

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

EDD Revision Date: 4/15/02; 2/7/07  
WIB Review Date: 3/22/07

**EXECUTIVE SUMMARY:**

**Purpose:**

This document establishes the Madera County Workforce Investment Board's policy on a list of providers who are eligible to receive WIA funds for training services provided to adults and dislocated workers. This document sets forth the policy and procedures that govern the establishment and operation of the ETPL in California.

**Scope:**

The WIA requires states to establish two separate procedures for the ETPL. Initial eligibility procedures are required for training programs to be listed on the ETPL for the first time. States must initiate subsequent eligibility within 18 to 24 months after establishment of the first ETPL. Following the initiation of the subsequent eligibility process, all programs must be determined subsequently eligible every 12 months.

This directive provides Local Workforce Investment Boards (Local Board) with criteria and procedures for determining a provider and program's initial and subsequent eligibility for the statewide ETPL. The information contained in this directive is intended to assist Local Boards in establishing local procedures for soliciting and approving applications from interested training providers and forwarding information on locally-approved providers and their programs to the State for approval and inclusion on the statewide ETPL.

**Effective Date:**

This policy is effective on the date of issuance of EDD Directive WIAD01-16.

**REFERENCES:**

- EDD Directive WIAD01-16
- WIA Section 122
- Title 20 Code of Federal Regulations (CFR) Federal Register Section 667.500
- Federal Register, Volume 68, Number 124, June 27, 2003

**STATE-IMPOSED REQUIREMENTS:**

This directive contains only State-imposed requirements.

## **FILING INSTRUCTIONS:**

This directive finalizes Draft Directive WIADD-22, issued for comment on October 24, 2001. Retain this directive until further notice.

## **BACKGROUND:**

The California Workforce Investment Board (State Board) and the Employment Development Department (EDD) developed policy and procedures governing the operation of the statewide ETPL in California, in consultation with state and local partners. The policy and procedures for initial eligibility were approved by the State Board on March 15, 2000, and published in Draft Directive (WIADD-1) in May 2000. This revised policy and procedure is based on the ETPL Subsequent Eligibility policy approved by the State Board at their meeting on June 26, 2001. The approved ETPL policies and procedures are included in *WIA ETPL Policy and Procedures*.

## **POLICY AND PROCEDURES:**

The policies and procedures contained in *WIA ETPL Policy and Procedures* provide detailed information on both initial and subsequent eligibility criteria and procedures. This includes the providers and training programs that are eligible to apply for listing on the ETPL, the data collection requirements, and the roles and responsibilities of EDD and the Local Boards in the operation of California's ETPL. The information contained in *WIA ETPL Policy and Procedures* should be reviewed, by Local Boards, prior to establishing the local process required to comply with the ETPL requirements.

With the exception of certain types of customized and on-the-job training, only providers, through their training programs listed on the ETPL, are eligible to receive WIA funds for training adults and dislocated workers. In order to be listed on the ETPL providers must submit an application to the Local Board in any local area in which the provider desires to provide training services. Only one provider application is required; however, a separate application is required for each program of training services offered by the provider. Because there is a central database at the State-level for the community College system, special procedures have been presented in the Policy and Procedures to avoid duplicate data reporting. The Local Board is responsible for reviewing the applications submitted by providers, determining if the applicant meets State and local criteria for listing and forwarding information to EDD for those providers and programs who are determined to meet the criteria for initial listing on the ETPL. The EDD is responsible for accepting information on training providers from Local Boards, compiling a single statewide list of eligible training providers (the ETPL) and disseminating the statewide ETPL to the Local Boards for distribution to their One-Stop centers.

The EDD has developed standard application forms for use by Local Boards in collecting the data required to determine the initial and subsequent eligibility of providers and their programs for inclusion on the ETPL. These application forms and line item instructions for their completion are included in the *WIA ETPL Policy and Procedures* provided with this Directive. The provider Application form collects data on the training institution, its accreditation, and the types of training services they provide. The Program application forms collect information specific to the course content, mode of delivery, hours of instruction, credits, and program

goals. The Subsequent Eligibility Form provides the necessary data for Local and State approval of the program for continued placement on the ETPL after the initial eligibility period. The use of these standard application forms is optional. However, Local Boards that choose to use a different format must incorporate all of the data elements included on the standard applications forms.

The JTA system has been modified to provide the data entry screens in the same format as the standard applications forms for provider and program initial and subsequent eligibility. Local Boards may enter data from the application forms into the JTA system using these screens. Also, programs have been developed to load application data collected through local case management systems directly into the JTA system. The use of the JTA system to transmit data to the State for ETPL purposes is mandatory. All data submissions to EDD, for ETPL purposes, must adhere to the JTA file structure and data coding requirements.

The EDD will accept applications for the ETPL from Local Boards on any working day of the year. Applications approved for inclusion on the statewide ETPL will appear on the list within 30 days of their submission to the State by the Local Board. The Local Boards are responsible for submitting changes to EDD for programs or providers already listed on the statewide ETPL to ensure that the information is current. The EDD will accept changes submitted by Local Boards on any working day of the year. The EDD will update the list daily to incorporate changes that do not require verification. Other changes will be included on the list within 30 days of their submission to EDD.

The Local Boards will have access to an updated statewide ETPL via the JTA system on each working day of the year (excluding minimal periods required for system maintenance). The ETPL is also available on the Internet at [etpl.edd.ca.gov/wiaetplind.htm](http://etpl.edd.ca.gov/wiaetplind.htm).

**ACTION:**

The information contained in this directive should be shared with all staff involved in local activities required to establish the initial eligibility of training providers in their area.

**INQUIRIES:**

Questions regarding this directive, procedures for submitting data or retrieving information should be directed to Esperanza Reardan, Performance Management Unit, at (916) 653-0202. All other questions should be directed to your assigned program manager.