

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

A training provider must use this attachment when applying for a training program's initial eligibility to be placed on the Eligible Training Provider List (ETPL) or continued eligibility to remain on the ETPL.

Only a training provider that meets the applicable provider requirements may submit a training program for ETPL eligibility. The appropriate Local ETPL Coordinator or State ETPL Coordinator will assist the training provider, as needed, and review and verify the submitted information in accordance with Workforce Innovation and Opportunity Act (WIOA) Policy 7.2.2.

WIOA Policy 7.2.2 governs the application, review, approval, denial, continued eligibility, revocation, and appeal processes.

To begin an initial eligibility application, the training provider must go to the Become an Eligible Training Provider page on Illinois workNet by selecting Training & Credentials > Becoming an Eligible Training Provider. Select the Training Provider Application link to begin the provider pre-screening and enter the information required for initial eligibility.

### **Non-Registered Apprenticeship Program Training Providers and Programs**

#### **Initial Eligibility Requirements**

*(Information and documentation that training providers must submit before a training program may be approved for initial eligibility and placed on the ETPL.)*

#### **1. Provider Eligibility and Pre-Screening**

##### **1.1 Provider Identification**

Training providers must complete the State pre-screening and provide the following information:

- Provider legal name, applicable accreditation information, and the types of training programs offered.
- Classification as a public, private nonprofit, or private for-profit provider.
- Provider type, such as a college, university, proprietary school, community-based organization, joint labor-management organization, or eligible adult education and literacy provider.

##### **1.2 Location Verification**

Providers must identify whether they are:

- Located in Illinois;
- Located outside Illinois; or

Providing training exclusively through distance education or online instruction.

- Out-of-state and distance education providers must provide any home-state ETPL information required by WIOA Policy 7.2.2.
- Provide applicable authorization, approval, exemption, good standing, and accreditation documentation required by law or policy.

### **1.3 Regulatory Approval Documentation**

Providers must:

- Submit applicable approval, authorization, exemption, and accreditation documentation from the appropriate State oversight or licensing entity. Examples may include:
  - Illinois Secretary of State — truck-driving programs.
  - Illinois Department of Financial and Professional Regulation — cosmetology, barbering, and esthetics programs.
  - Illinois Department of Financial and Professional Regulation — Licensed Practical Nurse and Registered Nurse programs.
  - Illinois Department of Transportation — flight-training programs.
  - Illinois Department of Public Health — Certified Nursing Assistant programs.
  - Illinois Board of Higher Education approval or exemption, when applicable.
- Documentation must demonstrate that the provider is authorized to solicit or enroll students and offer the proposed training program.

## **2. Submission of Program-Level Information**

### **2.1 Program of Study Details**

Providers must submit the following information for each training program:

- Program name
- Program description
- Program website address
- Year the training program was established
- Classification of Instructional Programs (CIP) code

### **2.2 Program Locations**

Providers must list the name and complete address of every location at which the training program is delivered.

### **2.3 Supplemental Requirements for Pre-Apprenticeship Programs**

Pre-apprenticeship programs must confirm:

- Whether the training services are eligible for funding through an Individual Training Account under the WIOA Adult or Dislocated Worker program.
- Whether the program accepts participants who are age twenty-five (25) or older.
- Whether the program prepares individuals to enter and succeed in a Registered Apprenticeship Program (RAP).

Programs must describe:

- Training and curriculum aligned with the skill needs of employers in the relevant industry or occupation.
- Access to educational and career counseling and other supportive services, directly or indirectly.
- Hands-on, meaningful learning activities connected to education and training.
- Opportunities to attain at least one industry-recognized credential.
- A partnership with one or more RAPs that assists in placing individuals who complete the pre-apprenticeship program into a RAP.

### **3. Program Outcomes**

Providers must detail:

- Outcome type, such as a certificate, credential, degree, or license.
- Outcome name.
- Issuing entity.
- Whether the outcome is recognized under WIOA.
- Whether the program prepares students for the identified outcome.

Programs preparing for licensure/certification must confirm:

- Whether a license or certification is required for employment in the field.
- Whether the applicable licensing body has approved the program.
- Whether the provider pays for the license or certification testing and whether that cost is included in the reported program costs.

Providers must indicate whether they assist students with job placement or connect them to job opportunities and, if so, describe the process.

### **4. Program Cost Information**

Providers must report:

- Tuition, books, fees, tests, and other expenses, rounded to the nearest whole dollar.
- A detailed description of the procedures for purchasing or obtaining items for which costs are reported.
- Available financial assistance, including Pell Grants, Monetary Award Program (MAP) Grants, federal loans, institutional scholarships, and other aid.
- Program or class cancellation and refund policies.

### **5. Instructional Hours**

Providers must specify:

- Whether the program is credit hour-based or clock/contact hour-based.
- Credit hours required to complete the program, if applicable.
- Total instructional hours.
- Expected clock/contact hours per week, if applicable.
- Weeks required for a full-time student to complete the program.

## 6. Entry-Level Requirements

Providers must disclose:

- Educational entry-level requirements, such as a high school diploma or equivalent, associate degree, bachelor's degree, specific courses, or none.
- Required skill levels in mathematics, reading, language, writing, or other areas.
- Physical examinations or other requirements, including drug or alcohol screening and background checks.
- A description of the application procedure, including documents or materials students should bring when applying.

## 7. Program Offerings

Providers must describe:

- Program of Study format
  - In-person, online, or a hybrid or blended format with both online and in-person components
- Providers must also identify all applicable program offerings:
- Full-time or part-time enrollment
- Internships
- Non-English instruction, including each language offered
- Labs
- Day, night, and weekend classes
- Open-entry/open-exit scheduling
- Other program offerings, which must be described

## 8. Occupational Alignment and O\*NET-SOC Codes

Submit at least one (1) and no more than six (6) O\*NET-Standard Occupational Classification (SOC) codes identifying the occupations for which the program prepares students. Confirm occupational alignment as required by WIOA Policy 7.2.2.

## 9. Assurances and Compliance

The provider's authorized representative must certify that the provider will:

- Ensure that facilities and programs are accessible to individuals with disabilities.
- Complete and certify the nondiscrimination, equal opportunity, and disability assurance required by WIOA Policy 7.2.2 and Illinois Workforce Development System (IWDS) 2.0.
- Comply with applicable State and local Individual Training Account (ITA) policies and requirements.
- Return overpayments, as defined by the provider's published refund policy, based on participant attendance.

- Not withhold participant credentials or prevent participants from taking certification examinations while payment is pending.
- Cooperate with State and Local Workforce Innovation Board (LWIB) monitoring, including scheduled and unscheduled monitoring visits and requests for records or information.
- Post the required Equal Opportunity Poster in each training facility.

## **10. Review and Declaration**

Providers must submit:

- Submitter's name.
- Declaration by an authorized provider representative that the information submitted is true, complete, and correct.
- Acknowledgment that intentionally inaccurate information may result in termination of eligibility, repayment of WIOA funds, or other remedies available by law.

## **Continued Eligibility Requirements**

*(General requirements that providers must maintain when applying for continued eligibility.)*

To begin a continued eligibility application, the provider must go to the Become an Eligible Training Provider page on Illinois workNet, select Active Providers Access Programs Here, and log in to IWDS 2.0.

Providers must review and update provider and program information, maintain applicable approvals and assurances, satisfy reporting requirements, and continue to meet the eligibility requirements established in WIOA Policy 7.2.2.

## **1. Compliance Maintenance**

Providers must continue to comply with:

- Nondiscrimination, equal opportunity, and disability-accessibility assurances required by WIOA Policy 7.2.2 and IWDS 2.0.
- All applicable State and local Individual Training Account policies.

## **2. Monitoring and Reporting Obligations**

Providers must:

- Cooperate with scheduled and unscheduled monitoring visits.
- Provide additional information when requested.
- Maintain current provider and program information in IWDS 2.0 and report changes as required by WIOA Policy 7.2.2.
- Ensure that required Equal Opportunity Posters remain posted and visible at training locations.

- Report required program performance information for each program year during which the program is listed on the ETPL.
- Except for Registered Apprenticeship Programs, collect and report required information for every student enrolled in each eligible training program during the July 1 through June 30 reporting period, including non-WIOA students.
- Download and complete the All-Student Data Spreadsheet available through IWDS 2.0 and submit it by August 15 each year, or by the preceding business day if August 15 falls on a weekend.
- An individual Illinois community college is not required to submit a separate All-Student Data Spreadsheet when the Illinois Community College Board (ICCB) submits the required information to the State on the college's behalf.
- If no students were enrolled during the reporting period, certify zero enrollments in IWDS 2.0 and do not submit student-level performance data.

### **3. Credential and Payment Compliance**

Providers must:

- Return overpayments according to the provider's published refund policy.
- Not withhold participant credentials or delay access to certification examinations while payment is pending.
- Maintain accurate and current information in all ETPL submissions.

### **4. Program Integrity and Accuracy**

Providers acknowledge:

- Intentionally inaccurate information may result in removal from the ETPL.
- The State or applicable LWIB may pursue remedies available by law, including repayment of WIOA funds.

## **Registered Apprenticeship Programs**

### **Requirements for Registered Apprenticeship Program (RAP) ETPL Inclusion**

*(General information and documentation that RAP sponsors and applicable Related Technical Instruction providers must submit for ETPL inclusion.)*

#### **1. Sponsor and RTI Provider Information**

##### **1.1 Provider Identification**

RAP sponsors must provide:

- Sponsor's legal name, description, registered program name, and applicable Related Training Instruction (RTI)-provider approval or accreditation information.

- Confirmation that the program is actively registered under the National Apprenticeship Act and recognized by the U.S. Department of Labor Office of Apprenticeship.
- Identification of the entity providing the RTI and whether that entity is the RAP sponsor or a separate public or private training provider.

### **1.2 Location Verification**

Sponsors must identify:

- Sponsor, training, worksite, and RTI locations in Illinois, as applicable;
- Sponsor, training, worksite, and RTI locations outside Illinois, as applicable.
- A separate RTI provider must provide applicable authorization, approval, exemption, good standing, and accreditation documentation required by law or policy.

### **1.3 Regulatory Approval Documentation (RTI Providers)**

A separate RTI provider must submit applicable approval, authorization, exemption, and accreditation documentation required under Illinois law.

- Illinois Secretary of State — truck-driving programs.
- Illinois Department of Financial and Professional Regulation — cosmetology, barbering, and esthetics programs.
- Illinois Department of Financial and Professional Regulation — Licensed Practical Nurse and Registered Nurse programs.
- Illinois Department of Transportation — flight-training programs.
- Illinois Department of Public Health — Certified Nursing Assistant programs.
- Illinois Board of Higher Education approval or exemption, when applicable.

RTI providers must demonstrate that they are authorized to solicit or enroll students and provide the applicable instruction.

### **1.4 ETPL Opt-In**

An actively registered RAP will be included on the ETPL after the sponsor submits the required opt-in request and program information.

## **2. Submission of Program-Level Information**

### **2.1 Program of Study Details**

Sponsors must provide the following program-level information:

- Program name and description. The ETPL program title must match the apprenticeship program name registered with the U.S. Department of Labor.
- Program website address
- Year the program was established or registered
- Classification of Instructional Programs (CIP) code

### **2.2 Program Locations**

Sponsors must list:

- Training locations
- Worksite locations
- RTI locations, if different from the sponsor address.

- Each location must include a name and complete address.

### **3. Registered Apprenticeship Program Details and Outcomes**

Sponsors must provide:

- RAPIDS ID
- Number of active apprentices nationally and in Illinois
- Registered Apprenticeship Program type

Sponsors must also detail program outcomes:

- Type of outcome
- Credential or certification name
- Issuing entity
- Whether the outcome is recognized under WIOA
- Whether the program prepares apprentices for the identified outcome
- If the program prepares apprentices for licensure or certification, the sponsor must confirm:
  - Whether licensure or certification is required for employment
  - Whether the applicable licensing body has approved the program
  - Whether licensing or certification testing costs are paid by the sponsor or RTI provider and included in the reported program costs

Sponsors must indicate whether job-placement assistance is provided and, if so, describe the process.

### **4. Program Cost Information**

Sponsors must report:

- Total program costs, including applicable tuition, books, fees, tests, and other expenses
- Whether licensing or certification testing costs are included

### **5. Instructional Hours**

Sponsors must specify:

- Whether the program uses credit hours or clock/contact hours
- Total instructional hours, as applicable
- Expected weekly hours
- Total weeks required for program completion

### **6. Entry-Level Requirements**

Sponsors must disclose:

- Educational entry-level requirements, such as a high school diploma or equivalent, associate degree, bachelor's degree, specific courses, or none
- Required skill levels in mathematics, reading, language, writing, or other areas

- Physical examinations or other requirements, including drug or alcohol screening and background checks
- Description of the application procedure and required documentation

## **7. Program Offerings**

Sponsors must describe:

- Delivery format (in-person, online, hybrid)
- Enrollment options (full-time, part-time)
- Internships
- Non-English instruction, including each language offered
- Labs
- Day, night, and weekend classes
- Open-entry/open-exit options
- Other program offerings, which must be described

## **8. Occupational Alignment and O\*NET-SOC Codes**

Sponsors must submit at least one (1) and no more than six (6) O\*NET-Standard Occupational Classification (SOC) codes identifying the occupations for which the RAP prepares apprentices.

## **9. Assurances and Compliance**

The RAP sponsor and any separate RTI provider must complete the assurances applicable to their respective roles, including:

- Ensure that facilities and programs are accessible to individuals with disabilities.
- Complete and certify the nondiscrimination, equal opportunity, and disability assurance required by WIOA Policy 7.2.2 and IWDS 2.0.
- Comply with applicable State and local Individual Training Account policies and requirements.
- Return overpayments according to applicable refund policies.
- Not withhold participant credentials or prevent participants from taking certification examinations while payment is pending.
- Cooperate with scheduled and unscheduled monitoring visits and requests for information.
- Post required Equal Opportunity Posters at applicable training facilities.

## **10. Review and Declaration**

Sponsors must submit:

- Reviewer name.
- Declaration by an authorized sponsor representative that the submitted information is true, complete, and correct.

- Acknowledgment that intentionally inaccurate information or failure to maintain applicable RAP or RTI requirements may result in removal from the ETPL or other remedies available by law.

**Maintenance of Registered Apprenticeship Program ETPL Listing**

*Sponsors must maintain active U.S. Department of Labor registration, current sponsor and program information, applicable RTI-provider approvals, and all other applicable RAP requirements established in WIOA Policy 7.2.2 to remain on the ETPL.*