

**ST. LAWRENCE COUNTY**  
**WORKFORCE DEVELOPMENT BOARD**

[www.slconestop.com](http://www.slconestop.com)

**WORKFORCE INNOVATION AND  
OPPORTUNITY ACT**

**ELIGIBLE TRAINING PROVIDERS POLICY**

Adopted by the St. Lawrence County Workforce Development Board: September 9, 2015

September 9, 2015  
ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD  
Resolution No. 15-I09-15

**AUTHORIZING THE ACCEPTANCE AND ADOPTION OF BYLAWS, POLICIES AND PROCEDURES, CONTRACTS AND LEASES/SUBLEASES, ADOPTED BUDGETS AND OTHER FINANCIAL RESPONSIBILITIES, TOGETHER WITH ALL OTHER CONTINUING RESPONSIBILITIES AND POWERS, FROM THE ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD**

**WHEREAS**, coming into compliance with the Workforce Innovation and Opportunity Act of 2014 (WIOA) requires that Workforce Investment Boards become Workforce Development Boards; and

**WHEREAS**, WIOA has mandated several other changes in the organization of Workforce Investment Boards; and

**WHEREAS**, the St. Lawrence County Workforce Investment Board took actions at its June 10, 2015 meeting to initiate all these changes and to transfer its WIOA-compliant operations to the St. Lawrence County Workforce Development Board (WDB) ; and

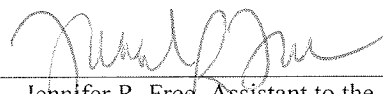
**WHEREAS**, at its August 3, 2015 meeting the St. Lawrence County Board of Legislators (BOL) took official action to replace the temporary WDB it had appointed at its July 7, 2015 meeting with membership that was fully compliant with WIOA requirements; and

**WHEREAS**, both the County BOL and the WDB recognize that the WDB is and should be the successor in due course to the WIB;

**WHEREAS**, now that a WIOA-compliant WDB is in place, it is appropriate and prudent for the WDB to officially accept and adopt the bylaws and all the policies and procedures, contracts and leases/subleases, and adopted budgets and other financial responsibilities, together with all other continuing responsibilities and powers, from the WIB ; and

**NOW, THEREFORE, BE IT RESOLVED** that the St. Lawrence County Workforce Development Board does hereby officially accept and adopt the bylaws and all the policies and procedures, contracts and leases/subleases, and adopted budgets and other financial responsibilities, together with all other continuing responsibilities and powers, from the St. Lawrence County Workforce Investment Board effective on July 1, 2015 and authorizes, empowers, and directs its staff to continue to operate the workforce development system in St. Lawrence County according to the precedents established prior to July 1, 2015 when and as appropriate and consistent with WIOA.

I, Jennifer R. Free, Assistant to the Executive Director of the St. Lawrence County Workforce Development Board, DO HEREBY CERTIFY, that I have compared this copy of this Resolution, adopted September 9, 2015; with the original record in this office and that the same is a correct transcript thereof and of the whole of said original record.



Jennifer R. Free, Assistant to the Executive Director  
St. Lawrence County Workforce Development Board  
September 9, 2015

## ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD ELIGIBLE TRAINING PROVIDERS POLICY

This policy is intended to govern the St. Lawrence County Workforce Development Board in making determinations for the Eligible Training Provider List. The New York State Eligible Training Provider List (ETPL) was established in compliance with Title 1 of the Workforce Investment Act (WIA) of 1998. The purpose of the ETPL is to present a broad and diverse selection of training choices to support employment goals of individuals. Inclusion on the ETPL, in itself, does not guarantee that WIOA funds are available for enrollment in an eligible offering. Training Providers are not guaranteed referrals. The availability of WIOA funding for enrollment is based on many factors including assessment of an individual's employment needs.

### Applying for Initial Eligibility

1. Training Providers apply for local approval to the ETPL by the St. Lawrence County WDB through the New York State Department of Labor's online system at <http://applications.labor.ny.gov/ETPL/>.
2. Providers must complete all required sections of the application and submit the completed application to the St. Lawrence County WDB for review by designated staff.
3. Providers will be notified of eligibility status within 30 days of submitting all required information.
4. Approved Training Providers may request approval for additional offerings through the on-line process at: <http://applications.labor.ny.gov/ETPL/>
5. Training Providers located outside of St. Lawrence County must be approved by their local WDB prior to consideration for approval to be included on the Outside Provider List for St. Lawrence County WDB.

Training Providers agree to accept Individual Training Accounts (ITA) and provide training services for eligible WIOA participants enrolling in approved offerings where admission and offering placement requirements of the Training Provider have been met.

### Subsequent Eligibility

The Workforce Innovation and Opportunity Act (WIOA) requires an annual re-determination of ITA program eligibility through a Subsequent Eligibility process. Training providers must report performance information for offerings that have reached their subsequent eligibility due date; St. Lawrence County WDB and their staff must use this information as part of their subsequent eligibility review process. As a final step in the local review process, St. Lawrence County WDB decisions regarding subsequent eligibility must be viewable on the ETPL website.

### Instructions/Actions for Training Providers

Training Providers will be notified via automatic e-mail from the ETPL application that the period of eligibility on an offering is due. Training providers should visit the ETPL website and log on with their username and password to submit the performance and outcome information for the offering within 30 days. **Failure to do so will result in the removal of the offering from the ETPL.** The performance and outcome information will be reviewed by the WDB for approval under a period of Subsequent Eligibility. Training Providers will be notified of the result of this review within 60 days.

### NOTE:

**Training providers should maintain up-to-date information on the ETPL website at all times.** Phone numbers, contact names and email addresses, offering costs, etc., must be kept current. Information regarding compliance with the appropriate oversight agency or entity (i.e., Department of State, Division of Criminal Justice, etc.) must be reviewed and updated by providers at the time of subsequent eligibility. A valid license (or continuous operation letter) must be current.