



## WIOA Program Policies

# Eligible Training Provider List (ETPL) – Local Eligibility Determination

<b>POLICY #:</b>	<i>P-WIOA-1012, Rev. 2</i>
<b>EFFECTIVE:</b>	<i>April 10, 2025</i>
<b>SUPERSEDES:</b>	<i>Determining Training Provider Eligibility for the Eligible Training Provider List (ETPL), effective September 1, 2021</i>

### PURPOSE:

This policy communicates WorkForce Central’s procedures for reviewing local training programs’ eligibility for the State’s Eligible Training Provider List (ETPL).

This policy was revised in its entirety to align with ESD Policy 5611, Rev. 3. – *Governor’s Procedures for Determining Training Program Eligibility*.

### BACKGROUND:

Workforce Innovation and Opportunity Act (WIOA) Section 122 requires states to establish eligibility criteria and application requirements for local area training programs to receive Workforce Innovation and Opportunity Act (WIOA) Title I training funds. The Washington State Employment Security Department (ESD) Policy 5611, Rev. 3 – [\*Governor’s Procedures for Determining Training Program Eligibility\*](#) describes the state’s training provider eligibility criteria and procedures for applying to the state’s ETPL. ESD Policy 5611, Rev. 3 also provides an option for Local Workforce Development Boards to establish local area policy for accepting supplemental information from training programs who did not initially meet the State’s ETPL eligibility criteria to help determine the training provider’s eligibility for the State’s ETPL.

### POLICY:

Local training providers interested in receiving WIOA Title I training funds must first apply for inclusion on the State’s ETPL by submitting an online application to the State’s Workforce Board at [www.careerbridge.wa.gov](http://www.careerbridge.wa.gov) or on the Workforce Board’s website at <https://www.wtb.wa.gov/>. Complete application instructions are available on the Career Bridge website.

The following list of schools qualify for the State’s ETPL:

- Public community or technical colleges.

- Public four-year college or universities.
- Registered Apprenticeship programs.
- Private vocational schools licensed by the Workforce Training and Education Coordinating Board (Workforce Board) or by the Department of Licensing or approved by the Washington Student Achievement Council or approved by the Federal Aviation Administration.
- Education institutions eligible to receive federal funds under Title IV of the Higher Education act of 1965.

The Workforce Board will notify WorkForce Central when it has received an online application from a school in the “other” category and does not fall in any of the categories listed above. In these situations, it is WorkForce Central’s responsibility to conduct a general review of the training provider’s qualifications and notify the Workforce Board of its conclusions. Examples of elements that WorkForce Central may consider include the provider’s financial stability, quality of instruction and administrators, quality of the facilities and training equipment, curriculum, cost, rate of participant certification for a trade, job placement rates, wages and completion rates.

For training programs that do not meet the state’s required ETPL performance levels, WorkForce Central may accept supplemental individual participant data from the training provider.

Training providers must complete WorkForce Central’s Training Provider Questionnaire at [this link](#) and provide the following information:

- Assurance of the training provider’s financial stability.
- Prior inclusion on the ETPL, if applicable.
- Training program objectives, skills to be learned and curriculum.
- Credentials to be earned.
- Cost of training.
- Completion rates and/or rate of participant certification for a trade.
- Job placement rates and wages.
- Quality of instruction and administrators.
- Quality of the facilities and training equipment.

WorkForce Central will work with the applying training provider in the collection of this data and provide the training provider a date by which the information is due to WorkForce Central. WorkForce Central will review the information supplied by the school and provide the Workforce Board written determination if the provider meets the performance criteria in WIOA Sec. 122(b), and the reason for its determination.

If WorkForce Central determines the training provider did not meet required performance criteria and denies the applicant's eligibility for the ETPL, the training provider may appeal WorkForce Central's decision by submitting a written appeal to WorkForce Central at [procurement@workforce-central.org](mailto:procurement@workforce-central.org). Appeals must be in writing and received with seven (7) calendar days of WorkForce Central's decision. The appeal must contain a complete statement describing the specific criteria for the basis of the appeal, and include the name, address, email, and telephone number of the person submitting the appeal. Only appeals setting out an issue of fact concerning a matter of bias, discrimination, conflict of interests, or non-compliance with the procedures described in this policy shall be considered. Appeals not based on procedural matters will not be considered. Appeals challenging or questioning the evaluator's professional judgement or WorkForce Central's requirements will be rejected. WorkForce Central will review all timely appeals before issuing a final determination. WorkForce Central will consider all facts available and issue a decision within ten (10) working days of receipt of the appeal, unless additional time is required, in which case the appealing party will be notified accordingly.

This process applies to a provider whose appeal was directly referred to the Workforce Board by WorkForce Central and to a provider who has exhausted WorkForce Central's appeal process and is dissatisfied with WorkForce Central's final decision. A provider wishing to appeal to the Workforce Board must submit a written appeal request to the Workforce Board within 30 calendar days from when the denial or removal notice by the Workforce Board was issued, or in cases where the denial originated with WorkForce Central, within 30 calendar days of the issuance WorkForce Central of its final decision on an appeal. The request for appeal must be in writing and include a statement of the desire to appeal, specification of the program in question, the reason for the appeal, and the signature of the appropriate training provider official. The Workforce Board must conduct a review within 30 calendar days from the date of receipt of the review request. The Workforce Board will determine whether WorkForce Central followed its appeal procedure and whether WorkForce Central's decision was reasonable, fair, and in keeping with the intent of WIOA.

In appeal cases where the training program met state required performance levels but did not meet the WorkForce Central's performance standards, the Workforce Board will establish whether WorkForce Central correctly followed its local performance procedures including, where applicable, its procedures for reviewing and accepting supplemental data provided by the appealing training provider. The decision rendered by the Workforce Board, on behalf of the Governor, shall be final.

#### REFERENCES:

- TEGL 8-19 – *WIOA Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs*
- ESD Policy 5611, Rev. 3 – *Governor’s Procedure for Determining Training Program Eligibility*

*WorkForce Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.*