

**WIAB 01-05**

**DATE:** July 11, 2005  
**TO:** All WIA Subrecipients  
**FROM:** Cheryl A. Brush, Chief, Workforce Systems Bureau  
**SUBJECT:** Initial Eligibility Process for WIA Training Providers

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The Workforce Investment Act (WIA) requires that the state and local boards approve eligible training providers (ETP) before WIA funds can be used to pay for occupational training. The state and local boards are responsible for establishing the criteria for approving the applications. Idaho Code (Chapter 24, Title 33-2204) requires that all proprietary schools operating in the State of Idaho must register and hold a valid certificate of compliance issued by the State Board of Education, unless specifically exempted by Idaho Code, under Chapter 24, Title 33-2402.

Under the new state structure, the State Workforce Development Council is charged with accepting training provider applications and carrying out the procedures as prescribed by the Governor to determine the initial eligibility of training providers. This includes, as noted above, insuring that prospective training providers meet the requirements as outlined under Idaho Code. In order to maintain continuity within the process, the State Workforce Development Council has selected Idaho Commerce and Labor as its designee to oversee the ETP application process and ensure compliance with the above requirements. The primary duties related to this process rest with ICL's Workforce Systems Bureau staff. Specific ETP staff are identified in the process below.

In order to have a program included on the list, the training providers will be required to provide the following information as part of their application:

- A list of each occupational-skill training program proposed to be included on the list.
- A list of the training costs/fees associated with each proposed program to be offered, along with the provider's refund policy.
- Certify compliance with debarment and nondiscrimination policies.
- Certify compliance with WIA and all state laws and regulations. Idaho Code requires that all proprietary schools operating in the State of Idaho register and hold a valid certificate of compliance issued by the State Board of Education. Schools exempted from this requirement under Idaho Statute 33-2402 (included in the application) need not apply with the Department of Education. Schools are strongly encouraged to contact the Department of Education to ensure compliance. They may be contacted at (208) 332-6921. The WIA program and Department of Education have combined their applications in order to expedite the application process.

Providers will not be added to the ETP list if they do not meet these requirements or provide the required information. If it is determined that a provider on the list is lacking information, the provider will be contacted and allowed an opportunity to update their training information. If there is no response to the request for program updates, the provider will be notified that they will be removed from the list if the Department does not receive any communication from them within thirty (30) days. If it is determined that a provider has intentionally provided inaccurate information during the eligibility determination process, the provider will be removed and terminated from the list for no less than two (2) years. As noted earlier, *WIA funds will be utilized only for those participants currently enrolled in the provider's program(s) and no new training enrollments will be allowed for any training provider that has been removed from the State ETP list.*

## **Process**

Training providers interested in inclusion to the ETP list may obtain information and/or applications in several ways. Providers may:

- submit e-mail requests for information to ICL ETP staff at: William.Reed@cl.idaho.gov (Bill Reed) or Michelle.Phipps@cl.idaho.gov (Michelle Phipps).
- call directly to (208) 332-3570, extensions 3339 (Bill Reed) or 3306 (Michelle Phipps) and speak directly with ETP staff.
- visit ICL's website (<http://www.cl.idaho.gov/>) and download an application by clicking the following menu links in order:

*Education and Training → Workforce Investment Act →  
Customer Services → Eligible Providers List*

and then click on the link to the application. (Although the application is available online, it is strongly suggested that interested providers contact ICL staff prior to submitting an application.)

Providers currently on the State ETP list may:

- update their information or add to their program offerings by submitting a modified application, also available online, or from ICL ETP staff.

Training providers may submit completed applications to the following address:

Idaho Commerce and Labor  
ETP/Workforce Systems Bureau  
317 W. Main St.  
Boise, ID 83735-0790

Inclusion of training programs on the state list is no way an endorsement by Idaho Commerce & Labor or the State Workforce Development Council. Interested viewers should work closely with their WIA case manager in identifying appropriate training options and in selecting appropriate training programs.

Applications will be date-stamped and initialed upon receipt, and then reviewed for accuracy and completeness. Applications may be cross-referenced with the Department of Education to ensure compliance with State Board of Education requirements. Once it is determined that a provider meets the required program criteria, staff will approve the application for inclusion on the ETP list website.

Workforce Systems Bureau staff will review and maintain the ETP list periodically to ensure it contains accurate and timely program information.

If you have any questions regarding this process, please contact Bill Reed at (208) 332-3570, x3339, or Michelle Phipps at x3306.