

**Document No.:** PL-15-001.4  
**Title:** WIOA Eligible Training Provider Policy



**Owner:** Diane Head, Executive Director

**Status:** Under Review

**Original Issue Date:** 6/22/16

**Expiration Date:** Until further notice

**Last Revision Date:** 11/16/23

**To:** CareerSource North Florida Staff

**Purpose:** This policy provides guidance related to the approval of training providers and programs that may be funded under the Workforce Innovation and Opportunity Act and other workforce programs as determined by funders' criteria.

### Reference:

- Workforce Innovation and Opportunity Act (WIOA), Sections 122, 133
- WIOA Regulations, 20 CFR 680.400 et seq., Subpart D.
- U.S. Department of Labor, Employment and Training Advisory System, Training and Employment Guidance Letter No. 41-14
- Florida Statutes, Chapter 445 – Workforce Innovation FS Chapter 1005
- Florida Statutes, Chapter 1008 – Florida Education and Training Placement Information Program
- Nonpublic Postsecondary Education FAC6E – Commission for Independent Education FS Chapter 1008
- CareerSource Florida Administrative Policy No. 90, revised 09/19/2023
- PC-15-002 WIOA Eligible Training Provider Procedure

### Background

CareerSource Florida (CSF) issued final Administrative Policy No. 90 based on United States Department of Labor Training and Employment Guidance Letter (TEGL) No. 41-14. Based on this information, the North Florida Workforce Development Board (NFWDB) is required to set a local policy for the maintenance of a local Eligible Training Provider List.

Florida requires all training providers to be either public institutions or private sector providers appropriately licensed to offer in-demand training. Based on CSF's revised Administrative Policy (2023), all training providers must first apply to and be approved by FloridaCommerce, then the local board through local policy may establish further criteria and require further information for Local Area program eligibility. This may include setting required levels of performance as criteria for training providers and their programs to become or remain eligible to provide training services programs in the local area. This policy provides guidelines for the initial and subsequent determination of eligibility of training providers; the federal and state requirements for training providers; performance standards and the reporting of data; and the removal provisions for training providers.

### Content

#### DEFINITIONS

Eligible Training Providers List (ETPL)—The ETPL contains those providers eligible to receive WIOA Title I-B funds for Adult and Dislocated Worker participants who enroll in training services through Individual Training Accounts (ITAs).

Eligible Program (EP)—An Occupational Skills Training (OST) program in a Targeted or In-Demand Occupation offered by a provider, leading to a post-secondary credential.

## **DESCRIPTION**

### **Eligible Training Provider Requirements**

Eligible training providers (ETP) are those eligible to receive WIOA Title I-B funds for Adult and Dislocated Worker participants who enroll in training services programs through Individual Training Accounts (ITA). To be eligible to receive funds under Section 133(b), WIOA, the training provider shall be:

1. A Post-secondary educational institution which awards postsecondary credentials,
2. Registered Apprenticeship programs,
3. Other public/private providers, which may include joint labor management organizations, and eligible providers of adult education if provided in conjunction with occupational skills training, and
4. Except for registered apprenticeships, offer training programs for occupations on the Targeted Occupations List (in LWDA 6, this includes the state-issued Demand Occupations list) in order to receive training funds under Section 133(b)WIOA.

### **Provider Requirements**

To be eligible for placement on the local ETPL under WIOA, training providers must fall into one of these categories:

1. Training Providers previously determined eligible for the ETPL under WIOA. These “Continued Eligibility” providers are current with all data and other information (as referenced in the Performance/Existing Program Evaluation section of this policy) due to CSNF and in compliance with performance goals.
2. Registered Apprenticeship programs are to be included and maintained on the ETPL as long as the corresponding program remains registered and will remain on the ETPL until it is deregistered, or the registered apprenticeship program has notified ~~Department of Economic Opportunity (DEO)~~ **FloridaCommerce** they no longer want to be included on the ETPL.
3. Providers not previously eligible under WIOA. New applicants, non-current, non-exempt providers that do not fall into the above categories must apply through the “Initial Eligibility” application procedure. Those seeking “Initial Eligibility” may apply at any time.

Additionally, except for registered apprenticeships, providers must be accredited by a recognized accreditation entity (for example, SACS or COE). Providers must be active partners with local industry employers and be able to certify such activity. Providers must have at least one active, approved program with CSNF in order to remain on the list.

Once an application has been submitted and is determined to be complete and meeting all minimum requirements, it will be submitted for Board approval.

## Provider and Program Eligibility Requirements

CSNF will follow procedures listed in AP090 (revised). All provider and program applications must be submitted into the ETPL Portal inside Employ Florida. CSNF tentatively approves all statewide approved providers and programs, however CSNF will prioritize providers on the following tiered structure:

- A. Located in the LWDA,
- B. Located within a 60-mile radius of the LWDA or within the designated planning region, and
- C. All other providers.

CSNF will only support those programs which relate directly to its Targeted Occupational List (and noted as HSHW) and/or Demand Occupations List. CSNF will not pay a higher tuition rate for an out-of-area program than the highest in-area program tuition rate. Additionally, CSNF will not cover the cost of out-of-state tuition differential.

CSNF-supported programs must meet 85% of the prior Program Year's negotiated goal for credential attainment rate for all program students (not just WIOA-enrolled students).

Providers will be considered as customer ITA requests are made.

Upon approval of a provider to be on the ETPL, CSNF staff will analyze the list and Providers must offer Board-approved programs to remain on the list. Programs submitted by local providers (those institutions offering post-secondary credentials in the six-county service area) will be given ultimate priority and will be eligible for approval after meeting the following criteria:

Unduplicated programs—programs not offered within the service area of CSNF—will also be approved provided that they meet the criteria as stated in this policy.

Any duplicative program—a program that culminates in the same credential/occupation as one or more offered within the local area—will be evaluated based on the following criteria:

### Program-related criteria

- Has there been local WIOA participants enrolled in the program over the past two years?
- Is the training provider within the Florida-Georgia Workforce Alliance region?
- Does the program have better performance than those within the six-county area for the same-time period?
- Is the program offered at a different time than the local program(s) (e.g., evening classes versus day classes)?
- Is the program offered in a different format than the local program(s) (e.g., majority online versus majority classroom training)?

### Individual-related criteria

- Does a WIOA applicant request training at a specific out-of-area training provider for a specific extenuating circumstance (e.g., training occurs closer to the individual's residence than one offered in the local area)?
- Is the local program(s) at capacity when the individual went to enroll?
- Was the individual accepted into an out-of-area program but not accepted into a local program?

~~If approved based on Program-related Criteria, the basis of the approval should be noted in the motion and reflected in the meeting minutes.~~

~~If a program is requested to be approved based on Individual-related Criteria, the Career Consultant should document the reasons for the request within the Individual Training Account (ITA) request which will be shared with the Board along with the provider application (if applicable) and the program application. If approved, the Career Consultant must document the circumstances of the individual to be funded through WIOA at an out-of-area provider.~~

~~CSNF will not pay a higher tuition rate for an out-of-area program than the highest in-area program tuition rate. Additionally, CSNF will not cover the cost of out-of-state tuition differential.~~

### **Application Review and Appeal**

~~CSNF reserves the right to withhold approval on any training provider's application deemed incomplete; if training is not for occupations in demand as described above or on programs considered unsuccessful based on reported completion and outcome rates. Training providers shall have the right to submit additional information for consideration.~~

~~Appeals to decisions may be made to the CSNF Executive Director if the provider submitted a complete application and met all deadlines and minimum criteria stated above for local eligibility determination. Appeals must be made within five working days of the Provider's receipt of the initial decision and should indicate why the information used to make the decision was incorrect. or provide sufficient information to determine significant changes have been made to the program that will cause the program to experience significant outcome improvements. The Executive Director shall approve or deny the appeal.~~

~~If an appeal is denied, the training provider can request full consideration by the full Board of Directors providing such an appeal is made in writing within five working days of the decision to deny by the CSNF Executive Director. If this further appeal is made, information provided to the Executive Director shall be provided to the full Board of Directors. A decision of the Board is not subject to appeal.~~

### **Performance/~~Existing Program Evaluation~~**

~~Existing Programs will be reviewed by the training provider and the following standards must be met:~~

- ~~1. Florida Education & Training Placement Information Program (FETPIP) Review:
  - ~~a. Programs must meet at least one of the following:
    - ~~i. At least 80% completers and 70% Lower Living Standard Income Level (LLSIL)~~
    - ~~ii. At least 70% completers and 80% LLSIL~~
    - ~~iii. Be above state average on at least three of the following six measures and at least 90% LLSIL:
      - ~~1. % of Employed Completers~~
      - ~~2. % of Completers in Full-Time Employment~~
      - ~~3. % of Completers in Continuing Education~~
      - ~~4. % of Completers Employed and Continuing Education~~
      - ~~5. % of Completers Employed in Training-Related Field or Continuing Education~~
      - ~~6. Average yearly earnings~~
      - ~~7. At least 60% completers and 100% LLSIL~~~~~~
  - ~~2. WIOA Two-Year Exit Review. Programs scheduled for removal will have been evaluated against-~~~~

the previous two years of WIOA exit information. Programs with WIOA exits in the previous two years shall not be removed if they meet the following criteria:

- a. At least 80% of those existing WIOA have completed training
- b. At least 80% of those in WIOA completing training are employed first quarter after exit
- c. The average yearly earnings are at least 90% LLSIL

Programs with no WIOA exits in the previous two years shall be removed with no further review. Training providers that do not provide information to FETPIP shall be automatically removed unless otherwise addressed in this policy. This action is not eligible for appeal.

### **Out of State Training Institutions**

Out of state postsecondary training institutions that are not operating within the State of Florida and are not required to be licensed by the Florida Commission for Independent Education (CIE) must provide the following information to each Local Board with which it wishes to do business:

- 1. Information listed in C (1) if applying for “Initial Eligibility” or C (2) if applying for “Continued Eligibility” and appropriate application forms for each program for which it seeks approval, and;
- 2. Evidence that the institution (and applicable programs) is accredited by an accreditation agency approved by the United States Department of Education, and
- 3. Evidences that the institution meets the licensing requirements of its home state, and;
- 4. Evidence that the institution is on its state’s Eligible Training Provider List.

To provide performance information for its programs, out-of-state providers, if they are able and have access, are required to report their student completion data to FETPIP to the extent feasible under established reporting mechanisms.

### **Action**

For immediate implementation. The NFWDB and CSNF staff should adhere to this policy when making ETPL approvals and decisions, including following the associated guidance and procedures outlined for implementation (PC-15-002 WIOA Eligible Training Provider Procedure), including any future updates.

### **Timeline**

This policy is effective until further notice. It should be reviewed following three years of issuance or a change in referred guidance.

### **Signature**

\_\_\_\_\_  
Daniel Collins, LWDB Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diane Head, Executive Director

\_\_\_\_\_  
Date

*CareerSource North Florida is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.*