

# Eligible Training Provider List

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## 7.1.0. Introduction

**Effective date:** TBD

The One-Stop delivery system established under the Workforce and Innovation Opportunity Act (WIOA) emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of training services, including Registered Apprenticeship programs and others, is vital to achieving these core principles. WIOA requires that each State must maintain a list of eligible training providers (ETPs) and their eligible training programs. The list must be accompanied by relevant performance and cost information and must be made widely available, including in electronic formats, and presented in a way that is easily understood, in order to maximize informed consumer choice and serve all significant population groups.

Under WIOA, participants in need of training services to enhance their job readiness or career pathway may access career training through a list of state-approved training providers and their state-approved training programs. Participants can select from the list of ETP programs that meet their needs. This chapter describes the process for determining ETPs and programs for WIOA Title I, subtitle B adult, dislocated worker, and out-of-school youth (OSY) aged 16-24 training participants, and for publicly disseminating the list of these providers with relevant information about their programs.

The State is responsible for ensuring the success of the ETP system in partnership with Local Workforce Development Boards (WDBs), the One-Stop delivery system, and its partners. The approved list of ETPs should serve as an important tool for participants seeking training to identify appropriate providers, and relevant information, such as cost and program outcomes. Using the list of ETPs, career planners in the American Job Center can assist participants in identifying training and training providers in high demand industries that result in positive outcomes and recognized credentials.

Iowa Workforce Development will ensure the state maintains an accurate and current Eligible Training Provider List (ETPL) available to Local WDBs, the One-Stop delivery system, program partners, and members of the public. Iowa's ETPL is located at <http://www.iowaworks.gov>.

### Legal References

- [WIOA sec. 116, 122](#)
- [20 C.F.R. §680.400-680.530](#)
- [TEGL 41-14](#)

## 7.2.0. Training Provider Eligibility

**Effective date:** TBD

Providers may be eligible to receive training funds for participants who enroll in training services under WIOA Title I. Only eligible training providers and their eligible programs will be included in Iowa's Eligible Training Provider List (ETPL).

### Potential Eligible Training Providers

Potential Eligible Training Providers include entities that provide a program of training services and must be one of the following types:

1. Institutions of higher education that provide a program which leads to a recognized post-secondary credential
2. An entity that carries out programs registered under the National Apprenticeship Act. Registered Apprenticeship programs will be included and maintained on the ETPL for as long as the program remains registered under the National Apprenticeship Act.
3. Other public or private providers of training, which may include:
  - Community Based Organizations (CBOs) or private organizations of demonstrated effectiveness that provide training under contract with the Local Board
  - Joint labor-management organizations
  - Eligible providers of adult education and literacy activities under Title II of WIOA, if such activities are provided in combination with occupational skills training

Training providers may be classroom based, online based, or outside of the state. Providers of all types are required to meet the same eligibility and performance criteria. A provider must be in statutory compliance with Iowa laws in relation to operation as a training education institution.

Providers of on-the-job training, customized training, incumbent worker training, internships, paid or unpaid work experience, or transitional jobs are not subject to ETPL requirements.

### Provider Registration

All providers who seek to be included on Iowa's ETPL must complete the registration process via the data management system located at <http://www.iowaworks.gov>. After provider registration has been completed, training program applications must also be submitted through the data management system. Please see the Initial Eligibility policy\* and the Iowa Eligible Training Provider User Guide\*\* for more information.

After a provider is successfully registered in the system, all changes in required information must be reported within ten days of the change through entry in the data management system. See the Iowa Eligible Training Provider User Guide\*\* for a list of required fields.

### Legal References

- [WIOA sec. 122](#)
- [20 C.F.R. §680.410](#), [§680.450](#), [§680.520](#), [§680.530](#)
- [TEGL 41-14](#)

\*The published policy will link to policy 7.3.1. Initial Eligibility, below.

\*\*The published policy will link to the Eligible Training Provider User Guide.

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## 7.3.0 Training Program Eligibility

**Effective date:** TBD

A program of training services is defined as one or more courses or classes, or a structured regimen that leads to:

- An industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or the Federal government, an associate or baccalaureate degree
- A secondary school diploma or its equivalent
- Employment; or
- Measurable skill gains toward such a credential or employment

Training services may be delivered in person, online, or in a blended approach. Training programs must make every effort to provide training services that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities.

After a program is approved in the system, all changes in required information must be reported within ten days of the change through entry in the data management system. See the Iowa Eligible Training Provider User Guide\* for a list of required fields.

### Legal References

- [WIOA sec. 122](#)
- [20 C.F.R. §680.420, §680.520](#)
- [TEGL 41-14](#)

\*The published policy will link to the Eligible Training Provider User Guide.

## 7.3.1 Initial Eligibility

**Effective date:** TBD

In order to determine initial eligibility, a training provider is required to provide the following program specific information for each program of training services at initial application.

### Information Submission Requirements

After Provider Registration\* is complete in the data management system, an application for each education and training program must also be completed via the Iowa Workforce Development data management system located at <http://www.iowaworks.gov>.

When completing an application, the following information is required:

1. Description of each program of training to be offered
2. Information addressing a factor related to the indicators of performance as described in WIOA
3. Description of whether the provider is in a partnership with a business
4. Information which demonstrates high quality training services that leads to recognized post-secondary credentials
5. Description of how the training program(s) align with in-demand industries and occupations, as identified in State or Local Plans

Completing all required fields in the application will meet the above requirements.

Programs which are approved receive initial eligibility for one year. Once initial eligibility expires, these programs will be subject to the Continued Eligibility\*\* policy.

### Legal References

- [WIOA sec. 116 and sec. 122](#)
- [20 C.F.R. §680.450](#)
- [TEGL 41-14](#)

\*The published policy will link to policy 7.2.0. Training Provider Eligibility, above.

\*\*The published policy will link to policy 7.3.2. Continued Eligibility, below.

## 7.3.2. Continued Eligibility

**Effective date:** TBD

Prior to the end of the initial eligibility period, providers who wish to have each of their education and training programs continue to be included on the Eligible Training Provider List (ETPL) must complete a review of continued eligibility. After the first continued eligibility determination, programs will be reviewed for continued eligibility on a biennial basis.

### Information Submission Requirements

For continued eligibility of programs, the provider must submit the following information through the renewal process in the data management system located at <http://www.iowaworks.gov>:

1. Program-specific performance information regarding participants, including:
  - The percentage of program participants who are in unsubsidized employment during the second quarter and fourth quarter after exit from the program
  - The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program
  - The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within one (1) year after exit from the program
  - Information on recognized post-secondary credentials received by program participants
  - Cost of attendance, including the cost of tuition and fees
  - Completion Rate
2. A description of how the provider provides access to training services, including to rural areas, including the use of technology
3. A description of the degree to which training program(s) align with in-demand industries and occupations in the State, as identified in State and Local Plans
4. Any applicable state licensure requirements of training providers
5. A description of training provider's ability to offer industry-recognized certificates and/or credentials through the program
6. A description of training provider's ability to offer programs that lead to post-secondary credentials
7. A description of the quality of the program of training services including a program that leads to a recognized post-secondary credential
8. A description of the ability of the providers to provide training services that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities
9. The timeliness and accuracy of the eligible training provider's performance reports
10. Relevant information reported to State agencies on Federal and State training programs other than programs within WIOA Title I

A provider must be in statutory compliance with Iowa laws in relation to operation as a training education institution. Completing all required fields in the application will meet the above requirements.

**Legal References**

- [WIOA sec.116 and sec. 122](#)
- [20 C.F.R. §680.460](#)
- [TEGL 41-14](#)

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### 7.3.3. Reviewing/Renewing Eligibility

*Effective date: TBD*

#### **Review and Notification Process**

Training providers renew their program eligibility status by submitting updated information to Iowa Workforce Development through the data management system located at <http://www.iowaworks.gov>, which will notify providers when it is time to complete the program review process. The State will review applications for the program(s) of education and training services. The State will terminate and remove providers that fail to meet the criteria necessary to remain eligible, in accordance with federal regulations and the Denial or Revocation of Eligibility/Conditions for Removal policy.

#### **Institution and Training Provider Renewals**

For an institution or training provider to continue to be an eligible training provider, their status must be renewed, at a minimum, biennially based on the date the institution or training provider was last approved.

The institutional or provider renewal is an update of basic provider information and general performance data. Eligible training providers must renew their status by providing updated contact and State licensure and other accreditation requirements in an accurate and timely manner.

#### **Training Program Renewals**

For an institution's or training provider's program of training services to continue to be eligible, the program's status must be renewed, at a minimum, biennially based on the date the program of training services was last approved. Program renewals may or may not occur concurrently with an institution's or provider's renewal.

If a provider of training services does not renew a program before the eligibility period expires, the program will be suspended and the training provider will no longer be permitted to provide training services funded by WIOA. A provider who has been removed from the list of eligible training providers is liable to repay all adult and dislocated worker training funds received during the period of noncompliance. Students enrolled in programs that lose eligibility may continue in the program but WIOA funds may not be used to fund the training.

#### **Legal References**

- [TEGL 41-14](#)

\*The published policy will link to policy 7.6.0. Denial or Revocation of Eligibility/Conditions for Removal, below.

## 7.4.0 Transition of Current Providers

**Effective date:** TBD

Through guidance issued in Training and Employment Guidance Letter (TEGL) 41-14, the U.S. Department of Labor (DOL) allowed for previously approved providers and programs on the state's ETPL to be transitioned to a WIOA-compliant ETPL without being subject to initial eligibility requirements. All Workforce Investment Act (WIA) approved providers and programs allowed to transition to the WIOA-compliant ETPL were required to have completed continued eligibility under WIOA policies no later than June 30, 2016, in accordance with TEGL 41-14, Change 1.

Iowa began using a new data management system on June 3, 2019. In order to ensure continuity of service for Title I participants in Iowa as we transition to the new data management system and new WIOA-compliant ETPL, all current ETPL programs/providers were allowed to convert into the new ETPL in the data management system. However, all existing providers/programs converted into the new data management system will be required to undergo continued eligibility review within one (1) year of conversion to ensure compliance with federal guidance referenced above. This process will occur based on a random assignment of program continued eligibility dates beginning on November 1, 2019 and concluding prior to May 31, 2020.

All new applications for providers/programs to Iowa's ETPL received on or after June 3, 2019, will be required to complete the application process and meet the initial and continued eligibility requirements established in Iowa's ETPL policy.

The Continued Eligibility\* policy provides specific information on the requirements to complete this review process.

### Legal References

- [TEGL 41-14](#)

\*The published policy will link to policy 7.3.2. Continued Eligibility.

## 7.5.0. Out of State Eligible Training Providers and Programs

**Effective date:** TBD

Approved training programs offered in other states may be used, as long as a reciprocity agreement between Iowa and the other state is established prior to Workforce Innovation and Opportunity Act (WIOA) funds being issued to an out-of-state training provider. In order for an individual to obtain training through an out-of-state provider, the training provider must be listed on that state's Eligible Training Provider List (ETPL) and the provider must register the institution and program(s) in the Iowa data management system, located at <http://www.iowaworks.gov>. These providers and programs will be automatically approved in the IowaWORKS system.

If a reciprocity agreement is unable to be established between states, WIOA funds may be issued to a training provider outside of Iowa when the following conditions are met:

1. The training program is not offered by any eligible training providers in Iowa;
2. The training provider is in good standing on that state's ETPL; and
3. The training provider must register the institution and program(s) in the Iowa data management system, located at <http://www.iowaworks.gov> and go through the Iowa approval process.

### Legal References

- [WIOA sec. 122](#)
- [20 C.F.R. §680.520](#)
- [TEGL 41-14](#)

## 7.6.0. Denial or Revocation of Eligibility/Conditions for Removal

*Effective date: TBD*

Only the State can remove eligible training providers and programs from the ETPL and only after appropriate due process. Iowa Workforce Development (IWD), on behalf of the State, can remove an eligible training provider, a program, or both when IWD finds that an eligible training provider, a program, or both:

- Intentionally submits inaccurate data and there is evidence of this;
- Has substantially violated any provision of Title I of WIOA and its regulations;
- Is in violation of state and/or local laws;
- Has ceased to be in business and/or lost its license to operate; or
- Fails to meet performance levels

As part of the biennial review of eligibility, eligible training providers and/or programs may be subject to the removal procedure due to not meeting criteria, or failure to meet established minimum performance levels.

After removing a training provider and/or program from the ETPL, local Workforce Development Boards cannot use WIOA Title I funds to pay for WIOA participants to attend training at that training provider and/or its programs not listed on the ETPL. A training provider removed from the ETPL list for failure to meet performance or for being in violation of the WIOA statute or regulations, cannot re-apply for eligibility for a period of not less than two (2) years after the official removal date. A provider whose eligibility is terminated under these conditions is liable to repay all youth, adult, and dislocated worker training funds it received during the period of noncompliance.

### Legal References

- [WIOA sec. 122](#)
- [20 C.F.R. §680.480, 29 C.F.R. Part 38](#)

## 7.7.0. Notification and Appeal Procedures

*Effective date: TBD*

If a provider of training services has its eligibility denied or terminated as a provider or for a training program, the training provider will be notified regarding the decision according to the contact person listed on the training provider's account.

The training provider may appeal the denial or termination within ten (10) business days from the date of receipt of notice of termination by submitting an appeal request to [ETPL@iwd.iowa.gov](mailto:ETPL@iwd.iowa.gov). The State will review the appeal, provide the opportunity for a hearing, and issue a written decision/response within 30 business days of the receipt of the appeal.

### Legal References

- [20 C.F.R. §680.480](#)

## 7.8.0. Reinstatement on the Statewide List

*Effective date: TBD*

### **Training Provider Reinstatement**

Because it is possible for a training provider to improve upon its overall performance and otherwise rectify any other conditions of their denial or revocation as an Eligible Training Provider, a provider may re-apply for eligibility two (2) years after the official removal date.

To be reinstated, the training provider must:

- comply with the requirements for initial eligibility; and
- demonstrate it has corrected all performance and other deficiencies which resulted in its removal from the ETPL.

### **Training Program Reinstatement**

A provider whose training program is removed from the statewide list can re-apply for program eligibility no sooner than two (2) years from the date of the denial of program eligibility. A provider may re-apply for initial eligibility of the training program when it can demonstrate its program quality with at least one (1) year of performance information.

To have a training program reinstated, the training provider must:

- re-apply for program eligibility subject to the policies and procedures for initial eligibility; and
- meet the minimum performance standards, if applicable, along with any other eligibility criteria in place at the time of re-application.

### **Legal References**

- [20 C.F.R. §680.480](#)
- [TEGL 41-14](#)

## 7.9.0. Training Providers Serving Trade Adjustment Assistance Program Participants

*Effective date: TBD*

**Eligibility for training funds:** the TAA program does not require training providers or programs to be on the Eligible Training Provider List (ETPL) in order to receive training funds, however TAA participants may select a training program offered by a provider on the State list of eligible training providers.

**Co-enrollment and precedence of TAA vs WIOA requirements:** if a participant is co-enrolled in a Workforce Innovation and Opportunity Act (WIOA) program and a TAA program, the TAA program may fund training by a provider that is not on the State list of eligible training providers. However, if training services for a co-enrolled participant are paid with WIOA funds, the requirements under WIOA apply, and the training services must be provided by a provider/program on the ETPL.

### Legal References

- [TEGL 41-14](#)

## 7.10.0. Registered Apprenticeship

*Effective date: TBD*

All Registered Apprenticeship Programs registered under the National Apprenticeship Act with the U.S. Department of Labor/Office of Apprenticeship are exempt from initial eligibility procedures and are automatically eligible to be included on the Eligible Training Provider List (ETPL). Registered Apprenticeship programs must be included and maintained on the list of eligible providers of training services as long as the corresponding program remains registered.

### **Termination of Registration**

Once included on the Iowa ETPL, Registered Apprenticeship Programs will remain on the list of eligible training providers until:

1. They are deregistered,
2. They notify Iowa Workforce Development that the program no longer wants to be on the list, or
3. It is determined that they have intentionally supplied inaccurate information or have substantially violated any provision of WIOA Title I or WIOA Regulations.

See the Registered Apprenticeship (RA) Programs on Eligible Training Provider List (ETPL)\* policy for more information.

### **Legal References**

- [20 C.F.R. §680.470](#)
- [TEGL 41-14](#)

\*Published policy will link to the Registered Apprenticeship (RA) Programs on Eligible Training Provider List (ETPL) policy.