

North Central Counties Consortium

ELIGIBLE TRAINING PROVIDER LIST

Purpose

To establish a local ETPL policy as required by WSD21-03. This policy will include the types of allowable training services, consumer choice, the difference between the state and local ETPL, eligibility criteria and procedures for initial and continued eligibility for Eligible Training Providers (ETP) and programs, the federally mandated Eligible Training Provider Performance Report (ETP Report), and the roles and responsibilities of the Local Boards and the Employment Development Department (EDD) in maintaining the integrity of the state ETPL.

Local ETPL

North Central Counties Consortium (NCCC) shall maintain a local list of training providers and programs. At this time, NCCC has not established any additional local requirements for providers and/or programs. NCCC shall include all CA ETPL approved providers, programs, and apprenticeship programs on the local ETPL.

In addition, this policy shall align with the three policy objectives outlined in the California Unified Strategic Workforce Development Plan:

Fostering demand-driven skills attainment – Workforce and education programs need to align program content with the state’s industry sector needs so as to provide California’s employers and businesses with the skilled workforce necessary to compete in the global economy.

Enabling upward mobility for all Californians – Workforce and education programs need to be accessible for all Californians, especially populations with barriers to employment, and ensure that everyone has access to a marketable set of skills, and is able to access the level of education necessary to get a good job that ensures both long-term economic self-sufficiency and economic security.

Aligning, coordinating, and integrating programs and services – Workforce and education programs must economize limited resources to achieve scale and impact, while also providing the right services to clients, based on each client’s particular and potentially unique needs, including any needs for skills-development.

Local Board Policy

Consistent with EDD Directives, NCCC has established local policies that provide sufficient consumer protection and oversight of training providers. Such policies are available upon request. Where the local policy is silent, the current state-approved ETPL policy and procedures shall control.

- a. Grievance and Complaint Resolution Procedures
 - i. Ensures participants can avail themselves of, and are made aware of, grievance and complaint procedures.
- b. Tuition Refund Policy
 - i. Addresses the recovery of training funds.
 - ii. Requires the verification and documentation of participant attendance at no less than quarterly intervals.
- c. Compliance Monitoring Procedures
 - i. Requires providers to maintain sufficient records and to make those records available for monitoring or audit by either NCCC or the state.
- d. Individual Training Account Guidelines

- i. Training programs must lead to at least one of the following: 1) credentials and/or certificates valued by employers, or 2) training-related employment as a result of gaining measurable technical skills for a specific occupation.
 - ii. Requires case managers to verify on a monthly basis that the participant is still enrolled in training. If they are unavailable to verify monthly, they will verify on a quarterly basis.
- e. Conflict of Interest
 - i. A prohibition on the payment of referral fees by training providers to Local Board staff, including America's Job Center of California (AJCC) operator staff.
 - ii. Decisions made by the Local Board regarding ETPs and their programs is in compliance with WIOA Section 107(h).
- f. Equal Opportunity and Nondiscrimination
- g. Record Retention
 - i. NCCC shall keep all training provider and program eligibility documents (either physical or electronic), and the process to provide them to the EDD within five business days, if requested.

Allowable Types of Training Services

The following are the allowable types of training services for the Workforce Innovation and Opportunity Act (WIOA) Title I program:

- a. Occupational skills training, including nontraditional employment
- b. On-the-Job Training (OJT)
- c. Incumbent Worker Training (IWT)
- d. Programs that combine workplace training with related instruction, which may include cooperative education programs
- e. Training programs operated by the private sector
- f. Skill upgrading and retraining
- g. Entrepreneurial training
- h. Job readiness training provided in combination with the training services described in (a) through (g) above
- i. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services provided with the training services described in (a) through (g) above
- j. Customized training conducted with a commitment by an employer, or group of employers, to employ an individual upon successful completion of the training

While all of the above are allowable training services under WIOA, service types b, c, and j are not required to be on the ETPL.

Consumer Choice

Training services shall be provided in a manner that maximizes informed consumer choice in selecting an eligible provider and program. NCCC shall endeavor to provide comparable training opportunities if the selected training provider goes out of business. If the training provider is a Bureau of Private Postsecondary Education (BPPE) approved provider, NCCC will coordinate with BPPE's Office of Student Assistant Relief.

CA ETPL Application Process

NCCC shall adhere to the state-approved guidance and follow the detailed step-by-step procedures as described in WSD21-03. This policy does not establish any additional local requirements.

Initial and Continued Eligibility

NCCC shall adhere to the state-approved guidance and follow the detailed step-by-step procedures as described in WSD21-03. This policy does not establish any additional local requirements.

Approval/Denial/Delisting/Appeals

NCCC shall adhere to the state-approved guidance and follow the detailed step-by-step procedures as described in WSD21-03. This policy does not establish any additional local requirements.

References

WIOA (Public Law 113-128) Sections 3, 116, 122, 123, 129, 134 and 404

20 CFR §677.150 and 677.230

WSD21-03

WSD19-10