

# 2023-2024 Request for Applications for the Eligible Training Provider List and Registered Apprenticeship Program Requests

June 5, 2023 – CareerSource Suncoast (CSS) is accepting Training Provider Applications and Registered Apprenticeship Program Requests for consideration of being added to the Eligible Training Provider List (ETPL) for Program Year (PY) 2023-2024 (July 1, 2023, through June 30, 2024).

**Completed Provider Applications and Programs Descriptions for the PY 2023-2024 ETPL must be submitted electronically to [etpl@careersourcesc.com](mailto:etpl@careersourcesc.com) by close of business Monday June 12, 2023.**

The 2023-24 Local Targeted Occupations List (LTOL) is included with this notice and identifies occupations eligible for training scholarships utilizing CSS's Workforce Innovation and Opportunity Act (WIOA) and other workforce funds. CareerSource Suncoast issues training scholarships to authorized local training providers on behalf of qualified individuals.

Training Providers who meet the criteria referenced in the Training Provider Overview and wish to be represented on the PY2023-2024 ETPL must submit the appropriate application package identified below; training programs must be specific to targeted occupations as reflected on the LTOL and have an average wage at placement of \$16.50 per hour. The only exception is Apprenticeship Programs registered under the National Apprenticeship Act.

Complete application or request packages must be submitted to CSS electronically to [etpl@careersourcesc.com](mailto:etpl@careersourcesc.com) by close of business **Monday, June 12, 2023**, in order to be considered.

Links to required application or request documents and reference materials are below:

1. [Training Provider Overview](#)
2. [Local Targeted Occupations List \(LTOL\)](#)

Training Providers or Registered Apprenticeship Programs are to select the appropriate application/request package as identified below:

**New Training Provider “Initial Eligibility” Applications** – for any training provider that did not appear on the ETPL last year (PY22-23) will be required to submit as an “Initial Eligibility” provider and be brought before the board for approval of a 1-year contract. If approved, providers seeking “Initial Eligibility” will receive eligibility for one (1) program year, after which they may seek “Continued Eligibility”. This package includes four (4) documents for completion:

1. [Initial Eligibility Provider Application](#)
2. [Initial Eligibility Program Description](#)
  - Complete and submit a separate Program Description form for each training program.
  - Training program/s submissions must meet the 2023–2024 average wage at placement criteria of \$16.50 per hour.
3. [ADA Building/Facility Checklist](#)
4. [W-9 Taxpayer Identification Number and Certification](#)

In addition, please include the following items:

- Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services programs.
- A copy of the school's course catalog to include the institution's refund policy.

**Existing Training Provider/New Program Addition Applications** – for training providers currently approved for the PY 2022-23 who wish to add new programs to the ETPL for PY 2023-24 must complete the following forms.

5. [Initial Eligibility Program Description](#)
  - Complete and submit a separate Program Description form for each training program.
  - Training program/s submissions must meet the 2023–2024 average wage at placement criteria of \$16.50 per hour.

These programs will be approved for an initial eligibility period of one year.

Note: You can find the current PY 2022-23 Approved ETPL list at [Approved-Training-Providers-1676402228.pdf \(crosswalkrs.com\)](#)

**Apprenticeship Program Request Package** – programs registered under the National Apprenticeship Act with the U.S. Department of Labor, or the Florida Department of Education are exempt from the LTOL requirement, Initial and Continued Eligibility Application procedures and CSS Board approval. An abbreviated Information & Request document and Program Description must be completed and submitted for Registered Apprenticeship Sponsors who meet this definition and are requesting to be represented on the area's ETPL. This package includes four (4) documents for completion:

1. [Registered Apprenticeship Information & Request](#)
2. [Registered Apprenticeship Program Description](#)
  - Complete and submit a separate Program Description form for each training program.
3. [ADA Building/Facility Checklist](#)
4. [W-9 Taxpayer Identification Number and Certification](#)

In addition, please include the following items:

- Copy of the current approved Apprenticeship Standards

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