



BUFFALO AND ERIE COUNTY
WORKFORCE INVESTMENT BOARD, INC.

LOCAL POLICY BULLETIN

BECWIB Bulletin 7-18

Date: 4/11/18

TO: Lavon Stephens, Administrative Director, WDC
FROM: Heather Gresham, Executive Director, WIB
SUBJECT: Eligible Training Provider Policy-Update

Effective Date: IMMEDIATELY

The Buffalo and Erie County Workforce Investment Board's Executive Committee recently approved revisions to the Eligible Training Provider List (ETPL) Policy. Please use this document as a replacement for the previous policy dated June 15, 2017, LWIB Policy Bulletin 6-17. Below are the changes in bold, made to the ETPL Policy:

Section 2

III. Public or private providers of training services which may include: community based organizations, joint labor management organizations and eligible providers of adult education and literacy activities if such activities are provided in combination with **one or more of the following training services:**

- **Occupational skills training;**
- **OJT;**
- **Incumbent worker training;**
- **Programs that combine workplace training and related instruction, which may include cooperative education programs;**
- **Training programs operated by the private sector;**
- **Skill upgrading or retraining; or**
- **Entrepreneurial training.**

The ETPL Provider Guide, is located at the link below:

<https://applications.labor.ny.gov/ETPL/TrainingProvider.faces>

**BUFFALO AND ERIE COUNTY WORKFORCE INVESTMENT BOARD, INC. (WIB)
ELIGIBLE TRAINING PROVIDER POLICY**

1. All training providers are required to apply online to have their school and offering information included on the New York State Eligible Training Provider List (ETPL). The Application can be found on the ETPL website at: <https://applications.labor.ny.gov/ETPL>. If approved, the training provider and its offerings will appear on Buffalo and Erie County's section of the ETPL.
2. All eligible training providers must provide a program of training services. Program training services includes one or more courses or classes that lead to 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. Eligible training providers must be one of the following entities:
 - I) Institutions of higher education that provide a program that leads to recognized post-secondary credential
 - II) Entities that carry out programs registered under the National Apprenticeship Act
 - III) Public or private providers of training services which may include: community based organizations, joint labor management organizations and eligible providers of adult education and literacy activities if such activities are provided in combination with **one or more of the following training services:**
 - **Occupational skills training;**
 - **OJT;**
 - **Incumbent worker training;**
 - **Programs that combine workplace training and related instruction, which may include cooperative education programs;**
 - **Training programs operated by the private sector;**
 - **Skill upgrading or retraining; or**
 - **Entrepreneurial training.**
3. Apprenticeship programs under the National Apprenticeship Act are automatically granted eligibility upon completion of the on-line application. Eligibility for all other training providers and associated offerings will be determined by the WIB.
4. The WIB will approve or deny eligibility of both the training provider and offerings based upon:
 - a) completion of the application

- b) whether a training provider is licensed, registered and/or approved to operate by the appropriate oversight entity. Accepted oversight entities may include:
- I) New York State Bureau of Proprietary School Supervision
 - II) New York State Department of Motor Vehicles
 - III) New York State Division of Criminal Justice
 - IV) New York State Department of Health
 - V) New York State Department of State
 - VI) Middle States Association
- c) course offerings correspond to the training needs of the local area based upon demand and targeted occupations
- d) the experience, reputation and schedule of offerings of the training provider
5. Applications are accepted on an on-going basis throughout the year.
6. Additional information may be requested from providers as deemed necessary by the WIB.
7. It should be noted that ITA funding is limited. A substantial number of training providers utilize this funding. ITA funds are not intended to be the sole source of income for training providers. Training providers are strongly encouraged to seek out other sources of funding in order to support their business.
8. Training providers serving 5 or more WIOA sponsored students during the program year (July 1st – June 30th) must submit accurate performance information by September 1st of that same year. The WIB reserves the right to request performance information from any training providers at any time.

Performance information shall include:

- course/offering name
- # of enrollees
- # of completions
- # of post-secondary credentials received
- # entered unsubsidized employment in an occupation related to the program
- Average wage at placement

*A completion is when the enrollee attains a passing grade and receives some document showing that the enrollee successfully fulfilled the requirements of the course/offering.

To maintain eligibility, offerings should meet the following requirements:

- A minimum of 75% of those enrolled must have completed the offering/course.

- A minimum of 60% of those enrolled must be placed into training related employment for a minimum of 30 hours per week and the position pays at minimum an hourly wage of \$1 above the New York State minimum wage.

If the course/offering does not meet these requirements, this course/offering will be deemed ineligible and taken off the ETPL list for 6 months.

9. If a Training Provider's course is deemed ineligible due to poor performance, the training provider will be provided the opportunity to restore its course's eligibility after being off the ETPL for 6 months. To become eligible again, thus restoring the course to the ETPL, the provider must submit a corrective action plan, demonstrating how this course which initially had failed to perform, can provide quality training that results in job placements.
10. The WIB also retains the right to remove providers or courses from the ETPL for the following reasons:
 - A) Fraud
 - B) Failure to perform required duties of an eligible training provider
 - C) Failure to supply the necessary information required by the WIB
 - D) Failure to adhere to process and reporting requirements
 - E) Failure to provide verifiable, accurate information
 - F) Failure to operate in a manner conducive to proper learning
11. A provider may appeal being denied approval or being removed from the ETPL within 20 days of notification by the WIB. The provider must submit a written request for a hearing to:

Executive Director
Buffalo & Erie County WIB
726 Exchange Street, Suite 630
Buffalo, New York 14210
12. After a course/program or course/program with similar content has been removed from the ETPL 3 times, that course/program will be permanently removed from the ETPL.

*More information regarding the eligibility process can be found in the ETPL Provider Guide, located at <https://applications.labor.ny.gov/ETPL/TrainingProvider.faces>