

Training Provider Overview Program Year July 1, 2022 – June 30, 2023

Training under the Workforce Innovation and Opportunity Act (WIOA) of 2014:

Eligible Training Providers (ETP) are entities that are eligible to receive WIOA title I-B funds for adult and dislocated worker participants who enroll in training services programs through “Individual Training Accounts” (ITA). ITAs may also be used for WIOA Title I Youth funds to provide training to older, out-of-school youth, ages 18 to 24. To be eligible to receive training funds under Section 133(b), WIOA, the ETP shall be:

1. Higher Education - An institution of higher education that provides a program that leads to a recognized postsecondary credential, or;
2. Apprenticeship Programs* - An entity that carries out programs registered under the National Apprenticeship Act (NAA) (50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.), or;
3. Other public/private providers - Other public or private providers of training services programs, which may include joint labor-management organizations, pre-apprenticeship programs and occupational/technical training, or;
4. Adult education and literacy activities** - Providers of adult education and literacy activities under Title II if such activities are provided in combination with occupational skills training.

* *Entities that carry out apprenticeship programs registered under the NAA are exempt from “Initial Eligibility” and “Continued Eligibility” application procedures. An abbreviated information document is provided for Training Providers who meet this definition.*

** *A public or private school district that maintains AdvancED/SACS accreditation and provides occupational skills training in combination with a high school diploma may be an ETP.*

Florida law requires that educational and workforce training providers report student/participant performance data for each of their training programs to the Florida Education & Training Placement Information Program (FETPIP). Florida school districts, community colleges, state colleges and state universities report their data directly to FETPIP. Other institutions that wish to be approved as ETPs must become licensed with the Commission for Independent Education (CIE), when applicable, which coordinates the gathering and analysis of student performance data with FETPIP. Institutions providing secondary training, education or skills that wish to be approved as an ETP must maintain regional AdvancED/SACS accreditation as a secondary public or private school district. Apprenticeship programs* are exempt from the performance requirement as long as they remain in good standing with the U.S. Department of Labor and the Florida Department of Education.

In addition, each Local Workforce Development Board (LWDB) approves training programs offered by eligible training providers according to its policies and correspond to an occupation recognized as a demand or targeted occupation as indicated on the Local Targeted Occupations List (LTOL).

The CareerSource Suncoast (CSS) application process for the approval and retention of Eligible Training Providers and Programs is consistent with WIOA and Florida law. Final contracting is contingent upon Board approval of Training Provider Applications. All required application documents and reference materials are posted on the CSS website [Public Notices – CareerSource Suncoast](#) or available by request via email to etpl@careersourcesc.com.

Initial Eligibility Application: To be used by training providers who are not currently approved by CSS as an eligible training provider. Providers seeking “Initial Eligibility” receive (if approved) “Initial Eligibility” for one program year, after which they may seek “Continued Eligibility”. The

provider shall supply verifiable program-specific performance information pursuant to established criteria, including:

- a. Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services programs.
- b. Completed W-9 form (required at Initial Eligibility only)
- c. Completed American with Disabilities Act Facilities Checklist
- d. A detailed description of each training program the applicant intends to provide.
- e. Information on the cost of attendance, including, but not limited to, tuition and fees.
- f. Whether the training program leads to an industry-recognized credential, including recognized postsecondary credential, identifying that credential.
- g. Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
- h. Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry).
- i. Identify the in-demand industry sectors and occupations which best fit with the training program.
- j. A description of the prerequisites or skills and knowledge required prior to the commencement of training.
- k. Verification the training program is for an occupation on the LTOL.

Continued Eligibility Application: To be used by training providers who have previously completed the “Initial Eligibility” period and now seek “Continued Eligibility”. Once on the ETPL, providers must submit “Continued Eligibility” applications every two years to maintain their eligibility. Each “Continued Eligibility” applicant shall provide all of the information outlined in the Initial Eligibility in addition to the following information:

- a. The total number of students enrolled in the program.
- b. The total number of workforce-sponsored participants enrolled in the program.
- c. The total number of students completing in the program.
- d. The total number of workforce-sponsored participants completing the program.
- e. The total number of students awarded a Recognized Postsecondary Credential (or other credential, if applicable).
- f. The total number of workforce-sponsored participants awarded a Recognized Postsecondary Credential (or other credential, if applicable).
- g. The total number of students employed after completing in the program.
- h. The total number of workforce-sponsored participants employed after completing the program.
- i. Description of how the provider will ensure access to training services programs throughout the State, including in rural areas, and through the use of technology (if applicable).
- j. Description of how the training services programs serve individuals who are employed and individuals with barriers to employment.
- k. Information reported to State agencies with respect to Federal and State training services programs (other than the program carried out under this subtitle), including one-stop partner programs.
- l. Such other factors as a LWDB determines are appropriate to ensure: the accountability of the providers; providers meet the needs of local employers and workforce-sponsored participants; the informed choice of those participants among training services providers; and additional criteria and policies established by the LWDB are achieved.