

North Central Counties Consortium

REFERRAL TO ELIGIBLE TRAINING PROVIDERS

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North Central Counties Consortium Referral to the Eligible Training Providers

Introduction

This procedure contains new guidance for referring WIA Adult and Dislocated Worker participants to approved training providers when developing an Individual Training Account (ITA) and other program requirements.

This procedure applies to all NCCC Service Providers, including mandated partners, who provide training services through the One Stop delivery system to eligible individuals funded under Title I of the Workforce Investment Act (WIA).

References

WIA Section 122
WIA Final Rule Section 663.500-595
EDD WIAD06-15, Eligible Training Provider List

Background

The Workforce Investment Act (WIA) requires states to establish a list of training providers who are eligible to receive WIA funds for training services provided to Adults and Dislocated Workers. This list is called the Eligible Training Provider List (ETPL) and with few exceptions (On-The-Job Training and Customized Training) eligible providers of training services must be posted on the statewide ETPL before a local workforce investment area can refer WIA Title I participants to develop an ITA. Training provider must apply through the Local Workforce Investment Board for inclusion on the ETPL.

The North Central Counties Consortium Local Workforce Investment Board requires that ITAs may only be developed with vendors and courses that are listed as “active” on a NCCC Local List or through individual participant/course approval by the NCCC Administrative Office.

[ref: WIA Sections 122, 134(d)(4)(G)(i), WIA Final Rule 663.500-510, EDD WIAD06-15, Eligible Training Provider List]

Training Providers Subject to the ETPL

In order for a provider to be referred to the ETPL and be listed the provider must meet the following requirements:

- A postsecondary educational institution that is eligible to receive Federal funds under Title IV of the Higher Education Act of 1965, and provides a program that leads to an associate degree, baccalaureate degree, or certificate; **or**

- An entity that carries out programs under the National Apprenticeship Act of 1937; **or**
- Other public or private provider of a program of training services¹.

[ref: WIA Sections 122]

Eligible Training Provider Local List

Staff may use any vendor and their course(s) that are listed as “Active” on a NCCC Local List. At this time the NCCC Local List may be found on the Northern California Employment Network (NCEN) Training Site http://www.nortec.org/vendor/vendor_start.html or Training Link on the NCCC web site. All information that is required by the State of California, Workforce Investment Act and the NCCC Workforce Investment Board has been collected for the vendor and course(s) listed as “Active”. The State Provider number and the Program Code, required for enrollment in the Occupational Skills Training activity, will be included on this list.

or

Approval to use Eligible Training Providers not on Local List

To assure customer access to eligible training providers, when a training provider and course(s) are on the State’s ETPL but not listed on the Local List as “Active” Service Provider staff may use a course to meet an individual participant’s training needs. Before the development of the ITA documentation from the training providers must be collected by staff and permission from the Administrative Office must be obtained. Please have staff:

- Collect from the training provider
 - A certificate of liability insurance for the prospective training site that is a minimum of \$1,000,000 to cover accidental injury to students during regular attendance; and
 - A printout of the ETPL showing the vendor and the course of training; and; and
 - A published copy of the Training Provider’s Refund Policy.
- Submit copies of the above, along with the name of the participant, to the NCCC Administrative Office for approval.

NOTE: Staff should contact the Administrative Office to see if documentation for the vendor has previously been collected.

¹ Program of training services is one or more courses or classes, or a structured regimen that upon successful completion leads to: A certificate, an associate degree, baccalaureate degree; or the skills or competencies needed for a specific job or jobs, an occupation, occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training. [WIA Final Rule Section 663.508]

NOTE: This approval is on an individual participant's training needs basis. The vendor will not be included onto the Local List.

Adding Training Providers to the State ETPL

If the training provider and/or course(s) are not on the State's ETPL staff may request that the NCCC Administrative Office start the application process to include the training provider and course onto the ETPL. Staff should contact the Administrative Office with the name of training provider and course(s) along with contact information for the training provider (email preferred). An application will be sent to the training provider contact. Once the application and all *required* back-up documents are received and reviewed an application will be submitted to the State of California's ETPL. The State may take up to 30 days to approve the provider. Once the training provider and course(s) are approved they will be listed on the local list as "Active" and referrals to the provider may take place.

NOTE: NCCC will only forward to the State of California's ETPL a vendor and their course(s) that are directly referred by NCCC One Stop staff for the use of participants.