

ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD ELIGIBLE TRAINING PROVIDERS POLICY

This policy is intended to govern the St. Lawrence County Workforce Investment 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 WIA funds are available for enrollment in an eligible offering. Training Providers are not guaranteed referrals. The availability of WIA 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 WIB 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 WIB 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 WIB prior to consideration for approval to be included on the Outside Provider List for St. Lawrence County WIB.

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

Subsequent Eligibility

The Workforce Investment Act (WIA) 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 WIB 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 WIB 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 WIB 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.