

ETPS Detailed Vetting Process:

Step 1. Review Provider to determine if they are a current, past or new provider to ETPS. If a new provider, the provider must meet the minimum criteria to apply (the criteria is provided on the ETPS webpage <https://jobs.mo.gov/community/missouri-eligible-training-provider-system>)

If the provider meets criteria we move to step 2, if not the provider and its programs are either placed in a non-WIOA approval status or a rejected status depending on what criteria is not met (example, provider has not be offering programs for a minimum of 12 months) until such time all criteria is met and they are welcome to resubmit their programs.

Step 2. Review each program submitted for either WIOA or non-WIOA funding depending on the answer to this question on the programs details page –

Review for WIOA Eligibility? * Yes No

If the answer is “Yes” and it is a credit program;

The program is vetted through the College & Degree search page on DHEWD webpage <https://web.dhewd.mo.gov/collegedegreesearch/collegesearch.faces>

Here are the types of schools listed on the College & Degree search page:

Select type:

- Public 4-Year Schools
- Public 2-Year Schools
- Independent 4-Year Schools
- Independent 2-Year Schools
- Professional and Technical Schools
- Theological Schools
- Proprietary Schools
- Out-of-State Public Schools

If the program is listed and matches what is submitted on ETPS the program is approved. Per our guidance and policy any programs higher than a Bachelor’s degree are not approved on ETPS.

If the answer is “Yes” and is a noncredit program;

The program is vetted through one of the following:

EdVera system – Proprietary Unit with OPP (providers must be certified or exempt to provide training in Missouri per the state statute)

DESE – Career Centers such as Eldon Technical Center

Health and Senior Services – for programs such as; EMT or CNA/CMT programs

Public Safety – to find partners for basic firefighting programs

Professional Registration – for programs such as cosmetology, LPN or RN programs

If the provider of the noncredit program is not located within one of the agencies above then they are referred to the Proprietary Unit to begin the process of certification or exemption. An example would be truck driving or IT training companies.

The programs are placed in a rejected status until the provider has been granted certification or exemption, they are then free to resubmit. This is new to the vetting process since our merge into one department.

If the answer is “Yes” and it is a provider/programs from out of state (credit or noncredit);

The program will be vetted on the designated states ETPL on the WIOA Eligible Training Provider finder: <https://www.careeronestop.org/LocalHelp/EmploymentAndTraining/find-WIOA-training-programs.aspx>

States that have an active reciprocal agreement with Missouri are not required to be listed on the Missouri ETPL, but there is a link off of the ETPL webpage that provides those states ETPL links. The Job Centers just have to look for the program <https://jobs.mo.gov/content/reciprocal-agreements>

If the answer is “No” the program information is sent to the review team to determine if the training meets the definition of an Industry Recognized Credential (IRC).

During that review, additional research may be to be completed by staff or the provider.

- Review detailed curriculum to determine what industry related skills will they be learning
- Review ONET to see if skills to be learned match skills ONET recommends
- Research MO job listings to see if the skills meet qualifications for an entry level job or advancement
- Request letters attesting to IRC from 3 or more employers within that industry
- Review outcomes of training with the Local Boards

Industry Recognized Credential (IRC) Criteria:

- Does the training teach industry specific skills? (Industry: Plumbing; Specific Skill: pipe cutting)
- Will the certification qualify them for an entry-level position or advancement in current position? (Skills they will learn in training match skills required by employer)
- Did they produce three or more letters attesting an individual qualifies for entry-level jobs or advancement within their industry because of this training?

Step 3. If the training does not meet ETPS requirements the ETPS coordinator will submit the denial to OWD for final decision.

Step 4. After the provider and program have gone through the vetting process and are finally approved for WIOA funding the coordinator will approve the programs and send out a system generated email to the provider and the WDB so that they are aware of the approved programs on ETPS.

Although the ETPS keeps a history of provider/program activities, we are currently keeping paper files with the following included: copy of approval email, copy of program list from designated agency and any notes to keep for future reference.

All approved programs (WIOA & Non-WIOA) are pulled into MoSCORES and Fast Track nightly. The WIOA approved programs are pushed into MoJobs that has a one day lag time (ex. Program approved on Monday will not show on MoJobs until Wednesday).