

2024-2025 Request for Applications for the Eligible Training Provider List and Registered Apprenticeship Program Requests

May 13, 2024 – CareerSource Suncoast (CSS) is accepting Training Provider Applications for consideration of being added to the Eligible Training Provider List (ETPL) for Program Year (PY) 2024-2025 (July 1, 2024, through June 30, 2025).

Additionally, CSS is seeking Registered Apprenticeship Program (RAP) requests for inclusion on the CSS ETPL.

Completed Provider Applications and Program(s) Descriptions for the PY 2024-2025 ETPL must be submitted electronically to etpl@careersourcesc.com by close of business Monday May 27, 2024.

Important! The 2024-25 Demand Occupations List (DOL) is pending release from the Florida Department of Commerce (FloridaCommerce). Please note, that all program application approvals submitted are contingent on connection to the PY2024-2025 Local Targeted Occupations List (LTOL). The LTOL is developed from the DOL 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 PY2024-2025 ETPL must submit the appropriate application package identified below; training programs must be specific to targeted occupations as reflected on the PY 2024-2025 LTOL and have an average wage at placement of **\$17.00** per hour and a **60%** minimum graduation/completion rate.

Apprenticeship Programs registered under the National Apprenticeship Act are exempt from connection to the LTOL, average wage at placement, and graduation/completion rate minimums.

Complete application and/or RAP request packages must be submitted to CSS electronically to etpl@careersourcesc.com by close of business **Monday, May 27, 2024**, in order to be considered.

New Training Provider “Initial Eligibility” Applications – for any training provider that did not appear on the ETPL last year (PY23-24) will be required to submit as an “Initial Eligibility” provider and be brought before the board for approval for a 1-year approval/agreement. 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. Please provide verification that the program is CIE certified.
 - Training program/s submissions must meet the 2024–2025 average wage at placement criteria of \$17.00 per hour and the 60% graduation rate.
3. [ADA Building/Facility Checklist](#)
4. [W-9 Taxpayer Identification Number and Certification](#)

In addition, please include the following items:

- Verification that the **provider** and **program** 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 2023-24 ETPL who wish to add new programs to the ETPL for PY 2024-25 must complete the following forms.

5. [Initial Eligibility Program Description](#)
 - Complete and submit a separate Program Description form for each training program.
 - Please provide verification that the program is CIE certified.
 - Training program/s submissions must meet the 2024–2025 average wage at placement criteria of **\$17.00** per hour and the **60%** graduation rate.

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

Note: You can find the current PY 2023-24 Approved ETPL list at [Eligible Training Providers List](#) on the CSS website.

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 local 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
- Copy of the RA Certification.

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