

Purpose.

The Workforce Investment Act (WIA) requires the training providers be approved and placed on Wisconsin's Eligible Training Provider (ETP) list before a local workforce development board can refer and enroll WIA eligible clients to a program. Wisconsin's Eligible Training Provider List is cooperatively developed and maintained by local Workforce Development Boards and the Department of Workforce Development (DWD). State policy requires local WDBs to collect a series of standardized information before approving training providers. This policy outlines the role and responsibilities of the Southwest Wisconsin Workforce Development Board in approving training providers and defines the criteria that SWWDB will use to evaluate training provider applications.

Policy.

The Southwest Wisconsin Workforce Development Board (SWWDB) shall seek to provide WIA clients with quality training opportunities intended to address the demand occupational priorities of the area and consistent with the interests and aptitudes of eligible clients. All training services shall be provided through eligible providers authorized and approved by SWWDB.

SWWDB shall require every training agency wanting to provide training under WIA adult, dislocated worker and older youth funding to be approved prior to delivery of the training. Customized training, On-the-Job Training, and the other training exceptions identified in federal and state regulations are not covered under this process.

Training agencies interested in being approved for the Eligible Training Provider (ETP) list shall submit a written application to SWWDB. Approval shall be granted based on standardized criteria consistent with federal and state rules and regulations, and the following standardized criteria.

- The training agency has submitted a full and complete description of the requested program and training services to be provided, including at least five skills or competencies to be gained from the training;
- The training agency's application provides performance information for the requested program for the most recent 12-month period including: 1) program completion rates for individuals participating in the program; 2) percent of individuals who obtain training related unsubsidized employment; and 3) wages at placement in employment;
- The training agency has provided full and complete cost information related to the requested program; and
- The training agency is not known to have violated any conditions of WIA.

Training providers may need to obtain approval or accreditation of their training programs in accordance with the Wisconsin Educational Approval Board or other accrediting agencies. The SWWDB ETP approval process is not a substitute for other existing educational approval and accreditation processes. Training agencies providing Certified Nursing Assistant and other health care service programs must be approved by the Wisconsin Department of Health and Family Services (DHFS) and be listed on its registry before it can be approved and placed on the SWWDB ETP List.

SWWDB has the sole and exclusive authority to approve training organizations to provide training services in Southwest Wisconsin under WIA. The Board may designate a group of members to review the applications in detail before issuing final approval. SWWDB will forward the names and program titles of all approved training providers to DWD for placement on the Wisconsin ETP List.

Training agencies have a right to appeal SWWDB's decision denying them eligibility or terminating them on the SWWDB ETP List. SWWDB will consult with and take other reasonable efforts to assist an interested agency before final action is taken to deny a request or remove a training agency from the approved list.

The Board delegates to the Executive Director responsibility for overseeing that the SWWDB ETP approval process is consistent with federal and state regulations. The Executive Director shall ensure that required systems and procedures are developed and maintained. The Director of Operations is operationally responsible for management of the ETP process under the direction of the Executive Director.

References: Workforce Investment Act of 1998, Public Law 105-220; August 7, 1998; 112 Stat. 936, Section 122 and 134(c)(4)(D)(ii);
20 CFR Part 652 et al., Workforce Investment Act; Final Rules, Part 663. Subpart E; and
Wisconsin Department of Workforce Development (DWD), Workforce Programs Guide, Part 1, Section E

Policy Adopted:

Policy Revised: