

WIOA POLICY 7.3

WIOA TRAINING PROVIDER AND TRAINING PROGRAM ELIGIBILITY

1. POLICY

**7.3 Overview**

1. This policy provides information and guidance for training providers on the Illinois Statewide Eligible Training Provider List (ETPL), as required by the Workforce Innovation and Opportunity Act (WIOA). An ETPL is a list of approved training providers and programs in which training can be purchased using an Individual Training Account (ITA), enhancing participants' flexibility in purchasing training. The WIOA emphasizes informed consumer choice in selecting an eligible training provider, job-driven training programs, training provider performance and accountability, and continuous improvement measures. The ETPL and this policy are the primary means for achieving these strategies. The ETPL gathers and maintains useful information on training providers, their services, and the quality of their programs. As a key piece of the State's one-stop job center system, the ETPL must be broadly available and conveniently accessible to the public and a diverse population of individuals seeking information on training programs that can be funded through WIOA programs. Illinois' ETPL Policy uses an equity lens as its foundation based on the IWIB Equity Task Force's concept of an equity lens. As centerpieces of the Illinois Unified State Plan, the policy also supports diversity, equity, and inclusion - by ensuring customers have their choice of a significant number of quality Eligible Training Providers, located across all geographies, especially in communities and neighborhoods disproportionately impacted by adverse economic conditions.
2. The Workforce Innovation and Opportunity Act (WIOA) provides resources to help job seekers equitably access the education, training, and support services they need to succeed in the labor market. It also matches employers with the diverse pipeline of skilled workers needed to compete in the global economy. The federal WIOA legislation empowers states to develop processes for determining eligible programs and training providers. Using these processes, the Illinois Department of Commerce and Economic Opportunity, Office of Employment and Training (OET) will be responsible for making a list of eligible programs and providers. This ETPL documents relevant information about training programs available to job seekers eligible for WIOA benefits under Title I, Subtitle B Adult, Dislocated Worker, and Out-of-School Youth (OSY) aged 16-24.
3. In developing ETPL policies and procedures, the State has consulted with stakeholders to identify the following important principles:
  - a. Simplicity – Avoid imposing burdens that inhibit the customers' ability to conveniently access quality training providers and programs.
  - b. Customer Focus – Both eligible participants and career planners can easily access reliable occupational wages and demand information, and available training

programs.

- c. Informed Consumer Choice – Industries and occupations identified as high-growth, high-demand, project skills shortages, pay family-sustaining wages, and play vital roles in regional economies are well-represented on the ETPL.
- d. Training Delivery Flexibility – Policies and procedures will include several learning and training modalities (in-person, virtual, synchronous, asynchronous, daytime, and nighttime, accommodating for persons with disabilities) to expand opportunities for consumers in varying life circumstances.
- e. Program Quality – Training programs included in the ETPL will meet measurable, minimum performance quality standards and develop skills valued by priority industry sectors. Program information will be accurate, transparent, and easily accessible.
- f. Local Input – The policy utilizes the ability of the State to allow local input as granted by WIOA to Local Workforce Innovation Boards (LWIBs).

4. This policy contains the following sections:

- a. Training Service Delivery Mechanisms
- b. Eligible Training Providers and Programs of Study
- c. State and Local Roles and Responsibilities
- d. State and Local ETPLs
- e. Application Process by Provider Category
- f. Initial Eligibility of Training Providers
- g. Initial Eligibility Local Workforce Innovation Board Timeline
- h. Continued Eligibility Process for Training Providers
- i. Registered Apprenticeship Programs
- j. Training Provider or Training Program, Change in Information
- k. Denial or Revocation of Eligibility of Training Providers
- l. Notification and Appeal Procedures for Training Providers
- m. Reinstatement on the Training Provider Statewide List
- n. Performance Data and Reporting Requirements for Eligible Training Providers
- o. Monitoring and Oversight of Eligible Training Providers

To assist readers, the ETPL Policy Definitions (See the Attachments tab) is included as a resource.

### **7.3.1 Training Service Delivery Mechanisms**

1. Training services provided under the Workforce Innovation and Opportunity Act (WIOA) Title IB Adult, Dislocated Worker, and Youth programs can be provided through a variety of contract mechanisms or may be funded through an Individual Training Account (ITA) used to purchase training from an Eligible Training Provider (ETP). Training providers that are on the Eligible Training Provider List (ETPL), including Registered Apprenticeship Programs (RAPs), are not guaranteed to receive WIOA funding due to funding availability, individual participant career planning which includes suitability in a career pathway, informed customer choice about training programs on the ETPL, or other reasons may be a factor.
  - a. An ITA is a payment agreement established by a Local Workforce Innovation Board (LWIB) on behalf of a participant with a training provider and may be used to pay for any allowable type of training and associated costs such as books, tests, and fees as described in the Individual Training Account section of this policy manual, found in the ePolicy of Illinois workNet. The training program (also referred to as a “program of study” or “program of training service”) must be on the state list of eligible training providers. It is the most used training funding mechanism because it provides participants flexibility in “purchasing” training.
2. The ITA payment, which is a payment agreement established by an LWIB on behalf of a participant with an Eligible Training Provider, can be used to pay for occupational skills training, skill upgrading, and retraining. It may also be used to pay for any training and associated fees as described in the Individual Training Account section of this policy manual if the training program is on the ETPL. It is the most used training funding mechanism because it provides participants flexibility in “purchasing” training.
3. Training associated with Registered Apprenticeship Programs (RAPs) registered with the United States Department of Labor (USDOL), Office of Apprenticeship are automatically eligible to be included in the State list of eligible training providers and programs.
4. An LWIB has the flexibility to determine how it will deliver training. As a result, it must develop WIOA policies and procedures as described in the Training section of this policy manual.
5. Training such as On-the-Job Training (OJT), Incumbent Worker Training (IWT), and customized training is provided through a direct contract with the training provider/employer and the Local Workforce Innovation Board (LWIB). The providers of these types of training do not have to be Eligible Training Providers (ETP).

### **7.3.2 Eligible Training Providers and Programs of Study**

The Workforce Innovation and Opportunity Act (WIOA) statute and Final Rule distinguish between Eligible Training Providers (ETPs) and programs of study, as one training provider may provide multiple programs of study for a variety of occupations. Therefore, determining

Eligible Training Provider List (ETPL) eligibility is a two-tier approach as outlined in the ETPL Training Provider and Program Determination Flow Chart (See the Attachments tab). First, the training provider must be an eligible entity, and second, the training program(s) offered by the provider must meet eligibility and performance criteria. Performance criteria will be outlined in the Performance Data and Reporting Requirements for Eligible Training Providers section of this policy. For a training provider to receive WIOA Title I-B (Adult, Dislocated Worker, and Youth program) Individual Training Account (ITA) funds, its program(s) must be listed on the ETPL. Both training providers and their programs must meet the eligibility and performance requirements in WIOA and its Final Rule.

## 1. Eligible Training Providers

### a. Eligible training provider entities are:

- 1) Institutions of higher education that provide a program(s) that lead to recognized postsecondary credentials as defined in the Recognized Postsecondary Credentials section of this policy manual;
  - a) This may include programs receiving approval or accreditation by the U.S. Department of Education, Illinois Board of Higher Education, Illinois Community College Board, or Illinois State Board of Education.
- 2) Entities that carry out a program(s) registered under the National Apprenticeship Act recognized in Illinois by the U.S. Department of Labor (USDOL), Office of Apprenticeship;
- 3) Eligible providers of adult education and literacy activities under WIOA Title II if activities are provided in combination with occupational skills training;
- 4) Programs that have been recognized by the industry as meeting the standards necessary for approval or accreditation, when such standards exist; or
- 5) Other public or private providers of a program(s) of training services, may include community-based organizations (CBOs) and joint labor-management organizations.
  - a) Training providers must provide a private school license, or an appropriate exemption issued by the Illinois Board of Higher Education, Illinois Community College Board, Illinois Department of Financial & Professional Regulation, and/or other relevant licensures. Private school licensure is to be submitted with the application and the status will be verified accordingly.

## 2. Eligible Training Programs

- a. A training program (also referred to as a “program of study” or “program of training service”), is defined as one (1) or more courses or classes, or a structured regimen that directly leads to employment in an in-demand occupation delivered in person, on-line, or in a blended approach; however, the training provider must provide a high-quality experience in meeting instructional and skills assessment needs. Eligible training programs must lead to:
  - 1) An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the state involved or the federal government, an associate or baccalaureate degree;
  - 2) A secondary school diploma or its equivalent when provided in conjunction

- with training known as Integrated Career & Academic Preparation System (ICAPS);
- 3) Employment;
  - 4) Measurable skill gains as outlined in the Measurable Skill Gains section of this policy manual toward a credential described in paragraph (1) or (2) above; or
  - 5) Placement in a Demand Occupation as identified on the Demand Occupation Training List (DOTL).

### **7.3.3 State and Local Roles and Responsibilities**

The Governor, in consultation with the Illinois Workforce Innovation Board (IWIB), establishes the criteria, information requirements, and procedures for the Eligible Training Provider List (ETPL). These procedures include identifying the respective roles of the State and local areas governing the eligibility of providers and training programs to receive funds through Individual Training Accounts (ITAs).

#### **1. State Roles**

- a. The Governor has designated the Illinois Department of Commerce and Economic Opportunity, Office of Employment and Training (OET) to assist in carrying out the process and procedures for determining the eligibility of training providers and programs.
- b. The OET is responsible for:
  - 1) Overseeing the development and maintenance of the State list of eligible training providers and programs;
  - 2) Ensuring that providers and programs meet eligibility criteria and performance levels established by the State, including verifying the accuracy of the information;
  - 3) Removing providers and programs that do not meet State-established criteria or performance levels;
  - 4) Taking appropriate enforcement actions against providers that intentionally provide inaccurate information, or that substantially violate the requirements of the Workforce Innovation and Opportunity Act (WIOA);
  - 5) Presenting the information in a format that facilitates comparisons and is searchable, user-friendly, and easily understood by individuals seeking information on training outcomes; and
  - 6) Disseminating the State list of eligible training providers and programs, accompanied by performance and cost information relating to each program, to the public and the Local Workforce Innovation Boards (LWIBs) throughout the State as described in WIOA.

#### **2. Local Workforce Innovation Board Roles**

- a. The WIOA requires all states to establish a procedure for Local Workforce Innovation Boards (LWIBs) to determine eligibility for training programs.
- b. The LWIB must:
  - 1) Carry out the procedures assigned to the LWIB by the State, which are

outlined in this policy. These procedures include determining the initial eligibility of entities providing a training program, renewing the eligibility of providers and programs, and considering the possible termination of an eligible training provider due to the provider's submission of inaccurate eligibility and performance information or the provider's substantial violation of WIOA requirements;

- 2) Work with the State to ensure there are sufficient numbers and types of providers of training services, including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities, serving the local area;
  - 3) Ensure the dissemination and appropriate use of the State list of eligible training providers and programs through the local one-stop delivery system, including formats accessible to individuals with disabilities; and
  - 4) Instruct local career planners:
    - a) Present the State list to participants and consult with the individual so they can make an informed choice of training services from the multiple providers and programs on the Eligible Training Provider List (ETPL);
    - b) Discuss and offer the ETPL to all participants whether participants have identified a training provider and program before meeting with career planning staff; and
    - c) Document in the Individual Employment Plan (IEP) for adult or dislocated worker participants or the Individual Service Strategy (ISS) for youth participants and case notes how and why the chosen training program and the provider were selected by the participant in consultation with the career planner and that the training selection is the most appropriate for the participant as described in the Career Planning section of the policy manual.
- c. Except for registered apprenticeship programs, which are described in the Registered Apprenticeship Programs section of this policy, LWIBs may:
- 1) Make recommendations to the Governor through OET on the procedure used in determining the eligibility of providers and programs; and
  - 2) Require additional criteria and information from local providers as criteria to become or remain eligible in that local area, outlined in the State and Local ETPL section of this policy; and
  - 3) Set higher levels of performance than those required by the State as criteria for local programs to become or remain eligible to provide services in that local area, outlined in the State and Local ETPL section of this policy
- d. Following the criteria, information requirements, and procedures developed by the Governor and IWIB, the State has assigned the LWIBs the ability to assist in:
- 1) Determining the initial eligibility of entities providing a training program as outlined in the Initial Eligibility of Training Providers section of this policy;
  - 2) Renewing the eligibility of providers and programs as described in the Continued Eligibility Process for Training Providers section of this policy; and
  - 3) Considering the possible termination of an eligible training provider due to the provider's submission of inaccurate eligibility and performance

information or the provider's substantial violation of WIOA requirements as depicted in the Denial or Revocation of Eligibility of Training Providers section of this policy.

- e. The LWIB must establish local policies that provide sufficient consumer protection and oversight of training providers. These policies must meet the minimum requirements of the procedures outlined in this policy and may include additional requirements determined appropriate by the LWIB. Such policies must include, but are not limited to, processes and/or procedures that achieve the following:
  - 1) Priority consideration for programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations identified in the local plan;
  - 2) Establishment of additional eligibility criteria for training programs to become or remain eligible in the local area (optional);
    - a) These requirements must support the creation of a list that ensures provider performance, job-driven training, informed consumer choice, continuous improvement, and cost-effective investment of public funds.
    - b) Requirements may include, but are not limited to:
      - i) Additional performance requirements;
      - ii) Program location;
      - iii) Accreditation requirements; and
      - iv) Costs associated with the program.
  - 3) Ensure participants are made aware of and can obtain, grievance/complaint procedures as outlined in the Complaint and Grievance Procedures (Nondiscrimination) section of this policy manual;
  - 4) Recover WIOA training funds;
  - 5) Include the timeline for initial and continued eligibility review for inclusion on the ETPL as outlined in this policy;
  - 6) Process for removing training providers/programs for failure to meet established criteria from the ETPL as outlined in this policy;
  - 7) Require providers to maintain sufficient records and to make these records available for monitoring or audit by either the LWIB and/or the state outlined in the Monitoring and Oversight section of this policy;
  - 8) Describe the appeal process as outlined in this policy; and
  - 9) Ensure there are no conflicts of interest between the Local Board and the provider, which includes, but is not limited to the following:
    - a) A prohibition on the payment of referral fees by training providers to LWIB staff, including Illinois workNet Center one-stop operator staff; and
    - b) Decisions made by the LWIB regarding eligible training programs (ETPs) and their programs comply with WIOA.

#### **7.3.4 State and Local ETPLs**

The Department of Commerce and Economic Opportunity, Office of Employment and Training (OET), and Local Workforce Innovation Boards (LWIBs) are responsible for working together to identify eligible training providers (ETPs) for the State Eligible Training Provider List (ETPL).

## 1. Use of the State and Local ETPLs

a. LWIBs must ensure that local career planners assist the participant to make an informed choice of the training provider and program options available to them. This is done by presenting and reviewing the State ETPL and Local ETPL (if applicable) as outlined in the State and Local Roles and Responsibilities section of this policy.

b. Information that is to be discussed with the participant includes but is not limited to how the program:

- 1) Assists them to meet their goals of education and/or employment;
- 2) Aligns with demand industry sectors and occupations;
- 3) Leads to a recognized postsecondary credential;
- 4) Fits their individual needs regarding distance to travel, online class availability, or schedule for example; and
- 5) Performance and cost information.

c. Additionally, the career planner should explain any limitations to an ITA based on the policy set by the LWIB to the participant.

- 1) In relation to training it is the intent that the WIOA funding is the payer of last resort. A comprehensive assessment of the cost of the ITA, which involves applying and accessing other grants or funding, including Federal Pell Grants, Trade Adjustment Assistance (TAA), and scholarships, must be conducted to ensure best utilization of WIOA funds.

d. An eligible participant may, after the consultation with the career planner, select a training provider from these lists.

## 2. State ETPL

a. The state list of eligible training providers consists of training providers who have been approved by an LWIB(s) and have met the criteria established by the state discussed in the Initial and Continued Eligibility Sections of this policy.

- 1) When LWIBs review provider applications, they must do so using only the State's requirements discussed in the Initial and Continued Sections of this policy.

b. The State ETPL creates a pool of eligible training providers (ETPs) that LWIBs can utilize if they wish to establish a local ETPL.

## 3. Local ETPLs

a. LWIBs may add additional requirements than the ones established by the state for training programs except for Registered Apprenticeship Programs.

b. If an LWIB chooses to create a local ETPL, an LWIB may:

- 1) Require additional criteria and information from providers to become or remain eligible in that local area;
  - a) This additional information may include:
    - i) Information on programs of training services that are linked to demand occupations in the local area;
    - ii) Performance and cost information, including program-specific performance

- and cost information, for multi-site eligible training providers;
- iii) Information that shows how programs are responsive to local requirements; and
- iv) Other appropriate information related to the objectives of WIOA.
- v) Set higher levels of performance than those required by the State as criteria for programs to become or remain eligible to provide services in that local area.

c. The authority that LWIBs may use to restrict the duration of ITAs or restrict funding amounts must not be used to establish limits that arbitrarily exclude eligible training providers.

d. LWIBs must only include training providers on their list that are approved for the State ETPL, although LWIBs may add some local restrictions and requirements in defining the list of ETPs for their local area.

e. A local ETPL can only be used if the LWIB approves setting additional criteria and/or higher levels of performance set by the State.

f. An LWIB that does not add restrictions and requirements must include all State ETPs on its local ETPL, while an LWIB that adds eligibility restrictions may have a subset of the State list as depicted in Figure 1.



Figure 1. Providers on the local ETP must be on the state ETP

g. The State encourages LWIBs to streamline the processes and policies for ETPs to reduce the number of local ETPLs.

### 7.3.5 Application Process by Provider Category

#### 1. In-State Training Provider

- a. All training providers that have a training site(s) in Illinois and wish to be listed on the ETPL are required to be registered following the procedures as outlined in the Application for Initial Eligibility of Training Providers section of this policy.

- b. Training providers should utilize the ETPL Training Provider and Program Determination Flow Chart (See the Attachments tab) to determine if they are eligible providers.
- c. The training provider shall provide all the information required in the Requirements for Initial Eligibility and Continued Eligibility of Training Providers and Training Programs under WIOA Title I (See the Attachments tab).
- d. The Local ETPL Coordinator will determine if an in-state training provider is eligible to be on the ETPL using the initial eligibility criteria in this policy and recommend approval to the State ETPL Coordinator.
- e. If the in-state training provider is a Department of Labor (DOL) Registered Apprenticeship, see the Registered Apprenticeship Programs section of this policy.

## 2. Distance Education and Out-of-State Training Providers

- a. All distance education (education not offered at a physical location) and out-of-state training providers that wish to be listed on the ETPL are required to be registered.
- b. Training providers should utilize the ETPL Training Provider and Program Determination Flow Chart (See the Attachments tab) to determine if they are eligible providers.
- c. The training provider shall provide all the information required in the Requirements for Initial Eligibility and Continued Eligibility of Training Providers and Training Programs under WIOA Title I (See the Attachments tab) to the State ETPL Coordinator at [CEO.OET.etplcoord@illinois.gov](mailto:CEO.OET.etplcoord@illinois.gov).
- d. The State ETPL Coordinator will determine if a distance education or out-of-state training provider is eligible to be on the ETPL using the initial eligibility criteria in this policy and the Distance Education and Out-of-State Eligible Training Programs section of this policy.
- e. If a Local ETPL Coordinator is contacted by distance education or out-of-state training provider, the provider should be referred to [CEO.OET.etplcoord@illinois.gov](mailto:CEO.OET.etplcoord@illinois.gov) for assistance.

### 7.3.6 Initial Eligibility of Training Providers

This section provides the requirements for initial eligibility on the Eligible Training Provider List (ETPL) for training providers and programs. New training providers with programs of study, except for Registered Apprenticeship Programs (RAPs), must apply for Initial Eligibility following the following guidance:

1. Application for Initial Eligibility of Training Providers and Training Programs
  - a. Applications for initial eligibility must be submitted according to the geographical

location of the training program. In-state providers can enter their zip code in the ETPL Data Entry and Maintenance Portal following the Guidance for ETPL Data Entry and Maintenance Portal (See the Attachments tab) to determine which LWIA the provider resides. The system will list the appropriate LWIB contact information.

- b. Training providers should apply for each training program, as follows:
  - 1) Training programs located within the boundaries of a single Local Workforce Innovation Area (LWIA) must apply to the LWIB where its program is geographically located;
  - 2) Training programs offered in multiple LWIAs and identical across each of the LWIAs must apply to the LWIB in which the training provider has identified as its headquarters and/or primary location;
  - 3) Training programs offered in multiple LWIAs - but the program is not substantially the same across the various LWIAs - must apply to each LWIB in which the training program is offered; or
  - 4) Training programs located out-of-state or not offered at a physical location (e.g., distance learning) must apply to the State ETPL Coordinator.
- c. A training provider is prohibited from applying for training program eligibility in LWIAs where the program site is not geographically located unless the LWIA in which the program is located denies eligibility or fails to act on the application within sixty (60) calendar days of the date of application.

## 2. Information Needed for Application

- a. Training providers must gather the mandatory information found in the Requirements for Training Program Initial Eligibility and Continued Eligibility (See the Attachments tab).
- b. The training provider will be required to confirm their agency fully complies with the nondiscrimination, equal opportunity, and disability provisions of the Workforce Innovation and Opportunity Act (WIOA) which include:
  - 1) WIOA Section 188, prohibits discrimination against all individuals in the United States based on race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries based on either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially-assisted program or activity;
  - 2) Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination based on race, color, and national origin;
  - 3) Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against qualified individuals with disabilities;
  - 4) The Americans with Disabilities Act (ADA) of 1990, prohibits discrimination against qualified people with disabilities;
  - 5) The Age Discrimination Act of 1975, as amended, prohibits discrimination based on age;
  - 6) Title IX of the Education Amendments of 1972, as amended, prohibits discrimination based on sex in educational programs;
  - 7) 29 CFR Part 37 and all other regulations implementing the laws listed above;

and

- 8) This assurance applies to the grant applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I financially-assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

### 3. Initial Applicant Review and Establishment in the ETPL Data Entry and Maintenance Portal

#### a. In-State Providers

- 1) The LWIB must verify that the provider is an eligible entity to be a training provider when an in-state provider submits their training provider basic information in the ETPL Data Entry and Maintenance Portal following the Guidance for ETPL Data Entry and Maintenance Portal (See the Attachments tab).
- 2) The LWIB must set up a Training Provider record as outlined in the Requirements for Initial Eligibility and Continued Eligibility of Training Providers and Training Programs under WIOA Title I (See the Attachments tab) once they have verified the eligibility of a training provider and may provide the training provider with the following:
  - a) A user ID for the primary contact that is generated by the ETPL Data Entry and Maintenance Portal to be used by the training provider when they log into the system to request eligibility for training programs or need to update information on a training program;
  - b) The temporary password for the primary contact that is generated by the ETPL Data Entry and Maintenance Portal to be used by the training provider to log into the system the first time (the primary contact for the training provider should then change the password to a personally selected unique password); and
  - c) The web address to the ETPL Data Entry and Maintenance Portal will direct the training provider to the appropriate system screen. (See the References tab).
  - d) If the LWIB does not provide a user ID, they are responsible for entering the data into the ETPL Data Entry and Maintenance Portal.
- 3) Once the LWIB has provided a user ID and password, the provider must begin adding training program(s) information found in the Requirements for Training Program Initial Eligibility and Continued Eligibility (See the Attachments tab) including contacts for each program into the ETPL Data Entry and Maintenance Portal following the Guidance for ETPL Data Entry and Maintenance Portal (See the Attachments tab) to be determined eligible.
  - a) LWIBs reserve the right to impose additional criteria through local policy that is unique to conditions within a particular LWIA so long as they meet, at a minimum, federal, and state requirements as outlined in the State and Local ETPLs Section of this policy.
- 4) LWIBs must ensure that all training programs for which a training provider is seeking eligibility have met the guidelines. The training provider:
  - a) Has submitted the mandatory information found in the Requirements for Training Program Initial Eligibility and Continued Eligibility (See the Attachments tab) and the information has been entered in the ETPL

- Data Entry and Maintenance Portal.
- b) Specified training provider and training program performance data, as outlined in the Performance Measures for Eligible Training Providers section of this policy, has been provided when available;
  - c) Confirmed the program of training services leads to a recognized postsecondary credential;
  - d) Demonstrated the program is intended to lead to placement in a Demand Occupation as identified on the Demand Occupation Training List (DOTL) found in the attached WIOA Notice on Demand Occupation Training List; and
  - e) Attested that they fully comply with the nondiscrimination, equal opportunity, and disability provisions of the WIOA.
- 5) LWIBs may review the additional information required by the LWIB; however, it may not be considered for purposes of approving the provider and program for the state ETPL. The additional information may be used to determine whether the LWIB should include the provider and program on the local ETPL.
  - 6) LWIBs should consider economic, geographic, and demographic conditions in the area as well as the characteristics of the population served by the provider.
  - 7) If the LWIB determines after the review that the training provider and program(s) have met all the requirements listed above, the LWIB then attests the provider and program(s) are recommended to be approved as an eligible training program for the state to add to the Eligible Training Provider List in the ETPL Data Entry and Maintenance Portal.
- b. Distance Education and Out-of-State Providers
- 1) The State ETPL Coordinator must verify that the provider is an eligible entity to be a training provider when a distance education or out-of-state provider submits their training provider basic information in the ETPL Data Entry and Maintenance Portal.
  - 2) The State ETPL Coordinator must set up a Training Provider record as outlined in the Requirements for Initial Eligibility and Continued Eligibility of Training Providers and Training Programs under WIOA Title I (See the Attachments tab) once they have verified the eligibility of a training provider and may provide the training provider with the following:
    - a) A user ID for the primary contact that is generated by the ETPL Data Entry and Maintenance Portal to be used by the training provider when they log into the system to request eligibility for training programs or need to update information on a training program;
    - b) The temporary password for the primary contact that is generated by the ETPL Data Entry and Maintenance Portal to be used by the training provider to log into the system the first time (the primary contact for the training provider should then change the password to a personally selected unique password); and
    - c) The web address to the ETPL Data Entry and Maintenance Portal that will direct the training provider to the appropriate system screen. (See the References tab).
    - d) If the State ETPL Coordinator for distance education and out-of-state training providers does not provide a user ID, they are responsible for

- entering the data into the ETPL Data Entry and Maintenance Portal.
- 3) Once the State ETPL Coordinator has provided a user ID and password, the provider must begin adding training program(s) information found in the Requirements for Training Program Initial Eligibility and Continued Eligibility (See the Attachments tab) including contacts for each program into the ETPL Data Entry and Maintenance Portal to be determined eligible.
  - 4) The State ETPL Coordinator will review and ensure the training provider:
    - a) Has submitted the mandatory information found in the Requirements for Training Program Initial Eligibility and Continued Eligibility (See the Attachments tab) and the information has been entered in the ETPL Data Entry and Maintenance Portal.
    - b) Specified training provider and training program performance data, as outlined in the Performance Measures for Eligible Training Providers section of this policy, has been provided when available;
    - c) Confirmed the program of training services leads to a recognized postsecondary credential;
    - d) Demonstrated the program is intended to lead to placement in a Demand Occupation as identified on the Demand Occupation Training List (DOTL) found in the attached WIOA Notice on Demand Occupation Training List; and
    - e) Attested that they fully comply with the nondiscrimination, equal opportunity, and disability provisions of the WIOA.
  - 5) The State ETPL Coordinator should consider economic, geographic, and demographic conditions in the area as well as the characteristics of the population served by the provider.
  - 6) If the State ETPL Coordinator determines after the review that the training provider and program(s) have met the requirements listed in b. above, the State ETPL Coordinator approves the training program to be added to the Eligible Training Provider List in the ETPL Data Entry and Maintenance Portal.
4. Final Approval for Inclusion on ETPL
- a. In-state programs the LWIB determines have met the requirements of this policy must be submitted to the State ETPL Coordinator as described in the Initial Eligibility Local Workforce Innovation Board Timeline section of this policy.
  - b. The State ETPL Coordinator will review the information submitted and verify for accuracy to the extent practicable.
  - c. State ETPL-approved training providers will then be placed on the state ETPL.

### **7.3.7 Initial Eligibility Local Workforce Innovation Board Timeline**

#### **1. In-State Providers**

- a. The Local Workforce Innovation Board (LWIB) must determine whether a program is eligible within sixty (60) calendar days of the application to the LWIB.
  - 1) One exception to this requirement may exist if the LWIB has provided authority to a committee of no less than two (2) individuals to conditionally

approve programs in place of waiting for the LWIB's determination of eligibility.

- a) Where this exception has been granted, the program may be deemed eligible until the LWIB can review and approve the determination of eligibility.
  - b) Conditionally approved programs must complete the application process as outlined in the Initial Eligibility of Training Providers section of this policy.
- b. If the LWIB (or committee designated by the LWIB) decides the program should be granted initial eligibility, the LWIB must notify the State ETPL Coordinator to indicate the program is being recommended for approval.
- 1) If LWIBs are recommending multiple programs for approval at one time, they may submit a report with those programs that they are recommending for approval highlighted to the State EPTL Coordinator.
- c. If the LWIB (or committee designated by the LWIB) denies or rejects eligibility for the program the following actions will occur:
- 1) The LWIB should notify the training provider if a training program does not meet the mandatory criteria for initial eligibility or is not accepted by the LWIB within sixty (60) calendar days for some other reason, the training provider can:
    - a) Appeal its acceptance status following the procedures found in the Reinstatement on the Statewide List section of this policy and if accepted, the program will be registered on the ETPL Data Entry and Maintenance Portal and given full eligibility status, if the application process has been completed; or
    - b) Wait thirty (30) calendar days from the denial of acceptance by the LWIB and reapply with another LWIB.
  - 2) The program is placed in a capture list on the ETPL Data Entry and Maintenance Portal after ninety (90) calendar days of the application unless it was denied "for cause" as described in the Monitoring and Oversight of Eligible Training Providers section of this policy.
  - 3) Training programs that are placed on the capture list are available for one hundred twenty (120) calendar days to be selected by another LWIB and determined eligible by their LWIB. Once the one hundred twenty (120) calendar day period passes, the training program will be removed from the capture list.
  - 4) Training programs that did not meet the state performance criteria (as outlined in the Performance Measures for Eligible Training Providers section of this policy) or were denied "for cause" will not be placed on the capture list and cannot be determined eligible as an approved training program for a period of two (2) years.

## 2. Distance Education and Out-of-State Providers

- a. The State ETPL Coordinator must determine whether a program is eligible within sixty (60) calendar days of receiving the application

- b. If the State ETPL Coordinator denies or rejects eligibility for the program within sixty (60) calendar days of the application, the following actions will occur:
- 1) The State ETPL Coordinator should notify the training provider if a training program does not meet the mandatory criteria for initial eligibility or is not accepted by the State ETPL Coordinator within sixty (60) calendar days for some other reason, the training provider can:
    - a) Appeal its acceptance status following the procedures found in the Reinstatement on the Statewide List section of this policy and if accepted, the program will be registered on the ETPL Data Entry and Maintenance Portal and given full eligibility status, if the application process has been completed.
  - 2) The program is placed in a capture list on the ETPL Data Entry and Maintenance Portal after ninety (90) calendar days of the application unless it was denied "for cause" as described in the Monitoring and Oversight of Eligible Training Providers section of this policy.
  - 3) Training programs that are placed on the capture list are available for one hundred twenty (120) calendar days to be determined eligible. Once the one hundred twenty (120) calendar day period passes, the training program will be removed from the capture list.
  - 4) Training programs that did not meet the state performance criteria (as outlined in the Performance Measures for Eligible Training Providers section of this policy) or were denied "for cause" will not be placed on the capture list and cannot be determined eligible as an approved training program for a period of two (2) years.

### 3. Initial Eligibility Date

- a. Once a training program has been determined eligible, the LWIB must enter the date the LWIB approved the program in the "Initial Cert. Date" field of the Training Program Basic Information screen on the ETPL Data Entry and Maintenance Portal.
- b. The LWIB must also enter the date for continued eligibility of the training program in the "Next Cert. Date" field of the same screen. (Note: If the LWIB fails to enter a date in this field, the system will automatically generate a date that is one (1) year from the "Initial Cert. Date".)
  - 1) The next eligibility (next certification) date must be within one (1) year of the initial eligibility date.
  - 2) The next eligibility date (next certification) may be selected based on local or training provider needs and agreements. For example:
    - a) The LWIB would like to coordinate training programs' continued eligibility dates so that they coincide with regularly scheduled LWIB meetings;
    - b) An LWIB may select continued eligibility dates that are distributed throughout the year to allow the LWIB to spread out its eligibility determination workload, thus avoiding the potential bottleneck of review and approval actions once per year; or
    - c) A training provider may wish to have all or some of their training program determinations of continued eligibility as a group to streamline the process.

### 7.3.8 Continued Eligibility Process for Training Providers

This section provides the requirements for continued eligibility and continued inclusion on the Eligible Training Provider List (ETPL) for training providers and programs previously approved for initial eligibility except for Registered Apprenticeship Programs (RAPs).

#### 1. In-State Providers

- a. Local Workforce Investment Board (LWIB) must ensure all training providers have their eligible training programs determined for continued eligibility on at least a biennial (at least every two (2) years) basis to maintain their status as an eligible training program.
- b. LWIBs must inform each training provider of any upcoming continued eligibility dates (i.e., a notice sent to the training provider ninety (90) calendar days before the continued eligibility date).
  - 1) Continued eligibility is based on the date entered during the initial eligibility or most recent continued eligibility determination of the training program (as outlined in f. below).
- c. The training provider expresses intent for continued eligibility of a training program by resubmitting the Training Program Basic Information application in the ETPL Data Entry and Maintenance Portal following the Guidance for ETPL Data Entry and Maintenance Portal (See the Attachments tab) or if not provided a user ID for entry into the system, must submit in writing, their intention to the LWIB.
  - 1) The LWIB must receive the training provider's intent to apply for continued eligibility of a training program or programs in sufficient time to meet the following continued eligibility timeline requirements.
    - a) If a training program has had only changes in information that are not significant information (as outlined in the Training Provider or Training Program, Change in the Information section of this policy), changes must be made to the Training Program Basic Information record and saved.
    - b) If a training program has had no changes in its information, the Training Program Basic Information record must be saved.
    - c) Once the Training Program Basic Information record has been saved, the Initial Criteria Status record will change to "Pending ReCert".
    - d) The change to "Pending ReCert" status will prompt the LWIB to review and make a determination.
- d. A report will be available for the LWIB to identify any training programs with a "Pending Continued Eligibility" status.
  - 1) The frequency of producing these reports will be a local decision.
  - 2) The LWIB must utilize due diligence in producing this report routinely throughout the year keeping in mind training programs may be jeopardized if they are not approved for continued eligibility promptly.
  - 3) The report is titled "Training Programs Currently Pending" (Initial or Recertification)

- e. The LWIB should continue to make available and enroll customers in any training program with a "Pending" status.
- f. The LWIB should review the following items once submitted:
  - 1) A current copy of the Training Program Basic Information record;
  - 2) Identification of items that have changed since the initial eligibility or most recent continued eligibility determination;
  - 3) Performance data (as outlined in the Performance Measures for Eligible Training Providers section of this policy) for the training program; and
  - 4) Any additional information the training provider has submitted for review.
- g. The LWIB must recommend continued eligibility for a training program to be on the state ETPL based on the following:
  - 1) State eligibility criteria are still being met;
  - 2) State performance criteria (if any have been established) have been met;
  - 3) One (1) or more O\*Net codes associated with the training program remain on the current Demand Occupation Training List; and
  - 4) The training provider has maintained timely updates to information on the training program.
- h. LWIBs may choose not to include an entity for which they have granted continued eligibility for the state ETPL or the local ETPL (as described in the State and Local ETPL section of this policy) if those programs do not meet local eligibility or performance criteria.
- i. LWIBs must decide the continued eligibility of the training program within sixty (60) calendar days of receiving the application for continued eligibility from the provider.
  - 1) The LWIB must update the Training Program Basic Information record within ten (10) business days. The update should include the following:
    - a) The Initial Criteria Status must be changed from "Pending ReCert" to "Accept" to indicate an accepted continued eligibility application.
    - b) The Program Status must be listed as "Approved" to indicate to the State ETPL Coordinator that the program is being recommended for approval.
    - c) The "Last Cert. Date" must be listed as the date the LWIB recommended approval of the continued eligibility, not the date the entry is made.
    - d) The "Next Cert. Date" should be listed as the date for which the next continued eligibility should take place (and should take into consideration the same factors for initial eligibility as outlined in the Initial Eligibility of Training Providers section of this policy).
- j. If an LWIB neither accepts nor rejects a training program, it will remain in "Pending ReCert" status for one hundred twenty (120) calendar days past its "Last Cert. Date" and then moved to the capture list.

(Note: This provision intends to automatically clear training programs from the ETPL when they have not been approved for continued eligibility in a timely fashion. Such

programs will not be available for selection and thus are removed.)

- k. LWIBs must cease to enroll customers in any training program that has been moved to the capture list. Customers who have already been enrolled in training programs that are on the capture list will be allowed to complete such training programs.
- l. Training programs that are denied (rejected) eligibility will be removed from the approved program list and may reapply after one (1) year.
- m. A training provider may reapply for eligibility for any training program that was not determined eligible for any reason other than "for cause" reasons.

## 2. Distance Education and Out-of-State Training Provider

- a. The State ETPL Coordinator must ensure all training providers have their eligible training programs determined for continued eligibility on at least a biennial (at least every two (2) years) basis to maintain their status as an eligible training program.
- b. State ETPL Coordinator must inform each training provider of any upcoming continued eligibility dates (i.e., a notice sent to the training provider ninety (90) calendar days before the continued eligibility date).
  - 1) Continued eligibility is based on the date entered during the initial eligibility or most recent continued eligibility determination of the training program (as outlined in f. below).
- c. The training provider expresses intent for continued eligibility of a training program by resubmitting the Training Program Basic Information application in the ETPL Data Entry and Maintenance Portal following the Guidance for ETPL Data Entry and Maintenance Portal (See the Attachments tab) or if not provided a user ID for entry into the system, must submit the to the State ETPL Coordinator.
  - 1) The State ETPL Coordinator must receive the training provider's intent to apply for continued eligibility of a training program or programs in sufficient time to meet the following continued eligibility timeline requirements.
    - a) If a training program has had only changes in information that are not significant information (as outlined in the Training Provider or Training Program, Change in the Information section of this policy), changes must be made to the Training Program Basic Information record and saved.
    - b) If a training program has had no changes in its information, the Training Program Basic Information record must be saved.
    - c) Once the Training Program Basic Information record has been saved, the Initial Criteria Status record will change to "Pending Continued Eligibility (recertification)".
    - d) The change to "Pending Continued Eligibility (recertification)" status will prompt the LWIB to review and make a determination.
- d. A report will be available for the State ETPL Coordinator to identify any training programs with a "Pending Continued Eligibility" status.
  - 1) The State ETPL Coordinator must utilize due diligence in producing this report

- routinely throughout the year keeping in mind training programs may be jeopardized if they are not approved for continued eligibility promptly.
- 2) The report is titled "Training Programs Nearing Continued Eligibility (recertification) Date".
  - 3) The report is titled "Training Programs Currently Pending" (Initial or Recertification)
- e. The State ETPL Coordinator should review the following items once submitted:
- 1) A current copy of the Training Program Basic Information record;
  - 2) Identification of items that have changed since the initial eligibility or most recent continued eligibility determination;
  - 3) Performance data (as outlined in the Performance Measures for Eligible Training Providers section of this policy) for the training program; and
  - 4) Any additional information the training provider has submitted for review.
- f. The State must approve continued eligibility for a training program to be on the state ETPL based on the following:
- 1) State eligibility criteria are still being met;
  - 2) State performance criteria (if any have been established) have been met;
  - 3) One (1) or more O\*Net codes associated with the training program remain on the current Demand Occupation Training List; and
  - 4) The training provider has maintained timely updates to information on the training program.
- g. The State ETPL Coordinator must decide the continued eligibility of the training program within sixty (60) calendar days of receiving the application for continued eligibility from the provider.
- 1) The State ETPL Coordinator must update the Training Program Basic Information record within ten (10) business days. The update should include the following:
    - a) The Initial Criteria Status must be changed from "Pending ReCert" to "Accept" to indicate an accepted continued eligibility application.
    - b) The Program Status must be listed as "Approved" to indicate that the program is being approved.
    - c) The "Last Cert. Date" must be listed as the date the State ETPL Coordinator approved the continued eligibility, not the date the entry is made.
    - d) The "Next Cert. Date" should be listed as the date for which the next continued eligibility should take place (and should take into consideration the same factors for initial eligibility as outlined in the Initial Eligibility of Training Providers section of this policy).
- h. If the State ETPL Coordinator neither accepts nor rejects a training program, it will remain in "Pending ReCert" status for one hundred twenty (120) calendar days past its "Last Cert. Date" and then moved to the capture list.

(Note: This provision intends to automatically clear training programs from the ETPL when they have not been approved for continued eligibility in a timely fashion. Such

programs will not be available for selection and thus are removed.)

- i. LWIBs must cease to enroll customers in any training program that has been moved to the capture list. Customers who have already been enrolled in training programs that are on the capture list will be allowed to complete such training programs.
- j. Training programs that are denied (rejected) eligibility will be removed from the approved program list and may reapply after one (1) year.
- k. A training provider may reapply for eligibility for any training program that was not determined eligible for any reason other than "for cause" reasons.

### **7.3.9 Registered Apprenticeship Programs**

Registered Apprenticeship Programs (RAPs) provide a unique combination of structured learning with on-the-job training. The five Core Components of Registered Apprenticeship Programs include employer involvement, structured on-the-job learning, related instruction, rewards for skill gains, and national occupational credentials. Related instruction, technical training, or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions employing distance and computer-based learning approaches. The goal is to provide workers with advanced skill sets that meet the specific needs of employers. Upon completion of a Registered Apprenticeship Program (RAP), participants receive an industry-issued, nationally recognized credential that certifies occupational proficiency and is portable.

1. All RAPs registered with the United States Department of Labor (USDOL), Office of Apprenticeship are automatically eligible to be included in the State list of eligible training providers and programs.
  - a. RAPs must opt-in to the ETPL;
  - b. RAPs that have opted-in the State ETPL must be on all Local ETPLs in the State; and
  - c. National Program RAPs do not need to register as an apprenticeship program in individual states for ETPL access.
2. Newly approved RAP sponsors will be notified of their automatic eligibility to be included on the ETPL and instructed to contact the State ETPL Coordinator if they wish to be on the ETPL.
3. RAPs are not subject to the same requirements as other providers such as initial or continued eligibility or performance since they go through a detailed application and vetting procedure to become a Registered Apprenticeship program sponsor approved by the National Office of Apprenticeship.
  - a. Given that RAPS are a link to demonstrated hiring needs and WIOA provides automatic training provider eligibility to RAPS, the USDOL has determined that RAPS qualify as occupations in-demand in the local labor market.

4. To opt-in to the ETPL, RAPs must:
  - a. Submit the Registered Apprenticeship Program Opt-In Request attachment (See Attachments tab) to the State ETPL Coordinator at CEO.OET.etplcoord@illinois.gov; and
  - b. Either the Sponsor, Training Provider, or the Employer with the RAP must complete the registration in the ETPL Data Entry and Maintenance Portal following the Guidance for ETPL Data Entry and Maintenance Portal (See the Attachments tab).
5. For proper identification and reporting purposes, the title of the ETPL training program must match the name that is registered with the USDOL as an apprenticeship program.
6. A RAP expressing interest in being included on the ETPL will be added on a statewide basis; thus, if it has multiple locations, the RAP would only need to show interest once, but must still provide information on every program it is providing.
7. RAPs will remain on the ETPL until:
  - a. The program becomes deregistered under the National Apprenticeship Act;
  - b. The RAP program notifies the state agency it no longer wants to be included on the list; or
  - c. The program is determined to have intentionally supplied inaccurate information or to have substantially violated any provision of Title I of WIOA or the WIOA regulations.
8. The state will review the ETPL and add any new RAPs at least every six months. States may add new RAPs to the ETPL at any time.
9. The apprenticeship programs are monitored regularly by the USDOL apprenticeship staff.
10. Deregistered apprenticeships will be reclassified as non-registered apprenticeships and their exemption status removed. If the registered apprenticeship was listed on the ETPL at the time of their removal from the national apprenticeship registry, the training provider will be held accountable to the same rules, regulations, and performance criteria as a regular training provider.
11. A RAP whose eligibility is terminated must be terminated for not less than 2 years and is liable to repay all youth, adult, and dislocated worker training funds it received during the period of noncompliance. This is described further in the Enforcement of Eligible Training Providers Violations section of this policy.
12. Pre-apprenticeship programs do not have the automatic eligible training provider status under WIOA and are subject to the initial and continued eligibility procedures.

#### **7.3.10 Training Provider or Training Program, Change in Information**

1. Training programs will be subject to renewal of eligibility status by the Local Workforce Innovation Board (LWIB), or a committee designated by the LWIB of no less than two (2) Local

Workforce Innovation Area (LWIA) staff whenever significant information for the training provider or training program has changed.

- a. Significant information includes all of the "mandatory" fields on the Training Program Basic Information record in the ETPL Data Entry and Maintenance Portal. (These items are identified by a \*\* on the Requirements for Initial Eligibility and Continued Eligibility of Training Providers and Training Programs under WIOA Title I (See the Attachments tab). Failure to provide mandatory information will result in proceeding potentially leading to possible suspension.
  - b. Change(s) in any significant information must be entered in ETPL Data Entry and Maintenance Portal within ten (10) business days.
  - c. Submission of a change in significant information indicates a training provider's intent to renew eligibility and prompts the same requirements as under the current eligibility determination.
  - d. A decision under this provision that is made by a designated committee is deemed eligible until the LWIB can review and approve the determination for renewal of eligibility.
2. Training programs should be subject to renewal of eligibility status by the LWIB, or a committee designated by the LWIB of no less than two (2) LWIA staff whenever non-significant information on the training program changes before the continued eligibility date.
- a. Non-significant information is any information that is a "mandatory" field (but not considered "significant", as outlined in Training Provider or Training Program, Change in Information, paragraph 1.a.) on the Training Program Basic Information in ETPL Data Entry and Maintenance Portal, including O\*Net codes associated with the training program. These items are identified by a \* on the Requirements for Initial Eligibility and Continued Eligibility of Training Providers and Training Programs under WIOA Title I (See the Attachments tab).
  - b. The LWIB or committee should review the training program and the changes to determine if the changes have affected the conditions of the initial eligibility or continued eligibility determinations.
  - c. If the changes have significantly altered the training program, the committee should send the training program to the LWIB for renewal of the current eligibility approval.
  - d. If the changes have not significantly altered the training program, the committee should provide "Approval" of the program to continue its eligibility until its next scheduled continued eligibility date.

### **7.3.11 Denial or Revocation of Eligibility of Training Providers**

Following the Workforce Innovation and Opportunity Act (WIOA), a Local Workforce Innovation Board (LWIB) or the State ETPL Coordinator has the authority to deny approval of initial or continued eligibility or revoke the status of eligibility and remove it from the eligible training

provider list (ETPL) for a training provider or a training program.

1. After review, if an LWIB determines the training provider/program does not meet the requirements outlined in this policy to be listed on the state ETPL, the LWIB must inform the training provider in writing with the reason(s) for the denial and provide information on the appeal process within sixty (60) calendar days of receipt of the application.
  - a. LWIBs must copy the Department of Commerce and Economic Opportunity, Office of Employment and Training (OET) on the correspondence.
2. The training program may be removed from the approved list of training programs under any of the following circumstances:
  - a. The training provider has lost its accreditation or its approval to operate from its regulating agency;
  - b. The training provider no longer meets the criteria for which its eligibility was determined;
  - c. The pre-apprenticeship program no longer has a Letter of Commitment from a DOL registered apprenticeship program, or no longer leads to an industry-recognized postsecondary credential;
  - d. The nonprofit Community-Based Organization no longer qualifies under Section 501(c)(3) of the Federal Internal Revenue Code;
  - e. The provider is not in compliance with any of the assurances, such as WIOA Section 188, made during initial or continued eligibility;
  - f. Its annual performance fails to meet the minimum standards set by the State of Illinois for the WIOA performance measures;  
(Note: At the time of issuance of this policy, the State of Illinois has not set minimum performance measures other than the requirement to provide performance data, if available.)
  - g. The training provider has not demonstrated a good faith effort in providing the eligible training provider report data to the Department of Commerce and Economic Opportunity, Office of Employment and Training (OET);
  - h. The training provider voluntarily chooses to cease being an eligible training provider or goes out of business;
  - i. If it is determined at any time that the training provider intentionally supplied inaccurate information in its application for eligibility or continued eligibility;
  - j. The training provider substantially violated any requirement under WIOA; or
  - k. The training provider's top-level leadership (e.g., owner, CEO, Director, etc.) is

convicted of violating any federal or state law associated with the operation of the institution.

3. Training programs that are removed from the ETPL because of a failure in performance cited in the Performance Data and Reporting Requirements for Eligible Training Providers section of this policy must remain off the list for a period of at least one (1) year after which time the training provider may re-apply for continued eligibility of the program.
4. Following WIOA, training programs that have been removed from the list of approved training programs are based on the reasons found in paragraph 1.i., 1. j. or 1. k. above:
  - a. Must remain off the ETPL for a period of at least two (2) years after which time the training provider may re-apply for continued eligibility of the training program;
  - b. May prompt the revocation and removal of all other training programs of the training provider for a period of at least two (2) years as determined by the LWIB; and
  - c. May result in the following actions being taken against the training provider:
    - 1) The eligibility of the training provider may be revoked;
    - 2) The eligibility of the training provider to receive funds for the program in question may be terminated;
    - 3) Any disallowed costs may be recovered; and
    - 4) The State of Illinois or LWIB may take any other action it deems appropriate.
5. LWIBs must cease to enroll customers in a training program that has had its eligibility revoked.
  - a. Customers who have already been enrolled in such training programs will be allowed to remain through completion.
  - b. If it is deemed necessary to immediately close a training program (for such reasons as the training provider committed egregious violations or went out of business) the customers of such program(s) should be provided the opportunity to enroll in a similar program.

#### **7.3.12 Notification and Appeal Procedures for Training Providers**

1. A Local Workforce Innovation Board (LWIB) and/or State that denies or revokes the initial or continued eligibility of a training provider and/or any of its training programs for which it has sought approval must notify the affected provider in writing of its decision. The notice must include the following information:
  - a. The training program(s) that are being denied or revoked eligibility;
  - b. The reason(s) for the denial or revocation; and
  - c. Information about the opportunity for the provider to appeal the decision.
2. The notice must be sent within seven (7) business days of the decision to the training provider

via registered mail with a copy sent to the Department of Commerce and Economic Opportunity, Office of Employment and Training (OET).

3. The training provider has twenty-one (21) business days, from the date of receipt of the notice of denial or revocation of eligibility in which to file an appeal to the LWIB. The appeal must include the following information:
  - a. A statement that the training provider is appealing the denial or revocation of its eligibility;
  - b. The reason(s) the eligibility should be granted;
  - c. Contact information for additional information; and
  - d. The signature of the chief executive of the training provider.
4. The appeal must be submitted, in writing, and must be sent by registered mail no later than the twenty-first (21st) day from the date of receipt of the notice of denial or revocation.
5. The LWIB, or a committee designated by the LWIB, will review the request for appeal within twenty-one (21) business days of its receipt.
  - a. If an administrative error was made or if additional information submitted by the training provider changes the basis upon which the original decision to deny or revoke eligibility was issued, the decision may be reversed, and the training program(s) granted the appropriate initial or continued eligibility for inclusion on the Eligible Training Provider List (ETPL).
  - b. If the LWIB reverses its decision, it will notify the training entity of its action in writing within seven (7) business days. The LWIB will also forward a request to OET for inclusion on the ETPL.
  - c. If the LWIB does not reverse its decision to deny or revoke eligibility and inclusion on the ETPL, it must notify the provider within twenty-one (21) business days from the receipt of the request that the program(s) was not determined eligible.
  - d. The notice must be sent in writing by registered mail. The notice will include information about the opportunities for the provider to appeal its denial of eligibility with OET. A copy of the letter will be forwarded to OET.
6. A provider will have twenty-one (21) business days from the receipt of the final decision by the LWIB to appeal the denial or revocation to OET.
  - a. OET will have thirty (30) business days to complete its investigation into the matter, gather additional information from the affected LWIB(s) file and the provider (such as the completed local appeal), and issue a final determination of eligibility.
  - b. OET will convene a meeting with the affected parties during this time if requested.

- c. This final determination will be forwarded to the training provider and the LWIB(s) in writing.
  - d. If OET overturns the decision of the LWIB, the program(s) will be included on the statewide list within seven (7) business days.
  - e. OET will not make a final decision to overturn the decision of an LWIB without convening a meeting with the affected parties.
7. OET can deny or revoke a training provider or its program(s) eligibility and have it removed from the list “for cause”.
- a. If such a decision is made, OET must send a formal written notice of its concerns to the affected LWIB(s). The notice will require local action on the matter.
  - b. The LWIB(s) will have the option of providing OET with additional information that would clarify and substantiate the provider’s eligibility status or of initiating the removal of the provider or its program(s) from the ETPL.
  - c. Both the notice from OET to the affected LWIB(s) and the board’s response to the notice must be sent by registered mail.
  - d. The LWIB(s) has twenty-one (21) business days to respond in writing to the OET notice.

### **7.3.13 Reinstatement on the Training Provider Statewide List**

1. A training provider who was denied initial eligibility may re-apply after a period of at least one (1) year if the following conditions are met:
  - a. The training provider must comply with the requirements for initial eligibility;
  - b. The training provider must demonstrate it has corrected all performance and other deficiencies which resulted in their being denied from being for the Eligible Training Provider List (ETPL); and
  - c. The Local Workforce Innovation Board (LWIB) for in-state providers and the State ETPL Coordinator for distance education and out-of-state providers must determine the eligibility of the program for reinstatement on the ETPL.
2. A training provider who was denied continued eligibility may apply for reinstatement after a period of at least one (1) year if the following conditions are met:
  - a. The provider must re-apply for program eligibility subject to the policies and procedures for continued eligibility found in the Initial Eligibility of Training Providers, paragraph 3 section of this policy.
  - b. If the program meets the minimum state or local performance standards (if established), along with any other eligibility criteria in place at the time of re-

application, the LWIB must determine the program eligible and submit it for reinstatement on the statewide list of eligible training programs.

3. The LWIB or State ETPL Coordinator as applicable must reaffirm that a program previously accredited is still accredited or the accreditation has been renewed.

### **7.3.14 Performance Data and Reporting Requirements for Eligible Training Providers**

The Workforce Innovation and Opportunity Act (WIOA) requires all states to collect and report performance information on all individuals and WIOA title I core program participants (of Adult, Dislocated Worker, and Youth programs) served by each training program (also referred to as a “program of study” or “program of training service”), on the state list of Eligible Training Providers (ETP list). Additionally, WIOA identifies requirements and criteria that states must establish for use in determining the eligibility of training providers and programs of study which includes performance information.

#### **1. Reporting Requirements**

- a. The State Education Agencies must assist in overseeing ETP performance and facilitating the production and dissemination of ETP performance reports. They are responsible for:

- (1) Facilitating data matches between ETP records and unemployment insurance (UI) wage data in order to produce the report;
- (2) The creation and dissemination of the reports; and
- (3) Coordinating the dissemination of the performance reports with the ETPL and the information required to accompany the ETPL.

- b. The information the state collects is reported in the Eligible Training Provider (ETP) Report with the federal WIOA Annual Performance Report on October 1st of each year utilizing a template developed jointly by the U.S. Department of Labor (USDOL) and U.S. Department of Education (USDOE). This report includes all WIOA and non-WIOA participants served by each training program listed on the ETPL. The DOL has made the ETP Report data available to the public via [www.trainingproviderresults.gov](http://www.trainingproviderresults.gov).

- 1) Per 34 CFR part 99.35 Family Educational Rights and Privacy Act (FERPA), State Education Agencies must access education records for the enforcement of or compliance with Federal legal requirements that relate to WIOA reporting.
- 2) To the greatest extent practicable, State Education Agencies are responsible for utilizing reasonable methods to ensure it:

(i) Uses personally identifiable information only to carry out reporting requirements related to WIOA;

(ii) Protects the personally identifiable information from further disclosures or

other uses; and

(iii) Destroys the personally identifiable information in accordance with federal guidelines.

- c. The ETP Report gathers critical information, including the employment, earnings, and credentials obtained by participants in the training program during a program year (July 1 – June 30). This information is widely disseminated through the WIOA Approved Training Provider Search to assist participants and members of the public in identifying effective training providers and programs. This information will also benefit the training provider by providing awareness of their program and serving as a tool to potentially enhance their programs and support continuous improvement.
- d. Providers of training services, excluding Registered Apprenticeship Programs (RAPs), are required to collect and report specific information on the training program for each eligible program for the State to meet its requirement for reporting data and information on participants enrolled in training programs (also known as programs of study) funded partially or wholly by WIOA funds.
  - 1) All eligible training providers (ETPs), except for Registered Apprenticeship Programs (RAPs), are required to provide basic performance data, when available, on their training programs to be approved for initial or continued eligibility.
  - 2) As part of the initial application to be an Eligible Training Provider, training providers must agree that they will collect and report individual record data.
  - 3) Providers must submit appropriate, accurate, and timely information for ALL individuals (aggregate of WIOA and non-WIOA individuals) the:
    - a) Individuals Served – the total number of individuals enrolled in the training program during the reporting period;
    - b) Individuals Exited – the total number of individuals who completed, withdrew, or transferred from this training program during the reporting period;
    - c) Training Program Completed – the total number of individuals who completed which is defined as those individuals who did not withdraw or transfer from the training program during the reporting period;
    - d) Credential Attainment - the number of those individuals who completed the training program AND attained a credential associated with the training program within one year after training completion or exit from the WIOA program.
      - i) This includes individuals enrolled in this training program who:
        - (a) Attained a recognized postsecondary credential during the program or within one year after training completion or exit from the WIOA program; OR
        - (b) attained a secondary school diploma or its recognized equivalent during the program or within one year after training completion or WIOA program exit AND who were also employed or enrolled in an education or training

program leading to a recognized postsecondary credential within one year after training completion or exit from the WIOA program.

- 4) The following chart indicates the performance reporting requirements and the corresponding data element training providers are required to submit for each training program on the ETPL to the Department of Commerce and Economic Opportunity, Office of Employment and Training (OET):

- a) The social security number must be used as an identifier for tracking enrollments and completers
- b) Student employment and wage data will be determined by the state using the social security number submissions and are not required to be reported individually by the training providers.

- d. The appropriate State Education Agency will use the data provided by the training provider to calculate the performance outcomes for the following three measures for non-WIOA students which are described in Assessing Performance of Eligible Training Providers: employed in the second quarter after training completion; employed in the fourth quarter after training completion; and median hourly wage at placement.
- e. The Department of Commerce and Economic Opportunity, Office of Employment and Training (OET) will use data from the appropriate case management system to report demographic information and calculate the performance outcomes for WIOA Title I program exiters.
- g. The performance of training providers is a factor the state must use in determining both the initial and continued eligibility of a provider to be included on a state's ETP list.
- h. Like the RAP exemption from the eligibility requirements, RAPs also are exempt from ETP reporting requirements in WIOA, including any additional ETP reporting requirements that have been added by the state or local area; however, RAPs may voluntarily report performance outcomes.
- i. The State recognizes the reporting burden this causes, and understands the data limitations, so the State will work with training providers to assist them in meeting the reporting requirements above.

## 2. Assessing the Performance of Eligible Training Providers

- a. All eligible training providers, except for Registered Apprenticeship Programs (RAPs), are required to meet minimum levels of performance for each of the Primary Indicators of Performance outlined in WIOA section 116 to be approved for initial eligibility and continued eligibility.
  - 1) Information regarding performance accountability indicators and performance reporting requirements established in WIOA section 116 to assess the effectiveness of States and local areas in achieving positive outcomes for individuals served by the workforce development system, including those receiving training services, can be found in the applicable

sections under Chapter 3 of this policy manual.

- b. While the ETPL Policy will not impose state-wide minimum performance targets as eligibility criteria for training programs to remain on either the State or Local ETPL, a Local Board, at its discretion, may continue (or commence) to apply Local Area performance standards (or “targets”) as part of its local ETP criteria. Performance information for each program will be posted on the ETPL to help consumers make informed decisions. However, due to the recent COVID-19 pandemic and the United State Department of Labor (USDOL) no longer grants the All-Student Data Waiver to states, the state is researching minimum statewide performance measures that bolster equitable reflection of the training opportunities across the state of Illinois while maintaining accountability. The policy may be revised to establish minimum performance targets, by the State for statewide application or by Local Boards for Local Area application, for training providers and their programs to remain on the State or Local Area ETPL.

### **7.3.15 Monitoring and Oversight of Eligible Training Providers**

All programs approved for either initial or continued eligibility status will be subject to routine monitoring by the Local Workforce Innovation Board (LWIB) and the Department of Commerce and Economic Opportunity Office of Employment and Training (OET).

#### **1. Monitoring - LWIB Responsibilities**

- a. The LWIB is required to conduct annual monitoring of all eligible training providers and their eligible training programs. The LWIB, at minimum, should:
  - 1) Ensure all eligible training providers have maintained all criteria for which they were determined eligible;
  - 2) Reaffirm that a training program is still accredited or the accreditation has been renewed;
  - 3) Ensure all eligible training program basic information in ETPL Data Entry and Maintenance Portal has been updated to reflect current information; and
  - 4) Conduct routine visits at each location for which eligible training programs are conducted to ensure all assurances outlined in the Initial Eligibility of Training Providers, paragraph 2.b. section of this policy, continue to be met.
    - a) In determining the frequency of visits, the LWIB should prioritize as follows those locations:
      - i) With training programs approved for initial eligibility;
      - ii) For eligible training programs exhibiting poor performance;
      - iii) That has had the longest period since the last visit; and
      - iv) That warrant a visit based on local criteria.
        - 1. Providers that coordinate and conduct e-learning training programs must have visits conducted at their locations consistent with ensuring compliance with this section; and
- b. Routine monitoring visits to eligible training providers located outside of the local area (including in another LWIA or out-of-state) may be a coordinated effort so long as the monitoring is consistent with this section; and
  - 1) Ensure that all eligible training programs have met the required performance

measures as outlined in the Performance Measures for Eligible Training Providers section of this policy.

- c. The LWIB is required to cooperate with the OET during any monitoring and oversight activities.

## 2. Monitoring - State Responsibilities

- a. Create an agreement between all parties involved, including the training provider and LWIB, on provisions for monitoring.
  - 1) If the program occurs in another local area, arrangements must be made to ensure either the local board determining the eligibility of the program or the local area in which the program is provided (or both) will conduct monitoring.
- b. If the program occurs in another state or is a distance learning opportunity, monitoring arrangements will be conducted by the State ETPL Coordinator.
  - 1) The State ETPL Coordinator should make every effort to ensure adequate monitoring is provided by the out-of-state local area.

## 3. Violations

- a. WIOA funds will be suspended, and the provider and its programs will be removed from the ETPL for a minimum of two years if monitoring by the LWIB or OET identifies a provider has violated Section 122 of WIOA by doing one of the following:
  - 1) Intentionally Supplying Inaccurate Information
  - 2) Substantial Violations of any requirement
  - 3) Repayment—A provider of training services whose eligibility is terminated will be liable for the repayment of funds received on the day before such date of enactment during a period of violation.

***Definitions for ETPL Policy***

**Accreditation-** Notation by a recognized authority regarding the quality of training offered by educational institutions and programs. Institutional accreditation normally applies to an entire institution, indicating that each of its parts is contributing to the achievement of an institution's objectives, although not necessarily all on the same level of quality. Accrediting agencies and associations are nationally recognized by the Secretary, U.S. Department of Education. For Illinois, the regional accrediting association is the North Central Association. Specialized accreditation normally applies to evaluation of programs, departments, or schools that usually are part of a total collegiate or other postsecondary institutions.

**Appeal-** A request for a hearing to reconsider a state agency's decision about an individual's unemployment insurance benefits.

**Apprenticeship Program-** All apprenticeship programs that are registered with the U.S. Department of Labor (DOL), Office of Apprenticeship, are automatically eligible to be included on the Eligible Training Provider List (ETPL). Apprenticeship programs are a written plan designed to move an apprentice from a low or no skill entry-level position to full occupational proficiency. The apprenticeship program is sponsored by an employer, and upon completing the training program, an apprentice earns a "Completion of Registered Apprenticeship" certificate, which is an industry-issued, nationally-recognized credential.

**Certification-** A voluntary process by which an institution and/or a program is identified as meeting pre-determined criteria recognized as an industry/trade standard by a non-governmental agency.

**Customized Training-** Training that meets the following criteria:

1. Designed to meet the specific requirements of an employer (including a group of employers).
2. Conducted with a commitment by the employer to employ an individual upon successful completion of the training.
3. The employer pays a significant portion of the cost of training, as determined by the Local Workforce Innovation Board (LWIB) involved, taking into account the size of the employer and such other factors as the Local Board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities.

**Demand Occupation-** Occupations for which a demand is projected based on annual average job

openings, average starting wages, education and training levels, and state or national initiatives. Local workforce innovation areas will be able to petition the state to request that additional occupations be considered as a Demand Occupation. Only those occupations considered "in demand" will be included in the Demand Occupation Training List.

***Distance Education-*** Education that uses only one or more of the technologies listed below to deliver instruction to students who are separated from the instructor, and to support regular and substantive interaction between the students and the instructor, whether offered concurrently or not. The technologies include the following:

1. The internet.
2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices.
3. Audio conferencing.

***Eligible Training Provider (ETP)-*** An Eligible Training Provider is an organization, such as a public or private college and university, or community-based organization whose application has been approved by the local workforce board and approved for the state list of training services through the use of an Individual Training Account.

***Enrolled in Training-*** Training for the customer has been approved and scheduled to start within 30 days.

***ETPL Training Program Types-*** In order for a training provider to receive WIOA funds through an Individual Training Account (ITA), its training program(s) must be listed on the ETPL. These programs must provide training services, including, but not limited to the following (unless otherwise noted):

1. Occupational skills training, including training for non-traditional employment.
2. Programs that combine workplace training with related instruction, which may include cooperative education programs.
3. Training programs operated by the private sector.
4. Skill upgrading and retraining.
5. Entrepreneurial training.
6. Adult Education or Literacy Activities in combination with training services listed above.
7. Apprenticeship and Pre-apprenticeship Skills Training (20 CFR 680.330).

***Incumbent Worker Training-*** An Incumbent Worker is an individual (or group of individuals) with an employment relationship with a participating employer or group of participating employers in a targeted industry (as cited in the local plan); and an individual who is receiving upgraded skills training:

1. to increase his or her skills in an occupation in which the individual is already an incumbent; or
2. to prepare the worker for entry into a new occupation within the targeted workforce (i.e., the workforce of the participating employer or group of employers).

***In-demand Industry Sector or Occupation-*** The determination of whether an industry sector or occupation is in-demand shall be made by the Illinois Workforce Innovation Board (IWIB) using state and

regional business and labor market projections. An industry sector is considered in demand if it has a substantial current, or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the state, regional, or local economy, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors. An occupation that currently has, or is projected to have, a number of positions in an industry sector so as to have a significant impact on the state, regional, or local economy, as appropriate.

**Individual Training Account (ITA)**- Individual Training Account is a financial subsidy to enable customers that qualify for training to access the program of their choice on the statewide list of eligible providers. An ITA is most often in the form of a voucher, which is a document that can be redeemed for training.

**Local Workforce Innovation Area (LWIA)**- is a single county or multiple counties designated by the Governor, which allows for the receipt of an allotment under Sec. 127(b) or 132(b), with considerations consisting of the extent to which the areas - (i) are consistent with labor market areas in the State; (ii) are consistent with regional economic development areas in the State; and (iii) have available the Federal and non-Federal resources necessary to effectively administer activities under subtitle B and other applicable provisions of this Act, including whether the areas have the appropriate education and training providers, such as institutions of higher education and area career and technical education schools.

**Local Workforce Innovation Board (LWIB)**- A Local Workforce Innovation Board is a group of business, workforce, governmental, and community leaders established and certified by the Governor.

**Licensure**- A regulatory process required by a government agency that has oversight of a specific profession and the training process associated with the profession. The licensure process is typically not voluntary.

**Occupational Skills Training** – An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

**On-the-Job Training (OJT)**- On-the-Job Training provides reimbursements to employers to help compensate for the costs associated with skills upgrade training for newly hired employees and the lost production of current employees providing the training (including management staff). OJT training can assist employers who are looking to expand their businesses and who need additional staff trained with specialized skills. OJT employers may receive up to 50% reimbursement of the wage rate (in certain circumstances up to 75%) of OJT trainees to help defray personnel training costs. Under some programs, such as those funded by H-1B fees, OJT reimbursement may be as high as 90%, depending on employer size.

**O\*Net**- Occupational Information Network

**Postsecondary Credential**- 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 Bachelor's degree. A recognized postsecondary credential is based on the attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills are generally based on standards developed or endorsed by employers or industry associations. The following are types of recognized postsecondary credentials:

- Associate degree.
- Bachelor's degree.
- Occupational licensure (e.g. Certified Nursing Assistant license).
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates.
- Occupational certification (e.g. Automotive Service Excellence certification).
- Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.

Certificates awarded by Local Boards and work readiness certificates are not considered postsecondary credentials because neither type of certificate is recognized industry-wide, nor documents the measurable technical or industry/occupational skills necessary to gain employment or advancement within an occupation. Certificates/credentials that provide general skills, even if such general skills are broadly required to qualify for entry-level employment or advancement in employment, are not considered postsecondary certificates/credentials.

The following are examples of credentials/certificates that are not recognized postsecondary credentials:

- Occupational Safety and Health Administration 10-hour course on job-related common safety and health hazards (OSHA 10).
- National Career Readiness Certification.
- National Retail Federation Credentials.
- ServSafe Food Handler's Certification.
- Cardio Pulmonary Resuscitation (CPR) Certification.
- Certificates for General Computer Skills (Microsoft Word, Excel, Outlook, etc.).

For an additional resource, the DOL designed an interactive [Postsecondary Credential Attainment Decision Tree](#) to assist in making a determination about whether a credential is considered an industry-recognized credential. This tool is best used in conjunction with the information outlined in this directive.

***Pre-apprenticeship Program-*** A program designed to prepare individuals to enter and succeed in an apprenticeship program, and includes the following elements:

1. Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved.
2. Access to educational and career counseling and other supportive services, directly or indirectly.
3. Hands-on, meaningful learning activities that are connected to education and training

activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career.

4. A partnership with one or more apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in an apprenticeship program.
5. Opportunities to attain at least one industry-recognized credential through an apprenticeship program.

**Recognized postsecondary credential-** A credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.

**Training Program-** A program of training services is one or more courses or classes, or a structured regimen that provides the WIOA training services, and leads to any of the following:

1. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the State or the Federal government, an associate or baccalaureate degree.
2. A secondary school diploma or its equivalent in conjunction with training known as Integrated Career & Academic Preparation System (ICAPS) .
3. Employment (see definition for Training Program that leads to Employment).
4. Measurable skill gains.

Due the federal reporting requirements of the ETP Report, if a program is offered with more than one mode of delivery (e.g. online and in-person), more than one program length (e.g. contact hours and/or weeks), and/or more than one curriculum, the program needs to be entered once for each different variation. For example, if program A is offered online, and in-person, the program needs to be entered twice: (1) for the online program, and (2) for the in-person program.

**Training Program that leads to Employment** – An eligible ETPL program must prepare graduates for a specific occupation related to the training that was provided. This means that programs must award measurable technical skills, rather than general skills that are broadly required for employment. These measurable technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.

The training program must be valuable to employers, as evidenced by partnerships with business within priority industry sectors as identified in the State or Local Plan. Support of the training program from employers are required to be eligible, and documentation of this support should be uploaded into the provider profile.

In addition, graduates of the program must be employed in an occupation related to the training program. Training-related employment can be recorded for WIOA graduates in the follow-up ribbon of the WIOA application.

**Unsubsidized Employment** – Employment in the private or public sector where the employer does not

receive a subsidy from public funds to offset all or part of the wages and costs of employing the individual.

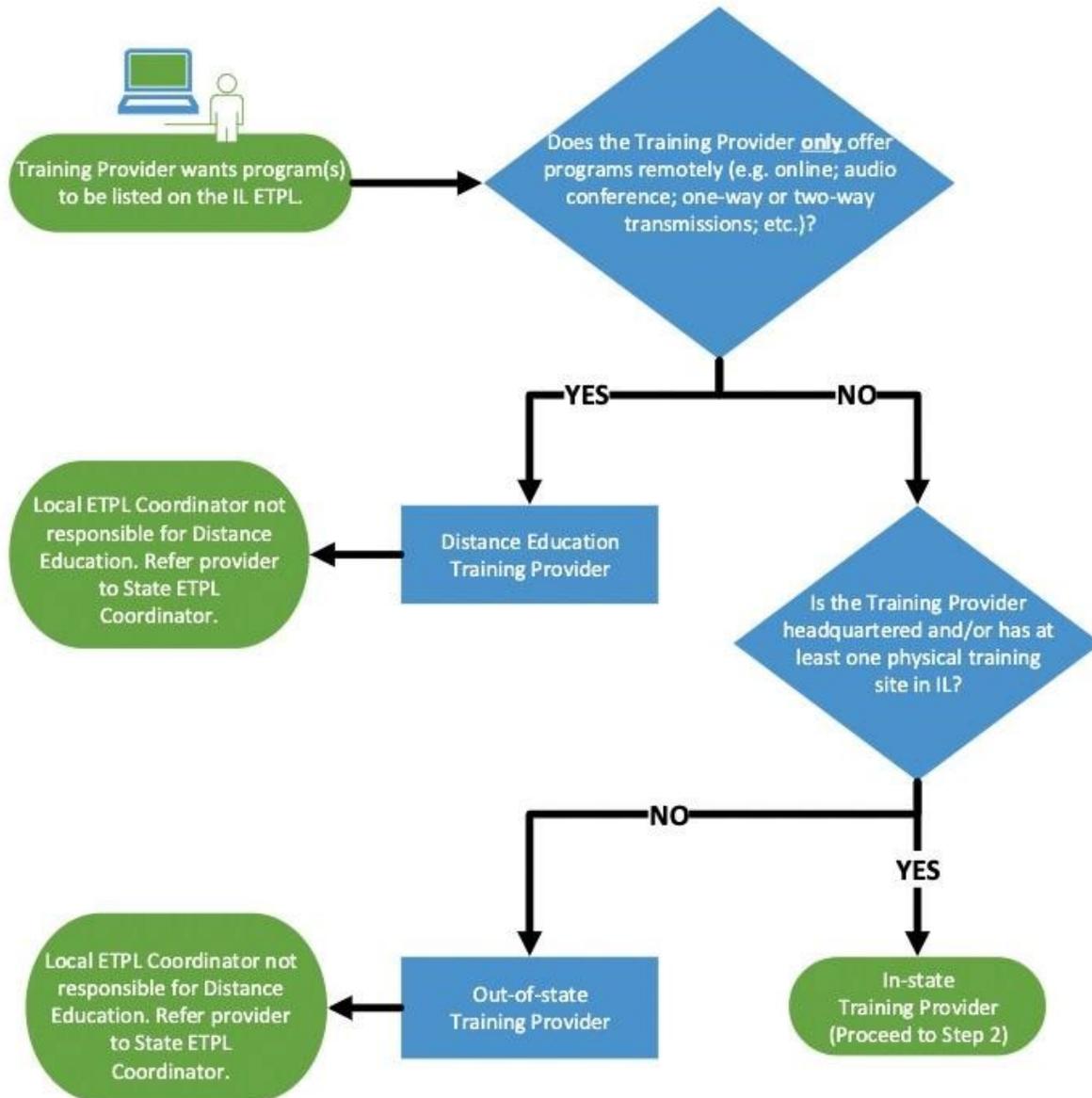
**WIOA ePolicy Manual-** The Illinois Workforce Innovation Board (IWIB) is responsible for providing leadership to ensure the programs offered through the Workforce Innovation and Opportunity Act (WIOA) make investments that are evidence-based, data-driven, and meet the businesses need for a skilled workforce. This includes the development of policy, identification of best practices, and setting parameters for continuous improvement of the system.

In addition, as the Governor's designated agency for the Title 1 Workforce Development Activities and the Trade Adjustment Assistance Act (TAA), the Department of Commerce Office of Employment and Training (OET) provides policy and guidance to the Local Workforce Innovation Boards (LWIB) for the delivery of workforce development adult, dislocated worker, and youth services as well as those offered under TAA.

[Within this ePolicy manual](#) are policy, procedures, related documents, and resources to support the LWIB in the implementation and provision of service under WIOA. Refer to the User Guide for step-by-step instructions, archived webinars, and instructional materials on using the ePolicy manual.

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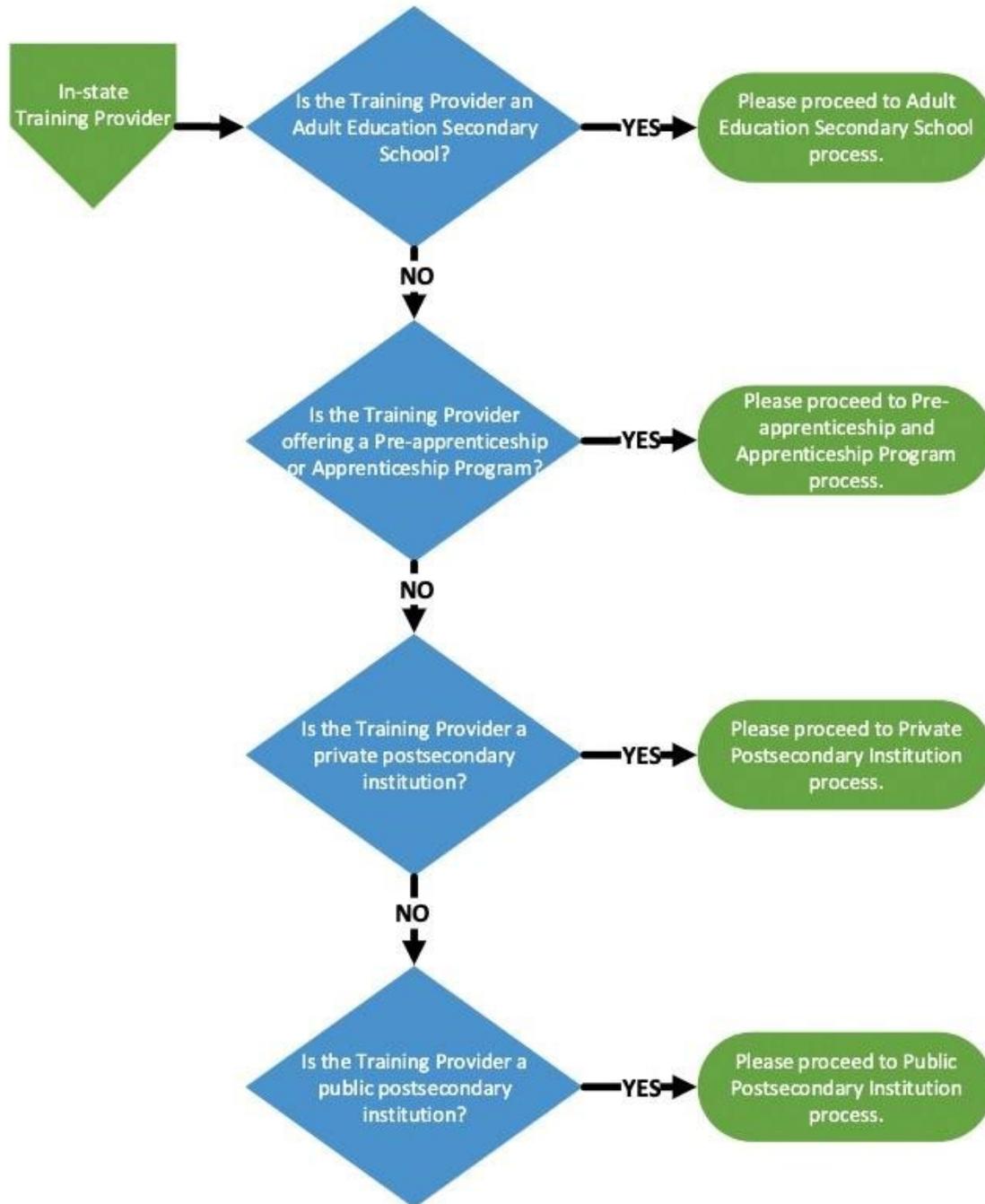
STEP 1: ELIGIBLE TRAINING LIST (ETPL) TRAINING PROVIDER CATEGORY DETERMINATION



Once Training Provider Type is determined. Proceed to Step 2.

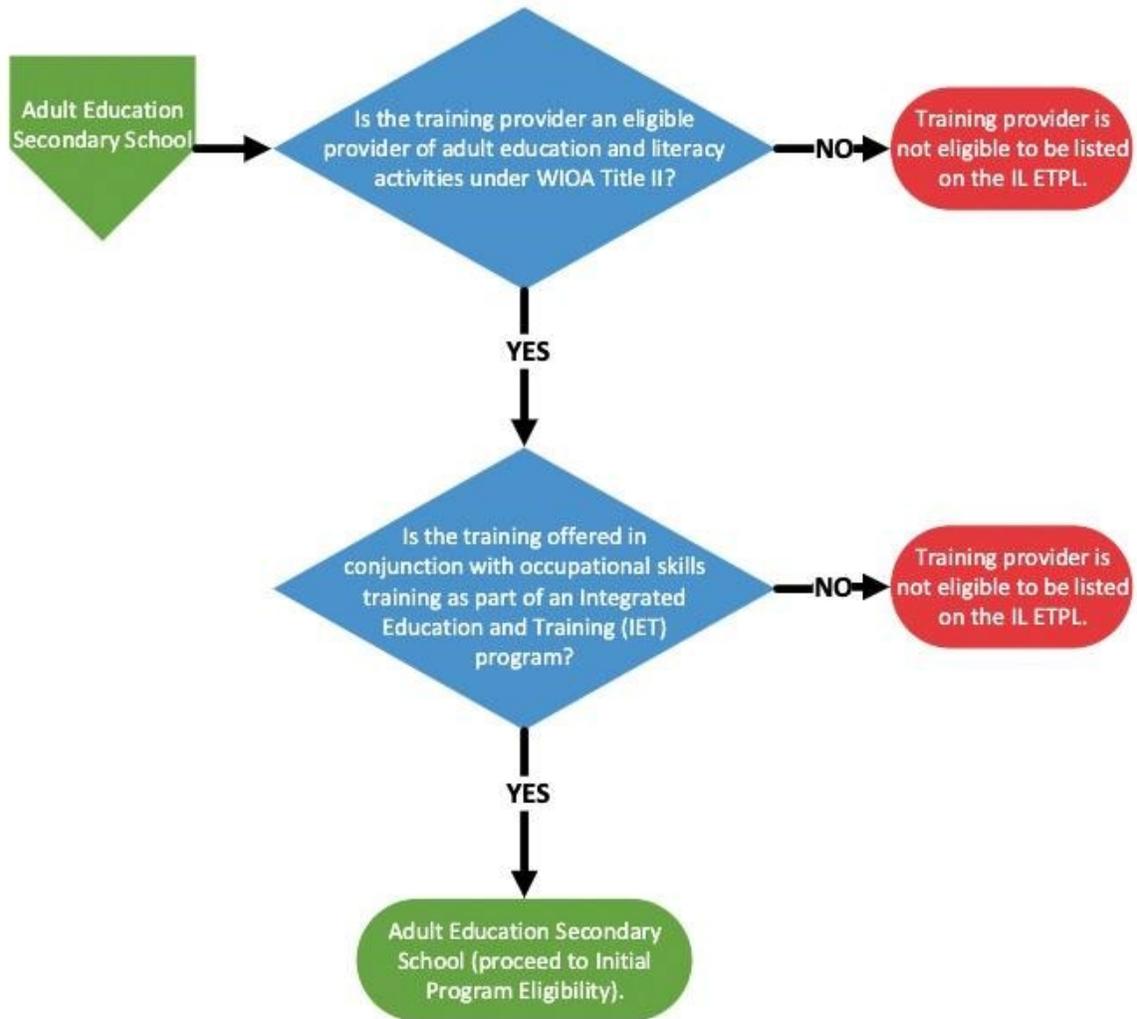
ETPL Training Provider and Program Determination Flowchart

STEP 2: IL ETPL TRAINING PROVIDER TYPE DETERMINATION

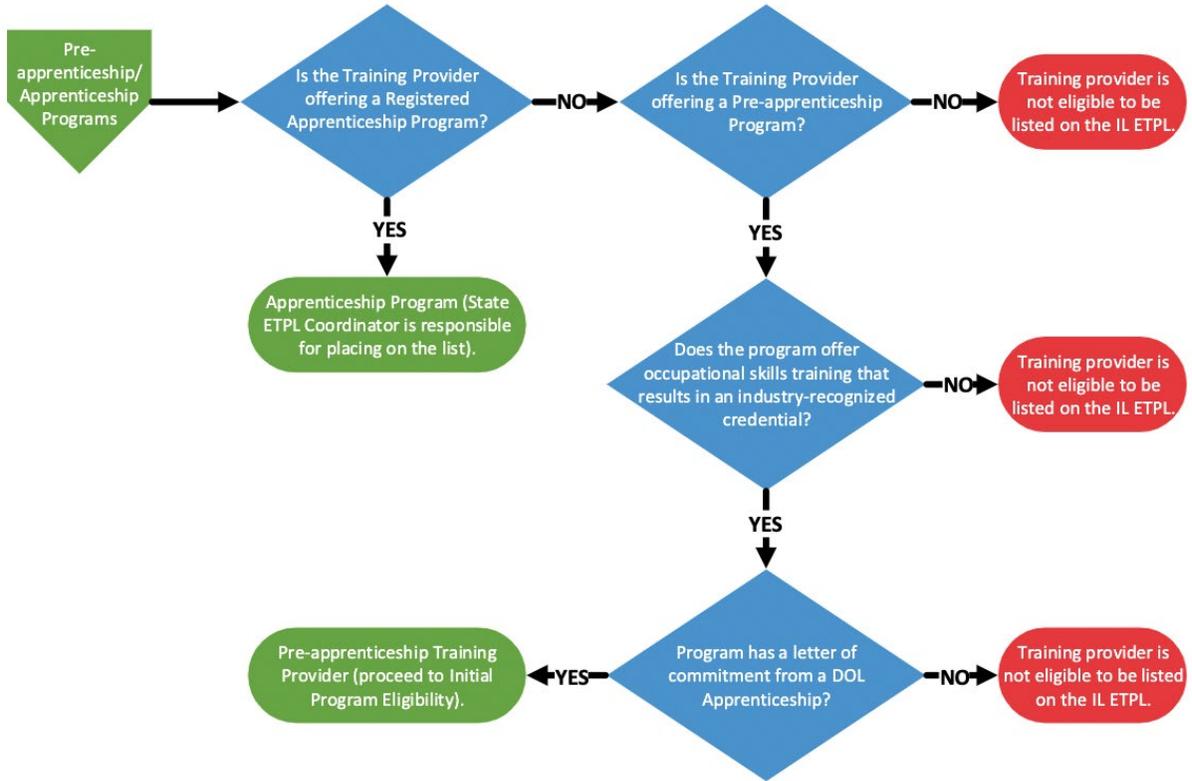


For definitions of the provider types, please reference the Eligible Training Providers and Programs of Study section of the policy.

STEP 3: IL ETPL TRAINING PROVIDER ELIGIBILITY DETERMINATION

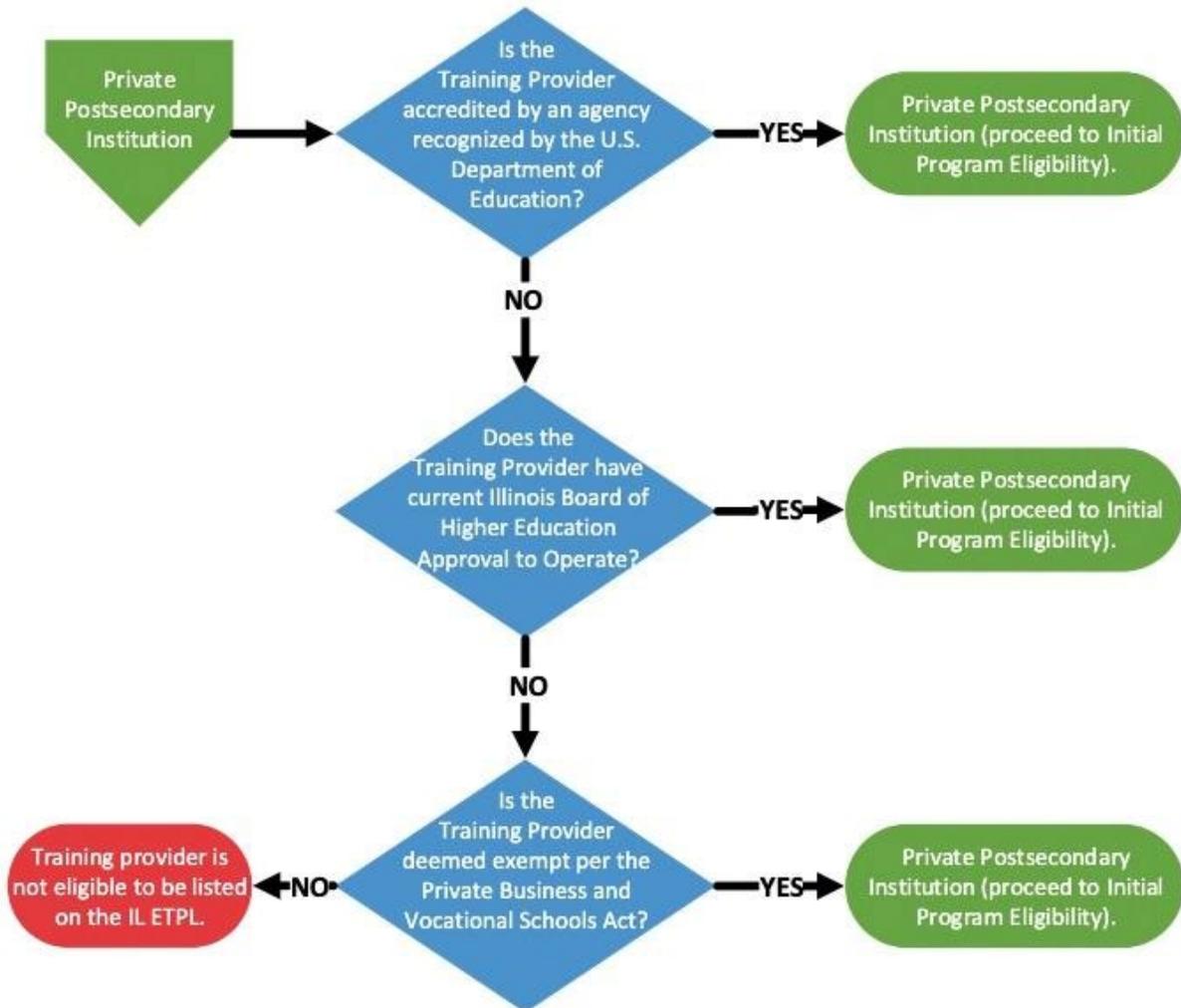


STEP 3: IL ETPL TRAINING PROVIDER ELIGIBILITY DETERMINATION

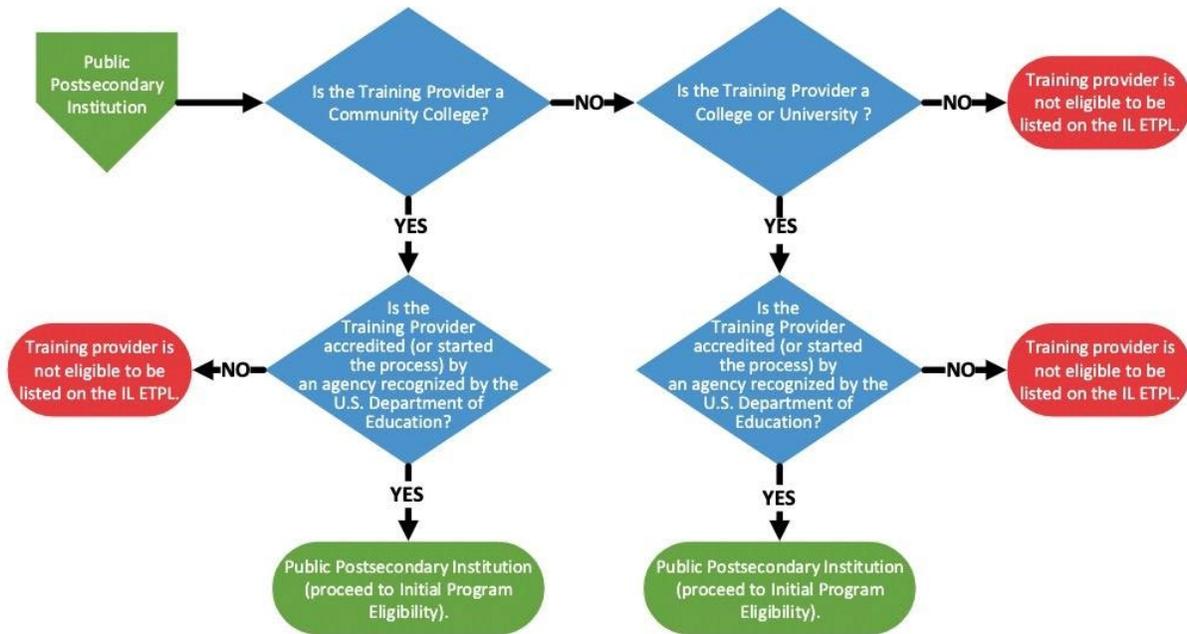


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STEP 3: IL ETPL TRAINING PROVIDER ELIGIBILITY DETERMINATION

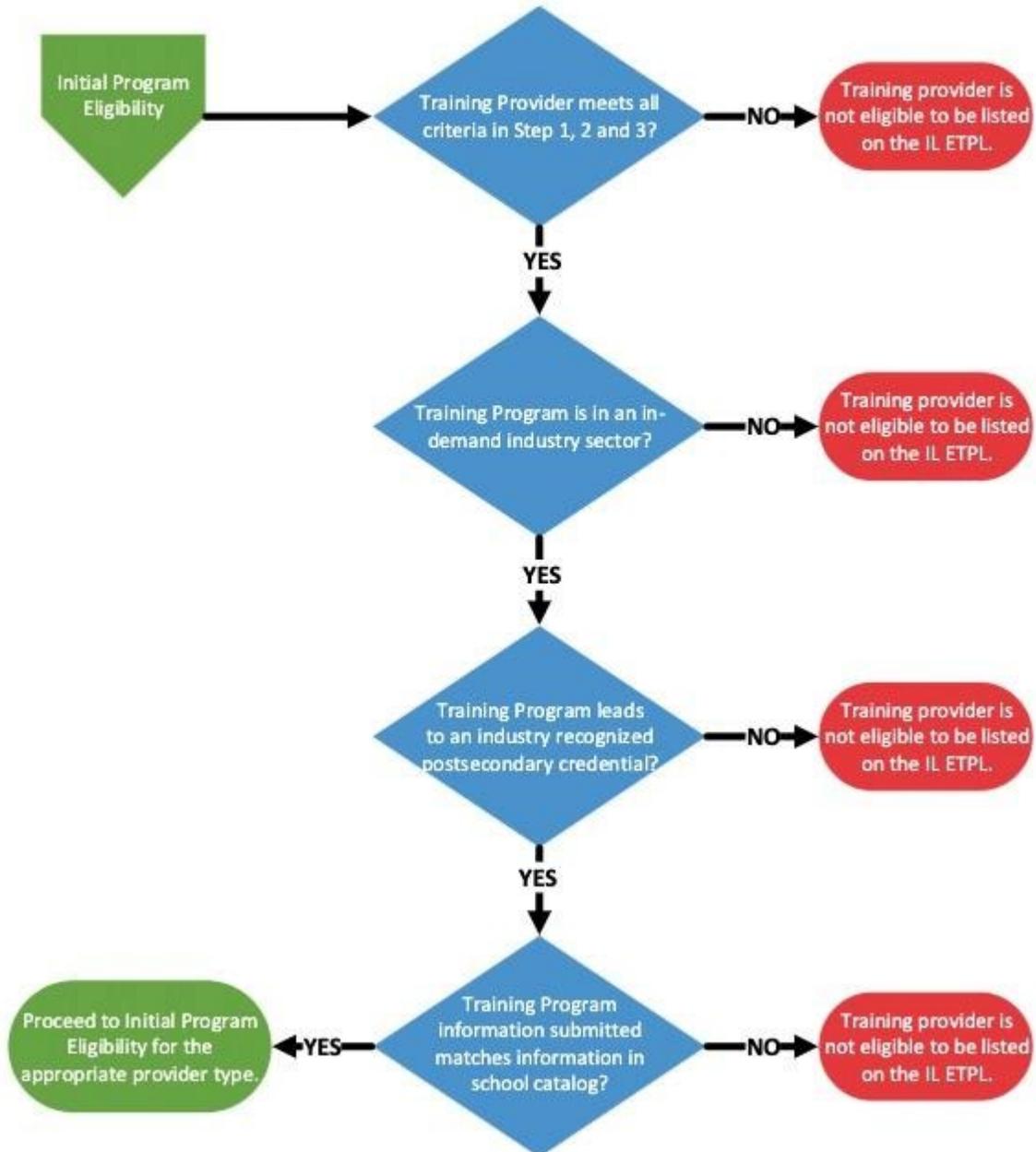


STEP 3: IL ETPL TRAINING PROVIDER ELIGIBILITY DETERMINATION



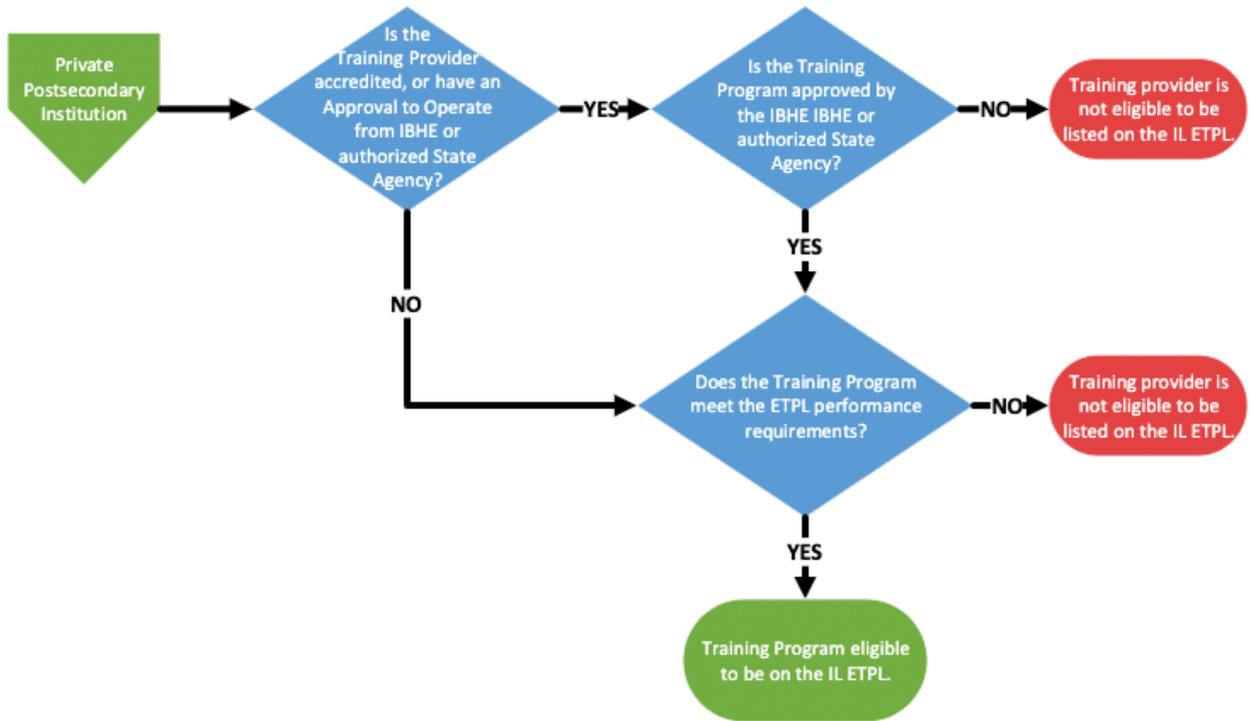
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STEP 4: IL ETPL TRAINING PROGRAM ELIGIBILITY



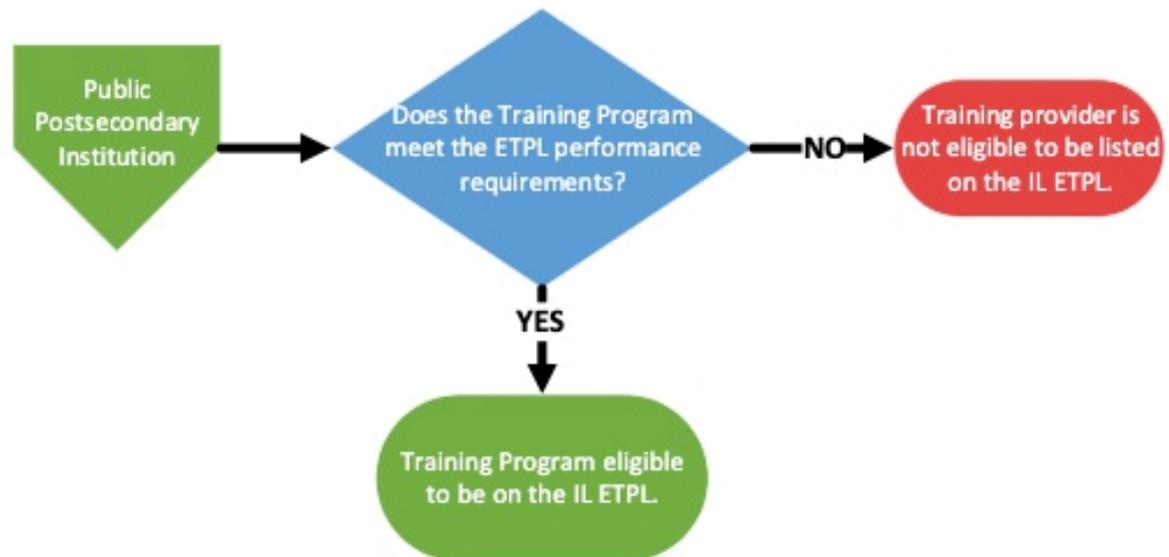
ETPL Training Provider and Program Determination Flowchart

STEP 5: IL ETPL TRAINING PROGRAM ELIGIBILITY

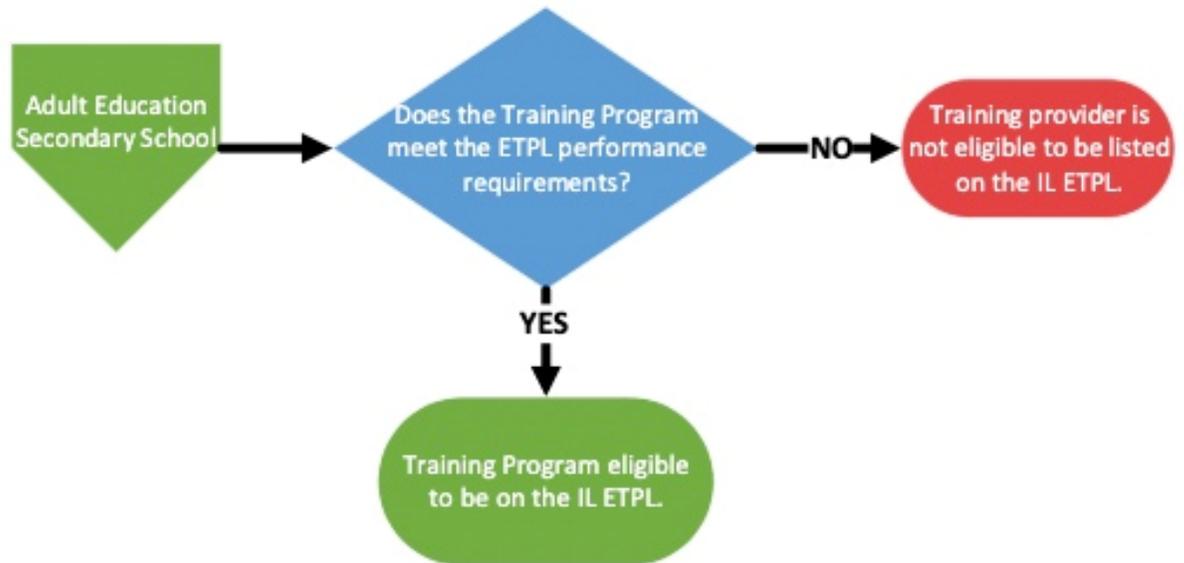


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STEP 5: IL ETPL TRAINING PROGRAM ELIGIBILITY



STEP 5: IL ETPL TRAINING PROGRAM ELIGIBILITY



## Requirements for Initial Eligibility and Continued Eligibility of Training Providers and Training Programs under WIOA Title I

A training provider must utilize the following guidelines when applying for initial eligibility or continued eligibility of a training program. Only eligible training providers may submit an application for training programs.

It is the local workforce innovation board's (LWIB) responsibility to inform and assist in-state training providers and the State ETPL Coordinator's responsibility to inform and assist distance education and out-of-state providers in completing these steps to ensure they properly complete the application for eligibility.

A. Once the LWIB or State ETPL Coordinator has provided the training provider with the web address to the ETPL Data Entry and Maintenance Portal which is the Illinois Workforce Development System (IWDS) (<http://iwds.state.il.us>), a user ID for the primary contact of the training provider and a temporary password may be emailed to the contact listed on the training provider. The training provider must then log into the system to begin adding additional locations, additional contacts, and/or training programs.

B. The LWIB or State ETPL Coordinator must verify that the training provider has entered all the required data elements for each training program for which they are applying. Data elements are entered on the "Training Program Basic Information" record in IWDS. The following data elements must be verified:

**(Note: Items with \* are mandatory items, items with \*\* are mandatory items that prompt an automatic eligibility determination if changed.)**

- \*\* Program Name (should match the name found in a course catalog for the training provider, if published).
  - a. \*\* Program Description (detail should be provided to assist the LWIB in determining the proper classification of Instruction Program Code (CIP));
  - b. \*\* 6-digit CIP code;
  - c. \*\*O\*Net code(s) that identifies the occupation the eligible training program leads to;

(Generally, the LWIA must complete b & c as the Training Provider does not know the proper code); and

d. \* Website link to additional program information.

- Is this a credit hour program? If yes, how many credit hours for program completion? What is the curriculum code for this program (if one exists)?
- \* How many weeks does it typically take to complete the program?
- \* What are the total hours of instruction/classroom/lab time?
- \* Other than employment, what is the primary goal of the program? (i.e., Associate degree, Bachelor degree, etc.) If other than listed, specify.

If Certification, License, or Registration, what is the name of the certifying, licensing, or registering body?

- \* Identify up to three occupations for which the individual will be qualified to immediately hold after completing this program.
- What are the program offerings? (Check all that apply)

Full-Time Enrollment	Part-Time Enrollment	Internships
Non-English Instruction	Classroom Instruction	Labs
Weekend Classes	Night Classes	Day Classes
Internet Instruction	Open Entry/Exit	Other (Specify)

- What are the entry level requirements of the program? (Check all that apply)

Drug/Alcohol Screening	Language (Specify)
HS Diploma/GED	Writing (Specify)
Physical Exam	Prerequisites (Specify)
Math (Specify)	Other (Specify)
Other (Specify)	

- \*\* What is the total cost of this program? (Round to the nearest dollar amount)

Tuition

Books

Fees

Tests

Other Expenses (Materials, Supplies, Tools, Uniforms, etc.)

TOTAL COST

Ensure the "Calculate Totals" field is selected to update the total cost of the training program.

Types of financial aid available (Check all that apply)

Pell Grants

Illinois Monetary Award Program

Federal Loans (Stafford, PLUS, etc.)

Institutional Scholarships

Other (Specify)

- \* What year was the program established?
- \* Please put a check in the box of each location where this training program is offered.

If all locations for which the training program are not listed, use the "Add Location" field to add additional locations.

*Note: Before adding a new location, the LWIB or State ETPL Coordinator must ensure the location does not currently exist in IWDS. The LWIB or State ETPL Coordinator should check variations of the location name when verifying this.*

- \* Has the provider given assurance and certification that their agency fully complied with the nondiscrimination, equal opportunity, and disability provisions of the Workforce Innovation and Opportunity Act?

(This must be answered with a Yes to be determined eligible.)

- \* Is this facility and programs accessible to all people with a disability? (29 CFR 32.3)

(This must be answered with a Yes to be determined eligible.)

- Please describe the application procedure for this program. Include in this description any documents or materials that the customer should bring when applying for this program.

"Submit" should then be selected to submit the application for approval.  
"Save, but don't submit" should be selected if additional information needs to be entered before the application is sent for approval.

C. The LWIB or State ETPL Coordinator must verify that the training provider has entered all the locally required data elements for each training program for which they are applying. Data elements are entered on the "Training Program Local Information" record in IWDS. The LWIB or State ETPL Coordinator has the discretion of requesting additional information on training programs in addition to the required information found in Section B. above.

D. Once all information has been verified by the LWIB or State ETPL Coordinator, they must review and recommend the program for approval.

E. Once recommendation for approval has been given by the LWIB or State ETPL Coordinator, they must return to the Training Program Basic Information record and complete the following fields:

- *Initial Criteria Status* - Should be changed to "Accept".
- *Program Status* - Should be changed from "Pending" to "Approved".<sup>[DL1]</sup>
- *Initial Eligibility Date* - Should be the date the LWIB or State ETPL Coordinator approved the program.
- *Last Eligibility Date* - This is a system-generated field and will be the date the program was provided continued eligibility by the LWIB or State ETPL Coordinator (for new programs, same as Initial Eligibility Date).
- *Next Eligibility Date* - Should be the next date for continued eligibility in agreement with the LWIB or State ETPL Coordinator and the training provider, but in no case more than one (1) year from the initial eligibility date or two (2) years from the continued eligibility date recorded for the training program.

F. The LWIB or State ETPL Coordinator must produce a periodic report of eligible training programs and check their status. If any training programs' status is listed as "Pending Continued Eligibility", the training program must be reviewed and sent for continued eligibility. This may occur because the training provider changed information within the "Training Program Basic Information" record that prompts a new eligibility determination (as outlined in Section B above) or the training program's eligibility date has passed.

- The LWIB or State ETPL Coordinator should produce the report frequently enough to:
  - a. Ensure they identify ALL programs needing continued eligibility prior to their continued eligibility date;
  - b. Provide the training provider with a notice of any upcoming training programs requiring continued eligibility (and update of information, if necessary); and
  - c. Ensure they provide sufficient time to:
    - Review the training program information to ensure it is current; and
    - Update the "Training Program Basic Information" record prior to the system automatically removing it from the list of approved training programs.

G. The LWIB (or the committee of two (2) or more individuals as designated by the LWIB) or the State ETPL Coordinator must review and recommend for approval ALL training programs with a "Pending Continued Eligibility" status.

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## How to Become a WIOA Eligible Training Provider

To become a WIOA Eligible Training Provider, follow these steps:

- 1.) Please visit Illinois Workforce Development System (IWDS) to find your local areacontact and apply to that Local Workforce Innovation Board (LWIB). Follow this link <https://iwds.dceo.illinois.gov/iwds/iwdshome.html>

- 2.) Click on the “New Providers” button at the bottom.

**Welcome to the Illinois Workforce Development System website!**

If you are a Training Provider and have been issued an ID for the system, you can maintain your information by clicking the Existing Providers button.

If you are interested in submitting one or more training programs for approval but do not yet have an ID, click on the New Providers button. When you enter your ZIP code, the system will display the name and telephone number of the individual you need to contact for more information.

To search for human services, find information about WIOA-certified training programs, or to compare performance among training programs, click the Consumer Info button.

[Existing Providers](#)   [New Providers](#)   [Consumer Info](#)

Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#).  
Brought to you by Illinois Department of [Commerce and Economic Opportunity](#).

- 3.) Enter the Zip Code of the Provider’s address to find the name of the LWIB and the name, address, telephone number and e-mail address of the point of contact at the LWIB. Please reach out to this person with any questions about the application process and/or request an application to submit to the LWIB for approval and inclusion on the State Eligible Training Provider List (ETPL).

### Find My Local Workforce Investment Board

Please type the five-digit Zip code of the location where your training program is offered. If your program is offered at more than one location, type the Zip code of your headquarters or main location. Then click the “Find” button.

Zip Code:

To view a printable version of a blank training provider application, please click the button below.

Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#).

- 4.) If you are a Registered Apprenticeship (RAP) seeking to be added to the Eligible Training Provider List, you will need to be prepared to provide the following information (Items with an \* are mandatory):
- a. Occupation(s) included in the RAP
    - i. O\*Net/SOC Code Associated with the Occupation(s)\*
    - ii. Year the Program was Established\*
  - b. Name and Address of the RAP Sponsor\*
    - i. Primary Contact for Information/Website\*
  - c. Name and Address of Related Technical Instruction Provider, and Location of Instruction, If Different from the Program Sponsor's Address\*
  - d. Method and Length of Instruction: Competency-Based, Time-Based or Both (Hybrid)\*
    - i. Hours\*
    - ii. Weeks\*
  - e. Number of Active Apprentices\*
  - f. RAPIDs Number: USDOL Certificate of Registration RAP\*
  - g. Program Description
  - h. Cost of the RAP

- 5.) For all other types of training providers, please be prepared to provide the following information as part of an application as a new training provider (Items with an \* are mandatory):

**a. Add Entity**

- i. Entity Name\*
- ii. Doing Business As Name
- iii. FEIN or SSN\*
- iv. Agency Type\*
- v. LWA (Local Workforce Area)\*
- vi. Web Site
- vii. UI Account #
- viii. SIC Code
- ix. Audit/Accreditation Date
- x. Audit/Accreditation Body
- xi. In Business Since (Year)

For Agency Type, select from the following:

- Association
- Business
- Community Based Organization
- Community College
- Faith Based Organization
- Foundation
- Government Entity
- Hospital/Nursing Home
- Illinois workNet Center
- JATC
- Labor Union
- Other
- Other School
- Proprietary School
- Public Secondary School
- Public/Private University/College
- Registered Apprenticeship
- Voc/Tech

**b. Add Location**

- i. Location Name\*
  1. Corporate Office
- ii. Address Line 1\*
- iii. Address Line 2
- iv. City\*                      State\*
- v. Zip\*                         Zip +4
- vi. County\*
- vii. Phone\*                  Fax
- viii. TTD/TTY
- ix. Notes/Comments
- x. Is location accessible to persons with disabilities?

**c. Add Contacts**

- i. Salutation
- ii. First Name\* MI
- iii. Last Name\*
- iv. Suffix
- v. Title
- vi. Email
- vii. Address Line 1\*
- viii. Address Line 2
- ix. City\*
- x. State\*
- xi. Zip Code\*
- xii. County\*
- xiii. Phone Number Extension
- xiv. Mobile Phone
- xv. Fax Number
- xvi. Primary Contact\*
- xvii. Status

**d. Training Program Initial Criteria**

The following information is necessary for Initial Certification to be considered for approval as an eligible training provider to provide training programs funded through WIOA funding.

*(For programs to be eligible, one of the following two criteria must be met.)*

- i. Is the provider/program seeking WIOA certification currently approved or accredited under any existing process recognized by the State of Illinois?  
If Yes, please identify all types of accreditation and approval that apply
  - North Central Association
  - Illinois Community College Board
  - Illinois State Board of Education
  - Other (specify)
- ii. Is the program for which WIOA certification is being sought recognized as meeting industry approved standards such as Pro Start for food service, A Plus for computers and ASE for auto mechanics?  
If Yes, identify the standard(s)

6.) Also, all WIOA contracted recipients, providers, trainers, etc. are required to provide universal access, accessible facilities and programs to all WIOA funded programs and activities (i.e. aid, benefits, services and training ).

- a. Providers will be required to provide assurance and certification that their agency fully complies with the nondiscrimination, equal opportunity and disability provisions of the Workforce Innovation and Opportunity Act (WIOA).
- b. Providers will also need to ensure all facilities and programs are accessible to all people with disability.



### Registered Apprenticeship Program (RAP) Information for the Eligible Training Provider List (ETPL)

Workforce Innovation and Opportunity Act (WIOA) Adult,  
Dislocated Worker, and Youth Programs

Registered Apprenticeships may be placed on the eligible training provider list (ETPL) until the program sponsor notifies the State that it no longer wants to be included on the list. The ETPL is utilized by individuals seeking training opportunities funded by WIOA. To be listed on the ETPL, please complete the following information.

**FOR STATE ETPL COORDINATOR ONLY**  
 Original Request  
 Modification of Information

Person Completing Form: [REDACTED]	Application Date: [REDACTED] / [REDACTED] / [REDACTED]
Program Registration Number (RAPIDS ID/US DOL Certificate of Registration of RAP(s): [REDACTED])	
Year Program was Registered (optional): [REDACTED]	

#### Name and Address of RAP Sponsor

RAP Sponsor: [REDACTED]		
Contact Name: [REDACTED]	Title: [REDACTED]	
Telephone: [REDACTED]	Email: [REDACTED]	
Mailing Address: [REDACTED]		
City: [REDACTED]	State: [REDACTED]	Zip: [REDACTED] - [REDACTED]
Website: [REDACTED]	Federal EIN: [REDACTED]	

#### RAP Information

Industry Recognized Certificate or Endorsement Obtained Upon Completion of the Program: [REDACTED]	
<a href="#">Classification of Instructional Program (CIP) Code:</a> [REDACTED]	
List Programs/Occupation(s) and <a href="#">O*Net-SOC code(s)</a> below:	
Program/Occupation: [REDACTED]	SOC: [REDACTED]
Program Description (optional): [REDACTED]	
Program/Occupation: [REDACTED]	SOC: [REDACTED]
Program Description (optional): [REDACTED]	
Program/Occupation: [REDACTED]	SOC: [REDACTED]
Program Description (optional): [REDACTED]	
Program/Occupation: [REDACTED]	SOC: [REDACTED]
Program Description (optional): [REDACTED]	



**Name and Address(es) of Related Technical Instruction (RTI) Provider(s)  
and the location(s) of instruction if different from the program sponsor's address**

<b>RTI Provider 1</b>	Name: [ ]				
	Street Address: [ ]				
	City: [ ]		State: [ ]	Zip: [ ]	
	Location of Instruction: [ ]		Cost of Instruction (optional)*: [ ]		
<b>RTI Provider 2</b>	Name: [ ]				
	Street Address: [ ]				
	City: [ ]		State: [ ]	Zip: [ ]	
	Location of Instruction: [ ]		Cost of Instruction (optional)*: [ ]		
<b>RTI Provider 3</b>	Name: [ ]				
	Street Address: [ ]				
	City: [ ]		State: [ ]	Zip: [ ]	
	Location of Instruction: [ ]		Cost of Instruction (optional)*: [ ]		

\*Note providing a cost is optional; however, providing this information is beneficial to potential apprentices.

**The Method and Length of Instruction**

Program: <input type="checkbox"/> Competency <input type="checkbox"/> Time-Based
Delivery Method: <input type="checkbox"/> Classroom <input type="checkbox"/> Online, E-Learning, or Distance Learning <input type="checkbox"/> Hybrid or Blended Program
Program length for full-time enrollment in clock hours: [ ] and in weeks: [ ]

**Number of Active Apprentices**

In the United States: [ ]	In Illinois: [ ]
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**Affidavit**

<b>AFFIDAVIT</b> <i>I hereby certify, as an authorized representative of the said training institution, that the above assurances and all information included in this application are accurate and true.</i>	
Authorized Signature: [ ]	Date: [ ] / [ ] / [ ]

Submit completed applications and Standards via email to: [CEO.OET.etplcoord@illinois.gov](mailto:CEO.OET.etplcoord@illinois.gov)

Additional information can be located at: <https://iwds.dceo.illinois.gov/iwds/iwdshome.html>

<b>STAFF USE ONLY</b>	
<input type="checkbox"/> Approved	The application has been approved.
<input type="checkbox"/> Denied	The program does not meet the requirements. Explain why: [ ]
State ETPL Coordinator Signature: [ ]	Date: [ ] / [ ] / [ ]

## Eligible Training Provider List (ETPL) Policy Workgroup Final Recommendations

### Charge:

In response to recent United States Department of Labor (USDOL) monitoring, the policy workgroup will ensure the policy addresses the relevant findings as they pertain to the ETPL. Prior to issuing its final new policy, Illinois will share the draft with USDOL in accordance with the agreements per the recent finding. Further, the workgroup staff will collaborate with the IWIB's Continuous Improvement Committee, Equity Task Force, and the Illinois Workforce Partnership to ensure that the policy is meeting the needs of customers facing a broad range of barriers to employment.

### Priorities:

The ETPL policy workgroup will build from efforts in recent years pertaining to the ETPL and related policy areas. The workgroup will have three goals:

1. Revise the current ETPL policy based on the Training and Employment Guidance Letters (TEGLs) released by the USDOL;
2. Assure the ETPL policy follows USDOL findings; and
3. Provide a revised policy for approval by the IWIB Executive Committee in December 2022.

The following recommendations are to support the ETPL policy revisions.

### USDOL Requirements:

The following updates were made to the revised ETPL policy based on TEGLs released by the USDOL:

1. Registered Apprenticeship Programs (RAPs) have the option to automatically opt into the State ETPL list and any local lists;
2. Create a process for how often the list is reviewed and make it clear how entities can be added to the list; and
3. Specify a system for distributing the ETPL.

The policy also addresses USDOL findings on the Illinois ETPL policy, which were addressed in policy revisions, including:

- Need an updated process for dissemination of the State ETPL with performance and cost information;
- Specify a state-level system for registered apprenticeships to be automatically eligible for the ETPL;
- Distinction between the role of the Local Workforce Innovation Boards (LWIBs) in creating local ETPLs and the State's role in maintaining/ensuring the accuracy of the statewide ETPL; and
- Provide LWIBs with updated guidance regarding requirements to distribute the ETPL to all customers.

### Equity Task Force Tool Findings

[The Equity Task Force Equity Tool](#) was utilized and informed the writing and revisions of this Eligible Training Provider List (ETPL) policy, and the recommendations gathered from the findings of the tool are incorporated below.

### ProPath Recommendations

ProPath has been developed to replace the current [WIOA Approved Training Program Search](#). A subgroup of the ETPL workgroup was established to review and provide feedback on the ProPath search

tool. Subgroup members were asked to review the tool and provide feedback to the ETPL workgroup. Below are the recommendations gathered from this process.

- Seek guidance from the ProPath system developers regarding the search capabilities, and ability to edit, and update the search functions. This guidance will be used to edit the existing search to make it more user-friendly.
- Consider accessibility in displays on pages in terms of colors used and spacing of words.
- Seek additional feedback from various populations, including but not limited to: Lack of BIPOC (Black, Native American, Native Hawaiian, Alaskan Native, Desi, Asian, Pacific Islander, Chicana or Latina) Reviewers; reviewers outside of the workforce system.
  - Create a user-focus survey and user-focus workgroup for the ProPath search tool.
    - § A structured, task-oriented survey was proposed as a method to conduct a user-focus survey to determine the usability of this ProPath search.
- Consult plain language consultants on the information presented.

ProPath should not be a tool for the public until these, the above, recommendations are fulfilled and/or examined more fully. Following the next phase of ProPath development and feedback, the ProPath Subgroup has asked to review the ProPath tool before being launched to the public.

### **Ongoing Policy Implementation**

The ETPL Policy has been developed in coordination with multiple stakeholders from across the workforce system. The ETPL Policy Workgroup recommends the following implementation methods be enacted, established, or created to further the equitable understanding and use of the ETPL Policy.

- State ETPL Coordinator
  - This person would be responsible for the following new tasks:
    - § Maintain the general state ETPL email;
    - § Ensure the ETPL includes RAPs that have noted they wish to be included on the ETPL;
    - § Work with the USDOL Office of Apprenticeship staff to make sure the RAPs on the ETPL continue to maintain their registered status;
    - § Review program information LWIBs have recommended for approval following the state policy and procedures;
    - § Verify that provider entities are accredited and that all required program elements are provided;
    - § Review applications and make determinations on programs from Distance Education and Out-of-State providers;
    - § Final approval for all training programs to be placed on the ETPL;
    - § Provide technical assistance to LWIBs; and
    - § Assist with federal reporting of all student data.
- System Upgrade (Currently within IWDS)
  - LWIBs will review applications initially for eligibility. Following their review, the State will verify eligibility. The system will be updated to reflect this change.
  - Update reports for tracking statuses, action items, critical information, and/or data updates.
- Additional Attachments to accompany ETPL Policy
  - Executive Summary framed as “Frequently Asked Questions” for consumers
  - Initial and Continued Eligibility Requirements
  - System Entry Guide

- Definitions
- Training Provider and Program Approval Flowchart
- Distance and Out-of-State Eligible Training Provider Approval Flowchart
- Create a user Procedure Guide to aid training providers seeking to enter the workforce system.
  - This guide would help navigate training providers through the process of becoming an Eligible Training Providers and addresses Equity Task Force recommendations.
- Create coordinated outreach with Stakeholders to diverse training providers.
- Collaborate on marketing and outreach with Illinois Works, the Illinois Workforce Partnership, and Apprenticeship Illinois.
- Establish an ETPL Implementation Workgroup to continue the work outlined above.
  - It is recommended that an implementation workgroup continues to:
    - § Create a procedure guide;
    - § Ascertain if new processes and/or procedures are needed (i.e., data collection);
    - § Align marketing and outreach efforts;
    - § Obtain user feedback on system upgrades, including ProPath for Provider Entry and Customer Search functions;
    - § Determine the need for technical assistance; and
    - § Assess the impact of this policy to identify continuous improvement opportunities.
- Department of Commerce and Economic Opportunity, Office of Employment and Training should lead the development of internal procedures following the ETPL policy.

#### **ETPL Performance Minimum Level Determination**

The Workforce Innovation and Opportunity Act (WIOA) requires all states to collect and report performance information on all individuals and WIOA title I core program participants (of Adult, Dislocated Worker, and Youth programs) served by each training program on the ETPL except for RAPs. Additionally, the performance of training providers is a factor the state must use in determining both the initial and continued eligibility of a provider to be included on a state's ETP list.

States may set minimum performance levels for providers as part of the initial and continued eligibility criteria. The State did not set minimum levels prior to this since the USDOL granted a waiver from the collection of information on all individuals (all-student data) and that prohibited the state from calculating performance levels for programs on the ETPL. The USDOL has determined that they will no longer grant waivers to States on data collection for non-WIOA individuals, the State must research minimum statewide performance measures that bolster equitable reflection of the training opportunities across the State of Illinois while maintaining accountability.

It is, therefore, recommended that the IWIB determine the appropriate group to conduct this research. After the research has been completed, the policy may be revised to establish minimum performance targets by the State for training providers and their programs to be eligible to join or remain on the State ETPL.

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