



ETPL FREQUENTLY ASKED QUESTIONS

Q. What is the Eligible Training Provider List (ETPL)?

The Eligible Training Provider List (ETPL) is a list of training providers and occupational skills training programs authorized to receive Workforce Innovations and Opportunity Act (WIOA) funding through Individual Training Accounts (ITAs). It also enables [American Job Centers \(AJC\)](#) Workforce Specialists, to assist customers in selecting schools and programs that will help prepare them to obtain a job by learning skills that are required by local employers in that related field.

Note that inclusion of a training provider on the ETPL, and designation as approved for ITA funding, does not guarantee funds, nor is it a requirement that the [DC Workforce Investment Council \(WIC\)](#) or an AJC make any referrals to the provider. Moreover, the selection of an appropriate training provider is a mutual decision made by the AJC Workforce Specialist and the prospective student.

Q. Why is the District establishing this list?

The federal [Workforce Innovation and Opportunity Act of 2014 \(WIOA\)](#) requires states to have a list of training providers approved to provide training to individuals who are eligible to receive federal funds. Federal law calls this list the Eligible Training Provider List (ETPL).

Q. How do I become an approved training provider?

In order to apply for the District's ETPL, a provider must first register as a training vendor in Office of Contracts and Procurement's (OCP) [eSourcing](#) system to have access to electronic solicitations and review open Requests for Quotations (RFQ). Once registered as a vendor, providers will receive a notification when the RFQ for the ETPL opens on a monthly basis. Providers may, then, respond to the RFQ by submitting the listed requirements. If a provider meets all preliminary requirements, then the training program information will be forwarded to the WIC for review. The WIC will contact the provider within 30 days of receipt to notify the provider if the submitted programs are approved or denied for inclusion on the ETPL.

To be included on the ETPL, training providers and programs must be approved by the WIC. All training providers must adhere to the ETPL guidelines according to WIC policy to be approved.

Q. What qualifies a program to be approved for the ETPL?

1. All programs approved for the District's ETPL must be for occupations that are aligned with the District's [Demand Occupation List](#). Providers and programs submitted for approval for the ETPL must be licensed through the [Education Licensure Commission \(ELC\)](#) at the Office of the State Superintendent of Education (OSSE), or the corresponding education licensing entity in the state where the training program is offered.
2. Eligible occupational training programs are defined under WIOA as one or more courses or classes, or a structured regimen that leads to:
 - a. A recognized post-secondary credential;
 - b. Employment; or
 - c. Measurable skill gains toward such a credential or employment.
3. Programs desiring to be approved for the ETPL must sign a provider agreement with the Department of Employment Services (DOES) prior to enrolling anyone funded by an ITA through the AJCs.

4. Programs must have successfully passed the program review conducted by the WIC. Only the WIC can designate that a program is eligible for the ETPL.

Q. Where can I find this listing of approved District Eligible Training Providers?

A public listing of eligible training providers that have been approved to receive ITA funds on behalf of students referred by the local AJCs can be accessed at www.dcnetworks.org under the DC Area Training Provider link.

Q. What is the duration of eligibility for training programs that have been approved for the ETPL?

Training providers that have been approved for the first time may be on the ETPL for only one year under “initial eligibility.” After the initial eligibility period, providers must submit performance reporting requirements to be approved for “continued eligibility.” Continued eligibility is evaluated every two years.

Q. What are the annual performance reporting requirements for ETPs?

Following the initial year of eligibility, any eligible training provider seeking to remain on the ETPL must apply for “continued eligibility.” Under WIC Policy 2013.009, Change 1, ETPs must be evaluated annually and meet or exceed the WIC’s required performance levels in order to be considered for renewal.

Eligible training providers should also be aware that provider “Report Cards”, based on performance data, will be shared publicly so as to inform customer choice to eligible participants seeking training opportunities through DOES.

Q. When are ETPL programs denied?

A training program may be denied or removed from the ETPL for the following reasons:

- The information requested for submission is not complete.
- The provider fails to provide all the data required or fails to meet minimum performance levels for continued eligibility.
- The program does not meet the definition of a WIOA training program.
- The training program does not directly align with one of the listed demand occupations for the District.
- The training provider is out of compliance with the Act, regulations, or any agreement executed under WIOA.
- The training provider is not accredited, licensed or certified by the proper agency or the provider loses its accreditation, license or certifications.
- It is determined that the training provider intentionally supplied inaccurate information.
- The training provider substantially violated any requirement under WIOA.

Q. What is an Individual Training Account?

An Individual Training Account (ITA) is a payment agreement established on behalf of the eligible trainee and the training provider that is selected in consultation with the AJC Employment Specialist. ITAs are established through WIOA funds and for the purpose of enabling eligible individuals to access occupational training in order to obtain employment that leads to economic self-sufficiency.

Q. What is the Individual Training Account Cap?

The maximum amount under an ITA contact is \$5,000. Enrolled students will be able to use ITA vouchers that pay **up to** \$3000 for an occupational training program and **up to** \$2,000 for additional services – job placement and contextualized learning – that are provided in conjunction with occupational training.

The amount of the ITA for a program must be aligned with the publicly posted program cost. For programs that have a publicly posted cost higher than the allowable ITA funding, training providers must sign a letter indicating they are waiving the additional cost above the ITA Cap and no additional costs will be incurred by the participant or DOES.

Q. Can Registered Apprenticeship programs apply to be on the ETPL?

Under WIOA Title I-B, Registered Apprenticeship program sponsors that would like to be Eligible Training Providers (ETPs) are automatically eligible to be included on the ETPL as long as the program is registered with the District’s Office of Apprenticeship Information and Training (OAIT) or until the program sponsor notifies the WIC that they no longer wish to be included on the list. Registered Apprenticeship program sponsors are asked to submit program information so that this can be properly published on the ETPL. This information submission is not considered to be an application.

Registered Apprenticeship programs are not subject to the same application and performance information requirements or a period of initial eligibility as other providers.

Q. Can ITA funds be used to cover any part of a Registered Apprenticeship program?

ITA funds may only be used to cover the costs of classroom instruction connected to a Registered Apprenticeship program.

Q. Does a Registered Apprenticeship program have to only use a training provider currently on the ETPL?

Registered Apprenticeship program sponsors can use any training provider. The provider does not have to be on the ETPL.

Q. Are Registered Apprenticeship program sponsors required to submit performance data for training programs?

No. Registered Apprenticeship programs are exempt from meeting performance requirements for ETPL eligibility. However, they are encouraged to voluntarily share performance data to inform consumer choice.

Q. Are pre-apprenticeship programs subject to the same exemptions as Registered Apprenticeship programs in order to be on the ETPL?

No. Pre-apprenticeship programs are subject to all ETPL eligibility requirements.

Q. Are community colleges and other Title IV institutions of higher education automatically added to the ETPL?

No. Higher education institutions are subject to all ETPL eligibility requirements. However, the application eligibility criteria for higher education institutions are different from that of other training provider applicants. Please check the WIC ETP Policy for the listed criteria.

Q. What is the Human Care Agreement (HCA)?

Appearing on the ETPL allows providers to receive ITA funding on behalf of local AJC customers. A contractual agreement with DOES is a prerequisite for individual referrals or class size task orders to be issued between the provider and DOES. Providers who do not agree to the terms of the HCA will not be on the ETPL and consequently will be ineligible to receive referrals for ITA-funded customers from any of the American Job Centers.

Q. Are training providers required to complete an ETPL Orientation?

At this time, an ETPL orientation is not a required component of the ETPL application process. However, providers are encouraged to participate in any ETPL informational sessions announced by either the WIC or DOES.

Q. If approved, do we need to first accept other funding sources for which a student may be eligible?

Eligible prospective students may work with AJC Workforce Specialists to apply for a Pell grant, as well as other federal funding, by completing the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>. Pell grant funds received for tuition must be applied toward the cost of training prior to the use of any ITA funds.

Q. If my program changes, can I change my entry on this list?

Yes. However, any program changes must be first approved by the WIC in order to remain on the ETPL. Modifications to currently approved program course content, costs, or schedule should be submitted directly to the WIC at WIC.DMPED@dc.gov for approval. Once this approval is obtained, the provider must sign a modification amendment to their HCA with DOES. Then, the provider's program will be updated on the ETPL.