

DAVID Y. IGE  
GOVERNOR

SHAN S. TSUTSUI  
LIEUTENANT GOVERNOR



LESLIE WILKINS  
CHAIRPERSON

ALLICYN C.H. TASAKA  
INTERIM EXECUTIVE DIRECTOR

STATE OF HAWAII  
WORKFORCE DEVELOPMENT COUNCIL  
830 Punchbowl Street, Suite 417, Honolulu, Hawaii 96813  
Phone: (808) 586-8630 / Fax: (808) 586-8674  
Web: <http://labor.hawaii.gov/wdc/>

(SN 10)

**WIOA BULLETIN NO. 10-16**

**DATE:** June 30, 2016

**TO:** WIOA Partners

**SUBJECT:** Eligible Training Provider Policies and Procedures

**Purpose**

This bulletin transmits State requirements for Local Workforce Development Boards or "**Local Boards**" to designate or continue training providers qualified to receive Workforce Innovation and Opportunity Act (WIOA) funds to train adults, dislocated workers and older youth.

**Background**

Section 122 of WIOA builds upon and modifies the ETPL by retaining much of the structure from the Workforce Investment Act (WIA) with critical changes to require the collection and posting of training provider performance information to enhance customer-choice and to add Registered Apprenticeship programs to improve system alignment and accessibility.

Existing Eligible Training Providers (ETPs) that were approved using WIA criteria, were initially grandfathered into WIOA through December 31, 2015. A one-time extension through June 30, 2016 was issued on November 24, 2015 in Training and Employment Guidance Letter No. 41-14, Change 1 to provide more time to establish and implement continued eligibility application procedures and reduce potential disruption to participants and programs in the middle of an academic year.

New initial applications were required to continue grandfathered training providers beyond June 30, 2016. New providers requesting placement on the ETPL will be evaluated based on the requirements in this bulletin, with the exception of Registered Apprenticeship programs which automatically qualify if they chose to be included on the list.

Consistent with WIA, WIOA requires the Workforce Development Council or "**State Board**" to establish criteria, information requirements and procedures regarding the eligibility of training providers to receive funds. This guidance provides criteria and procedural instruction on transitional, initial and subsequent eligibility requirements, establishes enforcement and appeal procedures and outlines the roles and responsibilities of the State and Local Boards for

maintaining the integrity of the ETPL and the quality of the training programs offered on it. All providers are required to submit information on performance outcomes to determine eligibility for listing and to facilitate informed customer choice. It is important to note that eligibility for listing is based on the performance outcomes achieved by the entire cohort of students in each program.

Refer to Attachment II: "Summary of Changes to the Eligible Training Provider Policies and Procedures" from the public comments that were submitted.

The information contained in this directive is intended to provide minimum requirements for Local Boards to use in establishing their own policies and procedures for soliciting and approving training provider programs and classes for inclusion on the ETPL. Local standards may be stricter than these basic requirements.

## **Policy**

Effective immediately, instructions in the attached *Workforce Innovation and Opportunity Act Eligible Training Provider Policy and Procedures* are to be used by local staff to approve applications to add training providers and their programs to the ETPL and qualify them to receive WIOA funds to provide training services to adults, dislocated workers and eligible youth.

## **Procedures**

New and existing training providers are required to register their institution and programs by submitting an application to the local board(s) to confirm that they meet licensure requirements. Applications for the ETPL will be accepted throughout the year. Institutions and their programs will appear on the list once approved by the Local and State boards.

## **Inquiries**

Inquiries regarding this bulletin may be directed to Jeanne Ohta at 586-9170 or Linda Sakamoto at 586-9167.

## **Attachments/Additional Resources**

- Attachment I, Workforce Innovation and Opportunity Act Eligible Training Provider Policy and Procedures
- Attachment II, "Summary of Changes to the Eligible Training Provider Policies and Procedures"



ALLICYN C. H. TAsAKA  
Interim Executive Director

c: ASO-WIOA Unit