update, if needed, all information previously provided and continue to meet all requirements outlined in the “Initial Eligibility, Provider Level”.

2. Program Level

To be on the CA ETPL, the training program must meet the following:

- a. Review and update, if needed, all other previously provided program information.**

- b. All required data for the most recent annual WIOA ETP Report was submitted by the deadline to be included in the WIOA ETP Report. If applying to be added back to the ETPL (not currently on the ETPL), the training program must provide all data for each year from when it was initially approved for the CA ETPL or for the most recent complete four years (whichever is shorter).
 - i. For more information on the annual reporting requirements, see the attached WIOA ETP Report Guide and the WIOA ETP Reporting Cohort Tool – Dynamic spreadsheet located on Workforce GPS's [ETP Reporting Cohorts Chart](#) site.
 - ii. ***If the ETP did not have any WIOA Title I, subtitle B students in any of their CA ETPL-approved programs on the most recent annual WIOA ETP Report, the ETP must explain why. The explanation must include why the ETP did not serve any WIOA Title I, subtitle B students and include the number of Supplemental Job Displacement Benefit vouchers accepted during the same timeframe.***
- c. ***Programs offered by a private postsecondary institution must meet at least half of the following applicable performance measures as displayed on the most recent annual WIOA ETP Report:***
 - i. ***50% of all student program exiters successfully completed the training program (did not withdraw or transfer out of the program).***
 - ii. ***Employment Rate 2nd Quarter after Exit for WIOA Title I, subtitle B students is at least 68%.***
 - iii. ***Employment Rate 4th Quarter after Exit for WIOA Title I, subtitle B students is at least 65%.***
 - iv. ***Median Earnings 2nd Quarter after Exit for WIOA Title I, subtitle B students is at least \$8,000.***
 - v. ***Credential Attainment Rate for WIOA Title I, subtitle B students is at least 70%.***

All performance data is verified using the WIOA ETP Report submitted by the state to the DOL annually. A program is exempt from meeting a performance accountability measure if there is less than one complete program year of data, or if there are less than ten students in the denominator of the measure.

3. Application Process

To remain on the CA ETPL, the program must meet the requirements for continued eligibility when its initial or continued eligibility expires.

For a program actively on the CA ETPL, the ETP must submit the program application for continued eligibility by March 31 of the same year as the program is set to expire. The assigned Local Board has until May 15 to review the application and make an eligibility determination. If approved, the state (EDD) has until June 30 to review and make a final eligibility determination.

For a previously eligible program wanting to be added back to the CA ETPL (not actively on the list), providers can submit the program application for continued eligibility any time during the year. These applications are reviewed and processed between July 1 and March 31. Applications received between April 1 and June 30 are processed beginning July 1. If the provider is already on the CA ETPL and is

submitting a continued eligibility application to relist a program, only the program needs to be reviewed for eligibility.

The assigned Local Board has 30 days to review the application and make an eligibility determination. If approved, the state (EDD) has 30 days to review and make a final eligibility determination.

If approved, the program's continued eligibility is valid for up to two years ending on June 30. If the provider has other programs on the CA ETPL, the program's continued eligibility will have the same expiration date as the other programs. There are some instances where the first continued eligibility period for a program is shorter than two years to align it with the expiration date(s) of the ETP's other programs.

If denied, written notification of the reason for denial will be provided to the ETP.

See the "ETPL Roles and Responsibilities of the State, Local Boards, and Training Providers" section for information on the assigned Local Board and point of contact for training providers.

Providers can appeal eligibility determinations. See the "Appeals" section for more information.

C. Reasons for Delisting an Eligible Provider or Program

To ensure the integrity of the CA ETPL, the Local Board or the EDD may remove an ETP or program from the CA ETPL at any time, regardless of when the program is due for eligibility review.

An ETP removed from the list for any of the following reasons becomes ineligible for the ETPL for two years and is liable to repay all WIOA Title I Adult, Dislocated Worker, and Youth training funds received during the period of noncompliance.

1. The ETP intentionally supplied inaccurate information to meet or keep eligibility for the CA ETPL.
2. The ETP substantially violated any provision of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.
 - a. The ETP no longer adheres to the equal opportunity and nondiscrimination requirements contained in Section 188 of WIOA and outlined in *Nondiscrimination and Equal Opportunity Procedures* (WSD17-01). This includes ensuring programs are accessible for individuals with disabilities.
 - b. The state identifies information involving criminal fraud, waste, abuse, or other criminal activity associated to the ETP. This includes, but is not limited to, the following:
 - i. The Local Board and ETP are participating in pay-to-play activities (commonly known as kickbacks) that include, but are not limited to: the Local Board received monetary or gift exchanges for (or in the hope for) referrals to a specific ETP, and/or exchanges of money or gifts to have the training provider listed on CA and/or local ETPL.

- ii. The ETP's top-level leadership (e.g., owner, CEO, Director, etc.) is convicted of violating any federal or state law associated with the operation of the institution.
- c. Failure to provide timely and correct data to be included in the WIOA ETP Report or for eligibility determinations as outlined in this guidance.
 - i. The state may allow an ETP to remain on the list if they were unable to give the required data timely due to an exceptional circumstance beyond the ETP's control (e.g., natural disaster, unexpected technology-related issues, etc.).

For more information on allegations of fraud, program abuse, or criminal conduct, please see *Incident Reporting* (WSD24-03).

The EDD or Local Board can immediately remove an ETP for any of the following reasons, and reactivation to the list is at the discretion of the State ETPL Coordinator:

1. The ETP no longer meets the California operating requirements outlined in the "Initial Eligibility" section.
2. ***It is decided that the ETP is not serving or providing value to WIOA Title I, subtitle B participants and is listed on the CA ETPL solely for other purposes, such as the use of Workers' Compensation Supplemental Job Displacement Benefit vouchers.***
3. The ETP no longer wishes to be listed on the CA ETPL.

To protect WIOA funds, an ETP will be suspended from the CA ETPL for any of the following reasons:

1. ***The ETP or a top-level staff (e.g., owner, president, etc.) is criminally charged with crimes related to the operation of the institution by any federal, state, or local agency.***
2. ***The ETP or top-level staff is actively involved in a civil court case related to the operation of the institution.***
3. ***The ETP is issued an Accusation or Statement of Issues from the BPPE.***

While suspended, the provider cannot enroll new WIOA Title I, subtitle B funded students, but can continue to serve existing enrollments. After the investigation or legal case ends, the state will review the outcome and decide if the provider can return to the CA ETPL. If a provider does not report to the Local Board or the EDD that they are under investigation or involved in a court case, they may be immediately removed from the CA ETPL.

Providers can appeal removal from the ETPL. See the "Appeals" section for more information.

D. Appeals

Providers can appeal an eligibility determination or removal from the CA ETPL and/or a local ETPL.

1. Appeals for CA ETPL:

Training providers can appeal eligibility determinations and delisting of program(s) for the CA ETPL. ***If the determination to deny eligibility or delist a program occurs during the Local Board's review, the provider can request the State ETPL Coordinator to review the decision. The request must be submitted to the State ETPL Coordinator at wsbetpl@edd.ca.gov within 30 calendar days of the notification of denial or removal from the CA ETPL.***

If the determination to deny eligibility or delist a program occurs during the state's review, the provider can submit an appeal to the EDD's Compliance Review Office at LDCBCROIncidentReports@edd.ca.gov within 15 calendar days of the state's notification of denial or removal from the CA ETPL. The appeal must include, in writing, the following:

- a. Grounds for appeal.***
- b. Reasons why the provider and/or program(s) are eligible for the CA ETPL.***

The appellant will receive a notice regarding a hearing on the appeal.

2. Appeals for Local ETPL

Local Boards may deny or remove a training program from their local ETPL if it fails to meet local policy requirements that exceed those of the CA ETPL. If a Local Board denies or removes a training program from their local ETPL, the training provider may submit an appeal ***to the Local Board based on the Local Board's appeal process.***

A training program removed from the local ETPL may remain on the CA ETPL, as long as it continues to meet the eligibility requirements outlined for the CA ETPL.

Unique Requirements for Registered Apprenticeship Programs

A. Eligibility Requirements

All apprenticeship programs registered with the U.S. Department of Labor, Office of Apprenticeship under the National Apprenticeship Act or a recognized State apprenticeship agency are automatically eligible for the CA ETPL. The EDD informs new RAPs of their automatic eligibility for the CA ETPL. An apprenticeship program must consent to their inclusion on the list.

The state must review RAPs every two years. The review includes verifying the registration status of RAPs and removing any programs that are no longer eligible. See "Reasons for Delisting an Apprenticeship Program" for more information.

The RAP sponsor must give the following information about each RAP to be on the CA ETPL:

1. Occupations included within the RAP.
2. The name and address of the RAP sponsor.
3. The name and address(es) of the Related Technical Instruction provider(s) and the location(s) of instruction if different from the program sponsor's address.
4. The method and length of instruction.
5. The number of active apprentices.
6. ***Other information needed to complete a profile in [CalJOBS](#), such as:***
 - a. FEID or FEIN.***

- b. Description of the training provider and program.**
- c. The type of entity the training provider is (e.g., public provider, private non-profit provider, etc.).**
- d. URL for the organization, if available.**
- e. Contact number for the main location.**
- f. Billing address.**
- g. Mailing address.**
- h. Financial Aid and/or Pell Grant availability.**
- i. Online registration availability.**
- j. The potential outcome(s) of the training program (e.g., industry-recognized credential, associate's degree, etc.).**
- k. The specific name of the certificate, certification, license, or degree participants can receive (e.g., Certified Welding Inspector (CWI)).**

RAPs may voluntarily report performance information; however, they are exempt from ETP performance reporting requirements, including any added data requirements in state or local policy. If a Local Board has a local ETPL, all RAPs on the CA ETPL must be on the local ETPL.

B. Application Process

RAP sponsors can submit an application for the CA ETPL at any time. Applications for new RAPs are reviewed and processed between July 1 and March 31. Applications received between April 1 and June 30 are processed beginning July 1.

If the RAP sponsor is already on the CA ETPL and is submitting an application for a new RAP, only the new program requires review for inclusion on the CA ETPL. The state (EDD) has 30 days to review the application.

If approved, eligibility is valid for up to two years ending June 30. If the RAP sponsor has other programs on the ETPL, the program's review date will be the same date as the other programs. In some cases, the first review period for a RAP may be shorter than two years to align it with the expiration date(s) of the ETP's other programs.

Providers can appeal eligibility determinations. See the "Appeals" section for more information.

C. Reasons for Delisting an Apprenticeship Program

Once on the CA ETPL, RAPs will remain on the list:

1. Until the RAP is deregistered.
2. Until the RAP notifies the EDD that it no longer wants to be included on the list.
3. Until the RAP is determined to have intentionally supplied inaccurate information or to have substantially violated any provision of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.
 - a. A RAP removed under this condition must be removed for not less than 2 years and is liable to repay all Title I, subtitle B Youth, Adult, and Dislocated Worker training funds it received during the period of noncompliance.

The EDD reviews RAPs every two years to verify registration status from April 1 – June 30.

ETPL Roles and Responsibilities of the State, Local Boards, and Training Providers

A. Training Provider Responsibilities

Training providers, except RAPs, are responsible for the following:

1. Submit timely and correct data:

- a. Using [CalJOBS](#), submit accurate and timely data, including performance data and cost information, for both initial eligibility and continued eligibility as outlined in this guidance.
- b. Provide the required performance data for the WIOA ETP Report for any training program that was on the CA ETPL at any time in the previous program year (July 1 – June 30) by August 31. See the “WIOA ETP Report” section for more information.
- c. An ETP removed from the list for not providing timely and accurate data for the eligibility determination or the WIOA ETP Report is ineligible for the CA ETPL for two years and is liable to repay all WIOA Title I Adult, Dislocated Worker, and Youth training funds received during the period of noncompliance.

2. Collaborate with the appropriate contact for assistance:

- a. ***Communicate with the appropriate assigned Local Board if assistance related to items in this policy is needed. The Local Board where the training provider’s headquarters is located is responsible for reviewing and nominating the provider, and the Local Board where the training program is located is responsible for conducting an eligibility review for the program(s). If the training provider’s headquarters is located out of state, the Local Board where the training program is physically located must review and nominate the provider’s profile. The Local ETPL Coordinator for each Local Board can be found on the EDD’s [Eligible Training Provider List](#) site.***
- b. ***RAPs and training providers without a location in California but offer online training programs to California students for a fee should reach out directly to the State ETPL Coordinator at wsbetpl@edd.ca.gov for assistance.***

3. Report institutional changes: *Immediately inform the Local Board and/or EDD if the ETP is aware of any changes to their institution that may result in their removal from the CA ETPL. This includes but is not limited to:*

- a. ***The ETP is aware it is under investigation by any federal, state, or local agency, and/or are involved in a civil or criminal court case related to the operation of the institution.***
- b. The ETP does not meet California operating requirements.

B. Local Board Responsibilities

The following includes responsibilities assigned by the state to Local Boards:

1. Make sure programs qualify:

- a. Verify that assigned programs meet the eligibility criteria and performance levels required to be on the CA ETPL, and that the information provided is correct prior to submitting to the state (EDD). When reviewing eligibility for

the CA ETPL, the Local Board may only use the state's requirements, and not any other local requirements.

- i. The Local Board where the training provider's headquarters is located is responsible for reviewing and nominating the provider's profile. If the training provider's headquarters is located out of state, the Local Board where the training program is physically located must review and nominate the provider's profile.*
- ii. The Local Board where the training program is physically located must conduct an eligibility review for the program(s). The Local Board must ensure the application is complete and the program meets the eligibility requirements outlined in this guidance prior to approving the application for state review.*
- iii. Local Boards are not responsible for the eligibility determinations for RAPs or out-of-state training providers.*

b. Remove programs that do not meet requirements to be on the CA ETPL.

- 2. Support ETPs:** *Each Local Board must have at least one Local ETPL Coordinator responsible for carrying out the tasks assigned by the state in this policy and providing technical assistance to ETPs related to the CA ETPL, including the use of [CalJOBS](#).*
 - a. A Local Board may delegate the administration of the ETPL for their area to another Local Board. The Local Board must notify the State ETPL Coordinator at wsbetpl@edd.ca.gov if they are approving or removing delegation authority of their ETPL duties to another Local Board.*
 - b. The Local Board must notify the State ETPL Coordinator at wsbetpl@edd.ca.gov if there is a change to the designated Local ETPL Coordinator.*
- 3. Make the list publicly available:** Ensure the dissemination and appropriate use of the CA ETPL through the AJCC(s), including in formats accessible to individuals with disabilities. Local Boards may add more information on their local ETPL to support informed consumer choice and the achievement of local performance indicators. However, the Local Board may not do so for RAPs. This additional information may include:
 - a. Information on training programs connected to occupations in demand in the area.
 - b. Performance and cost information, including program-specific performance and cost information, for the local location if the ETP has multiple sites on the list.
 - c. Information that shows how programs are responsive to local requirements, if applicable.
 - d. Other information related to the objectives of WIOA.

4. **Ensure statewide access to all learners:** Works with the EDD to ensure there are enough ETPs in the Local Area, including those with expertise in assisting individuals with disabilities and adults in need of adult education and literacy activities.
5. **Establish local ETPL requirements:** If desired, Local Boards may set more requirements to be on their local ETPL. Local Boards cannot set additional requirements for RAPs. If additional requirements are not set, the Local Board must make all programs on the CA ETPL available to customers. In developing a local ETPL, a Local Board must only include training programs approved for the CA ETPL. The Local Board can do the following for the local ETPL:
 - a. Require more information from ETPs as criteria to become or remain eligible for the local ETPL.
 - b. Set higher levels of performance as criteria for programs to be on the local ETPL.
 - c. Remove a training program from the local ETPL for failure to meet those higher performance standards.
 - i. Training providers may appeal a denial of eligibility. Local Boards must establish procedures for an ETP to appeal its removal from their local ETPL. The procedures must include an opportunity for a hearing and clear time limits to ensure prompt resolution.
 - ii. Training providers removed from the local ETPL for failure to meet the higher performance standards are still on the CA ETPL if it continues to meet the requirements to be on the state list.

C. State Responsibilities

The EDD is responsible for the following:

1. **Manage the ETPL:** Create and maintain the CA ETPL, including initial eligibility, continued eligibility, and setting performance and cost information requirements. The CA ETPL includes the following information to help participants choose employment and training activities:
 - a. Recognized post-secondary credential(s) offered.
 - b. Provider information submitted to meet eligibility.
 - c. Performance and cost information.
 - d. Other information the state considers appropriate, such as the number of units (e.g., credits, hours, or semesters) needed to earn the credentials offered.
2. **Make sure programs qualify:**
 - a. Verify that all programs meet the eligibility criteria and performance levels to be on the CA ETPL, and that the information provided is accurate.
 - b. ***Support education providers without a location in California by providing technical assistance and conducting eligibility reviews. Local Areas are not responsible for conducting eligibility reviews for out-of-state training providers or programs.***
 - c. Work directly with RAPs to streamline their ETPL application and review process. ***Local Boards are not responsible for conducting eligibility reviews on RAPs.***

- d. Remove programs that do not meet requirements to be on the CA ETPL.
3. **Take action on violations:** If an ETP intentionally gives inaccurate information or substantially violates the requirements of WIOA, the EDD will take appropriate action.
4. **Make the list publicly available:** Make the CA ETPL, with performance and cost information, available and accessible to the public (including individuals with disabilities), Local Boards, and stakeholders via a searchable database on [CalJOBS](#).
5. **Ensure statewide access to all learners:**
 - a. Ensure access to training services throughout the state, including in rural areas, and through the use of technology.
 - b. Ensure the ability of the providers to provide training services to individuals who are employed and individuals with barriers to employment.
6. **Submit yearly report:** The EDD submits the WIOA ETP Report to the DOL by October 1 each year.
 - a. The EDD calculates the required WIOA-funded student data for each program.

WIOA ETP Report

States must collect and report performance information on all individuals served by each training program on the CA ETPL during the Program Year (July 1 – June 30). The EDD submits the annual WIOA ETP Report to the DOL using the ETA-9171, and makes the information publicly available on [CalJOBS](#). The EDD reports performance data provided by a RAP if it is available, but RAPs are not required to provide ETP performance information.

The EDD uses information from the initial and continued eligibility applications, as well as WIOA participant information, for the WIOA ETP Report submission. The following includes additional information required from ETPs:

1. The total number of students (WIOA and non-WIOA) served.
2. The total number of students (WIOA and non-WIOA) who exited from the program (includes students who completed, withdrew, or transferred out of the program).
3. The total number of students (WIOA and non-WIOA) who completed the program.
4. The levels of performance achieved for all students (WIOA and non-WIOA) for the program:
 - a. The number of exiters in the 2nd quarter after exit.
 - b. The number of exiters employed in the 2nd quarter after exit.
 - c. The median earnings of exiters in the 2nd quarter after exit.
 - d. The average earnings of exiters in the 2nd quarter after exit.
 - e. The number of exiters in the 4th quarter after exit.
 - f. The number of exiters employed in the 4th quarter after exit.
 - g. The average earnings of exiters in the 4th quarter after exit.
 - h. The number of exiters who attained a credential during participation or within one year after exit.

To ensure the appropriate students are counted for each item above, please reference the attached WIOA ETP Report Guide and/or the ETP Reporting Cohorts Chart located on the WorkforceGPS [Eligible Training Provider Resource Page](#).

Between July 1 – August 31, ETPs must submit their performance data in [CalJOBS](#) for each training program on the ETPL at any time during the previous program year (July 1 – June 30).

To help with accurate data reporting, ETPs have two options for providing performance data to the EDD:

1. Provide totals for the most recent complete program year for each of the performance items mentioned above.
2. Provide a list of Social Security Numbers of applicable individuals to the EDD. The EDD will conduct a wage match for the individuals and calculate all totals as outlined above.
 - a. ETPs must ensure they adhere to the Family Educational Rights and Privacy Act, including the circumstances relating to prior written consent, if sending personally identifiable information from an education record.

The WIOA ETP Report includes aggregate totals for up to four years of data (the most recent program year and the three preceding years); however, only the most recent program year needs to be submitted. The EDD will aggregate all available data to meet the reporting requirement. ETPs are not required to give performance data from before the program was listed on the CA ETPL.

ACTION:

Local Boards must update all policies and procedures to be in alignment with the requirements in this directive.

ETPs must ensure they meet the requirements outlined in this directive to be listed on the CA ETPL.

ATTACHMENT:

- Attachment I, WIOA ETP Report Guide

INQUIRIES:

Questions regarding this policy, including procedures for submitting data or retrieving information, should be directed to the Executive Director or designee at (559) 662-4500.

The Madera County Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

WIOA ETP Report Guide

This guide provides an example of the data required for a new program added to the California (CA) Eligible Training Provider List (ETPL) for the *Workforce Innovation and Opportunity Act* (WIOA) Eligible Training Provider (ETP) Report. The state (EDD) is required to report this data to the Department of Labor annually on October 1. To meet this deadline, ETPs are required to submit their data by August 31 each year. See the “WIOA ETP Report” section of the *California Eligible Training Provider List* directive for more information on this requirement.

First Year of ETP Report

The first program year (July 1 – June 30) a training program is on the CA ETPL, the ETP must report the following by August 31 for all students (both WIOA and non-WIOA):

- **Number of Individuals Served:** The total number of students who were enrolled in the training program. This measure includes students served between the date the training program was approved and the end of the same program year (June 30).
- **Number of Individuals Completed, Withdrew, or Transferred (Exited):** The total number of students who completed, withdrew, or transferred from the training program. This measure includes students who exited the training program between the date the program was approved and March 31 of the same program year.
- **Number of Completers:** The total number of students who exited by completing (did not withdraw or transfer) from the training program. This measure includes students who completed the training program between the date the program was approved and March 31 of the same program year.

Table 1 provides an example for a program added to the CA ETPL on February 12, 2025. The program’s first year on the WIOA ETP Report is Program Year 2024 (July 1, 2024 – June 30, 2025). The data for the first year is due August 31, 2025. For more information on the students required to be reported, please reference the ETP Reporting Cohorts Chart located on the WorkforceGPS [Eligible Training Provider Resource Page](#).

Table 1

Measure	Start	End
Number of Individuals Served	2/12/2025	6/30/2025
Number of Individuals Completed, Withdrew, or Transferred (Exited)	2/12/2025	3/31/2025
Number of Completers	2/12/2025	3/31/2025

Second Year of ETP Report

The second program year (July 1 – June 30) a training program is on the CA ETPL, the ETP must report the following by August 31 for all students (both WIOA and non-WIOA):

- **Number of Individuals Served:** The total number of students who were enrolled in the training program. This measure includes students served between the beginning of the program year (July 1) and the end of the program year (June 30).
- **Number of Individuals Completed, Withdrew, or Transferred (Exited):** The total number of students who completed, withdrew, or transferred from the training program. This measure includes students who exited the training program between April 1 of the previous program year, or the date the program was approved (whichever is later), and March 31 of the current program year.
- **Number of Completers:** The total number of students who exited by completing (did not withdraw or transfer) from the training program. This measure includes students who completed the training program between April 1 of the previous program year or the date the program was approved (whichever is later) and March 31 of the current program year.
- **2nd Quarter after Exit Denominator:** The total number of students who completed, withdrew, or transferred from the training program. This measure includes students who exited the training program between the date the program was approved and the end of the previous program year (June 30).
- **Employment Rate 2nd Quarter after Exit Numerator:** The total number of students from the 2nd Quarter after Exit Denominator measure who were employed in unsubsidized employment in the second quarter after exit from the program.
- **Median Earnings 2nd Quarter after Exit:** Report the wage that is at the midpoint between the highest and lowest wage earned by students in the Employment Rate 2nd Quarter after Exit Numerator measure.
- **Average Earnings 2nd Quarter after Exit:** The average earnings of students in the Employment Rate 2nd Quarter after Exit Numerator measure.

If the program's approval date is prior to December 31 of the previous program year, an ETP must report the following:

- **4th Quarter after Exit Denominator:** The total number of students who completed, withdrew, or transferred from the training program. This measure includes students who exited the training program between the date the program was approved and December 31 of the same program year.
- **Credential Attainment Rate:** The total number of students from the 4th Quarter after Exit Denominator measure who completed the training program and attained a credential associated with the program within one year after exit from the program.
- **Employment Rate 4th Quarter after Exit Numerator:** The total number of students from the 4th Quarter after Exit Denominator measure who were employed in unsubsidized employment in the fourth quarter after exit from the program.
- **Average Earnings 4th Quarter after Exit:** The average earnings of students in the Employment Rate 4th Quarter after Exit Numerator measure.

Table 2 provides an example for a program added to the CA ETPL on February 12, 2025. The program's second year on the ETP Report is Program Year 2025 (July 1, 2025 – June 30, 2026). The data for the second year is due August 31, 2026. For more information on the students required to be reported, please reference the ETP Reporting Cohorts Chart located on the WorkforceGPS [Eligible Training Provider Resource Page](#).

Table 2

Measure	Start	End
Number of Individuals Served	7/1/2025	6/30/2026
Number of Individuals Completed, Withdrew, or Transferred (Exited)	4/1/2025	3/31/2026
Number of Completers	4/1/2025	3/31/2026
2 nd Quarter after Exit Denominator	2/12/2025	6/30/2025
Employment Rate 2 nd Quarter after Exit Numerator	2/12/2025	6/30/2025
Median Earnings 2 nd Quarter after Exit	2/12/2025	6/30/2025
4 th Quarter after Exit Denominator	Not Required	Not Required
Credential Attainment Rate	Not Required	Not Required
Employment Rate 4 th Quarter after Exit Numerator	Not Required	Not Required
Average Earnings 4 th Quarter after Exit	Not Required	Not Required

Third Year of ETP Report (and ongoing)

The third program year (July 1 – June 30) a training program is on the CA ETPL, they must report the following by August 31 for all students (both WIOA and non-WIOA):

- **Number of Individuals Served:** The total number of students who were enrolled in the training program. This measure includes students served between the beginning of the program year (July 1) and the end of the program year (June 30).
- **Number of Individuals Completed, Withdrew, or Transferred (Exited):** The total number of students who completed, withdrew, or transferred from the training program. This measure includes students who exited the training program between April 1 of the previous program year and March 31 of the current program year.
- **Number of Completers:** The total number of students who exited by completing (did not withdraw or transfer) from the training program. This measure includes students who completed the training program between April 1 of the previous program year and March 31 of the current program year.
- **2nd Quarter after Exit Denominator:** The total number of students who completed, withdrew, or transferred from the training program. This measure includes students who exited the training program between the beginning of the previous program year (July 1) and the end of the previous program year (June 30).
- **Employment Rate 2nd Quarter after Exit Numerator:** The total number of students from the 2nd Quarter after Exit Denominator measure who were employed in unsubsidized employment in the second quarter after exit from the program.

- **Median Earnings 2nd Quarter after Exit:** Report the wage that is at the midpoint between the highest and lowest wage earned by students in the Employment Rate 2nd Quarter after Exit Numerator measure.
- **Average Earnings 2nd Quarter after Exit:** The average earnings of students in the Employment Rate 2nd Quarter after Exit Numerator measure.
- **4th Quarter after Exit Denominator:** The total number of students who completed, withdrew, or transferred from the training program. This measure includes students who exited the training program between January 1 of two previous program years ago and December 31 of the previous program year.
- **Credential Attainment Rate:** The total number of students from the 4th Quarter after Exit Denominator measure who completed the training program and attained a credential associated with the program within one year after exit from the program.
- **Employment Rate 4th Quarter after Exit Numerator:** The total number of students from the 4th Quarter after Exit Denominator measure who were employed in unsubsidized employment in the fourth quarter after exit from the program.
- **Average Earnings 4th Quarter after Exit:** The average earnings of students in the Employment Rate 4th Quarter after Exit Numerator measure.

Table 3 provides an example for a program added to the CA ETPL on February 12, 2025. The program's third year on the ETP Report is Program Year 2026 (July 1, 2026 – June 30, 2027). The data for the third year is due August 31, 2027. For more information on the students required to be reported, please reference the ETP Reporting Cohorts Chart located on the WorkforceGPS [Eligible Training Provider Resource Page](#).

Table 3

Measure	Start	End
Number of Individuals Served	7/1/2026	6/30/2027
Number of Individuals Completed, Withdrew, or Transferred (Exited)	4/1/2026	3/31/2027
Number of Completers	4/1/2026	3/31/2027
2 nd Quarter after Exit Denominator	7/1/2025	6/30/2026
Employment Rate 2 nd Quarter after Exit Numerator	7/1/2025	6/30/2026
Median Earnings 2 nd Quarter after Exit	7/1/2025	6/30/2026
4 th Quarter after Exit Denominator	1/1/2025	12/31/2025
Credential Attainment Rate	1/1/2025	12/31/2025
Employment Rate 4 th Quarter after Exit Numerator	1/1/2025	12/31/2025
Average Earnings 4 th Quarter after Exit	1/1/2025	12/31/2025