



Eligible Training Provider List

Guide for Workforce Investment Boards

July 19, 2013

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Background

The New York State Eligible Training Provider List (ETPL) was established in compliance with Title 1, Section 122 of the Workforce Investment Act (WIA) of 1998. The ETPL is a list of training providers who qualify to receive Individual Training Accounts/Grants (ITAs or ITGs) for their approved programs. (An ITA/ITG is essentially a voucher given to adult customers who need occupational skills training to become gainfully employed or re-employed.)

To be listed initially on the ETPL, a training provider's program must be evaluated and approved by a Local Workforce Investment Board (LWIB). After a training provider's program(s) have been approved for initial eligibility, the program will be required to undergo an annual eligibility determination, called Subsequent Eligibility.¹ Performance information is submitted and must be approved by the LWIB for the eligible program(s) to remain on the ETPL.

¹ New York State has been granted a waiver from USDOL for Subsequent Eligibility. Subsequent Eligibility instructions are included in this guide in the event the waiver is discontinued.

Work Queue Dashboard

From the **ETPL** website (<http://applications.labor.ny.gov/ETPL/>), select **WIB Log-In** from the navigation bar on the left hand side. Please note that usernames and passwords are **case sensitive** and must be entered manually not **“cut and pasted.”**

After logging in, you will be brought to the **Work Queue Dashboard**. This screen shows **New Provider Requests, New Offering Requests, Outside Offering Requests** (as of July 9, 2013, the Outside Offering Request function has been disabled), **Pending Edit Requests** and **Subsequent Eligibility Requests**.

New Provider Requests

- If you have **New Provider Requests**, click on the provider name. This will bring you through the six parts of the **Training Provider Registration**:

1. Administration Tab

Note: At the bottom of this page, providers need to identify if they have a license or an exemption under State Education Law 5001(2). A link is provided that brings them to the State Education Bureau of Proprietary Schools website.

Examples of schools that need to be licensed are:

- **Driving Schools** – Licensed by Department of Motor Vehicle
- **Security Guard Training Schools** – Licensed by Division of Criminal Justice
- **Licensed Private Career Schools** – These schools are licensed by the Bureau of Proprietary School Supervision and include computer training schools, bartending schools, medical training schools, cosmetology schools, etc.

Examples of schools that have an exemption would be:

- SUNY/CUNY schools, and private colleges
Exemption A, institutions authorized to confer degrees in this state
- BOCES, School Districts
Exemption C, schools operated by governmental agencies or authorities

2. Profile

This is where the provider can provide more information about the school including:

- Organization Type
- Ownership
- Provider Type
- Accrediting Entities
- Disability Adaptations
- Additional Services
- Financial Aid
- School Policy

3. Documentation

This section includes two forms required by NYSDOL.

- 1) Assurances
- 2) Authorized Signature

WIBs can also upload their own WIB policy or information documents as well.

4. Training Site Details

5. Training Course Details

6. Course Offering Details

- ◆ Review all information.
- ◆ At the bottom of each page, select **Approved** or **Denied** and press **Next**.

New Training Provider Request Approval

Approval Status Approved Denied

If a section is denied, an explanation must be entered.

Next Cancel & Return

- ◆ If denied, an explanation must be given which will be included in the e-mail sent to the Provider at the end of the approval process. You can also enter comments if approving.
- ◆ On **Part 5 – Training Course Details**, the **Seeker Service Type** must be selected to continue.

Training Type

Seeker Service Type* - Select One -

- Select One -
- Basic Skills/Life Skills
- Customized Training
- English as a Second Language (ESL)
- Entrepreneurial Training
- Occupational Skills Training
- On the Job Training (OJT)
- Skills Upgrading and Retraining
- Training Programs Operated by the Private Sector
- Work-Related/Job Readiness Training
- Workplace Training

New Training P

Approval Statu

Next Cancel

- ◆ On **Part 6 – Course Offering Details**, if funding is eligible, check the box. The course will then be “sent” to OSOS and will be shown on the ETPL as either ‘currently eligible’ or ‘potentially eligible’ depending on the local area’s demand occupation list. To see how the course will be listed, see [Attachment 1](#).

Funding Options

Funding Eligible Yes, Funding is Eligible

Check this box if the WIB is willing to fund this offering through WIA or any other funding mechanism. The course will then be entered in OSOS and will be listed as currently eligible on the ETP website.

New Training Provider Request Approval

Approval Status Approved Denied

Next **Cancel**

Provider Approval Confirmation

- After pressing **Next**, the **Provider Approval Confirmation** will appear with the **Approval/Denial Summary**.
- Press **Save & Submit** to send confirmation to the provider or press **Cancel & Return** to return to the WIB Dashboard.

Logged in as newyork (1324742) New York City

Provider Approval Confirmation

Approval/Denial Summary

The New York City WIB has made a decision on the new provider request submitted by Maintenance Plus.

The request has been Approved.

Details follow:

Administrative Details: Approved
Comments:

Profile Details: Approved
Comments:

Documentation Details: Approved
Comments:

Training Site Details: Approved
Comments:

Course Details: Approved
Comments:

Offering Details: Approved
Comments:

For more information log in to your ETP account at:
<http://applications.labor.ny.gov/ETPL>

Save & Submit **Cancel & Return**

- This will bring you back to the **Work Queue Dashboard**.

New Offering Requests

- From the **Work Queue Dashboard**, select the **Course Title** to review.

The screenshot shows the 'Work Queue Dashboard' interface. At the top, it indicates the user is logged in as 'newyork (1324742) New York City'. Below this are navigation tabs for 'Announcements', 'Documents', 'Contacts', 'Reports', and 'In Demand Occ.'. Underneath, there are sub-tabs for 'WIB Dashboard' and 'Provider Management'. The main content area is titled 'Work Queue Dashboard' and contains several sections:

- New Provider Requests:** A table with columns for Submit Date, PID, Provider, and Course Title. It lists three requests from 01/14/2011.
- New Offering Requests:** A table with columns for Submit Date, PID, Provider, OID, and Course Title. It lists two requests from 01/14/2011. The 'Asbestos Operations and Maintenance Refresher' course title is highlighted with a red box.
- Outside Offering Requests:** A table with columns for Submit Date, PID, Provider, OID, and Course Title. It lists one request from 01/14/2011.
- Pending Edit Requests:** A table with columns for Submit Date, PID, Provider, Course Title, and Section. It lists one request from 01/05/2011.
- Subsequent Eligibility Requests:** A table with columns for Submit Date, PID, Provider, OID, and Course Title. A message below the table states: 'There are no Subsequent Eligibility Approval Requests.'

- This will bring you to the **Training Course Details** page. As in the approval process for a new provider, you will need to select **Seeker Service Type** and click on **Update Service Code**.
- To approve the **Offering**, click on the underlined **Offering ID (OID)**.

The screenshot shows the 'Training Course Details' page. At the top, there is a 'Training Type' section with a 'Seeker Service Type*' dropdown menu set to 'Occupational Skills Training' and an 'Update Service Code' button. Below this is a 'List of Offerings' table:

Apprv	OID	Start & End Date	Training Site	Status	Inactivate	Survey
Pending	<u>9500</u>	01/24/2011 - 01/28/2011	Main Street Location	Active		View
Pending	<u>9501</u>	02/12/2011 - 02/12/2011	Main Street Location	Active		View

Below the table, there are instructions: '- Click on the Offering ID (OID) to approve the offering' and '- To enter optional participant information, click on 'View''.

- This will bring you to the **Course Offering Detail** page.
- As in approval process for **Courses**, you will need to check the box if funding is eligible and select **Approve** or **Denied**.
- Click **Next**.
- The **Offering Approval Confirmation** will appear.

Offering Approval Confirmation

Offering Request Approval/Denial Summary

The New York City WIB has made a decision on the new offering request submitted by Maintenance Plus for the offering 9500 - Asbestos Operations and Maintenance Refresher .

Details follow:

Offering Approval Status: Approved
Comments:

For more information log in to your ETP account at:
<http://applications.labor.ny.gov/ETPL>

Save & Submit

Cancel & Return

- Press **Safe & Submit**.
- You will be brought back to the **Work Queue Dashboard**.

Provider Management Tab

- This screen shows the **Primary** and **Outside Provider Lists** for your WIB.
- To remove a provider, press **Remove. Confirm** and an e-mail will be sent to the Provider.

Primary Provider List				
Apprvl Date	PID	Provider	Active Offerings	Action
12/31/2010	86	American Safety Training & Consulting Services Inc.	1	Remove
12/31/2010	152	BLUE STEEL SECURITY GUARD TRAINING SCHOOL	1	Remove
12/31/2010	996	Star Career Academy	1	Remove
12/31/2010	1128	Victory Driving School Inc.	1	Remove
01/14/2011	1253	Maintenance Plus	2	Remove



Please Note:
 Removing a Primary Training Provider will remove all courses and offerings from *both* the Primary and Secondary WIB(s).

Outside Offering Placement

To place an offering from a provider located in a different local workforce investment area, use the **Outside Offering Placement** function.

- Enter search criteria **in lowercase letters** and press **Search**.
- Locate the **Course** you are looking for and select the **Course Title**.
- This will bring you to the **Training Course Details** screen.
- Scroll to the bottom and click on the **Offering ID (OID)** to approve the offering.
- **Check** the funding eligible box, select **Approved** and press **Next**.
- Press **Save & Submit** to approve and send confirmation to the Provider. This will bring you back to the **Work Queue Dashboard**.

Outside Offering Placement

Primary WIB: Select WIB.

Provider Name: Remember to use all lowercase letters in the Provider Name and Course Title

Course Title:

PID	Provider	Course Title	OID	Primary WIB
1094	Ulster County BOCES	Practical Nursing (PN)	7422	Ulster County
1094	Ulster County BOCES	Geothermal Heat Pumps	7429	Ulster County
1094	Ulster County BOCES	Emergency Medical Technician (EMT)	7436	Ulster County
1094	Ulster County BOCES	Electrical Theory for Renewable Energy Practitioners	7440	Ulster County

Funding Options

Funding Eligible: Yes, Funding is Eligible

Check this box if the WIB is willing to fund this offering through WIA or any other funding mechanism. The course will then be entered in OSOS and will be listed as currently eligible on the ETP website.

Place Offering

Place this under the Logged-in WIB's Listing as an Outside Offering.

In Demand Occ. Tab

This tab will bring you to the **In Demand Occupation Management** screen. Here you can add or remove **In Demand Occupations**.

- To add an **In Demand Occupation**, search by **SOC Code**, **Occupation Title** or **Keyword**.
- To remove, simply select **Remove**.

In Demand Occupation Management

SOC Code	Occupation Title	Priority	Remove
11-9199.07	Security Managers	<input checked="" type="checkbox"/>	Remove
33-1099.99	First-Line Supervisors/Managers, Protective Service Workers, All Other	<input type="checkbox"/>	Remove
33-9099.99	Protective Service Workers, All Other	<input type="checkbox"/>	Remove
53-3021.00	Bus Drivers, Transit and Intercity	<input type="checkbox"/>	Remove

Update Priority

Occupation Search

Enter one criteria at a time.
SOC code will return narrow results.
Occupation and Keyword will return broad results.

SOC Code

Occupation Title

Keyword

Search **reset**

SOC Code Occupation Title

There are no items in this List.

Completing the Demand Occupation section is important because it determines how an offering is displayed on the ETPL.

<i>Funding Eligible Box</i>	<i>In-Demand Occupation</i>	<i>In-Demand Occupation Priority</i>	<i>Not In-Demand Occupation</i>
Checked	Currently Eligible	Currently Eligible	Potentially Eligible
Not Checked	Potentially Eligible	Currently Eligible	Not Eligible

Announcements Tab

This brings you to the **Announcement Management** screen. This page includes **Announcements Sent** and **Announcements Received** along with archives for both categories.



The screenshot shows the 'Announcement Management' interface. At the top, there are navigation tabs: 'WIB Dashboard', 'Provider Management', 'Announcements', 'Documents', 'Contacts', 'Reports', and 'In Demand Occ.'. The 'Announcements' tab is selected, and the title 'Announcement Management' is highlighted with a red box. Below the title, there are two main sections: 'Announcements Sent' and 'Announcements Received'. Each section has a table of entries and a '[Show]' link for an archive.

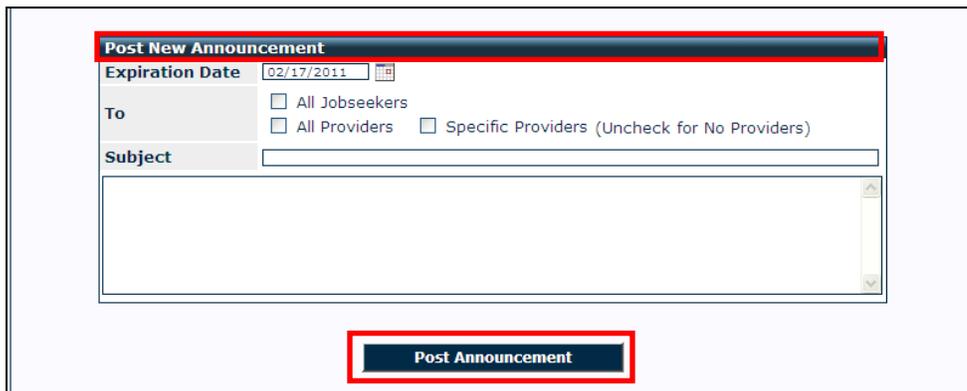
Date	Expires	Recipient	Subject
01/18/2011	02/17/2011	All Providers	New Announcement Test

[Show]

Date	Sender	Subject
12/30/2010	DOL Administrat...	Attention Businesses
12/30/2010	DOL Administrat...	Retest
12/30/2010	DOL Administrat...	Did you know
12/30/2010	DOL Administrat...	Jobs with the most expected openings this month in New York State

[Show]

- To send a new Announcement, select an **Expiration Date** (default is 30 days).
- Select whom the Announcement is **To**.
- Enter the **Subject** and **Body** of the Announcement.
- Press **Post Announcement**.



The screenshot shows the 'Post New Announcement' form. The title 'Post New Announcement' is highlighted with a red box. The form includes an 'Expiration Date' field with a calendar icon, a 'To' section with radio buttons for 'All Jobseekers', 'All Providers', and 'Specific Providers (Uncheck for No Providers)', and a 'Subject' text input field. Below the subject field is a large text area for the announcement body. At the bottom, the 'Post Announcement' button is highlighted with a red box.

Documents Tab

This tab will bring you to the **Documents Management** screen. This area is used to manage the documents that are filled out by Training Providers during the registration process. There two forms preloaded by NYSDOL:

- Assurances Form
- Authorized Signature From

Do not remove these forms; they are required by NYSDOL. WIBs may upload their own required forms by

- ◆ To add a new document, fill in the **Form Name**.
- ◆ **Check** if the Form is required for all Providers.
- ◆ Press **Browse** to find the document on your computer, and then press **Open**.
- ◆ Press **Upload**.
- ◆ To remove a form, simply select **Remove**.

The screenshot shows the 'Document Management' section of a web application. At the top, there are navigation tabs: 'Announcements', 'Documents', 'Contacts', 'Reports', and 'In Demand Occ.'. The 'Documents' tab is active. Below the navigation is a header 'Document Management' in a red-bordered box. The main content area contains instructions: 'To add a document to the Training Provider Application upload the document below. Required documents must be completed and uploaded by training providers in order to complete the application process.'

Below the instructions is a 'Document List' table:

Form Name	Uploaded	Required	
Test Form	01/18/2011	Yes	Remove

Below the table is a 'New Document' form:

Form Name*

Required Flag Yes, this form is Required for All Providers

Upload Document*

Contacts Tab

This tab will bring you to the **Contact Management** screen, which includes your WIB contact information. To change your contact information, enter the new information and press **Save**.

The screenshot shows the 'Contact Management' form within the 'WIB Dashboard' under the 'Contacts' tab. The form is titled 'WIB Contact Information' and contains the following fields:

WIB Area	New York City		
WIB Name*	NYC Workforce Training Providers List, c/o NYC WIB		
First Name*	Marie		
Last Name*	Villa		
Address Line 1*	110 William Street		
Address Line 2	8th Floor		
City*	New York	Phone #*	2125136409 ext. <input type="text"/>
State*	New York	Email*	lanoop.agarwal@labor.ny.gov
Zip*	10038		

A 'Save' button is located at the bottom center of the form.

This page also allows you to browse information for other WIB contacts and includes your **Provider Contact List**.

The screenshot displays two lists of contacts:

- WIB Contact List:** A scrollable list of county names, including Albany-Schenectady-Rensselaer Counties, Broome-Tioga Counties, Cattaraugus-Allegany Counties, Cayuga-Cortland Counties, Chautauqua County, Chemung-Schuyler-Steuben Counties, Chenango-Delaware-Otsego Counties, Columbia-Greene Counties, Dutchess County, Erie County, Fulton-Montgomery-Schoharie, and Genesee-Livingston-Orleans-Wyoming Counties.
- Provider Contact List:** A list of provider names, including American Safety Training & Consulting Services Inc., BLUE STEEL SECURITY GUARD TRAINING SCHOOL, Maintenance Plus, Star Career Academy, and Victory Driving School Inc.

Reports Tab

This tab will bring you to the **Reports Management** page. Here you can generate a report of offerings that have been approved to be on the ETPL but then have been **Inactivated, Deleted or Expired**.

- Enter your **Search Criteria** and press **Generate**.

The screenshot displays the 'Reports Management' interface. At the top, there are navigation tabs: 'WIB Dashboard', 'Provider Management', 'Announcements', 'Documents', 'Contacts', 'Reports', and 'In Demand Occ.'. The main heading is 'Reports Management'. Below this, there is a section titled 'Inactive/Deleted/Expired Report - Search Criteria'. This section contains several input fields: 'Provider Name' (with 'Star Career Academy' entered), 'Course Title', 'Approval Date Range' (with 'From' and 'To' date pickers), and 'Inactive/Delete/Expire Date Range' (with 'From' and 'To' date pickers). There are also three checkboxes for 'Inactive', 'Expired', and 'Deleted'. Below these fields are 'Generate' and 'Reset' buttons. At the bottom of the search criteria section, there is a section titled 'Approved Items Report' with a 'Generate' button highlighted by a red box.

- An excel spreadsheet will be generated with the following fields:

- WIBID
- Offering ID
- Training School Name
- Course Title
- Approval Date
- Offering Start Date
- Offering End Date
- Offering Status
- Inactive Date
- Deleted Date
- Expired Date

- From this page, you can also generate an **Approved Items Report**, which will create an Excel spreadsheet of your provider and course/offering fields.

Subsequent Eligibility

The Workforce Investment Act (WIA) requires an annual re-determination of ITA program eligibility through a Subsequent Eligibility process. Training providers must report performance information for offerings that have reached their subsequent eligibility due date; LWIBs and their staff must use this information as part of their subsequent eligibility review process. As a final step in the local review process, LWIB decisions regarding subsequent eligibility must be viewable on the ETPL website.

Instructions/Actions for Training Providers

Training Providers will be notified via automatic e-mail from the ETPL application that the period of eligibility on an offering is due. Training providers should visit the ETPL website and log on with their username and password to submit the performance and outcome information for the offering within 30 days. **Failure to do so will result in the removal of the offering from the ETPL.** The performance and outcome information will be reviewed by the WIB for approval under a period of Subsequent Eligibility. Training Providers will be notified of the result of this review within 60 days.

Note: Training providers should maintain up-to-date information on the ETPL website at all times. Phone numbers, contact names and email addresses, offering costs, etc., must be kept current. Information regarding compliance with the appropriate oversight agency or entity (i.e., Department of State, Division of Criminal Justice, etc.) must be reviewed and updated by providers at the time of subsequent eligibility. A valid license (or continuous operation letter) must be current.

1. From the **Training Provider Home Page**, click on **Courses**.
2. Select the appropriate course.
3. Scroll down to the **List of Offerings**.
4. Click on **Evaluate** on the right-hand side to enter subsequent eligibility information.



The screenshot displays a web interface for managing offerings. At the top is a table titled "List of Offerings" with columns: "Apprv", "Off ID", "Start & End Date", "Training Site", and "Status". The first row shows "Approved", "9670", "02/22/2012 - 04/19/2012", "Community Center", and "Active". The second row shows "Pending", "12496", "03/27/2012 - 07/03/2012", "Community Center", and "Active". A red box highlights the "Evaluate" link in the first row. Below the table is a dark blue button labeled "Add New Offering". At the bottom are four buttons: "Save & Proceed", "Cancel", "Duplicate Course", and "Delete Course".

Apprv	Off ID	Start & End Date	Training Site	Status	
Approved	9670	02/22/2012 - 04/19/2012	Community Center	Active	Evaluate
Pending	12496	03/27/2012 - 07/03/2012	Community Center	Active	

Add New Offering

Save & Proceed **Cancel** **Duplicate Course** **Delete Course**

If WIA-funded students were enrolled in the offering, providers must choose 'Yes' from the dropdown and complete columns A and B. If there were no WIA-funded students enrolled, provider completes column B only.

5. Provider clicks on **Save & Submit** to send **Course Offering Evaluation** to WIB for review.

Course Offering Evaluation

Performance Evaluation

Offering ID	9670		
Course Title	Medical Assistant		
Offering Start Date	02/22/2012	Offering End Date	04/19/2012
Evaluation Date	03/12/2012		
Do you have WIA funded students enrolled in the offering?*	- <input type="button" value="v"/>		
	If Yes, please complete column A and B. If No, please complete column B only.		

	A: WIA	B: All*
Number of students enrolled in the offering	<input type="text"/>	<input type="text"/>
Number of students that completed the offering	<input type="text"/>	<input type="text"/>
Number of students who did not complete the offering	<input type="text"/>	<input type="text"/>
Number of students who did not complete the course that withdrew failing	<input type="text"/>	<input type="text"/>
Number of students who did not complete the course that withdrew passing	<input type="text"/>	<input type="text"/>
Number of students who did not complete the course that received an incomplete	<input type="text"/>	<input type="text"/>
Number of students that obtained a credential, licensure, certification or other measure of skill attainment after completing this course	<input type="text"/>	<input type="text"/>
Number of students placed in unsubsidized employment following completion of this offering	<input type="text"/>	<input type="text"/>
Average monthly wage of the student placed in unsubsidized employment	<input type="text"/>	<input type="text"/>
Number of jobseekers who enrolled in the program and were successfully placed in employment for the most recent evaluation period	<input type="text"/>	<input type="text"/>
Percentage of jobseekers who enrolled in program and were successfully placed in jobs upon completion for the most recent evaluation period	<input type="text"/>	<input type="text"/>
List the top three employers of past graduates of the training program*	<input type="text"/>	

Save & Submit

Cancel & Return

Instructions/Actions for LWIBs and their Staff

1. To view the list of offerings requiring subsequent eligibility review, LWIB logs on to the ETPL website. At the bottom of the WIB's dashboard is the **Subsequent Eligibility Requests** section.
2. Click on the **Course Title** and review the **Course Offering Evaluation**.

Subsequent Eligibility Requests				
Submit Date	PID	Provider	OID	Course Title
03/01/2012	999	Training School	9999	Offering 101

3. After reviewing, choose either **Approved** or **Denied** and click on **Submit Approval**. If **Denied** is chosen, a reason must be entered in the text box.

Course Offering Evaluation			
Performance Evaluation			
Offering ID	5908		
Course Title			
Offering Start Date	01/01/2011	Offering End Date	12/31/2015
Evaluation Date	02/09/2012		
Do you have WIA funded students enrolled in the offering?	No <small>If Yes, please complete column A and B. If No, please complete column B only.</small>		
	A: WIA	B: All	
Number of students enrolled in the offering			0
Number of students that completed the offering			0
Number of students who did not complete the offering			0
Number of students who did not complete the course that withdrew failing			0
Number of students who did not complete the course that withdrew passing			0
Number of students who did not complete the course that received an incomplete			0
Number of students that obtained a credential, licensure, certification or other measure of skill attainment after completing this course			0
Number of students placed in unsubsidized employment following completion of this offering			0
Average monthly wage of the student placed in unsubsidized employment			0
Number of jobseekers who enrolled in the program and were successfully placed in employment for the most recent evaluation period			0
Percentage of jobseekers who enrolled in program and were successfully placed in jobs upon completion for the most recent evaluation period			0
List the top three employers of past graduates of the training program			This course had no enrollment during 2011 and nothing to report.

Subsequent Eligibility Approval	
Approval Status	<input checked="" type="radio"/> Approved <input type="radio"/> Denied
<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	
<input checked="" type="button" value="Submit Approval"/> <input type="button" value="Cancel"/>	

Attachment 1 – Funding Eligible Checkbox

	In-Demand Occupation	In-Demand Occupation Priority	Not In-Demand Occupation
Funding Eligible Checked <input checked="" type="checkbox"/>	Currently Eligible	Currently Eligible	Potentially Eligible
Funding Eligible Not Checked <input type="checkbox"/>	Potentially Eligible	Currently Eligible	Not Eligible

Attachment 2 – Frequently Asked Questions

Do the WIB contacts receive notification that a new provider request is in their dashboard?

No, WIB staff or their designee must log in and check for new provider requests.

Our WIB ETPL designee has left; how do we assign a new one?

Send an email to the ETPL mailbox with the person's name, address, telephone and email address and we will request an account.

Does the NYS Department of Labor review the provider information before being placed in the WIB's dashboard?

No, approval of training providers and their offerings is the WIB's responsibility. The State has no authority to include providers and programs on the list.

Does a training provider have to be on the ETPL before WIA training dollars can be used?

Yes, the training provider must be on the ETPL before a participant may use his/her WIA Title I-B training voucher or individual training account or training grant funds. There are three exceptions to this:

1. providers of customized training;
2. providers of on-the-job training; and
3. WIBs that have received a waiver to provide training (rural areas)

Does a provider need to be on the local listing in order to approve it for an ITA? Or can it be approved by another WIB?

WIA requires that individual eligible to receive training have the opportunity to select any eligible provider from any local area that is included on the State list.
[Section 122(e)(4)(b).]

Local Boards should ensure that participants are informed about the State and local lists, encouraged to use them, and informed of their right to choose any programs on the list. There are three conditions for issuing the ITA:

1. Training must be in an occupation for which there is demand,
2. The individual must have the qualifications to succeed in the program; and
3. The individual must have met with a case manager regarding the training.

Do we need to complete the in-demand occupation section?

Yes. This is important because how provider offerings are displayed on the list is based on your in-demand occupations.

Can training funds be used for a computer or distance learning courses from providers in other states?

Yes. There are no residency requirements for services under WIA. Out-of-state providers can apply to be on the list and select a Workforce Investment Area when creating their account.

Can Community-Based Organizations be on the list?

Yes, it is important that we provide access to these organizations to maximize customer choice.

How is the WIB assigned to training providers?

The WIB is assigned based on the training provider's physical location (zip code). If a training provider has more than one location in different local workforce investment areas, they need to create separate accounts.

There is a provider we would like to use that is not located in our workforce investment area and has not been approved by their primary WIB. What should we do?

You can, of course, reach out to the WIB where the provider is located or contact us and we'll contact them. We are encouraging WIBs to approve a wide variety of training providers and options whether they are willing to fund their programs or not. Please note that offerings not eligible for funding by their primary WIB are still considered an approved ETPL offering.

How is information from the ETPL sent to OSOS?

The ETPL application has a feature that automatically creates new providers and updates their services (the course) and offerings (the actual dates/times of the course) within the provider module in OSOS.

The update to OSOS happens in real-time when the WIB approves the service offering and selects the funding eligible checkbox. Providers and service offerings will no longer need to be entered manually into OSOS.

Staff need to select the offering that has ETPL Auto Load listed in the Description field. If the provider needs to be in OSOS, they must first be approved and made funding eligible in the ETPL application.

I have a training provider that is trying to register on the website. He does not have a DUNS number. Can he still be listed on the eligible training provider list?

No. Having a Data Universal Numbering System or DUNS number is now required. DUNS numbers are free and obtained from Dun & Bradstreet (D&B) and are typically used for organizations doing business with State and Federal agencies, i.e., grant recipients, contractors, etc. Providers are not obligated to purchase any of D&B's products and may already have a number.

I remember hearing that all SUNY programs have blanket approval. Do they still have to apply?

Postsecondary and educational institutions carrying out programs under the Higher Education Act of 1965 are automatically granted initially eligible *upon receipt of a completed online application*. Consequently, SUNY/CUNY schools *are* automatically approved but still need to complete the registration process. These schools do not need to enter all their offerings on the ETPL for the initial registration. However, if a customer wants to take one of their courses and use WIA funds, then that course/offering needs to be entered on the list.

This also applies to those entities carrying out apprenticeship programs under the National Apprenticeship Act.

One of our providers is not receiving emails from the ETPL application. Any suggestions?

The automatic emails generated by the application are sent to the email listed in the Administrative Contact Information section located Administration. Providers should:

1. Make sure the email listed on the application is correct.
2. Check their "junk" or "spam" e-mail.
3. Designate your email as a "safe sender." The email that is listed in your contact information where the automatic emails are sent.

One of our providers has neither a license nor an exemption. What do we tell them?

For those providers without a license from a licensing entity such as the Department of Motor Vehicles, the Division of Criminal Justice, or licensed by the Bureau of Proprietary Schools, etc., or an exemption from Section 5001 of the Education Law, we are recommending that they choose that they have an exemption and then choose Exemption G from Section 5001 which states,

Schools in which the course of instruction is licensed, registered or approved under any other section of this chapter or by any other department or agency of the state;