



POLICY NAME: Eligibility Training Provider Listing Policy

Policy Number: 16-014

Effective Date: Jul 1, 2016

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Purpose	<p>Purpose: The purpose of this policy is to provide new information, criteria and procedures for the Eligible Training Provider Listing (ETPL) usage and implementation. This policy addresses the activities of the Local Workforce Development Areas, Office of Employment and Training Staff, as well as those providers wishing to offer services to individuals whose training is funded through the Workforce Innovation and Opportunity Act of 2014. This update also includes language and guidance on the inclusion of National Registered Apprenticeship programs into the ETPL functions.</p> <p>Replaces: This policy replaces OET Policy Advisory #13-0076.</p>
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Scope	<p>Policy:</p> <p>A. Training Providers Subject to ETPL Requirements</p> <p>The following types of training providers are subject to the ETPL requirements in order to receive WIOA Title I Adult and Dislocated Worker funds to provide training services to eligible adult and dislocated workers through Individual Training Accounts (ITAs). Additionally, this process applies to Out-of-School Youth (ages 18-24) who are being served through the ITA process.</p> <ol style="list-style-type: none">1. Institutions of higher education that provide a program of training that leads to a recognized postsecondary credential;2. Apprenticeship programs registered by the United States Department of Labor Office of Registered Apprenticeship; and3. Public or Private training providers, including joint labor-management organizations, pre-apprenticeship programs, and occupational/technical training. <p>B. Application Process</p> <p>The application process falls into the submission of three types of information:</p>
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1. Information regarding the Training Provider Agency
2. Information about Program Offering
3. Student Data Collection.

Currently, components one and two are collected on the ETPL website. At this time, component three is collected through a partner agency, the Kentucky Center for Education and Workforce Statistics.

The following is an overview of the steps involved in completing the application process:

- Step 1: Creation of Account on ETPL website (<https://etpl.ky.gov>). During this phase, providers are asked to create an account to access the system. Providers must provide basic information such as Federal Employee Identification Number, email and designate their “Provider Type.” Providers all fall under one of four categories:
 - HEA Title IV Funded School
 - Proprietary Schools
 - Registered Apprenticeship
 - Other (includes non-profits and schools such as Cosmetology, Faith Based and Mortuary Science Schools that do not fall under the purview of Proprietary Education.)

The provider type is very important moving forward as the requirements of the application vary slightly based on provider types. For example, if a school selects “Proprietary”, then they must include certification from the Kentucky Commission on Proprietary Education later in the application process to continue. Another example is for providers associated with the Registered Apprenticeship Program, as will be discussed later in this document.

Upon completion, the provider submits the account information for approval. Once the information is reviewed by the State ETPL Coordinator, approval is sent to the provider and they may now access the system.

- Step 2: Complete the Provider Application. The Provider Application is located within the ETPL system, and captures pertinent information about the Training Provider. Providers must complete this step successfully before training programs will be considered for approval and inclusion. Information collected on the application includes:

	<ul style="list-style-type: none"> ○ Year Institution Established ○ Proprietary License Number (if applicable) ○ Refund Policy Information ○ Narrative Discussions regarding: <ul style="list-style-type: none"> ▪ Ability to provide training to individuals who are employed? ▪ Ability to provide training with individuals with barriers to employment? ▪ How the provider is partnered with local business? ▪ How are training services aligned with local in demand industry sectors and in demand occupations? ○ Compliance with Americans with Disability Act (ADA)? ○ Is proposed training site accessible to those with limited mobility? ○ How is student data collected for submission? <p>Additionally, within this section providers are also required to submit a copy of the Equal Opportunity Employment Plan or other agency policy addressing non-discriminatory practices, as well as a copy of the agency’s Limited English Proficiency Plan (LEP) or other documentation of a strategic effort to provide services to those with limited English proficiency. This allows for EO monitoring to be completed via desk audit with every program on the list initially.</p> <ul style="list-style-type: none"> ▪ Step 3: Complete Program Application. Providers will complete an application for each program they wish to be included on the ETPL. Information collected includes: <ul style="list-style-type: none"> ○ Program Name ○ CIP Code ○ Training Program Description ○ How long has program been in existence? ○ Plans to track student data for program for submission
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	<ul style="list-style-type: none"> ○ Is program HEA approved? ○ Degree /Certificate to be awarded ○ Training Program Length ○ Is program available online ○ Training Program Costs (Tuition, Fees, Textbooks, Supplies, Miscellaneous) ○ Training program address information (Providers with programs at multiple locations/campuses do not have to submit multiple applications; instead, they can list multiple locations for each program) <ul style="list-style-type: none"> ▪ Step 4: Register and upload student level data with the Kentucky Center for Education and Workforce Statistics (KCEWS). KCEWS was created in 2012 to expand upon the work of the Kentucky P-20 Data Collaborative, including maintaining the Kentucky Longitudinal Data System (KLDS), a statewide longitudinal data system that facilitates the integration of data from the Kentucky Department of Education (KDE), the Council on Postsecondary Education (CPE), the Educational Professional Standards Board (EPSB), the Kentucky Higher Education Assistance Authority (KHEAA), and the Kentucky Education and Workforce Development Cabinet,. KCEWS has the authority to collect and link data in order to evaluated education and workforce efforts in the Commonwealth. This includes developing reports and providing statistical data about these efforts so policy makers, agencies, and the general public can make better informed decisions about the Commonwealth of Kentucky’s education systems and training programs, KRS 151B.132. The Center must also ensure compliance with the federal Family Education Rights and Privacy Act, 20 U.S.C. sec 1232g, and all other relevant federal and state privacy laws, KRS 151B.133(12). <p>Because of their expertise in data collection and an established systemic infrastructure, KCEWS was the ideal partner for OET to collect student level data to be used for determining performance data to be included on the ETPL. Providers are given detailed instructions on how to register, as well as templates for submitting student data.</p> <p>It is important to note that in-state Colleges and Universities that submit their student level data to CPE are exempt from this step, as KCEWS already has access to that data.</p>
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Application Process for Registered Apprenticeship Programs

Because of the difference in the nature and oversight of the programs, the path for application is somewhat different for Registered Apprenticeship Programs. By WIOA statute, all Registered Apprenticeship programs that express interest in being listed on the ETPL must be included. (WIOA Section 122) Registered Apprenticeship Providers still must create an account and register for the ETPL site as other providers. However, they do not have the Provider Application as their inclusion in the State RA listing serves as approval.

Once the program applies, and inclusion is re-verified with current standing on the State RA listing, the program is approved and placed on the website.

Approval Process

Once the Provider has completed all necessary steps within the ETPL website and successfully uploaded the required student data, the State ETPL Coordinator will review and approve programs. Programs that meet all requirements, and fall within one of the in-demand industry sectors utilized by the ten local workforce development areas, will be approved.

Programs that do not meet all requirements, or fail to send complete information will be placed in pending status until the issues can be resolved or requirements met.

Programs that fall under the "Proprietary" category can also be placed in pending status if there is an issue with their good standing with the Commission on Proprietary Education. Once resolved, they can be placed back in good standing immediately.

Programs may be removed from the ETPL in several manners:

1. Training Provider representatives may, in writing, request to have their school and/or program removed from the ETPL for any reason, at any time.
2. Training Providers that willfully and knowingly submit false information will be removed from the ETPL.
3. Training providers who fail to meet required Subsequent Eligibility Requirements.
4. Training providers who fail to maintain required certifications and licenses

Subsequent Eligibility Determination

Programs will be evaluated on a bi-annual basis to determine subsequent eligibility, based on the student performance data that yearly.

In order to remain on the list, providers must maintain a completion rate of 20% and an entered employment rate of 50%.

Performance Data Exception: First year programs will not be exempted from data submission, however, they must indicate how data will be tracked and submit what is currently available.

Program Performance Listing on ETPL (Program Report Card)

In allowing for greater informed consumer choice, the following performance data for each program will be displayed along with program listing:

1. Completion Rate (number completed)
2. Entered Employment Rate (employed 2nd Quarter after exit)
3. Employment Retention Rate (employed 4th Quarter after exit)
4. Average Earnings (median earnings 2nd quarter after exit)
5. Skills Credential

This information will be displayed so customers can compare and contrast differing programs to decide which is best for individual needs, along with program cost information.

Optional Local Board Performance Standards

Local Boards, with the creation and implementation of local written policy, have the option of requiring higher levels of performance for programs, as well as requesting additional performance information.

Submission of Student Level Data

Training providers will be required to submit student level data on ALL participants in listed programs each year for inclusion on ETPL. This information will be submitted through the Kentucky Center for Education and Workforce Statistics website, <https://kcews.ky.gov>. Programs cannot be approved until data submission has been accepted and passed necessary validation of completion.

Information collected includes:

- a. Fiscal year

- b. Provider Federal Employer Identification Number
- c. Provider Federal Interagency Committee on Education (FICE) number (if applicable)
- d. Institution Name
- e. Institution Start Date (enrollment start date)
- f. Last Name
- g. First Name
- h. Middle Name
- i. Social Security Number (mandatory)
- j. Date of Birth
- k. Gender
- l. Ethnicity
- m. Race
- n. Course Classification of Instructional Program (CIP) Code
- o. Program Level (level of credential student is attempting)
- p. Program Name
- q. Program (participant) start date
- r. Program (participant) end date
- s. Program (participant) end reason
- t. Method of Instruction
- u. Credit or Contact hours attempted for Fiscal Year
- v. Credit or Contact hours completed for Fiscal Year
- w. Exclusion from Performance (reason)

Exclusions from Performance Calculations

Individuals may be excluded from performance if they did not complete the course/program due to the following:

- Institutionalized,

- Health/medical or family care,
- Deceased, or
- Member of Military Forces called to Active Duty.

Utilizing Out of State Training Providers

Participants may utilize out of state training providers in one of two ways.

First, the out of state training provider can apply for inclusion just as in state providers by providing the same information and student level data. Second, out of state providers could be utilized through a Reciprocal Agreement between the provider's home state and the Commonwealth allowing for reciprocity between the ETPL lists of both states, allowing providers included in one state to automatically be eligible in the other without further process.

Proprietary Licensure

Any private, for-profit provider, providing training classes within the Commonwealth of Kentucky must have a proprietary license issued by the Kentucky Commission on Proprietary Education before they may be included on the ETPL.

Compliance and Monitoring

Training providers that receive federal financial assistance under WIOA Title I must comply with the Americans with Disabilities Act (ADA) of 1990 and the nondiscriminatory and Equal Employment provisions of federal law.

Compliance for both is monitored through the application process through desk review of submitted documents and plans.

Performance monitoring of providers will take place through the yearly submission of student data and subsequent analysis.