

AREA 2 | SUMMIT & MEDINA  
WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)  
POLICY LETTER A-03 | LOCAL ELIGIBLE TRAINING  
PROVIDERS

- I. **SUBJECT:** Eligibility Standards for Local Training Providers Receiving WIOA Funds
  - II. **PURPOSE:** The purpose of this policy is to establish the local criteria and procedure for eligible training providers (ETPs) to receive WIOA funding in Area 2.
  - III. **EFFECTIVE DATE:** March 17, 2020
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**IV. BACKGROUND**

The workforce development system established under the Workforce Innovation and 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 is vital to achieving these core principles. One of the primary ways training services are delivered job-seeking customers is through an Individual Training Account (ITA). In order to receive WIOA funds for delivering training services through an ITA, a training provider must be determined eligible and qualified.

As required by section 122 of WIOA and 20 C.F.R. 680.400, states must identify providers of training services that are qualified to provide WIOA-funded training to adults, dislocated workers, and youth. Therefore, WIOA requires that each state maintain a list of ETPs and their programs of training services along with relevant performance and cost information. The State must establish eligibility criteria and procedures for initial determination and renewals of eligibility for training providers and training programs to receive funds under WIOA title I-B. The State of Ohio ETP list, known as the Workforce Inventory of Education and Training (WIET), and the related eligibility procedures must ensure the accountability, quality, and labor-market relevance of programs of training services.

Additionally, as outlined in State of Ohio WIOA Policy Letter 16-02.1 Eligible Training Providers, Area 2 may establish local policy regarding how ETPs will be utilized within the Area. This policy establishes additional, local criteria for ETPs providing training services to customers through an ITA.

**V. DEFINITIONS**

***Accreditation***

Recognition by an accrediting agency that an institution or specific training program offered by the

institution maintains standards for its graduates to gain admission to other reputable institutions of higher learning or to achieve credentials for professional practice.

***Community-based organization***

A private nonprofit organization (which may include a faith-based organization) that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.

***Eligible training provider (ETP)***

An entity that meets the criteria and procedures established by the State to be eligible to receive WIOA title I-B funds to provide occupational skills training and to be included on the State ETP list.

***Occupational skills training***

An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at the entry, intermediate, or advanced level, and results in attainment of a recognized post-secondary credential.

***Program of training services***

One or more courses or classes, or a structured regimen, that leads to:

1. A recognized post-secondary credential;
2. A secondary school diploma or its equivalent;
3. Measurable skill gains toward the above credentials; or
4. Employment.

***Recognized post-secondary credential (RPC)***

A degree, license, or certification consisting of an industry recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree awarded by an accredited college or university.

***State ETP list***

An online database of the ODJFS-approved training providers who may receive WIOA title I funds to provide training services to eligible WIOA title I-B participants, including relevant performance and cost information on each training program.

**VI. STATE REQUIREMENTS**

Providers of on-the-job training (OJT), customized training, incumbent worker training, internships, paid or unpaid work experience, or transitional jobs are not funded through ITAs, are not included on the State ETP list, and are not subject to the eligibility criteria pertaining to ETPs.

Pursuant to the State policy letters on training services for adults and dislocated workers and youth program services, and paragraph (E)(4) of rule 5101:14-1-02 of the Administrative Code, training services and occupational skills training for which ITAs are used shall only be delivered by providers who have met the eligibility criteria and are included on the State ETP list.

**VII. LOCAL AREA ACTIVITIES**

The Area 2 WDB is responsible for the following activities pertaining to ETPs:

1. Carrying out procedures assigned to the local WDB by the State, such as informing the State of concerns related to the quality of providers or inaccurate performance data;
2. Working with the State to ensure there are sufficient numbers and types of providers of training services, including ETPs with expertise in assisting individuals with disabilities or in need of adult education and literacy activities; and
3. Ensuring the wide dissemination and appropriate use of the information available in the State ETP list.

Additionally, the local WDB may:

1. Make recommendations to the State on the best procedure for identifying qualified ETPs;
2. Request additional information from ETPs to assist adults, dislocated workers, and youth in making an informed choice; and
3. Conduct site visits to assess the quality of the providers, and report on the findings.

Local WDBs may supplement information requirements defined in this policy to support informed customer choice and the achievement of local performance measures. This additional information may include:

1. Information on programs of training services that are linked to local in-demand occupations;
2. Information that shows how programs are responsive to local workforce development area needs; and
3. Other appropriate information related to the objectives of WIOA.

Local WDBs are not required to provide WIOA funding to a training provider listed on the State ETP list and may establish local policy regarding how ETPs will be utilized locally. However, this policy must not inhibit consumer choice.

## **VIII. LOCAL REQUIREMENTS FOR ETPs**

1. A program of training services is selected that is directly linked to the employment opportunities found to be “in-demand”. The in-demand occupations list can be found on [topjobs.ohio.gov](http://topjobs.ohio.gov). Training services leading to occupations not found on this list must be supported by supplementary labor market data.
2. The training provider must be listed on the Workforce Inventory of Education and Training List (WIET) for the State of Ohio. The specific program and program location the participant wishes to enroll in must be listed in WIET.
3. At this time, Area 2 does not write ITAs for degree-program training at for-profit or proprietary institutions of higher education at which credits do not transfer. This determination is made by the case manager based on the school’s information from the National Center for Education Statistics, which can be found on <https://nces.ed.gov/collegenavigator>.
4. Area 2 considers training provider performance when writing ITAs. Training providers must supply the program’s performance outcomes on either WIET or directly to Area 2. The following measures are subject to performance standards:

- a. The graduation or credential attainment rate, as a percentage, specific to the program;
  - b. Percentage of graduates who are employed within 6 months of graduation or credential attainment;
  - c. Percentage of graduates who are employed within 12 months of graduation or credential attainment; and
  - d. Median annual wages of program graduates.
5. Area 2 requests training providers meet the following minimums in the above-described performance measures:
- |   |                             |
|---|-----------------------------|
| Graduation rate                         | 80%                         |
| Employed within 6 months of graduation  | 75%                         |
| Employed within 12 months of graduation | 85%                         |
| Median annual wages                     | \$31,200.00 or \$15.00/hour |
- Included in the performance data should be the results of the entire of the training program, not just of WIOA-funded ITA clients.
6. Failure to supply performance or meet the performance standards affects the training provider's ITA reimbursement schedule.
  7. Training providers must renew their program in WIET annually. Area 2 will monitor training providers' performance reported in WIET at the beginning of each program year.
  8. Training providers must sign a one-time acknowledgement of Area 2's performance requirements and reimbursement schedules. If the training provider has multiple training programs, one signed acknowledgement form is sufficient, but the training provider understands that reimbursement is based on the specific program's performance and subsequent reimbursement schedule.
  9. Training providers who exhibit a pattern of incomplete or unsuccessful ITAs may be excluded from Area 2 ITA training dollars even if their performance measures meet the Area's standards.

## **IX. REFERENCES**

1. ODJFS WIOA Policy Letter 16-02.01 Eligible Training Providers
2. Area 2 Policy Letter C-05 Use of Individual Training Accounts
3. WIOA Public Law 113-128 Section 134(d)(3)