

FAQ Contents

GENERAL	1
TRAINING PROVIDERS	1
WORKSOURCE/JOBSEEKERS	5
LOCAL BOARDS.....	5

Frequently Asked Questions

GENERAL

What is the Eligible Training Provider List (ETPL)?

The ETPL, mandated by the Federal Workforce Innovation and Opportunity Act (WIOA), is a comprehensive list of training providers and training programs determined eligible to receive WIOA-funded tuition assistance. A training provider seeking to receive WIOA training funds for a student to attend their training program(s) must be listed on the ETPL. Students seeking to obtain WIOA scholarship funds through WorkSource Oregon must select a program from the ETPL.

Who uses the Eligible Training Provider List?

Individuals being served by WorkSource Oregon centers will access the list to research available education and training options when seeking training that is funded by an individual training account (ITA) or WorkSource scholarship. The Eligible Training Provider list is a tool for participants seeking training to identify appropriate providers and programs, and relevant information, such as cost and program outcomes.

How often is the list updated?

Applications are accepted on a rolling basis and the list is updated as new programs are added to the list. In general, the list is updated on a monthly basis.

Who do I contact with questions about the Eligible Training Provider list?

State of Oregon staff can be reached by email at EligibleTrainingProviderList@oregon.gov.

TRAINING PROVIDERS

What training providers are eligible to participate?

Any type of organization legally operating may apply to have their training program(s) listed. The List includes programs offered through public and private community colleges, private career schools, non-profits, unions, corporate training centers, and adult education programs.

If I am an eligible training provider, am I guaranteed referrals from WorkSource? Does placement on the ETPL guarantee that my training program will receive government funds?

No. Inclusion of a training provider and its programs on the ETPL is not an entitlement for a prospective

student to receive funding from a Local Workforce Development Board or WorkSource Oregon Center, nor a requirement that any referrals are made to the training provider.

A WIOA participant who has been determined to be eligible for training services may select a training provider and program from the ETPL after consultation with an appropriate WorkSource Oregon staff. The selection of an appropriate provider is a mutual decision made by the One-Stop Counselor and the prospective student. Inclusion of a training provider on the Oregon Eligible Training Provider List (ETPL) and designation as approved by the local workforce areas is not an entitlement or a requirement that the local workforce center to make any referrals to the provider.

My school/organization operates a Registered Apprenticeship program. Does my program have to be on the ETPL?

Registered Apprenticeship programs are not subject to the same application requirements as all other training providers. Registered Apprenticeship program sponsors that request to be listed on the ETPL via [this link](#) 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.

Pre-apprenticeship programs do not have the same automatic ETPL status under WIOA as do Registered Apprenticeship programs and must follow the initial application process in order to obtain ETPL placement.

How can my out-of-state school/organization become an approved provider listed on the ETPL?

If you are a training provider located in Idaho, Utah, or Washington and on their ETP List, your training organization is automatically an eligible training provider through a reciprocity agreement between Oregon and those states. For organizations located in other states, you must follow the same eligibility procedures as in-state organization, as well as meet the licensing requirements of home state and be on your home state's Eligible Training Provider List. Please review the ETPL policy prior to submitting an application to determine if you meet eligibility requirements.

What are the requirements for online training providers?

Training programs in which the majority of training is delivered via distance or online learning must have a mechanism for student interaction with an instructor or instructors, ensure periodic assessment of each student, and have a policy that describes the responsibilities of the training provider and participant to the distance or online learning experience.

Where can I find detailed information about the qualifications to become an eligible training provider listed on the ETPL?

Oregon's Eligible Training Provider Policy outlines the criteria required to become an eligible training provider.

What is the process to become an eligible training provider?

All training providers seeking ETPL placement must first be authorized or licensed by the appropriate governing board or agency prior to applying for placement on the ETPL, unless otherwise exempt. Only after this approval is obtained can a training provider apply for ETPL placement. The Training Provider

then begins the process by completing an online application on the [Oregon ETPL Web site](#). The application is reviewed by state staff for completeness and eligibility criteria. Once a decision has been made, training provider is notified via email, and the training program is added to the State ETP List.

How long does it take for an application to be processed?

Providers will be notified in writing of approval or denial within 30 days of application submission and added to the ETPL within 14 calendar days from the date of approval.

If approved how long will my programs be on the ETPL?

Programs are approved initially for a period of one year, and then must re-apply every two years thereafter for continued eligibility. Application for continued eligibility must be submitted 30 days prior to end of initial eligibility expiration.

If I was approved for the state ETP list, why was I told my program is not eligible to receive a WIOA-funded training scholarship?

Local Workforce Development Boards have the authority to create additional eligibility criteria, information requirements, and minimum performance levels for local providers beyond what is required by the State. Therefore, a program may be listed on the statewide Eligible Training Provider list, but a local board may not approve that particular training program due to local eligibility criteria, targeted investment strategies, or other locally-set conditions.

Is there a cost to participate on the List?

There is no cost to be listed on the ETPL.

What if there are changes in my program information after it has been added to the list?

Any significant change to a program, including a change in the training content, may require re-application for approval. If the changes are minor (e.g., contact person, address, etc.), you may email EligibleTrainingProviderList@oregon.gov to update list information.

Are there minimum performance standards in place for ETPL eligibility?

WIOA requires that the ETP list include relevant performance and cost information and that providers seeking eligibility provide verifiable program specific performance information; the Governor may establish minimum performance standards for eligibility criteria. While no minimum performance standards have been set, performance data will be collected as part of the performance reporting requirement under WIOA.

Do the performance reporting requirements apply to Registered Apprenticeships?

Registered Apprenticeship programs are not subject to the same performance information requirements because they go through a detailed application and vetting procedure to become a Registered Apprenticeship program sponsor with the United States Department of Labor or Oregon's Bureau of Labor and Industry, Apprenticeship and Training Division.

What are the performance indicators Eligible Training Providers must report?

- Number of students completing training program
- Number of students obtaining a credential within one year after program completion

- Number of students employed second quarter after exit (approximately 6 months after program completion)
- Number of students employed fourth quarter after exit (approximately one year after program completion)
- Median hourly wage at placement
- Program cost information, including tuition and fees

These are the current performance indicators as required by Federal law. The Governor may require additional performance information to determine and maintain eligibility.

Am I only required to report performance numbers on students funded through a WIOA scholarship?

No, the ETPs must report on all individuals who completed a program of study, including individuals in the program of study who are not WIOA participants (funded via WIOA scholarship).

How do I track and report these performance numbers?

Eligible Training Providers must submit social security number of students, which are then used as an identifier for tracking enrollments and exits. To calculate the employment rates and wages for training providers and programs listed on the ETPL, the students' social security numbers are then cross matched with wage data collected by the State. Training providers must also submit information on enrollment, completion, and credential obtainment to provide the reporting data not captured through social security numbers.

Each training provider on the ETPL must provide a record for each student enrolled in the programs listed, regardless of funding source. Private pay students as well as government funded students must be reported. The reported information must include participant social security number, gender, date of birth, date of enrollment, date of completion or termination, and other information as specified by.

Data Element Required	Data Source Needed
Number of students completing training program	Training provider
Number of students obtaining a credential within one year after program completion	Training provider
Number of students employed second quarter after exit	Social Security number
Number of students employed fourth quarter after exit	Social Security number
Median hourly wage at placement	Social Security number
Student demographics (WIOA participants only)	Social Security number

How will the data collection and reporting occur?

The data collection portal and data report format is under development. Once completed, it will be administered through the Higher Education Coordinating Commission.

Am I allowed to submit student information for data reporting purposes?

The Family Educational Rights and Privacy Act's (FERPA) audit or evaluation exception permits disclosure of personally identifying information from education records for WIOA performance accountability purposes.

How will the reporting ensure the confidentiality for all participants in the system?

All data will be reported in aggregate form only and significant efforts are made to ensure the data displayed or reported cannot be traced to any individual. It is understood that this is sensitive information and acquisition and use of a student record containing the student's social security number will be governed by the provisions of the Social Security Act, 42 U.S.C. §406, Privacy Act, 5 U.S.C. §522a, and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g. Federal law does not prohibit a State or local agency from requesting voluntary disclosure by an individual to provide his/her social security number as long as the requests for disclosure are made in accordance with the Privacy Act.

WORKSOURCE/JOBSEEKERS

How do I enroll in a program listed on the ETPL?

For questions regarding a specific program or to enroll in a specific program you must contact the school or organization directly. Contact information for each program is available by clicking on the "Provider Description" tab within each program listing. Oregon's ETPL website is for information purposes only.

How can I receive government funding to attend a training program?

Eligibility depends on a number of factors and can best be determined by speaking directly with a member of our [WorkSource Oregon Center](#) staff.

Can I only enroll in a training program that is in my local workforce area?

This is dependent upon local board policy. In general, since Oregon's ETPL is a statewide list, participants from all local areas in the state may choose to participate in any of the approved programs on the list, regardless of where the training program is located. However, local boards can add additional requirements around their training investments and ETPL.

LOCAL BOARDS

When is it required to use an Eligible Training Provider to deliver a training program?

If a training service is provided using an Individual Training Account (ITA), the training provider and program is required to be listed on the Eligible Training Provider list. Training services required to be on the Eligible Training Provider List include:

- Occupational skills training, including training for nontraditional employment
- Skills upgrading and retraining
- Entrepreneurial training
- Job readiness training and/or adult education and literacy activities provided in combination with training services listed above

Can local boards make exceptions or exemptions for the training provider requirement to be listed on the ETPL?

A local board can make an exception on the requirement that the occupation for which the training program prepares the student must be high-demand occupation in the state of Oregon. The local board must send an exception request to the State explaining why the training program should be added to

the ETPL despite the training not being a high-demand occupation. No other eligibility exceptions or list exemptions are allowable.

If the training is not provided via an Individual Training Account, is it still required to be an Eligible Training Provider and Program?

WIOA exempts training services from the ETPL requirement under the following circumstances:

- On-the-job training; customized training; incumbent worker training; internships, paid or unpaid work experience; transitional employment; **and** the process for their use is described in the Local Plan.
- Where the Local Board determines and documents that there are an insufficient number of Eligible Training Providers in the local area to accomplish the purpose of a system of ITAs. This determination process must include a public comment period for interested providers of at least 30 days and must be described in the Local Plan.
- There is a training services program of demonstrated effectiveness offered in a local area by a community-based organization or other private organization to serve individuals with barriers to employment. The Local Board must develop criteria to be used in determining demonstrated effectiveness, particularly as it applies to individuals with barriers to employment to be served.
- It would be most appropriate to award a contract to an institution of higher education or other provider of training services in facilitate the training of a cohort of multiple individuals for jobs in-demand sectors or occupations, provided that the contract does not limit consumer choice.
- If the Local Board determines a pay-for-performance contract is suitable, and the contract is consistent with 20 CFR 683.500ⁱ.

ⁱ TEGL 19-16 sec.8