

Eligible Training Provider (ETP) Eligibility Policy Checklist

Use this checklist to ensure your state ETP eligibility policy has the WIOA required components.

State ETP List – Eligibility Policy Checklist ¹		Complete?
Your state initial eligibility requirements must include:	Description of each program of training services to be offered.	
	Information addressing a factor related to the Workforce Innovation and Opportunity Act (WIOA) performance indicators* (employment 2nd & 4th Quarter after exit, median earnings 2 nd Quarter after exit, credential attainment).	
	Information concerning whether provider is in a partnership with a business.	
	Information addressing the alignment of training with in-demand industry sectors and occupations.	
	Other information required by the Governor.	
Your state continued eligibility requirements must include²:	ETP performance on WIOA performance indicators (employment 2nd & 4th Quarter after exit, median earnings, credential attainment).	
	Access to training services throughout the state (including rural areas and through technology use).	
	Information reported to state agencies on federal and state training programs other than WIOA Title I-B programs.	
	The degree to which training programs relate to in-demand industry sectors and occupations in the state.	
	State licensure requirements of training providers, and licensing status of providers of training services, if applicable.	
	ETP's ability to offer industry-recognized certificates and credentials.	
	ETP's ability to offer programs that lead to a recognized post-secondary credential.	
	Quality of the program of training services including a program that leads to a recognized postsecondary credential. ³	
	ETP's ability to provide trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities.	
	Timeliness and accuracy of ETP's performance reports.	
	A requirement that at least every 2 years (or sooner, if defined in state policy) ETPs must submit performance and cost information for each of the provider's programs of study that are on the ETP list, as described in Attachment II of this guidance and the Governor's procedures. The submission must be made in the state-defined timeframe and manner.	
Other factors determined by the Governor.		
*Note: Does not include Measurable Skill Gains		

¹ Where possible, states are encouraged to leverage the required ETP performance reporting data to implement these policies and procedures. The ETP performance reporting requirements are described in Training and Employment Guidance Letter (TEGL) 03-18 (https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3527) and the WIOA Common Performance Reporting Information Collection Request (OMB Control No. 1205-0526, <https://doleta.gov/performance/reporting/>).

² Criteria that require collection of information to demonstrate compliance must not be unduly burdensome or costly to providers (20 CFR 680.460(h)(2)).

³ Note that WIOA statute nor final rules do not define “quality” for ETP programs. Therefore, states may define “quality” with respect to a program of training services.