



## POLICY

<b>SECTION: WIOA &amp; WT</b>	<b>POLICY# 019-C0001</b>	<b>PAGE: 1 of 9</b>
<b>TITLE: Eligible Training Provider Policy</b>		<b>EFFECTIVE DATE: 09.2013</b>
<b>REPLACES: Procurement, Approval and Maintenance of Training Providers and Programs</b>		<b>DATED: 09.2013; Revisions: 06.2017; 02.2019; 8.29.2019, 1.22.2020; 5.21.20; 1.08.2021; 2.27.21; Rev. 4.10.21; Rev. 1.13.2022; Rev. 2.25.22; Rev 11.04.22; Rev 6.29.23; Rev 7.6.23; Rev 7.28.23</b>

### **DISTRIBUTION: CAREERSOURCE TAMPA BAY STAFF**

**PURPOSE:** The purpose is to provide guidance to CareerSource Tampa Bay (CSTB or LWDB 15), as well as post-secondary training providers of training services and programs funded under the Workforce Innovation and Opportunity Act (WIOA), regarding the Eligible Training Provider (“ETP”) requirements. The document provides guidelines for: the initial and subsequent determination of eligibility of training providers; the federal and state requirements for training providers; performance standards, the reporting of data and the removal provisions for training providers.

**BACKGROUND:** The Workforce Innovation and Opportunity Act, requires CareerSource Tampa Bay to establish criteria, information requirements and procedures regarding the eligibility of providers of training services to receive funds provided under section 133(b), WIOA, for the provision of training services in Local Workforce Development Board (LWDB) 15.

This policy describes the process for determining eligible training providers for WIOA Title I-B adult and dislocated worker training participants and for publicly disseminating the list of these providers with relevant information about their programs. CareerSource Tampa Bay emphasizes informed consumer choices, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and training services and programs is vital to achieving these core principles. The CareerSource Tampa Bay Eligible Training Provider List (“ETPL”) and the related eligibility procedures ensure the accountability, quality and labor-market relevance of training services and programs that receive funds through WIOA title I-B. The CareerSource Tampa Bay ETPL is also a means for ensuring informed customer choice for individuals eligible for training. In administering the eligible training provider process, CareerSource Tampa Bay will work to ensure that qualified providers, offering a wide variety of job-driven training programs, are available. CareerSource Tampa Bay’s ETPL is made publicly available online through the CSTB website. The ETPL is easily available in an electronic format, is accompanied by relevant performance and cost information and is presented in a way that is easily understood, to maximize informed customer choice and serve all significant population groups.

## **POLICY:**

The Board of CSTB is responsible for approving eligible Training Providers of occupational skills training services and related training programs for the region's targeted occupations. A process for application, contracting, and maintaining a list of Training Providers is outlined below and is consistent with CareerSource Florida Administrative Policy Number 90, WIOA Eligible Training Provider List.

- The Board reserves the right to withhold approval on any program applications deemed incomplete, or on programs considered unsuccessful based on cost, reported completion and outcome rates based on established entry criteria and on-going performance outcomes.
- The Board reserves the right to allow the CEO or designee the right to suspend enrollment and/or terminate any relationship with an approved training institution based on failure to comply with the terms and conditions provided within this policy and/or Training Provider agreement. Suspension of enrollment may also be based on programs considered unsuccessful due to a significant number of students obtaining employment outside of the field of study and/or completion/outcome rates. This information will be presented to the Workforce Performance Committee or the CSTB Executive Committee for final determination and action.
- Training Providers and Programs Subject to ETP Requirements.

Eligible providers of training services programs ("ETP") are entities that are eligible to receive WIOA title I-B funds for adult and dislocated worker participants who enroll in training services programs through "Individual Training Accounts" ("ITA"). ITAs may also be used for WIOA Title I Youth funds to provide training to older, out-of-school youth, ages 18 to 24. To be eligible to receive training funds under Section 133(b), WIOA, the ETP shall be:

1. **Higher Education**

An institution of higher education that provides a program that leads to a recognized postsecondary credential, or;

2. **Apprenticeship programs**

An entity that carries out programs registered under the Act of August 16, 1937 (commonly known as National Apprenticeship Act (NAA) (50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.), or;

3. **Other public/private providers**

Other public or private providers of training services programs, which may include joint labor-management organizations, pre-apprenticeship programs and occupational/technical training, or

4. **Adult education and literacy activities**

Providers of adult education and literacy activities under title II if such activities are provided in combination with occupational skills training.

5. **Targeted Occupation List (TOL) Compliance**

With the exception of exempt training providers, all other training providers' programs shall be for training for occupations on the applicable Local Board TOL, current at the time of training, to be eligible to receive training funds under Section 133(b), WIOA.

## Exempt Eligible Training Providers

Entities that carry out apprenticeship programs registered under the National Apprenticeship Act (NAA) (50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) are exempt from “Initial” and “Continued Eligibility” application procedures. Registered apprenticeship programs are to be included and maintained on the Eligible Training Providers List (ETPL) as long as the corresponding program remains registered and will remain on the ETPL until it is deregistered or until the registered apprenticeship program notifies DEO in writing that it no longer wants to be included on the ETPL. Exempt eligible training providers shall not be subject to the below section on Collection and Dissemination of Information.

**Note:** When a postsecondary educational institution or an entity providing apprenticeships offers training services programs that do not meet the requirements under the criteria listed above (as examples; not degree or certificate-based, or not a registered apprenticeship), they must also apply through the “Initial Eligibility” application procedure.

## Information Requirements to Establish “Initial Eligibility”

Providers of training services programs seeking “Initial Eligibility” receive “Initial Eligibility” for only one (1) full year, after which they may seek “Continued Eligibility”. The provider shall supply verifiable program-specific performance information pursuant to criteria established by CareerSource Tampa Bay for the area in which the provider applies to provide training services and programs. Such information shall support the provider’s ability to serve participants under section 122, WIOA. Such information shall include as a minimum, but is not limited to:

- a. Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services programs. (This applies to in-state and out-of-state providers.)
- b. A detailed description of each training services program the applicant intends to provide.
- c. Information on the cost of attendance, including, but not limited to, tuition and fees.
- d. Whether the training program leads to an industry-recognized credential, including recognized postsecondary credential, identifying that credential.
- e. Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
- f. Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry).
- g. Identify the in-demand industry sectors and occupations which best fit with the training program.
- h. A description of the prerequisites or skills and knowledge required prior to the commencement of training.
- i. Verification the training program is for an occupation on the CareerSource Tampa Bay TOL.

## Application:

- a. Except for previously specified exempt training providers (registered apprenticeships), all applications for WIOA “Initial Eligibility” must be submitted to CareerSource Tampa Bay to provide training services. The training provider must specifically identify the program(s) it intends to provide for each Local Area. The training provider shall provide the information described above to CareerSource Tampa Bay in a manner that will permit CSTB to decide on inclusion of the training provider on the Local ETPL.
- b. A provider that receives “Initial Eligibility” under this paragraph for any program shall be subject to all the requirements for that program even after such “Initial Eligibility” expires.
- c. Registered apprenticeship programs are not subject to the “Initial Eligibility” criteria or application requirements. While registered apprenticeships are automatically eligible, not all registered apprenticeship programs may want to be included on the list. Registered apprenticeship programs shall automatically be included on the State ETPL until such time as the program:

- 1) loses its registration; or
  - 2) notifies the State in writing that it wants to be removed from the ETPL.
- d. CareerSource Tampa Bay will establish its own application procedure for Initial Eligibility and Continued Eligibility for training providers.

### **Additional Eligibility Information and Criteria**

Pursuant to section 122(b)(3), WIOA, CareerSource Tampa Bay, through local policy, may establish additional criteria and required information for program eligibility within its Local Area. This may include setting required levels of performance as criteria for training providers (and their programs) to become or remain eligible to provide training services programs in LWDB 15. Training providers are advised that the same program(s) approved for some Local Areas may be denied for other Local Areas based on local criteria and/or need. Only the training providers and training provider programs approved by CareerSource Tampa Bay will be listed as part of the ETPL.

### **Local Board ETPL Policy and Procedures**

Local Boards must establish a local ETPL Policy and Procedures for the approval of providers and programs that includes (but is not limited to) the information below. CareerSource Tampa Bay identifies:

- a. The method for public notification of the local approval process for the approval of eligible training providers is to post the Eligible Training Provider application and approval process on the website at [www.CareerSourceTB.com](http://www.CareerSourceTB.com).
- b. Local criteria which are in addition to the WIOA-required criteria for Initial Eligibility and Continuing Eligibility training providers includes:

#### **i. Training ITA Cap**

The CSTB Board of Directors has approved the following thresholds:

- Training customers may receive training assistance under ITA services up to a **lifetime** cap of:
  - i. \$5,000 per individual. Any budget established prior to July 7, 2023, will be grandfathered at the previous \$7,500 cap.
    1. OJT or Work-based Training – lifetime cap will be \$10,000 per participant.
    2. ITA + Work-based training (Combined Cap) – lifetime cap will be \$10,000 per participant.

#### **ii. Initial Enrollment Cap**

Enrollments are limited to a maximum of 12 until performance is established, with the ability of the CEO to approve up to 30, with appropriate justification.

#### **iii. Revenues**

No more than 49% of the Training Providers revenues as a whole was received from CSTB during the contract term. Training Provider's compliance will be evidenced by:

- By December 31<sup>st</sup> and to final year-end, June 30<sup>th</sup>, documentation supporting revenue threshold has been met and attestation of compliance with 49% revenue criteria or a written letter from a licensed Certified Public Accountant (CPA) firm stating that at the conclusion of the contract term June 30<sup>th</sup>, no more than 49% of the Training Providers

revenue as a whole was received from CSTB during the contract term.

- c. The process for adding and deleting training providers and training provider programs to or from the local ETPL is as follows:

**i. Training Provider or Program Removal**

Programs and/or approved Training Providers will be removed from the local ETPL when:

- A Training Provider and/or training program fails to meet accreditation, licensure, and/or required levels of performance.
- A Training Provider fails to provide student performance data to FETPIP and/or CIE as required.
- A Training Provider is determined to have supplied inaccurate information or to have violated any provision of the Workforce Innovation and Opportunity Act. A provider whose eligibility is terminated under these conditions may be liable to repay all WIOA adult, dislocated worker and youth training funds received during the period of noncompliance.
- A Training Provider does not respond to CSTB's request for renewal application.
- A Training Provider fails to meet required performance thresholds.
- A Training Provider fails to meet revenue requirements as outlined.

- d. The process for posting local policies pertaining to the approval or disapproval of training providers and training provider programs on the local websites is completing during periodic policy reviews, ensuring that the most updated policy versions are posted and available for viewing on the CareerSource Tampa Bay website in multiple locations, providing various opportunities to review.
- e. The process for listing of approved training providers and training provider programs, the listing of the local ETPL and the listing of the State ETPL on the One-Stop website for CareerSource Tampa Bay is to update the ETPL on the website whenever there is a board approved change to the listing of training providers and programs, ensuring that this most updated version is available. The posted location is easily accessible by training providers and the public.
- f. The process for the Local Board listing, solely at the Local Board's discretion, on its local ETPL, training providers and training provider programs approved elsewhere in Florida when the training provider has not applied in that Local Area, provided they meet the Local Board's needs and criteria.

**i. Training Provider or Program Not Listed on ETPL:**

- On a limited basis the Chief Executive Officer and his/her designee will have the authorization to provide a waiver to approve a training program or provider that is not listed on the local ETPL, or approved list of training programs based on need/justification. This approval will be completed on a case-by-case basis. Any waivers

approved by the CEO or his/her designee will be summarized and reported to the Executive Committee and/or the Board of Directors.

- The Board allows the ability for customers to choose, and for CSTB to approve, training from the CareerSource Pinellas ETPL, and vice versa, in order to provide expanded access to workforce training options throughout the region.

## **Information Requirements to Establish “Continued Eligibility”**

### **1. Two-Year Renewals**

After a training provider has completed the “Initial Eligibility” period of at least one (1) full year, all eligible training providers must submit applications for “Continued Eligibility” every two (2) years to maintain their eligibility. Applications for “Continued Eligibility” must be submitted three (3) months before eligibility expires. Once on the ETPL, the “Continued Eligibility” application is required. Removal from the ETPL for a period of time does not return the training program to an “Initial Eligibility” status unless the training provider’s “Continued Eligibility” status was removed.

### **2. Information**

Each “Continued Eligibility” applicant shall supply the following information:

- a. Verification the provider is licensed, certified, or otherwise authorized under Florida law (if applicable) to provide training services programs. This applies to in-state and out-of-state providers. If an out-of-state provider, section on out-of-state providers also applies.
- b. The total number of persons enrolled in the program.
- c. The total number of participants enrolled in the program.
- d. The total number of persons completing the program.
- e. The total number of participants completing the program.
- f. The total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable),
- g. The total number of participants awarded a Recognized Postsecondary Credential (or other credential, if applicable.)
- h. The total number of persons employed after completing the program.
- i. The total number of participants employed after completing the program.
- j. Information on cost of attendance, including costs of tuition and fees, for participants completing the program.
- k. Information on Recognized Postsecondary Credentials (or other credentials, if applicable) received by such participants.
- l. Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
- m. Description of how the provider will ensure access to training services programs throughout the State, including in rural areas, and through the use of technology (if applicable).
- n. Description of how the training services programs serve individuals who are employed and individuals with barriers to employment.

- o. Information reported to State agencies with respect to Federal and State training services programs (other than the program carried out under this subtitle), including one-stop partner programs.
- p. Such other factors as CareerSource Tampa Bay determines are appropriate to ensure:
  - i. the accountability of the providers;
  - ii. that the one-stop center(s) will ensure that such providers meet the needs of local employers and participants;
  - iii. the informed choice of participants among training services providers; and
  - iv. any additional eligibility and criteria as specified by CareerSource Tampa Bay.

### **3. Florida Education and Training Placement Information Program (“FETPIP”) Information**

Those training providers who have reported any of the above information to FETPIP may utilize FETPIP information in their applications.

### **4. Application:**

- a. Except for previously specified exempt training providers (registered apprenticeships), all applications for WIOA “Continued Eligibility” must be submitted to CareerSource Tampa Bay to provide training services. The training provider must specifically identify the program(s) it intends to provide for each Local Area. The training provider shall provide the information described in subparagraph “Information Requirements to Establish “Initial Eligibility” above to CareerSource Tampa Bay in a manner that will permit CSTB to decide on inclusion of the training provider on the Local ETPL. A provider that receives “Continued Eligibility” under this paragraph for any program shall be subject to all the requirements for that program even after such “Continued Eligibility” expires.
- b. Registered apprenticeship programs who chose to remain on the ETPL are not subject to the “Continued Eligibility” application process.

### **Exceptions to the ETPL Policy Requirements**

There are exceptions to the required use of the ETPL for ITA funded training. In situations covered by these exceptions, a contract for services may be used to provide for training instead of the ETPL.

#### **1. Work-Based Training**

On-the-job (“OJT”) training, customized training, incumbent worker training, internships, paid or unpaid work experience and transitional employment are not included in the ETPL and therefore are not subject to the eligibility requirements. CareerSource Tampa Bay will identify the criteria for selecting such contractors in local policy in the Local Plan, and any performance information required by the State will be specified in the specific policies for those types of training.

#### **2. Insufficient Number of Providers**

When CareerSource Tampa Bay determines there are an insufficient number of eligible providers in the Local Area to accomplish the purpose of an ITA, CareerSource Tampa Bay may use providers not on the ETPL only if a process is used for training provider selection previously approved in the Local Plan. The Local Plan must describe how this determination is to be made and the process for contracting training service providers.

## **Eligible Training Provider List and Information to Assist Participants in Choosing Providers**

### **1. Eligible Training Provider List**

The Florida Department of Commerce shall annually prepare on or before January 31 of each year a Florida statewide Eligible Training Provider List from the information received from the Local Boards' selection of ETPs. The ETPL may be updated during the year at Florida Commerce's discretion. To facilitate and assist participants in choosing employment and training activities and in choosing providers of training services programs, CareerSource Tampa Bay shall ensure there is an appropriate number of ETPs offering program(s) in the Local Area. Each participant shall be given access to "accompanying information" identifying the recognized postsecondary credential offered by the provider and other appropriate accompanying information as described in section "Information Requirements to Establish "Continued Eligibility". The ETPL shall be provided to all the Local Boards in the State and made available to such participants and to members of the public through the one-stop delivery system in the State.

### **2. Accompanying Information.**

The accompanying information shall include, but is not limited to:

- a) "Continued Eligibility" section information listed and "Performance Reporting" section supplied by such providers, disaggregated by local areas served;
- b) "Initial Eligibility" section information listed supplied by such providers, disaggregated by local areas served.
- c) such other information as CareerSource Tampa Bay determines to be appropriate.

### **3. Availability and Limitation**

The ETPL and the accompanying information shall be made available to such participants and to members of the public through the one-stop delivery system. In carrying out the requirements of this subsection, no personally identifiable information regarding a student, including a Social Security number, student identification number, or other identifier, may be disclosed without the prior written consent of the parent or student in compliance with section 444 of the General Education Provisions Act (20 U.S.C. 1232g).

### **4. Public Opportunity to Comment**

In establishing criteria, information requirements, procedures, and the list of eligible providers, both the State for the state policy/statewide ETP list and CareerSource Tampa Bay for the LWDB 15 policy/Local Area ETP list shall provide an opportunity for interested members of the public to make recommendations and submit comments regarding such criteria, information requirements, procedures, and list.

## **Enforcement**

### **1. Supplying Inaccurate Information**

Upon a determination that a provider of training services programs, or an individual providing information on behalf of the provider, violated this Policy or WIOA by supplying inaccurate information, the eligibility of such provider to receive funds under chapter 3 shall be terminated for a period of time that is not less than two (2) years and the provider's program shall be removed from the ETPL for the same length of time. The provider may be excused if the supplying of inaccurate information was unintentional but the burden of proof of that defense is upon the provider.



## **2. Substantial Violation**

Upon a determination that a provider of training services programs substantially violated a requirement or requirements under this Policy or under WIOA, the eligibility of such provider to receive funds under chapter 3 (as stated in section 122(f)(1)(B), WIOA) for the program involved shall be terminated for a period of not less than two (2) years and the provider's program shall be removed from the ETPL for the same length of time. "Substantial Violation" may be construed to be one (1) or more egregious violations in a short period of time or numerous minor violations over a longer period of time.

## **3. Removal**

A training provider or its programs may be removed for failing to comply with this Policy, WIOA, State of Florida and/or CareerSource Tampa Bay requirements, or when the training program is no longer needed or desired, or for cause. "For cause" shall include, but not be limited to, engaging in fraud or other criminal acts, incapacity, unfitness, neglect, incompetence, irresponsibility, misfeasance, malfeasance, nonfeasance, or lack of performance.

## **4. Unlawful Remuneration**

An ETP's offer of unlawful remuneration to attract participants shall result in the eligibility of such provider to receive funds under chapter 3 (as stated in section 122(f)(1)(B), WIOA) for the program involved to be terminated for a period of not less than two (2) years and the provider's program shall be removed from the ETPL for the same length of time.

## **5. Repayment**

A provider of training services programs whose eligibility is terminated under paragraph (1), (2) or (3) above shall be liable for the repayment of funds received under chapter 5 of subtitle B of title I of the Workforce Investment Act of 1998, as in effect on the day before such date of enactment, or "chapter 3 of this subtitle" (as stated in section 122(f)(1)(C), WIOA) during a period of violation described in such subparagraph.

## **6. "Continued Eligibility" Status May Be Removed**

A "Continued Eligibility" provider of training services programs whose eligibility is terminated under paragraph (1), (2) (3) or (4) above may, at the Florida Department of Commerce's discretion, lose its status as a "Continued Eligibility" training provider (see section "Continued Eligibility") and may be required to reapply as an "Initial Eligibility" training provider before being allowed to provide services.

## **7. Construction**

The above subsections "Enforcement" (1-5) shall be construed to provide remedies and penalties that supplement, but shall not supplant, civil and criminal remedies and penalties specified in other provisions of law.

## **Collection and Dissemination of Information**

### **1. ETP Reports to FETPIP and Employ Florida**

ETPs must report participants' data for each approved program to the Florida Education & Training Placement Information Program (FETPIP) pursuant to section 445.004(9)(e) and Employ Florida (EF) once accommodations have been completed for reporting. Florida law requires that educational and workforce training providers report student/participant performance data for each of their training programs to FETPIP. Florida school districts, community colleges,

state colleges and state universities report their data directly to FETPIP. Other institutions that wish to be approved as a WIOA ETP must become licensed with the Commission for Independent Education (CIE), when applicable, which coordinates the gathering and analysis of student performance data with FETPIP. Institutions providing secondary training, education or skills that wish to be approved as a WIOA ETP must maintain regional AdvancED/SACS accreditation as a secondary public or private school district.

## **Appeals**

For an appeal against any decision made by CareerSource Tampa Bay, the appellant shall follow the appeals procedure established in the CareerSource Tampa Bay local plan. For an appeal against any decision made at the State level, the appellant shall follow the appeals procedure established by the Florida Department of Commerce.

## **Out-of-State Training Providers**

Out-of-state postsecondary institutions that are not operating within the State of Florida and are not required to be licensed by the Commission of Independent Education (CIE) must provide the following information to CSTB if it wishes to do business in this region:

- 1) Performance information for each program for which it seeks approval, AND
- 2) Evidence that the institution (and applicable programs) is accredited by an accreditation agency approved by the United States Department of Education, AND
- 3) Evidence that the institution meets the licensing requirements of its home state, AND
- 4) Evidence that the institution is on its state's ETPL, AND
- 5) Evidence that the specified training program is not available in the State of Florida.

In order to provide performance information for its programs, out-of-state providers are required to report their student completer data to FETPIP to the extent feasible under established reporting mechanisms.

## **Performance Reporting**

Training providers' performances in respect to the performance accountability measures and other matters for which information is required under section 122(b)(2), WIOA include:

- I. Information on the performance of the provider with respect to the following performance accountability measures described in section 116(i)(I-IV), WIOA, for such participants (taking into consideration the characteristics of the population served and relevant economic conditions), and information specifying the percentage of such participants who entered unsubsidized employment in an occupation related to the program, to the extent practicable;
- II. The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- III. The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;
- IV. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- V. The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one (1) year after exit from the program.

- a. Note: For the purposes of this clause, program participants who obtain a secondary diploma or its recognized equivalent shall be included in the percentage counted only if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within one (1) year after exit from the program.

## Definitions

**A. CareerSource Florida (“CSF”):** CareerSource Florida is the principal workforce policy organization for the State of Florida. If mentioned in this policy, it is understood that CSF is acting on behalf of the Governor as provided in Section 101(d), WIOA.

**B. Credential:** a formalized recognition (such as a certificate or certification) of an individual’s attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation., the technical or occupational skills being generally based on standards developed and/or endorsed by employers. A credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder. (A “work readiness” certificate is not included in this definition because it does not document “measurable technical or occupational skills necessary to gain employment or advance within an occupation.”)

**C. Florida Department of Commerce (“Florida Commerce”):** The Florida Department of Commerce is Florida’s state workforce executive agency and is CSF administrative entity for this policy. When mentioned in this policy, it is understood that Florida Commerce is acting on behalf of the Governor as provided in Section 101(d), WIOA.

**D. Eligible Training Provider (“ETP”):** A provider of training services programs who has met the eligibility requirements to receive WIOA Title I Adult and Dislocated Worker funds for providing training services programs to eligible individuals. Eligible training providers may also receive Title I Youth funds through ITAs under certain conditions, see Section B. An ETP is an ETP only for the LWDBs which have approved the ETP for their Local Areas and only for the program(s) which each LWDB has approved the ETP to provide in that LWDB’s Local Area. An ETP approved by one LWDB does not necessarily mean the ETP will be approved by other LWDBs as each LWDB’s ETP criteria and need may differ. An ETP’s program(s) approved by one LWDB does not necessarily mean the program(s) will be approved for other Local Areas as the other LWDBs’ criteria and need for the program(s) may differ. An ETP will be listed on the LWDB’s Local ETPL only if the ETP has its program(s) currently approved by the LWDB compiling the Local ETPL.

**E. Participant:** A person who is eligible under, and receiving training services under, Title I-B in an approved program from an approved training provider.

**F. Program completer:** A program participant who has met all the requirements of a training program.

**G. Program of Training Services:** A training services program is one or more courses or classes, or a structured regimen that leads to one or more of the following:

- 1) A recognized post-secondary credential, secondary school diploma or its equivalent, or;
- 2) Employment, or;
- 3) Measurable skill gains toward such a credential or employment.

**H. Recognized Postsecondary Credential:** A formalized recognition consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State or Federal Government, or an associate or baccalaureate degree.

**I. Targeted Occupation Lists (TOL):** These are the lists, compiled locally as well as statewide, which define demand occupations based on short and long term growth forecasts with a focus on

occupations requiring high skills and providing high wages. The local TOL is compiled and approved by CareerSource Tampa Bay in consultation with the Florida Commerce Labor Market Statistics Center, based on data provided by the Labor Market Estimating Conference as well as additional data provided by CareerSource Tampa Bay. The state list is a compilation of the local TOLS from the 24 Local Boards. Unless excepted, training services programs for adults and dislocated workers must be directly linked to demand occupations on the local and/or state lists. Pursuant to TOL policy, CareerSource Tampa Bay may add or remove occupations based on local needs or requirements.

#### References:

- WIOA, Sections 122, 134\_  
<https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>
- WIOA Regulations, 20CFR 663, et seq., Subpart E- Eligible Training Providers\_  
<https://www.govinfo.gov/app/details/CFR-2014-title20-vol4/CFR-2014-title20-vol4-part663>
- FL Statutes, Chapter 445- Workforce Innovation\_  
[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0400-0499/0445/0445.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0400-0499/0445/0445.html)
- FAC 28-106- Decisions Determining Substantial Interests\_  
<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=28-106>
- FS Chapter 1005-Nonpublic Postsecondary Education\_  
[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=Ch1005/tit1005.htm&StatuteYear=2009&Title=%2D%3E2009%2D%3EChapter%201005](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch1005/tit1005.htm&StatuteYear=2009&Title=%2D%3E2009%2D%3EChapter%201005)
- FAC 6E-Commission for Independent Education\_  
<https://www.flrules.org/gateway/Division.asp?DivID=209>
- FS Chapter 1008- Assessment and Accountability\_  
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- FAC 6A-10.0341&10.0342-re: Vocational Education Performance\_  
<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=6A-10>
- DEO Policy #FG OSPS-77, "Selection and Retention of Training Providers Under the Workforce Investment Act of 1998 and presently The Workforce Innovation and Opportunity Act - Florida Statutes" issued on May 31, 2013  
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**INQUIRIES:** Any questions about this policy should be directed to the CEO, VP of Policy and Programs, or their designee.