



DEPARTMENT OF  
**HIGHER EDUCATION &  
WORKFORCE DEVELOPMENT**

# Workforce Innovation and Opportunity Act

## Eligible Training Provider System Policy and Procedures Guidance for the State of Missouri



For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at [jobs.mo.gov](http://jobs.mo.gov) or (888) 728-JOBS (5627). The Missouri Office of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services are available at 711.



## Table of Content

I. Introduction	1
II. Background	1
III. Guidance	1
A. Type of Entities Eligible to Apply to be an ETP	2
• Program of Training Services	2
• Training Providers Outside the Local Area or State	2
• Exempt Training Providers	3
• Exempt Training Programs	3
• Registered Apprenticeships	4
• Pre-apprenticeship Programs	4
• Programmatic Capacity	5
• Equal Opportunity	5
B. To Apply	6
• Training Institution Criteria	6
• Training Institution Online Account	6
• State Program Performance Levels	6
• Timeline	6
• Assurances Agreement Language	7
• Application Review Timeline	9
• Summary of ETPS Application/Reporting Elements	10
C. Eligibility	11
• Initial Eligibility	11
• Continued Eligibility Procedures	11
• Attainment Verification	12
• Changes to Application & Programs After Submission	12
• Removal of Training Programs or Providers	12
• Appeal Process for Denied Training Providers/Programs	13
• Development & Maintenance of the ETPS List	13
• ETPS Solicitation	14
D. Consumer Information Dashboard	14
• Eligible Training Provider Listing	14
E. Local WDB Roles & Responsibilities	16
• Local WDB Provider Eligibility	16
• Correspondence & Distance Learning/Internet –Based Programs	16
• Individual Training Account	16
• Demand Occupation	17
• Transferring WIOA Participants	17
• Local Performance Criteria	17
• Local WDB ETPS Verification	18
• Local WDB Initial/Continued Eligibility Review Process & Timeline	18
• Local Monitoring of Approved Training Providers	19
IV. Eligible Training Provider Glossary	20

V. Appendixes	25
• A – ETPS Application Elements	25
• B – ETPS Application Review Process	28
• C – Timeline Graphic for ETPS Participants	31

## **I. Introduction**

Welcome to the Eligible Training Provider System (ETPS). ETPS is an Internet web-based system that allows training institutions to electronically submit their applications for approval by the Department of Higher Education and Workforce Development (DHEWD).

Training institutions and their programs meeting specific criteria may be eligible for the State of Missouri's Eligible Training Provider (ETP) list. Eligible training providers may deliver occupational training programs to Workforce Innovation and Opportunity Act (WIOA) participants with an Individual Training Account (ITA).

This document, along with the Workforce Innovation and Opportunity Act, provides guidance and information to local Workforce Development Boards (WDBs), Missouri Job Centers and training institutions regarding eligible training provider procedures.

Training institutions, local WDBs and the public may access WIOA approved providers and programs on MoSCORES at <https://scorecard.mo.gov/Search>.

## **II. Background**

Statutory requirements for the procedure to determine eligibility of training institutions and their programs are in Section 122 of the Workforce Innovation and Opportunity Act of 2014 (P.L. 113-28), enacted July 22, 2014, which succeeded the Workforce Investment Act of 1998 (P.L. 105-220) as the primary federal workforce development legislation.

WIOA includes five titles: Workforce Development Activities (Title I), Adult Education and Literacy (Title II), Amendments to the Wagner-Peyser Act (Title III), Amendments to the Rehabilitation Act of 1973 (Title IV), and General Provisions (Title V).

## **III. Guidance**

The Department of Higher Education and Workforce Development (DHEWD) is the designated state agency responsible for the development, operation and maintenance of the statewide WIOA Eligible Training Provider (ETP) list and consumer dashboard(s) §680.430(b).

### **A. Types of Entities Eligible to Apply to be an ETP**

Source: §680.410(d)

- Institutions of higher education that provide a program that leads to a recognized postsecondary credential
- Apprenticeship programs, including Industry Recognized Apprenticeship Programs (IRAPs) and Registered Apprenticeship Programs (RAPs)
- Other public or private providers that provide training that may include Community Based Organizations (COBs) and Joint Labor-Management Organizations
- Eligible providers of adult education and literacy activities under WIOA Title II if such activities are provided in combination with individual training services

### **Program of Training Services**

Source: §680.420(a-d)

A program of training services is one or more courses or classes or a structured regimen that provides services and leads to:

- An industry-recognized certificate or certification
- A certificate of completion of a registered apprenticeship
- A license recognized by the state involved or the federal government
- An associate degree
- A baccalaureate degree
- A secondary school diploma or its equivalent
- Employment
- Measurable skill gains toward a credential described above or employment

### **Training Providers Outside of the Local Area or State**

Source: §680.520(a-b)

WIOA participants may choose training providers and programs outside of the local area or the State of Missouri, provided that the provider/training is on the ETP list in accordance with local policies and procedures.

Applications may be accepted from training institutions that originate from other states. However, in order to be approved as an ETP for the state of Missouri, the training institution must have their programs posted as WIOA approved by their respective state's Eligible Training Provider List.

State policies and procedures may provide for reciprocal agreements established with another state, to permit Missouri eligible training providers to accept ITAs provided by the other state.

All approved training programs must be located within the continental United States.

### ***Exempt Training Providers***

Source: §680.530(a)

Providers of pre-vocational services, youth program services (other than training provided by ITAs), on-the-job training (OJT), customized training, incumbent worker training, internships (paid or unpaid), work experience, transitional jobs and institutions that offer specialized services are not subject to the requirements applicable to entities listed on the eligible training provider list and are not included on the ETPS.

### ***Exempt Training Programs***

Master and higher degree or certificate programs, individual career services and pre-vocational services, secondary level training programs and K-12 grade levels are not eligible for the State ETP list. Because ETPS does not prevent training institutions from entering programs that are not eligible, DHEWD must review program details carefully before approving them for the State ETP list. Local WDBs should also have a clear understanding about the programs.

ETPS requires training institutions to answer questions to determine if their programs are eligible. Using the questions below, a training institution should review its programs before entering them into ETPS. Below is a guide for training institutions to use when determining if a program should be included on ETPS. If training institutions answer, 'YES' to any of the following questions for a specific program, then the program is not eligible to be on ETPS. The state reserves the right to remove programs deemed individual career services.

- 1) Does the program of training services train only on pre-vocational skills? *This question should assist in determining if the program is postsecondary occupational training.*
- 2) Does the training services program give a certificate for attendance only? *A credential for ETP is an associate degree, a baccalaureate degree, a certificate, a license, or a competency or skill recognized by an employer. An individual successfully completing an occupational training curriculum achieves at least one of these credentials.*
- 3) Is the program of training services considered continuing education that requires an individual to maintain or retain a certification? *This question should rule out programs that are not preparing individuals to acquire the skills or competencies leading to employment, rather than maintaining credential.*
- 4) Is a short-term course or program a refresher or remedial course or for preparing an individual for testing to keep a current certification? *This question determines if it should rule out programs that are considered individual career services.*

### **Registered Apprenticeship Program Sponsors**

Source: §680.450(b) §680.460(c) §680.470(a-e)

Inclusion of a Registered Apprenticeship Programs (RPA) on the state ETP list allows an individual that is eligible to receive WIOA Title I, Subtitle B assistance to apply those funds toward the cost of registered apprenticeship training.

For RAP sponsors that would like to be included on the state ETPS the following information will need to be added as an ETP:

- Occupations included within the registered apprenticeship program
- Name and address of the RAP program sponsor
- Names and addresses of the Related Technical Instruction provider(s) and the location(s) of instruction if different from the program sponsor's address
- Method and length of instruction
- Number of active apprentices

RAPs are not subject to the same application and performance information requirements, or to a period of initial eligibility, or initial eligibility procedures as other providers, due to the detailed application and vetting procedures required to be a Registered Apprenticeship program sponsor with the United States Department of Labor (USDOL). However, a RAP sponsor may voluntarily report performance outcomes.

RAP sponsors that are on the ETPS list will remain on the list until one of the following:

- Has been deregistered by a finding of the U.S. Department of Labor.
- Has notified the state that it no longer wants the program to be included on the list.
- Has intentionally provided inaccurate information.
- Has violated any provision of Title 1 of WIOA or the WIOA regulation including 29 CFR Part 38 for no less than two years.

### **Pre-apprenticeship Programs**

Source: §680.470(f)

Pre-apprenticeship providers that wish to provide training services to participants using WIOA Title I funds are subject to the same eligibility procedures as any other provider and must have a documented partnership with at least one RAP. **NOTE:** A pre-apprenticeship program alone does not provide a recognized credential.

### ***Programmatic Capacity***

Evidence of program capacity will be satisfied by oversight/accreditation organizations. Eligible Training providers include:

- Institutions of higher education certified by DHEWD that offer training programs leading to a recognized post-secondary credential. All providers must either obtain proprietary certification from the DHEWD, or be granted an exemption from certification.
- Vocational or public schools accredited by DESE offering training programs leading to a recognized post-secondary credential.
- Private providers of training services licensed or exempted from licensure by the Missouri Division of Professional Registration or other authorizing accrediting board or agency.
- Private providers of training services that have documented exemption from licensure.
- Entities that carry out programs registered under the National Apprenticeship Act (29 U.S.C. 50 et seq.).
- Non-Missouri based providers must be on their home state's Eligible Training Provider List.

### ***Equal Opportunity***

ETPs are subject to the equal opportunity and nondiscrimination requirements contained in Section 188 of WIOA and implementing regulations of 29 CFR part 38.



## ***B. To Apply – Training Institution Criteria:***

- Have a Federal Employer Identification Number (FEIN).
- New institution to ETPS must have been offering training for a minimum of 12 months.
- Have programs approved by their authorizing authority if the institution is exempt from certification by DHEWD, Office of Postsecondary Policy.
- Provide their website address that displays all programs submitted for WIOA funding consideration.
- If an out-of-state institution, it must have posted their programs on their respective state's Eligible Training Provider List.
- Agree to accept the terms and conditions of ETPS Assurances Agreement.

### ***Training Institution Online Account***

A training institution must request an online account from the ETPS Coordinator via email at [trainingprovideradmin@dhewd.mo.gov](mailto:trainingprovideradmin@dhewd.mo.gov) in order to submit an application and programs for approval. Training institutions may access the ETPS webpage at <https://jobs.mo.gov/community/missouri-eligible-training-provider-system>.

### ***State Program Performance Levels***

Source: §680.460(g)

The State is required by law in WIOA Section 116 to report to the U.S. Department of Labor the performance outcomes reflected for WIOA student/training participants annually every program year. The data for Missouri will be submitted to the U.S. Department of Labor every year on October 1. Subsequently, this data will be provided to each of the local WDBs.

The source of this data will be from Missouri's statewide electronic case management system and client enrollment software used by the state for all participants and it will report the outcomes of WIOA participants/students if referred to training by approved training providers.

Apprenticeship programs registered under the National Apprenticeship Act are not required to submit performance information, but may voluntarily submit the information to the State.

### ***Timeline***

Prospective training providers may apply at any time on a year-round basis. Initial eligibility will be open and rolling; however, provider and program approvals will end on a fiscal year basis by June 30<sup>th</sup> regardless of when application was submitted. ETPS is available for providers to apply for continued eligibility June 30<sup>th</sup>. See Appendix B.

The State reserves the right to review training providers and programs at any time and to place providers or programs in hold status, if necessary, to resolve questions or concerns regarding a provider or program, or to remove a provider or program from the ETPS.

## ***Assurances Agreement Language***

To affirm the commitment in becoming an Eligible Training Provider, the following Assurances Agreement is required to be signed electronically by the ETPS contact. **Note:** By attaining approval to become an Eligible Training Provider, there is no assurance of receiving WIOA Title 1 funds.

### **Nondiscrimination and Equal Opportunity Provisions**

Each Training Provider seeking eligibility approval for the Workforce Innovation and Opportunity Act (WIOA) must guarantee that the required nondiscrimination and equal opportunity language listed below will be included in all grants, cooperative agreements, plans, contracts, and other similar documents as noted in 29 CFR Part 38.25.

As a condition to the award of financial assistance from the Department Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

- A) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
- B) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- C) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- D) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- E) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- F) The Training Provider also assures that, as a recipient of WIOA Title 1 financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the Training Provider's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the provider makes to carry out the WIOA Title I- financially assisted program or activity. The Training Provider understands that the United States has the right to seek judicial enforcement of this assurance.

### **American with Disabilities Act (ADA), Title II Public Services**

The ADA became law in 1990 and prohibits discrimination against individual with disabilities. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else.

Title II Subpart A of the ADA it states in part, "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity."

### Genetic Information Nondiscrimination Act

The Genetic Information Nondiscrimination Act of 2008 prohibits discrimination on the basis of genetic information with respect to health insurance and employment.

### General Provisions

- A) New training providers that have never been on Missouri's eligible training provider list must meet the requirements for initial eligibility and may be approved for placement on the state list. New providers must also provide accurate information in order to retain their status as an eligible training provider.
- B) If it is determined that an eligible provider is intentionally supplying inaccurate information the provider's eligibility for the program shall be terminated for 2 years §680.480(b).
- C) If an eligible provider substantially violates any requirements under the Workforce Innovation and Opportunity Act (as determined by the local board(s) and state agency), the eligibility of the provider may be terminated for the program involved, or other action as determined appropriate may be taken.
- D) A provider whose eligibility is terminated under paragraphs B or C for a program shall be liable for repayment of all funds received for the program during any period of noncompliance.
- E) Should a provider lose its eligibility for a program(s) as described in B or C, the provider will continue to be reimbursed for all students enrolled prior to the loss of eligibility and all conditions of the application will continue to be applied until those enrollments have completed training for the instruction for which they are currently enrolled.
- F) To appeal a denial of eligibility or to appeal a termination of eligibility, the appeal process outlined in the Eligibility Training Provider System (ETPS) Policy and Procedures Guidance will be followed.
- G) The status as an approved eligible training provider is not a guarantee of student referrals or the award of training funds. The local WDB must also approve providers in ETPS based on justification that the training provided is for in-demand industry sectors and occupations within each region. Providers wishing to explore occupations in-demand in the Missouri economy may view labor market data found at <https://meric.mo.gov/>.
- H) The Training Provider agrees to accept Individual Training Accounts (ITA) and provide training services for eligible WIOA participants enrolling in approved programs where admission and program performance requirements have been met.
- I) The Training Provider shall permit on-site visits by the local WDBs, Missouri Department of Elementary and Secondary Education, Missouri Department of Higher Education and Workforce Development, U.S. Department of Labor, and any other state, federal or local agency as legally authorized to monitor activities for funds that have been provided.
- J) The Training Provider may, at its option, cancel this agreement without penalty upon 30 days written notice.

By signing the document, the institution shall provide the following Certification regarding Debarment and Suspension in accordance with 2 CFR Part 180, OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement), and certifies that to the best of its knowledge and belief that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- Have not within a three-year period preceding this Assurances Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in this certification; and,
- Have not within a three-year period preceding this Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
- Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the ETPS Coordinator via email at [trainingprovideradmin@dhewd.mo.gov](mailto:trainingprovideradmin@dhewd.mo.gov).

It shall be noted that the Training Provider's authorized signatory acknowledges that the document has been read and fully understands the language and are bound by the specified terms and attachments of the application, and that they are responsible for complying with all of the requirements contained in the document.

### ***Application Review Timeline***

DHEWD will review applications to meet state requirements and criteria, and make a decision about a training institution and each training program submitted. Decisions on applications will be made within 30 calendar days from the submission date of the application. For training institutions listed as approved in ETPS, the review process provided in Appendix B is utilized to vet each provider and program(s) for compliance with eligibility requirements.

### **Summary of ETPS Application/Reporting Elements**

Before logging on to ETPS to complete the application, if available, all information should be collected to satisfy the required elements in the first column labeled, 'ETPS Application Elements' in the table below.

The ETPS Reporting Elements in the second column will be obtained from Missouri's statewide electronic case management information system.

<b>ETPS Application Elements</b>	<b>ETPS Reporting Elements</b>
	<i>(Missouri's Case Management Information System)</i>
<i>Provider Details</i>	<i>Performance</i>
Training Provider Name & Address	% Unsubsidized Employment 2 <sup>nd</sup> Quarter after Exit
Federal Employer#/FEIN	% Unsubsidized Employment 4 <sup>th</sup> Quarter after Exit
Institution Ownership & Year Established	Median Earnings 2 <sup>nd</sup> Quarter after Exit
Institution Type	% Credential Attainment
Contact Information & Website	Total WIOA participants served
Pell Grant Percentage	Total WIOA participants exited
<i>Program Information</i>	
Program Name	
Offering Options	
Credential Earned	
CIP Code	
Cost Information	
Program Description	
Program Contact	
URLs for Admissions & Financial Aid	

### **C. Eligibility - Initial Eligibility**

Source: §680.450(a-b)(e)(g-h)

Providers and programs that have **not** previously been eligible to provide training services except for registered apprenticeship programs must submit an application in order to be considered for initial eligibility.

Providers and programs seeking WIOA initial eligibility must;

- Describe each program of training to be offered
- Provide information addressing a factor related to the indicators of performance
  - Unsubsidized employment during the second quarter after exit
  - Unsubsidized employment during the fourth quarter after exit
  - Median earnings
  - Credential attainment
- Describe if provider is in a partnership with a business
- Information on training services that lead to a recognized postsecondary credential or a secondary school diploma or its equivalent
- Provide information on alignment of the training services with in-demand industry sectors and occupations to the extent possible

Training providers and/or programs that receive initial eligibility are good for only one year from the date of approval by the state; however, provider and program initial approvals will end on a fiscal year basis by June 30th annually. At one year expiration date the provider must submit an application for **Continued Eligibility**.

### **Continued Eligibility Procedures**

Source: §680.460(a)(f)(g)(i)

A WIOA eligible training provider **must** submit accurate and timely data and cost information every two years by June 30th to avoid any interruption of eligibility. The continued eligibility review takes into account the program's prior eligibility and the eligible training provider status as an institution.

Providers and programs seeking WIOA continued eligibility must include;

- Meeting the minimum requirements for the WIOA performance indicators (employment 2<sup>nd</sup> & 4<sup>th</sup> quarter after exit, median earnings & credential attainment)
- Continuing to meet recognition or certification as a provider or exemption from certification as described for initial eligibility
- Access to training services throughout the state (including rural areas and through technology use)
- Information on federal and state training programs other than WIOA Title I-B programs.
- Training programs related to in-demand industry sectors and occupations
- State licensure requirements of training providers and licensing status of providers of training services, if applicable
- Ability to offer industry-recognized certificates and credentials
- Ability to offer programs that lead to a recognized post-secondary credential

- Quality of the program of training services including a program that leads to a recognized postsecondary credential
- Ability to provide trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities.

The training provider and program(s) approval date(s) will be extended for an additional two years if the training providers meets the performance standards listed above. The state will not approve any provider and/or program(s) for continued eligibility that does not meet the eligibility criteria.

Upon completion of the review for continued eligibility, the training provider will be notified of all programs approved via system generated email correspondence. The local WDB will also be notified of recently state approved provider and program(s) by receiving a copy of the approval email correspondence.

Each local WDB are provided ETPS access to review the list of all providers and programs that have been approved by the state for initial and continued eligibility. The local WDBs may use eligibility performance statistics report(s) based on data collected in MoPerforms and Missouri's statewide electronic case management system of WIOA participants.

### ***Attainment Verification***

Training institutions with programs that require individuals to take a test for a credential attainment after completing the required program or regimen (whereby another organization may award such credential attainments) are eligible to apply on the ETPS. However, training institutions must ensure that local WDBs understand when credential attainments are awarded and by whom.

### ***Changes to an Application after Submission***

If an ETP needs to edit an application because of errors, price change or program name change, the ETP will need to login and complete the updates and resubmit for review and approval.

### ***Removal of Training Providers and Programs***

Source: §680.430(b) §680.480(a-d)

A training provider must meet the requirements for eligibility and provide accurate information in order to retain its status as an eligible training provider.

Only the state can remove eligible training providers and programs from the ETP list after appropriate due process. Local WDBs may take steps to request removal of eligible training providers and/or programs from the ETP list in consultation with the ETPS Coordinator (Review local WDB ETPS Verification section). The state can remove a program, an eligible training provider, or both when it:

- Intentionally submits inaccurate data and there is evidence of this;
- Has substantially violated any provision of Title 1 of WIOA and its regulations, including 29 CFR Part 38;
- Is in violation of state and/or local laws; and/or
- Has ceased to be in business and/or lost its license to operate
- Fails to meet performance levels

As part of the biennial review of eligibility, when the consumer report process and subsequent eligibility is complete, eligible training providers and/or programs may be subject to the removal procedure due to not meeting criteria or failure to meet established minimum performance levels.

After removing a training provider and/or programs from the ETPS list, local WDBs cannot send WIOA participants to that training provider and/or its programs. Per WIOA Section 122, a training provider removed from the ETPS list for failure to meet performance or is in violation of the WIOA regulations, cannot apply for eligibility for **two years** after the official removal date. The provider is liable to repay all youth, adult and dislocated training funds it received during the period of noncompliance. Training providers may appeal a removal decision under the appeal process.

### ***Appeal Process for Denied Training Providers/Programs***

Source: §683.630(b)

To appeal a denial the training provider must submit their appeal in writing to the Office of Workforce Development, Appeal Board\*. The Appeal Board will review the appeal and provide a written decision to the training provider within 30 days after receipt of the appeal.

If the Appeal Board's decision fails to resolve the appeal, the training provider has 15 days from the receipt of the Appeal Board's decision to submit a written request for a hearing. A hearing will be conducted within 30 days from the receipt of the hearing request. Representatives from the appealing training provider and the Appeal Board shall be assembled to discuss the appeal. A written decision shall be issued within 15 days following the hearing. The final decision after the hearing is not appealable per section 683.630 (b)(3).

\*The Appeal Review Board shall be comprised of a representative each from the Department of Higher Education and Workforce Development, Department of Elementary & Secondary Education and a standing member from the Local Workforce Development Board(s) impacted.

### ***Development & Maintenance of the ETPS List***

Source: §680.400(b) §680.430(b)

DHEWD is responsible for ensuring the development and maintenance of the state list of eligible training providers and programs, and that programs meet eligibility criteria and performance levels established by the state by verifying the accuracy of the information provided. The state list of eligible training providers and programs ensures the accountability, quality and labor-market relevance of programs of training services that



receive funds through WIOA.

The state list of approved training programs are determined by the state and local WDBs during the initial and continued eligibility approval process. Only those ETP training programs appearing on MoSCORES indicating approval for WIOA funding are authorized for Individual Training Account (ITA) training services for WIOA participants.

### ***ETPS Solicitation***

Source: §680.450(c) §680.460(b)

Prospective training institutions must use ETPS to submit their application in order to become and remain a WIOA eligible training provider. The process for determining initial and subsequent eligibility of providers' training programs is an integral part of the strategy for achieving consumer choice.

DHEWD is responsible for conducting the solicitation of applications from training institutions, including public notices, announcements and informational conferences.

Prospective training providers may apply for eligibility approval for their programs electronically using ETPS, a web-based application. It is designed to enable prospective providers to simultaneously apply for program approval for the following;

- WIOA Title I Individual Training Accounts (ITAs)
- Eligible Training Provider System (ETPS)

Access ETPS at <https://jobs.mo.gov/community/missouri-eligible-training-provider-system>

#### **D. Consumer Information Dashboard – Eligible Training Provider Listing**

Source: §680.400(b) §680.430(b) §680.490(b) §680.500(c-d)

The state list of eligible training providers and programs is a means for ensuring informed customer choice for those individuals eligible for training. States and local areas must ensure that qualified providers offering a wide variety of job-driven programs of training services are available. The state list is made publicly available online through MoSCORES, a statewide system that allows users to explore educational programs.

This system informs the public, the One-Stop delivery system and their partners, the local WDBs across the state and the state's secondary and postsecondary education systems about job-driven training programs offered across the state. The information is presented in a way that is easily understood and accessible to individuals with disabilities. Consumers can find information and understand options available in choosing an approved training program.

MoSCORES includes:

- WIOA approved program descriptions and contact information
- Performance and cost information about each training program
- Local WDBs approval for each program
- Programs linked to in-demand industries and occupations

## ***E. Local Workforce Development Boards Roles & Responsibilities***

Local Workforce Development Boards (WDBs) may be subject to questioned costs if staff enrolls WIOA participants in a training program that has not been WIOA approved. Local WDBs should apply due diligence at all times when reviewing the status of training programs prior to the enrollment of WIOA participants.

### ***Local WDB Provider Eligibility***

Source: §680.430(c)(e)

DHEWD identified in-demand sectors may differ from new and emerging sectors within the labor market of the local area.

Local WDBs are responsible for determining the identification of new and emerging sector strategies and in-demand occupations relevant to specific curriculum and must work with the state to ensure there are sufficient numbers and type of providers of training services.

This includes eligible providers with expertise in assisting individuals with disabilities and assisting adults in need of adult education and literacy activities serving the local area. This will provide services involved in a manner that maximizes consumer choice and leads to competitive integrated employment for individuals with disabilities.

Local WDBs may with the exception of registered apprenticeship programs;

- Require additional criteria and information from local providers as criteria to become or remain eligible in the local area.
- Set higher levels of performance than those required by the state as criteria for local programs to become or remain eligible to provide services in the local area.

### ***Correspondence & Distance Learning/Internet-Based Programs***

A local WDB must decide whether to accept training programs when instruction is remotely off-site and the curriculum is self-instructional online. The training institution must be authorized to do business with the state of Missouri and be certified or exempt from proprietary certification through the DHEWD.

### ***Individual Training Account***

Source: §680.300 §680.310(a-c)

WIOA participants **MUST** have an Individual Training Account (ITA) under the direction of a local WDB. An ITA should be set up in a manner that maximizes customer choice in selecting an eligible training provider and helps the participant successfully obtain a credential for completing the requirements of a postsecondary occupational training program. ITA funds are to be used only for skills training for in-demand occupations as determined by the local WDB.

Local WDBs have the authority to write procedures for making payments, selecting individual training account options such as; vouchers, electronic transfers, setting duration and amounts of individual training accounts and policy regarding exceptions. The authority to restrict the duration of ITAs or to restrict funding amounts should not be used to establish limits that arbitrarily preclude WIOA participants from selecting a training provider of their choice.

Local Job Center staff must ensure that ITA participants are provided career orientation and if needed, assistance in how to view consumer information, where to apply their ITA funding, what types of training is offered, in what likely occupations and how to compare a given training provider with another regarding successful placements and earnings of graduates.

### ***Demand Occupations***

Source: §680.460(I)

Local WDBs may approve a training provider program if there is a demand for an occupation. Local WDBs are responsible for giving training institutions information on occupations in-demand and sectors of the economy that have a high potential for sustained demand or growth within the labor market area. Using labor market information, a local WDB is responsible for determining occupational demand in its local area or in another local area to which a youth, adult or dislocated worker is likely to be willing to relocate. Local WDBs should instruct providers wishing to explore occupations in-demand in the Missouri economy to view labor market data found at <https://meric.mo.gov/>.

### ***Transferring WIOA Participants***

Local WDBs will determine the feasibility of transferring WIOA participants to another eligible training provider with the same or similar program, when an eligible training provider is removed from the ETPS list. Primary factors to consider in transferring participants are the length of time remaining to complete the training program, necessity and reasonability of allowing participants to continue with a training provider removed from the state ETPS list.

WIOA participants enrolled with an eligible training provider removed from the ETPS list may complete the program for the duration of an ITA. Local WDBs are encouraged to minimize disruption to WIOA participants, to the extent possible.

### ***Local Performance Criteria***

Source: §680.510(a-b)

Local WDBs may supplement the criteria and information requirements established by the state in order to support informed consumer choice and the achievement of local performance indicators. This criteria will also be used for training providers to be included or remain on the local ETPS list to provide services in their local area. However, the local WDB may not do so for registered apprenticeship programs.

The additional information may include:

- Information on programs of training services that are linked to occupations in demand in the local area
- Performance and cost information including program-specific performance and cost information for the local outlet(s) of multi-site eligible training providers
- Information that shows how programs are responsive to local requirements
- Other appropriate information related to the objectives of WIOA

Local policy must describe how the ETPS reviewers will apply local performance standards in an objective and consistent manner. Training providers must provide sufficient justification for program approval if performance data is not currently available (example: course was not offered previously).

Local WDBs may establish higher performance levels and make a case for in-demand occupations that may differ from the State's. Any local WDBs that have established higher minimum performance standards above the state requirements may remove a program of training services from the eligible programs in the local area for failure to meet the higher performance levels, but only if applied consistently to all approved providers within their local area.

#### ***Local WDB ETPS Verification***

Source: §680.480(c)

Local WDBs must maintain a local list on ETPS which consists of training providers and programs that a local WDB will conduct business with and are approved on the state ETPS list. The purpose of the local list is to:

- serve as a document for the local WDB to know which eligible training providers and programs are on the state ETPS list;
- allow a local WDB to know with which eligible training providers WIOA participants have been enrolled;
- assist the local WDB in setting up a system to evaluate training providers' performance;
- track the WIOA participants' outcome by training provider and program for which the local WDB has enrolled participants;

WIOA participants must view and select eligible training providers from the state ETPS list. Local WDBs cannot use the local list to limit choices for WIOA participants.

#### ***Local WDB Initial/Continued Eligibility Review Process & Timeline***

Source: §679.380(a) §680.430(c)

On an annual basis, the state will approve training providers that meet the requirements of financial stability and programmatic capacity. Local WDBs will recommend approval of training programs approved by the state for use in their respective area.

Each local WDB must develop and maintain procedures to determine the eligibility of a

training provider's programs in an objective and consistent manner. Each local WDB must define its own procedures, consistent with the requirements of this policy. Each local WDB will designate a representative(s) to review initial/continued eligibility of providers and programs approved by the state. In accordance with WIOA Section 107, it is the role of the local WDB to assess outcomes for programs of study among schools and to make a determination of whether or not providers are approved for a continued eligibility for the workforce area for next WIOA Program Year, which begins July 1. *Only training programs approved by the local WDBs are eligible for WIOA funding in their local area.*

Procedures must clearly describe how representative(s) will apply any local policies related to the following factors:

- Quality training programs linked to in-demand occupations as determined by the local WDB.
- Performance and cost information, including program-specific performance and cost information of the local outlet(s) of multi-site eligible training providers.
- Information indicating how programs are responsive to local requirements.
- Other appropriate information related to the objectives of WIOA.

**Note:** Local WDBs should notify ETPS Coordinator at any time regarding questions or concerns about the programmatic or fiscal capacity of a provider in ETPS.

### ***Local Monitoring of Approved Training Providers***

Eligible training providers on the state ETPS list provide a service that is supported by WIOA funds granted to a local WIOA participant. Eligible training providers on the ETPS list have an obligation to meet Equal Employment Opportunity (EEO) and non-discrimination requirements of federal law. Those providers utilizing WIOA funds may be subject to monitoring for evidence of EEO compliance. For complete EEO monitoring details, visit Missouri's Methods of Administration.

Because local WDBs are accountable for their own WIOA performance and training providers may affect that performance, local WDBs must ensure that programs can meet acceptable levels of performance.

Onsite visits are recommended for potential newly applied for as well as existing eligible training providers particularly if there have been problems that relate to curriculum, instruction, equipment and non-compliance with WIOA administrative or financial requirements.

### ***The Missouri State Workforce Board***

The State Workforce Board will be consulted on this policy and procedures manual and has the option of adopting higher levels of performance for providers or changing them when necessary or on a periodic basis. The Board may also be consulted regarding the establishment of program curriculum and its relationship to occupations "in-demand" within Missouri's economy.

#### IV. Eligible Training Provider Glossary

**Attainment** – Is a credential given by a WIOA eligible training provider to an individual who has successfully completed an occupational training program without regard to posttest requirements. The attainments for completing specific occupational training programs include, Baccalaureate Degree, Associate's Degree, Certificate, License or Competency or Skill recognized by an employer.

**Certificate of Good Standing, Secretary of State** – Is a status signifying that a business entity is current with the filing requirements of the Secretary of State's office and current with the entity's corporate franchise taxes. The Certificate of Good Standing is used by a business entity to prove it is incorporated and authorized to do business.

**Classification of Instructional Program (CIP)** – Is a taxonomic scheme that supports the accurate tracking, assessment and reporting of fields of study, and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) that is a 6-digit subject code that identifies fields of study and links to an occupational title.

**Community-Based Organization (CBO)** – A private nonprofit 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 investment.

**Continued Eligibility** – Is the review and determination whether to retain an eligible training provider on the state ETPS list.

**Eligible Provider:** A provider -

- Providing training services, who is placed or retained on the state's eligible training provider list;
- Providing individual career services, a provider who is identified or awarded a contract;
- Youth activities, a provider who is competitively awarded a grantor contract on recommendation from a Youth Council and approved by a local board; or
- Other Workforce Innovation and Opportunity Activities, a public or private entity selected to be responsible for such WIOA activities, such as a designated or certified one-stop operator.

**Eligible Training Provider (ETP)** – Is eligible to receive funding for training services through an ITA, must be included on the state list of eligible training providers and provide program(s) of training services, and must be one of the following; an institution of higher education, entities that carry out programs of Registered Apprenticeships under the National Apprenticeship Act (29 U.S.C. 50 et seq.) or other public or private provider such as; community-based organizations, joint labor-management organizations or eligible

providers of adult education and literacy activities under title II of WIOA.

**Eligible Training Provider System (ETPS)** – Is a web based application that allows a training institution to submit an online application to become a Workforce Innovation and Opportunity Act (WIOA) training provider of postsecondary occupational training programs. DHEWD maintains the state list of eligible training providers and their eligible programs.

**Employment Rates** – is the percentage of participants who are in unsubsidized employment during the second and fourth quarters after exit from the program.

**Exiter** – is the number of WIOA participants who have completed, withdrew or transferred from a program of study.

**Federal Employer Identification Number (FEIN)** – A nine-digit number used to identify a business and used by the Federal Internal Revenue Service for Federal Unemployment Insurance, Income Tax and other tax purposes.

**Individual Career Services** – Services provided to adults and dislocated workers. Such services may include the following:

- Comprehensive and specialized assessments of the skill levels, and service needs of adults and dislocated workers, which may include diagnostic testing, use of other assessment tools, in-depth interviewing, evaluation to identify employment barriers and appropriate employment goals.
- Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives and appropriate combination of services for the participant to achieve the employment goals.
- Group counseling.
- Individual counseling.
- Career planning.
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct services to prepare individuals for unsubsidized employment or training.

Refresher or remedial programs that require an individual to take a test to keep or maintain a certification or license is also an individual career service.

This list is not all-inclusive and other individual career services, such as out-of-area job search assistance, literacy activities related to basic workforce readiness, relocation assistance, internships and work experience may be provided, based on an assessment or individual employment plan.



Individual career services must be provided through the One-Stop delivery system. Individual career services may be provided directly by the One-Stop operator or through contracts with service providers, which may include contracts with public, private for-profit, and private nonprofit service providers (including specialized service providers).

Training providers who offer testing services upon request of either a participant or employer for determining proficiency will be considered individual career services when an industry-recognized certification or credential is not offered.

**Individual Training Account (ITA)** – is a payment agreement established by a local WDB on behalf of a participant with a training provider and may be used to pay for any allowable type of training, as long as the program of training services or program of study is on the state list of eligible training providers.

**Industry Recognized Competency or Skill** – The skills and 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. The skills or competencies are determined prior to training and may yield an industry-recognized certification.

**Initial Application** – An application submitted by a training institution and/or a new program for the first time seeking approval to be an eligible training provider for individuals who have an ITA approved by a local WDB.

**Initial Eligibility Review** – An evaluation of an application from a potential training provider and/or program(s) that have not previously been eligible or sought approval to become a WIOA eligible training provider to be placed on the state ETPS list.

**Initial Eligibility Period** – The initial eligibility period for a training provider and/or program is one year from the date of approval by the state, however; provider and program approvals will end on a fiscal year basis by June 30<sup>th</sup>.

**Institutional Credential Attainment Rate** – is the percentage of those participants enrolled in an education or training program who attain a recognized postsecondary credential or a secondary; school diploma or its recognized equivalent during participation in or within one year after exit from the program.

**Local Workforce Development Area (LWDA)** – A geographic area, comprising single or multiple units of general local governments, designated as a local workforce investment area by the Governor. A local workforce investment area is often referred to as a local area.

**Local Workforce Development Board (WDB)** – A local board established and certified by the Governor in each local area to set policy for the portion of the statewide workforce development system within the local area.

**Median Earnings** – the median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program. For all individuals in the program of study who exited during the reporting period, report the wage that is at the midpoint between the highest and lowest wage earned in the second quarter after exit.

**MoSCORES** – Missouri School Credentials for Occupations Resulting in Employment Successes. This is a statewide system that allows users to explore programs at different education levels, including traditional degree programs and credentials. MoSCORES includes the WIOA approved providers, both credit and noncredit programs that include program descriptions, cost information and performance.

**Occupational Information Network O\*NET** – A database accessible from any web browser. The O\*NET database contains comprehensive information on job characteristics and worker attributes. It replaces the Dictionary of Occupational Titles (DOT), and offers a dynamic framework for exploring the world of work. O\*NET is the nation’s primary source of occupational information.

**O\*NET Code** – is an 8-digit code that links job requirements and worker competencies in the Occupational Information Network (O\*NET) database.

**Postsecondary** – Training programs above the K-12 secondary education level.

**Pre-apprenticeship** – is a program designed to prepare individuals to enter and succeed in an apprenticeship program registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et.seq.) **NOTE:** A pre-apprenticeship program alone does not provide a recognized credential.

**Pre-vocational Services** – Are individual career services. Pre-vocational services are short-term basic job readiness skills known as soft skills training, which may include development of learning skills and professional conduct to prepare individuals for unsubsidized employment or training. Pre-vocational services may also include, but not be limited to, communication skills, interviewing skills, punctuality, personal maintenance skills, English as a Second Language (ESL), remediation and workplace literacy and basic computer literacy. **NOTE:** *Pre-vocational services are considered individual career services. Pre-vocational services do not require an individual training account and are not submitted through ETPS.*

**Program Name** – The name a training institution gives to an occupational training program entered into ETPS.

**Program of Training Services** – is one or more courses or classes, or a structured regimen that leads to:

- 1) An industry-recognized certificate or certification, completion of a registered apprenticeship, a license recognized by the state involved or Federal Government, an associate or baccalaureate degree

- 2) A recognized postsecondary credential, secondary school diploma or its equivalent,
- 3) Employment
- 4) Measurable Skill Gains toward such a credential or employment.

**Proprietary** – a private for profit business entity that may be a corporation, franchise or sole ownership.

**Subject Code, NCES** – Is a 6-digit number from the Classification of Instructional Program (CIP) taxonomy that supports the tracking, assessment, and reporting of fields of study and program completions, and links to an occupational title.

**Subject Title, NCES** – Is the name of an occupational title from the Classification of Instructional Program (CIP) taxonomy that links to a subject code.

**Tuition Cost** – The average one-year tuition cost for an occupational training program for full-time status. Tuition cost does not include costs for books and other education related expenses.

**Workforce Innovation and Opportunity Act (WIOA) Completer** – An individual who finishes a predefined series of courses that results in the receipt of a credential, which could consist of a degree, a certificate awarded by the institution, or a credential achieved through a third party standard organization (the credential should be generally recognized by employers who hire for the particular occupation for which the individual was being trained.)

**Workforce Innovation and Opportunity Act (WIOA) Title I, WIOA Regulations** – The purpose of Title I of the Workforce Innovation and Opportunity Act is to provide activities that increase the employment, retention and earnings of participants, and increase occupational skill attainment by participants, that will improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation's economy.

The programs under the Workforce Innovation and Opportunity Act are administered through One-Stop workforce investment area delivery systems. Title I of the Workforce Innovation and Opportunity Act includes: Statewide and Local Workforce Development Systems; State and Local Workforce Boards; One Stop Systems; Eligible Training Providers for adults, dislocated workers and youth; Youth activities; Adult and Dislocated Worker Employment and Training Activities; Performance Accountability System, Job Corps and National WIOA programs administered by the US Department of Labor.

**Appendix A – ETPS Application Elements**

<b>Provider Details</b>	<b>Mandatory/Optional Fields</b>
Training Provider Name	Mandatory
Federal Employer FEIN/SSN	Mandatory
Federal Employer FEIN/SSN	Mandatory
Out of State Provider	Mandatory
Institution Ownership	Mandatory
State Agency Accredited Provider	Mandatory
Institution Type	Mandatory

<b>Physical Address of Training Location</b>	<b>Mandatory/Optional Fields</b>
Zip Code	Mandatory
Address	Mandatory
City	Mandatory
State	Auto Fill-In
County	Auto Fill-In
Website	Mandatory
Year Established	Mandatory
Pell Grant Percentage	Optional

<b>Public Contact</b>	<b>Mandatory/Optional Fields</b>
First Name	Mandatory
Last Name	Mandatory
Title	Mandatory
Phone	Mandatory
Fax	Mandatory
Email	Mandatory
School President/Owner	Mandatory
President/Owner Email	Mandatory

<b>Program Information</b>	<b>Mandatory/ Optional Field</b>
DHEWD Institution Code	Mandatory
IPEDS code	Mandatory
DHEWD Site Code	Mandatory
ETPS ID Number	Mandatory
DHEWD Program ID Number	Mandatory
ETPS Program Application ID	Mandatory
Online program option	Mandatory
Classroom program option	Mandatory
Hybrid program option	Mandatory
Other options	Mandatory
Program Site Address	Optional - if blank the site address will be used
Program City	Optional - if blank the site city will be used
Program State	Optional - if blank the site state will be used
Program Zip code	Optional - if blank the site zip will be used
Address Stat Cd	Mandatory
First Name	Optional - if blank the site contact first name will be used
Last Name	Optional - if blank the site contact last name will be used
Phone	Optional - if blank the site contact phone will be used
Email	Optional - if blank the site contact e-mail will be used
Contact Stat Code	Mandatory
Pell Grant Eligible (Optional)	Optional
Catalog URL	Mandatory
Program 6 digit CIP Code	Mandatory
WIOA Eligibility Requested	Mandatory
Title of Program	Mandatory
Detailed Program Description	Mandatory
Transfer Degree	Mandatory
State Licensure	Mandatory
Federal Licensure	Mandatory
Industry Recognized Credential	Mandatory
Program Time Offerings	Mandatory
Program Time Offerings	Mandatory
Program Time Offerings	Mandatory
Program Time Offerings	Mandatory
Program Time Offerings	Mandatory
Program Time Offerings	Mandatory
Program Category	Mandatory
Credit	Mandatory
Non Credit	Mandatory
Apprenticeship Credit	Mandatory
Apprenticeship Non Credit	Mandatory
Number of Apprentices	Mandatory
Outcome	Mandatory
Degree Type	Optional

Program Level	Mandatory
Program Length	Mandatory
Length Type Identifier	Mandatory
Additional Requirements	Optional
Comments	Optional
Notes	Optional
Admission Requirements	Optional
Admissions URL	Optional
Tuition Unit	Mandatory
Resident Tuition: In-District	Mandatory
Resident Tuition: Out-of-District	Mandatory
Non-Resident Tuition	Mandatory
International Tuition	Mandatory
Fees	Mandatory
Fees - Unit	Mandatory
Books	Mandatory
Books - Unit	Mandatory
Tools	Mandatory
Tools - Unit	Mandatory
Supplies	Mandatory
Supplies - Unit	Mandatory
Other Costs	Optional
Other Costs - Unit	Optional/Mandatory when a number is entered in Other Costs
Other Costs Description	Optional/Mandatory when a number is entered in Other Costs
Financial Notes	Optional
Financial Page URL	Optional
Program Cost Effective Start Date	Mandatory
Program Cost Effective End Date	Mandatory
Refund Policy	Mandatory

## **Appendix B – ETPS Application Criteria, Check List and Review Process**

### **Eligible Training providers include;**

- Institutions of higher education certified by DHEWD that offer training programs leading to a recognized post-secondary credential.
- Vocational or public schools accredited by DESE offering training programs leading to a recognized post-secondary credential.
- Private providers of training services licensed or exempted from licensure by the Missouri Division of Professional Registration or other authorizing accrediting board or agency.
- Private providers of training services that have documented exemption from licensure.
- Entities that carry out programs registered under the National Apprenticeship Act (29 U.S.C. 50 et seq.). (Pre-apprenticeship programs must be vetted under the same criteria as any other provider applying to become an eligible training provider and have a documented partnership with at least one registered apprenticeship program.)
- Non-Missouri based providers must be on their home state's Eligible Training Provider List.

### **Training institution WIOA approved programs must lead to;**

- a certificate
- a registered apprenticeship certificate
- an industry recognized certificate
- a licensure to begin employment
- an associate degree
- a baccalaureate degree

### **A training institute must;**

- Have a Federal ID number (cannot be in a state of federal debarment status).
- New institutions to ETPS must have been providing classes a minimum of 12 months.
- If requested provide documentation of approved programs from their authorizing authority if the institution is *not* required to report to Higher Education.
- Provide their website address that displays the programs submitted for WIOA consideration.
- If an out-of-state institution, must have posted their programs on their respective state's Eligible Training Provider List.
- Agree to accept the terms and conditions of ETPS Assurances Agreement.

### **ETPS Program Check List;**

- Training Institution Name
- Institution Location – Missouri or Out of State (State?)
- What Region if Missouri Institution?
- Are Programs – Credit or Non-Credit?
- For Missouri Institution?
  - Higher Education (Public or Proprietary Institutions)
  - Elementary & Secondary Education (Career Centers)
  - Public Safety (Fire Fighter, CNA, CMT)
  - Professional Registration (Cosmetology, Massage, etc.)
- Is the Institution website provided?
- Are programs listed on institution's website?
- Institution has been in operation a minimum of 12 months?
- Registered Apprenticeship, confirm listing with USDOL via email.
- For Out-of-State – ETPL website for their state.
- If the outcome is a Certification, License or Registration, what is the name of the certifying licensing or registering body?
- What year was the program established?
- Is this an In-Demand Occupational training in your region?
- Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program?

### **ETPS Review Process;**

- 1) Pull paper file or make a file if there is not one already set up.
- 2) Review each submitted program by finding the governing body websites for program name, certification/authorization to offer/teach:
  - Department of Higher Education & Workforce Development (DHEWD)
  - Department of Elementary & Secondary Education (DESE)
  - Department of Health & Senior Services (DHSS) CNA/CMT Registry (select Approved Training Entity Directory) OR EMT Registry (select training Entity Directory)
  - Department of Public Safety (select TrainingPartners)
  - Professional Registration (select Licensee Search)
  - Secretary of State
  - Non-Missouri WIOA website for out of state institutions (America's Service Locator)
- 3) Print Out Supporting Documentation
  - Printing out the governing body documentation for each program. (note differences).
  - For an out-of-state institution print out the approved ETPL list for that



- state's institution. (note differences).
- For non-credit programs not listed on governing documentation, search institution website for each program listed on the ETPS application.
- 4) If tuition is not provided on governing body documentation, search website and print out institution's tuition/fees/supplies and cost. (note differences)
  - 5) When the review processes have been completed either approve or reject each program. If rejecting a program note the reason for the rejection on ETPS.
  - 6) Send automated approval email from the ETPS system. This email will list all approved program(s).
  - 7) A hard copy of the following information must be placed in the file:
    - ✓ Approval email sent to the institution
    - ✓ Governing body information
    - ✓ Tuition information if separate

**NOTE: Institutions use more than one website for programs (ex. DESE & DHSS).**

If there are differences during the application review contact the institution to ask about the differences. If needed instruct the institution to clear up all the discrepancies and resubmit the program. Follow up with contact at the institution by email or phone call weekly/monthly if the response is not received by expected date. Email or call governing body if assistance is needed to determine program eligibility.

Reasons program(s) may not be approved:

- Program not listed on governing body website (ex. DHEWD, Public Safety, etc.)
- Program information does not match governing body website (ex. CIP code, tuition)
- Program not listed as WIOA approved on out-of-state website for Non- Missouri applicant(s)

***For Continued Eligibility on ETPS Review Process***

1. Review application program information that has been updated and submitted for review and approval. Check information;
  - a. That was corrected per discussion via email or phone call
  - b. Deleted program(s)
  - c. Added program(s)

***Archive Process***

1. An application is archived when an institution:
  - a. Indicates that campuses are closed
  - b. Whole institution is closed
  - c. Institution decides to no longer participate on ETPS
2. Place paper file in Archive drawer in the file cabinet

## Appendix C - Timeline for Eligible Training Provider System Participants

