**State of Oregon’s Eligible Training Provider List (ETPL)  
WIOA Implementation: Frequently Asked Questions**

Questions about the ETPL should be sent to: [EligibleTrainingProviderList@oregon.gov](mailto:EligibleTrainingProviderList@oregon.gov)

1. **According to WIOA** [**TEGL NO. 41-14**](http://wdr.doleta.gov/directives/attach/TEGL/TEGL_41-14_Acc.pdf)**, not all allowable types of training services are subject to the requirements of the eligible training provider provisions in WIOA title I-B. Training services exempt from the Section 122 eligibility requirements include “contracted training”. How does US-DOL define "contracted training"? What is the state process for this type of program to be included on the ETPL?**

Contracted training is when a Local Workforce Board contracts directly with an institution of higher education to facilitate the training of multiple individuals in in-demand industry sectors or occupations. These contracts are for customized training, incumbent worker training, or transitional employment if the local board determines there are an insufficient number of eligible providers of training services in the local area involved (such as in a rural area) to accomplish the purposes of a system of individual training accounts; or if the local board determines that there is a training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve individuals with barriers to employment.

This process does not require the training provider to be on the ETPL and is a local process.

1. **According to the TEGL, Initial Eligibility for new providers under WIOA title I-B: Programs that become eligible under these procedures receive initial eligibility for only one year. Does the notice of acceptance include the approval date so that training programs will know when their year of initial eligibility is over? Will those new programs be required to reapply July 1, 2016 in order to remain on the list?**

We have been trying to include approval dates when sending communication about new programs added to the ETPL, though not all may have received one. If you have questions regarding an initial eligibility date, please email [EligibleTrainingProviderList@oregon.gov](mailto:EligibleTrainingProviderList@oregon.gov).

We are developing a rolling schedule for new programs added to the list during this transition year. New programs added to the list after September 2015 will have extended dates (past July 1, 2016) to apply for continued eligibility. This may mean that some programs have initial eligibility for a little more than one year, and some a little less, but this was developed to benefit the most programs while minimizing additional applications for providers when possible. More information on these adjusted timelines will be released shortly.

1. **Is there a different renewal timeline line for New versus Continued Eligibility programs or are they the same time period of one year?**

Initial Eligibility lasts one year; Continued Eligibility lasts two years. There will be adjustments made to these timelines depending on Initial Eligibility application submission during this transition year (see question #2).

1. **According to the TEGL, the Governor’s application procedure for continued eligibility must be described in the State Plan, and outline the roles of the State and local areas in receiving and reviewing provider applications, and in making eligibility determinations. Can you provide information on the individual roles of the state and local areas as referenced above?**

The State will administer the ETPL, including application, data collection, and reporting. Local areas have the option to implement additional ETPL eligibility criteria, information requirements, and minimum performance levels for local providers beyond what is required by the State. Any additional requirements established by the Local Board only affect a program’s eligibility within the local workforce area.

1. **According to the TEGL, under WIOA title I-B, Registered Apprenticeship program sponsors that request to be ETPs are automatically included on the list and will remain as long as the program is registered or until the program sponsor notifies the State that it no longer wants to be included on the list. Registered Apprenticeship programs are not subject to the same application and performance information requirements or to a period of initial eligibility or initial eligibility procedures as other providers. What is the formal mechanism for adding Registered Apprenticeship programs to the list?**

The draft policy requires the apprenticeship program provider to provide notification of its intention to be included on the ETPL. This notification must include the first page of Standards of Apprenticeship document that indicates the registration approval. Registered Apprenticeship programs that request to be on the ETPL will be required to provide the following on a bi-annual basis:

1. Occupations included within the Registered Apprenticeship program;   
2. The name and address of the Registered Apprenticeship program sponsor;   
3. The name and address of the Related Technical Instruction provider, and the location of instruction if different from the program sponsor’s address;  
4. The method and length of instruction; and,  
5. The number of active apprentices.

1. **The TEGL states “Provide an opportunity for interested members of the public to make recommendations and submit comments regarding the eligibility procedure including Local Boards”. Has this opportunity for public comment happened yet? And if not, what is the anticipated timeframe for this to happen?**

Stakeholder conversations have begun in April. The draft policy will be put out for public comment mid-May.

1. **According to the TEGL, providers removed from the statewide list of eligible training providers, or from a particular local area list of eligible training providers, must be afforded the opportunity to appeal the removal. Please provide a copy of the state appeal process.**

The specifics of the appeal process are outlined in the policy. In general, training providers may file appeals regarding eligibility denials or program removals. All appeals must be submitted in writing within 30 calendar days from the date of the rejection notice or notice of suspension of eligibility. A local appeal policy for training providers must only be established if an area has created a local eligible training provider list.

1. **According to the TEGL, all eligible training providers must submit accurate and timely performance data and cost information at least every two years, according to procedures established by the Governor. While the statute requires providers to supply information at least every two years, States may update the information in the State list more frequently, so that participants considering training have the most current information. When does the time period for data collection begin?**

Data collection will begin for PY16, the program year starting July 1, 2016. However, training providers may not have available the federally required three years of WIOA-specific performance data necessary to meet the requirements for provider performance reporting from PY 2016 through PY 2018. Therefore, training providers will be required to submit the applicable performance data each year of application, beginning July 1, 2016, until the program has accrued the three years of data as required by USDOL.

1. **According to the TEGL, the State Workforce Board as well as Local Boards may supplement the criteria and information requirements established by the Governor in order to support informed consumer choice and the achievement of local performance measures. Is the State Workforce Board going to add additional criteria? Has the state determined that local boards may add additional requirements for program eligibility on the ETPL? If so, what are the deadlines for this to be completed?**

At this time, staff will not be recommending to the Oregon Workforce Investment Board any additional state performance criteria beyond what is required in WIOA. However, they may still decide to add additional performance criteria.

Yes, Local Workforce Boards may create a local training provider list with additional eligibility criteria, information requirements, and minimum performance levels for local providers beyond what is required by the State. Any additional requirements established by the Local Workforce Development Board will only affect a program’s eligibility and performance level eligibility requirements within the local workforce area.

The State will not be mandating a deadline around a local ETPL, since it is optional.

1. **What is the status of signing the reciprocity agreement with Washington? Please provide a copy when that is formally signed as well as a copy of the signed Idaho agreement.**

An updated reciprocity agreement referencing WIOA has been signed with both Idaho and Washington. They will be placed on the ETPL website soon.

1. **Several college programs have submitted applications but have not received any notification of status and do not appear on the current ETPL List – Recently Approved Programs (as of February 24, 2016). Please provide a list of all the New and Continuing Eligibility community college programs that have been submitted since last July 1, 2015.**

Both new and continued eligibility programs that have submitted applications should have received email notification of approval beginning September 2015. If your program did not receive such communication, please email [EligibleTrainingProviderList@oregon.gov](mailto:EligibleTrainingProviderList@oregon.gov).

1. **Please provide more guidance on which participants must be counted in performance.** 
   * **Only the WIOA participant?**
   * **The entire class?**
   * **A cohort?**
   * **The entire program?**

While final guidance on performance reporting has not yet been issued by the Department of Labor, it is anticipated that Eligible Training Providers will be expected to report on all students in a program of study, regardless of funding. The draft ETP Performance Report template can be found [here](https://www.doleta.gov/Performance/pdf/Federal%20Register%20-%20Eligible%20Training%20Provider%20(ETP)%20Performance%20Report%20Template.xlsx).

1. **Eligible training providers include “eligible providers of adult education and literacy activities under Title II if such activities are provided in combination with occupational skills training”. How is occupational skill training defined?**

Occupational skill training is training related to an occupational skill that leads to recognized postsecondary credentials aligned with in-demand industry sectors or occupations. For example, an ESL class combined with CNA training.

1. **How will training providers be able to identify the individual WIOA students?**

Training providers will not need to identify the WIOA students. After submitting the students’ social security numbers to CCWD, they will be matched with WIOA registration data and be “flagged” behind the scenes during data match.

1. **What are the implications for a training provider if a large number of their students don’t provide their SSNs for data tracking?**

Since this data collection of Eligible Training Provider programs is new, we will collect the data initially in the most comprehensive way available, and make decisions around scenarios such as this after the baseline is established.

1. **How does a training provider update existing information for an approved program on the list?**

As part of the application portal that is being developed, there will be mechanism to update training provider information. Until that is developed, please email updates to [EligibleTrainingProviderList@oregon.gov](mailto:EligibleTrainingProviderList@oregon.gov).

1. **Can you provide a step-by-step process for application submission?**

If you are submitting an application for a new program that has never been on the ETPL, but your organization has other training programs on the list, complete [Eligible Training Provider Application - Part II](http://www.ccwd.oregon.gov/etp/resources.aspx) of the application. If this is the first program your organization is applying for, complete [Parts I-III.](http://www.ccwd.oregon.gov/etp/resources.aspx)

If you are submitting an application for continued eligibility for a program currently on the list, complete the [Continued Eligibility Application](http://wioa.weebly.com/eligible-training-providers.html).

1. **Are Trade Act students considered WIOA students for ETPL reporting purposes?**

No, unless they are funded with a WIOA Individual Training Account/scholarship.