



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**ELIGIBLE TRAINING PROVIDERS LIST (ETPL) POLICY**

EDD Revision Date: 4/15/02; 2/7/07; 4/4/14; 2/2/15; 11/10/15  
WDB Review Date: 3/22/07; 12/15/11; 12/17/15, 12/15/16

**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 November 10, 2015.

**REFERENCES:**

- EDD Workforce Services Directive WSD15-07

**STATE-IMPOSED REQUIREMENTS**

This policy contains only state requirements.

**FILING INSTRUCTIONS**

Retain this policy until further notice.

## **BACKGROUND:**

Section 122 of the WIOA requires states to establish a list of training providers who are eligible to receive WIOA funds for training services provided to eligible adults and dislocated workers, and to establish two separate procedures for the ETPL: initial eligibility and subsequent eligibility. The California Workforce Development Board (State Board) has revised the existing policy and procedures governing the operation of the ETPL, by incorporating performance criteria to more clearly identify quality training programs and the desired outcomes for WIOA clients enrolled in these programs. These criteria will be used to fully implement the initial and subsequent eligibility policies required in WIOA Section 122(b)(1), Title 20 of the Code of Federal Regulations (CFR) and the California Unemployment Insurance Code (CUIC). These policies and procedures contain state requirements that mandate all private postsecondary education providers receive an “Approval to Operate” from the Bureau of Private Postsecondary Education (BPPE) prior to being listed on the ETPL. This approval ensures the training provider satisfies the BPPE statutes and enables the provider to enroll WIOA eligible students. The spending of public resources, state or federal, is considered a form of student financial assistance.

This policy and the associated state-issued procedure guide will govern the management of the ETPL for the Madera County Workforce Development Area, including soliciting and approving applications from interested local training providers and forwarding information on locally-approved providers and their programs to the state for approval and inclusion on the ETPL.

## **POLICY AND PROCEDURES:**

With the exception of certain types of customized, cohort-based, and on-the-job training, training providers/programs listed on the ETPL are eligible to receive WIOA funds to provide training services to adults and dislocated workers. In order to be listed on the ETPL, training providers must submit an application, through the CalJOBS website to a local board to offer training programs. All new and existing training providers are required to register their institution and programs in CalJOBS.

Prior to approving private postsecondary training providers registering programs on the ETPL, local boards shall ensure the provider has received an “Approval to Operate” from the BPPE. This information can be obtained on the [BPPE website](#) under the [Directory of Approved Institutions](#).

The attached WIOA ETPL Policy and Procedures guide contains detailed information on initial and subsequent eligibility requirements, and the roles and responsibilities of the local boards and the EDD in maintaining the integrity of the ETPL and the quality of the training programs offered on it. It is important to note that initial and subsequent eligibility is based on the performance outcomes achieved by the entire cohort of students in that program, reported annually to BPPE. All providers are required to submit information on performance outcomes to determine eligibility for listing and to facilitate informed customer choice.

The attached procedures also include a process for training providers to request a waiver of initial or subsequent eligibility for a specific program from their local workforce development board. This process has been included to comply with the WIOA provision that requires consideration of the characteristics of the population served, availability of training providers in rural areas; and relevant economic conditions.

The Provider Services Guide located in the Staff Online Resources area of CalJOBS provides detailed instructions to assist local boards and training providers in entering programs into the CalJOBS ETPL module. The CalJOBS system includes data entry screens and reports, and is the mandatory method to be used by training providers and local workforce development boards for transmitting this data to the state. The EDD will accept applications for the ETPL from local workforce development boards on any working day of the year. Approved applications will appear on the list within 30 days of their submission by the local workforce development board to the state. Training providers will be able to make changes to their program information in the automated system and transmit the updates to the local workforce development boards for review. The ETPL will be updated daily to incorporate changes that do not require verification; all other changes will be included within 30 days of their submission to EDD.

Local workforce development boards have access to an updated statewide ETPL via the CalJOBS website on each working day of the year (excluding minimal periods required for system maintenance). The ETPL is available at [www.caljobs.ca.gov](http://www.caljobs.ca.gov) under "Education Services."

**ACTION:**

The information contained in this policy should be shared with all local area staff involved in the administration of the ETPL. All appropriate staff members will be provided a copy of the "Workforce Innovation and Opportunity Act Eligible Training Provider List Policy and Procedures" document published with EDD Workforce Services Division Directive WSD15-07.

**INQUIRIES:**

Questions regarding this policy, and procedures for submitting data or retrieving information, should be directed to Tracie Scott-Contreras, Manager, at (559) 662-4587, or to Gail Lopez, Program Supervisor, at (559) 662-4588.