

APPROVED:



Aric L. Meares, Chair
Performance and Accountability Committee
Pima County Workforce Investment Board (WIB)

DATE:

03-15-17

SUBJECT:

ELIGIBLE TRAINING PROVIDER LIST (ETPL) GUIDLINES

BACKGROUND:

Arizona's Eligible Training Providers List (ETPL) is a compilation of all training providers and programs approved by Local Workforce Development Boards (LWDBs) and the State to provide training funded under the Workforce Innovation and Opportunity Act (WIOA) for program participants. The State and the LWDBs share responsibilities for managing the eligible provider process. It is the responsibility of each Local Workforce Development Area/LWDB to determine the training programs that will be funded by their respective local areas. This document sets forth preliminary eligibility criteria for providers of WIOA-funded training for program participants and the guidelines Pima County will use to carry out its responsibilities.

PIMA COUNTY WILL:

1. Accept applications for initial eligibility from certain post-secondary institutions and entities providing apprenticeship training;
2. Assist in determining initial eligibility of providers;
3. Carry out guidelines prescribed by the State to assist in determining the subsequent eligibility of all providers;
4. Collect performance and cost information and any other required information related to providers;
5. Submit approved programs and information to DES;
6. Ensure dissemination of the State list and appropriate use of the State list through the Pima County ARIZONA@WORK/One-Stop System;
7. Consult with the DES in cases where termination of an eligible provider is contemplated because inaccurate information has been provided; and
8. Work with the DES in cases where the termination of an eligible provider is contemplated because of violations of the WIOA.

Pima County may also

1. Make recommendations to DES on procedures used in determining initial eligibility.

2. Increase the level of performance required by the State for local providers to maintain subsequent eligibility.
3. Require additional verifiable program-specific information from local providers to maintain subsequent eligibility.

PRELIMINARY ELIGIBILITY CRITERIA:

Pima County WIOA Training Providers must:

1. Be accredited, licensed or certified by the proper agency overseeing the type of training of institution.
2. Be in compliance with all applicable laws and regulations.
3. Be in compliance with all state and local performance reporting requirements.
4. If no participants have been enrolled in the training program for more than two years, the training program must be removed from the ETPL.

Proposed training must:

1. Meet the definition of training contained in the WIOA and WIOA regulations.
2. Demonstrate need for, and likelihood of resulting in, employment in specified occupation.
3. Result in an industry-recognized, stackable, portable, or accredited credential, as demonstrated through the Arizona ETPL Credential Checklist or equivalent skill-attainment outcome, as determined by the LWDB Performance and Accountability Committee.
4. Be offered at a reasonable cost based on comparable programs and anticipated post-training earnings. Cost does not need to include supportive services, such as examination fees, books, tools, and uniforms. Cost must not include fees for items that are disallowable costs for WIOA funding, such as alcoholic beverages, or personal services or items not directly associated with instruction. Cost should not increase more than 5% per year. Cost should not exceed anticipated 12-month earnings.
5. Be offered in, and be able to be completed in, a reasonable time frame.
6. Meet additional criteria as set by the LWDB.

Specified occupation must:

1. Have significant current and/or projected demand through a combination of replacement and new vacancies documented by credible labor-market sources, and/or
2. Support a targeted career area identified by the Local Workforce Development Board.
3. Command a sustainable average wage (\$15.87 or as updated by the LWDB Planning Committee) at the entry-level, or offer a clear advancement pathway to a livable-wage

occupation. The expected starting wage must be at least 20% above the minimum wage level in the year on which the labor market data is based.

4. Offer full-time employment opportunities in the local economy that are not seasonal or commission-based.

PROCEDURES:

ARIZONA@WORK/Pima County One-Stop will assign a local ETPL administrator to carry out the following local responsibilities in receiving, reviewing and processing applications for the Eligible Training Provider List.

A. VENDOR ETPL INFORMATION INQUIRY

Send ETPL/AJC Registration information, via e-mail or U.S. Mail.

ETPL/AJC Registration E-mail/Letter

Hello _____,

Thank you for your interest in becoming a training vendor for ARIZONA@WORK/Pima County One Stop.

First, you will need to go the Arizona Job Connection (AJC) website at: <https://www.azjobconnection.gov/ders/ea/wcmrs/>, create a login, password and submit required documentation. If you have questions or need assistance with creating a Login, Password, and required documentation such as licensing, insurance, certifications, etc. you will need to contact Arizona Department of Economic Security (ADES), Employment Administration.

A new provider must submit the following to ADES, Employment Administration:

- Copy of Provider's current license from the appropriate Arizona licensing authority,
- Copy of Provider's Certificate of liability Insurance, showing \$2 million General Liability Aggregate and naming the Arizona Department of Economic Security (ADES) as an additional insured,
- Copy of Provider's most recent audit or financial statement,
- Copy of Provider's grievance policy and procedures, and
- Copy of Provider's refund policy and procedure.

ADES, Employment Administration Contact Person:

ETPL Coordinator

DES - Employment Administration

Mailing Address - P. O. Box 6123, S/C-920-Z - Phoenix, AZ 85005

Physical Location - 1789 W. Jefferson, Phoenix, AZ 85007

Office: (602) 542-6325

E-Mail: ConsueloAlvarado@azdes.gov



Secondly, complete the Credential Checklist. The Training Program Credential Checklist can be found at the following link: <https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/WIOA-1031AFORFF.doc>.

The completed checklist form may be e-mailed to rise.hart@pima.gov or sent via U.S. mail to ETPL Local Administrator, 2797 E. Ajo Way, 3rd Floor, Tucson, AZ 85713.

Thirdly register with Pima County as a Vendor in order to receive payments. Go to the Pima County Vendor Registration, Vendor Self Service Portal (VSS) at <https://vendor.pima.gov/webapp/VSSPROD1/Advantage>. To expedite your registration, please have your company information ready prior to signing into VSS. Should you have any questions or need assistance contact Vendor Relations at (520) 740-3021 or (520) 740-8465. You will need a Commodity Codes, you can search here for your Commodity Codes Refinement Window (opens new Window) to use with your registration. Please make a note of the 4 digit number for later use in the registration process.

The new Pima County Vendor Registration and Messaging Portal include the following benefits:

- * View and update current registration information
- * Receive email notification of Pima County solicitations
- * Receive email notification of Vendor Business Fairs and Networking Opportunities.

If you have any further questions you may call the local ETPL Administrator at 724-3777 or the State ETPL Administrator at 602-542-6325.

B. PIMA COUNTY VENDOR

Once the TRAINING PROVIDER has been approved to ETPL they will need to register with Pima County as a “Vendor” through Pima County Procurement in order to receive payments at the following URL: <https://vendor.pima.gov/webapp/VSSPROD1/Advantage>.

C. PROGRAM APPLICATION REVIEW

The Pima County ETPL Administrator will review the information submitted through AJC and on the Credential Checklist.

SECTION 1: PROGRAM DESCRIPTION

1. WIOA Approved
2. LWDB Number
3. Program Name or Single Course/Class Title
 - a. Program Synopsis (must follow State format)
 - b. LWDB Demand Industry and/or Local Area Demand Labor Market (see note below)
4. Training Services Delivered By
5. Training Services Offered When

6. Curriculum Competency Based
7. Prerequisites
8. Total Credit/Curriculum Hours
9. Total Number of Training Weeks
10. Training Location
 - a. Needs to be in Pima County or see WDS manual.
11. Program Length
12. Type of Attainment
13. Type of Financial Aid Offered
14. Refund Policy

NOTE:

- Verify Program/Occupation is on the:
 - LWDB Demand Industry (obtain from ETPL Administrator Risé Hart) and/or
 - Local Area Demand Labor Market (obtain from Case Managers, the list is updated every couple of years).
- If Licensing/Certification, verify above requirements through certifying entity compare Program Name, Pre-requisites, Credit/Hours, Length of Training, Number Credits/Weeks, type of Licensing/Certification, etc.

SECTION 2: CREDENTIAL CHECKLIST

1. Verify program offers a credential that is either
2. Industry-recognized
3. Portable
4. Stackable
5. Accredited
6. If unable to verify any of the above, schedule review of training program by LWDB Performance and Accountability Committee. Committee may determine program offers equivalent skill attainment outcome.

SECTION 3: PROGRAM COST

1. In-State/District Tuition
2. Out-of-State/District Tuition
3. Registration Fee
4. Books (Estimated) - need to be course required
5. Testing/Exam Fees
6. Graduation Fees
7. Other (Travel and miscellaneous fees, software, computers, iPads, etc.)

NOTE:

- Check accreditation (Az Private Post-Secondary, AZ State Nursing, etc) and compare program and cost. Cost may NOT be higher to Pima County, if so Deny.

- If fees/costs for Books, Testing/Exam Fees, Other, etc. appear to high or unreasonable, present to Committee, the Committee/ETPL Coordinator can have the Vendor remove the costs, and can be paid out of Support Services, on an as needed basis.

SECTION 4: CURRICULUM

1. Certification (Licensing)
2. If the proposed curriculum is currently certified (licensed) by an accrediting agency or similar national standardization program

NOTE:

Verify requirements through certifying entity and compare to Program Synopsis above.

SECTION 5: OCCUPATIONS

1. Occupations that this training program will prepare an individual to do.
2. Entry level Hourly Wage for the occupation. To find wage for Pima County:
 - a. Verify at CareerOne-Stop <http://www.onetonline.org/link/summary/29-1171.00>
 - b. Search by Occupation (add keyword or code) and Location (Tucson, AZ).

SECTION 6: PROGRAM PERFORMANCE

1. Program Performance For All Students (To be completed by Provider)
 - a. Begin Date (07/01/14)
 - b. End Date (06/30/15)
 - c. Number Participated
 - d. Number Completed
 - e. Completed Percent (auto populates)
 - f. Number Employed After Leaving The Program
 - g. Employed Percent (auto populates)
 - h. Average Hourly Wage At Placement
2. WIOA Participant Performance (To be completed by Local Area Staff and extracted from the Arizona Job Connection system)
 - a. Begin Date
 - b. End Date
 - c. Completed
 - d. Employed
 - e. Employed Percent
 - f. Employed > 6 Mo.
 - g. Employed > 6 Mo. Percent
 - h. Average Hourly Wage > 6 Mo.:
 - i. Attained More Skills:
 - j. Attained More Skills Percent:



3. Past performance is recorded in the Arizona Job Connection (AJC) by the prospective provider. If the provider does not have performance measures for the previous year; then they a performance plan must be submitted before the program can be approved.

D. NOTIFICATION OF DENIAL OR APPROVAL AND REASONS FOR DENIAL

The Pima County Local ETPL Administrator will coordinate with the DES State ETPL Administrator to issue a response to each ETPL application indicating whether the provider application has been approved or denied, and, if denied, the reasons for denial and any steps the applicant may take to become eligible for approval.

