**WIOA POLICY 7.3**

**WIOA Training Provider and Training Program Eligibility**

**For this next section Please Use the Following Questions to Guide Your Reading:**

* Are we using inclusion language?
* Are we using plain language?
* Any other thoughts?

1. **Policy**

**7.3** **Training Provider and Training Program Eligibility Executive Summary / Overview**

This policy governs the operation of Illinois’ statewide Eligible Training Provider List (ETPL). It is intended to provide information and direction required under the Workforce Innovation and Opportunity Act (WIOA) for training providers on Illinois’ statewide Eligible Training Provider List (ETPL). The WIOA emphasizes informed consumer choice, job-driven training, training provider performance and continuous improvement in performance achievement and accountability. A primary means WIOA employs to achieve these goals is through the ETPL. The ETPL is designed to gather and display useful information on training providers, their services, and the quality of their programs. The ETPL is a key piece of the State one-stop job center system, and it must be made available to the public and individuals seeking information on training programs that may be funded through a WIOA program. This policy also builds upon and enhances the Illinois Unified State Plan and has equity implications for customer outcomes and informing customer choice. To maximize customer choice and assure that all population groups are served, a comprehensive process must ensure that a significant number of qualified Eligible Training Providers (ETPs) are available to customers.

In cooperation with stakeholders, the State has adopted the following principles when developing the ETPL policies and procedures:

1. Simplicity – Avoid imposing burdens that inhibit the participation of accessing quality training providers.
2. Customer Focus – The policies and procedures support the collection and presentation of easily accessible and reliable training program information for both individuals seeking career and occupational training information, and career planners who assist participants eligible for training services.
3. Informed Consumer Choice – The ETPL includes approved training programs that market information identifying industry sectors and occupational clusters that are high-growth, high-demand, projecting skills shortages, and/or vital to the regional economy.
4. Training Delivery Flexibility – Policies and procedures that foster and support the inclusion of various types of training delivery that expand opportunities for consumer choice.
5. Quality – Ensure a comprehensive list of quality training programs that meet minimum performance standards and provide industry-valued skills in priority industry sectors. Information must be accurate, transparent, accessible, and user-friendly.
6. Respect for Local Autonomy – The policy remains supportive of the autonomy WIOA grants to the Local Workforce Innovation Boards (LWIBs).

This policy establishes the types of allowable training services, consumer choice, the difference between the state and local ETPL, the requirement for LWIBs to establish an ETPL policy, eligibility criteria and procedures for initial and continued eligibility for Eligible Training Providers (ETP) and programs, the federally mandated Eligible Training Provider Performance Report (ETP Report), and the roles and responsibilities of the LWIBs and the Illinois Department of Commerce and Economic Opportunity, Office of Employment and Training (OET) in maintaining the integrity of the state ETPL.

This document contains detailed information on initial and continued eligibility requirements, and the roles and responsibilities of the LWIBs and the OET in maintaining the integrity of the state ETPL and the quality of the training programs offered on it.

**For this next section Please Use the Following Questions to Guide Your Reading:**

* Does this section provide enough information?
* Are we using inclusion language?
* Are we using plain language?
* Any other thoughts?

**7.3.1 Training Provider and Training Program Eligibility Background Information**

The Workforce Innovation and Opportunity Act (WIOA) is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

States are responsible for developing the process for determining [eligible](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=efacf5417ca52732fda8830a7c27ba15&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) training providers and programs for [WIOA](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=3a905a266cd9dd2d2ddc27af5f21b033&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) title I, subtitle B adult, dislocated worker, and out-of-school youth (OSY) aged 16-24 training [participants](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=968ab669716936e5916bcf312dc91a9c&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) and for publicly disseminating the list of these providers with relevant information about their programs. The workforce development system established under [WIOA](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=3a905a266cd9dd2d2ddc27af5f21b033&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of [training services](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=915b9a4d17a04e46d45e2bc3867cd096&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) is vital to achieving these core principles.

The [State](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=974582391e289d44a00cd37feae5159b&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) list of [eligible](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=efacf5417ca52732fda8830a7c27ba15&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) training providers and programs and the related eligibility procedures ensure the accountability, quality, and labor-market relevance of programs of [training services](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=915b9a4d17a04e46d45e2bc3867cd096&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) that receive funds through [WIOA](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=3a905a266cd9dd2d2ddc27af5f21b033&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) title I, subtitle B. This list of [eligible](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=efacf5417ca52732fda8830a7c27ba15&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) training providers and programs also is a means for ensuring informed customer choice for individuals [eligible](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=efacf5417ca52732fda8830a7c27ba15&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) for training. In administering the [eligible](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=efacf5417ca52732fda8830a7c27ba15&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) training provider eligibility process, [States](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=974582391e289d44a00cd37feae5159b&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) and local areas must work to ensure that qualified providers offering a wide variety of job-driven programs of [training services](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=915b9a4d17a04e46d45e2bc3867cd096&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) are available. Illinois’ list of [eligible](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=efacf5417ca52732fda8830a7c27ba15&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) training providers and programs is made publicly available online through Web sites and searchable databases as well as any other means the [State](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=974582391e289d44a00cd37feae5159b&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.400) uses to disseminate information to consumers, including formats accessible to individuals with disabilities. The list is accompanied by relevant performance and cost information and must be presented in a way that is easily understood, to maximize informed consumer choice and serve all significant population groups, and is also available in an electronic format.

**For this next section Please Use the Following Questions to Guide Your Reading:**

* SHOULD EACH TYPE OF TRAINING SERVICES BE DEFINED IN THIS POLICY OR LIST THEM?
* IF DEFINED, SHOULD IT DEFINE THESE SERVICES WITHIN THE POLICY OR WITHIN THE DEFINITION ATTACHMENT?
* ANY OTHER THOUGHTS?

## 7.3.2 Allowable Types of Training Services

1. The following are the allowable types of training for the Workforce Innovation and Opportunity Act (WIOA) Title I, Subtitle B program:
2. Occupational skills training, including nontraditional employment.
3. On-the-Job Training (OJT).
4. Incumbent Worker Training (IWT).
5. Programs that combine workplace training with related instruction, which may include cooperative education programs.
6. Training programs operated by the private sector.
7. Skill upgrading and retraining.
8. Entrepreneurial training.
9. Job readiness training provided in combination with the training services described in (a) through (g) above.
10. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services provided with the training services described in (a) through (g) above.
11. Customized training conducted with a commitment by an employer, or group of employers, to employ an individual upon successful completion of the training.
12. While all the above are allowable training services under WIOA, service types b, c, and j are not required to be on the Eligible Training Provider List (ETPL).

**For this next section Please Use the Following Questions to Guide Your Reading:**

* Would a provider easily be able to understand what an ITA is from the information provided?
* Does this section provide enough information?
* Any other thoughts?

**7.3.3 Training Payment Options**

1. Under the Workforce Innovation and Opportunity Act (WIOA), participants in need of training services may access career training through either Individual Training Accounts (ITAs) or direct contracts for services. Only ITAs require the use of an eligible training provider from the Eligible Training Provider List (ETPL).
   1. 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, if the program of training service (also referred to as “program of study”) is on the state list of eligible training providers. It is the most used training funding mechanism because it provides participants flexibility in “purchasing” training.
      1. The ETPL is compiled to provide participants with a full array of training programs designed to meet their needs for job readiness or a career pathway. WIOA requires states to establish procedures to determine eligibility for training providers and training programs. Only those eligible training providers and their eligible programs will be included on the ETPL and utilized by career planners for ITAs. The ETPL can be viewed at [Insert ETPL Link].
   2. Direct contracts for training services with employers and the Local Workforce Innovation Area (LWIA) may be for On-the-Job Training (OJT), Incumbent Worker Training (IWT), and customized training. When training is provided through a direct contract, the training provider does not have to be on the ETPL.
2. 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 that align with the use of its multiple kinds of participant training.

**For this next section Please Use the Following Questions to Guide Your Reading:**

* Is the program of study information clearly stated so new training providers will understand?
* Does the section below need to be stated in additional sections in the policy?

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. 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. For a training provider to receive (WIOA) Title I-B Individual Training Account (ITA) funds, (adult, dislocated worker, and youth program) its program(s) must be listed on the ETPL are each are subject to the eligibility requirements in WIOA and the regulations.

* Any other thoughts?

**7.3.4 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. 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. For a training provider to receive (WIOA) Title I-B Individual Training Account (ITA) funds, (adult, dislocated worker, and youth program) its program(s) must be listed on the ETPL are each are subject to the eligibility requirements in WIOA and the regulations.

1. Eligible Training Providers

* 1. Eligible training provider entities are:
     + 1. An institution of higher education that provides a program that leads to a recognized postsecondary credential as defined in the Recognized Postsecondary Credentials section of this policy manual;

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.

* + - 1. An entity that carries out programs registered under the Act of August 16, 1937 (commonly known as the ‘‘National Apprenticeship Act’’; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) as amended by the National Apprenticeship Act of 2021 as recognized in Illinois by the U.S. Department of Labor (USDOL), Office of Apprenticeship; or
      2. Another public or private provider of a program of training services, which may include community-based organizations (CBOs) and joint labor-management organizations; or

Training provider 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 status will be verified accordingly.

* + - 1. Eligible providers of adult education and literacy activities under WIOA Title II if such activities are provided in combination with occupational skills training; or programs that have been recognized by the industry meeting the standards necessary for approval or accreditation, when such standards exist.
    1. Providers of On-the-Job training (OJT), customized training, Incumbent Worker Training (IWT), internships, and paid or unpaid work experience opportunities, or transitional employment shall not be subject to the requirements of this policy since they are contract funded.

1. Eligible Training Programs
   1. A program of study is defined as one (1) or more courses or classes, or a structured regimen that provides job-driven training services. These training services could be delivered in person, online, or in a blended approach. Training programs are defined as one or more courses or classes, or a structured regimen, that leads 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 as described in the Secondary School Diploma or Recognized Equivalent section of this policy manual;
        3. Employment; or
        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.