Resource Session

June 4th, 2019

Eligible Training Provider List (ETPL)

NWPA JOBCONNECT™
DISCOVER OPPORTUNITY

Purpose of the ETPL

- List of quality training programs
- Considered by WIOA eligible individuals online and at PA CareerLink®

To maximize <u>informed</u> consumer <u>choice</u> of entities that have <u>demonstrated</u> capability of training for <u>quality</u> employment available in the region.

 ➢ Accountability
 ➢ Quality
 ➢ Labor Market/Relevance

What barriers are tied to WIOA eligibility?

Funding available through WIOA is targeted for those with barriers to employment. Those barriers include:

- ✓ Displaced homemaker
- ✓ Low income individuals
- ✓ Indians, Alaska natives, and Native Hawaiians
- ✓ Individuals with disabilities
- ✓ Older individuals
- ✓ Ex-offenders
- ✓ Homeless
- ✓ Youth who have aged out of foster care

- ✓ Individuals who are English language learners or culture barriers
- ✓ Migrant & seasonal farm workers
- ✓ Individuals exhausting TANF benefits
- ✓ Single parents
- ✓ Long term unemployed
- ✓ Other groups the Governor determines to have barriers
- ✓ Veteran

What is the PA CareerLink® client process for an ITA?

- Enters PA CareerLink® system
- Eligibility is determined
- Chooses an occupation from the HPO List
- Takes an assessment
- Undergoes remediation, if necessary
- Reviews training program options (ETPL) *consumer choice
- Enters training
- Completes training program
- PA CareerLink® staff conducts follow-up, provides addtl services

PA CareerLink® / Client Relationship Builds

Draws upon previously established relationship to ensure positive outcomes

Who can be a Provider?

Participation in the ETPL requires training providers to qualify under one of several Certification Categories or be licensed/registered by the PA Department of Education State Board of Private Licensed Schools.

These categories can be found on pages 4 and 5 of the Desk Guide.

Getting on the ETPL

www.cwds.pa.gov

Register yourself under the Provider (do not share logins!)

Applications are submitted for the Program, not Provider

Must meet eligibility requirements

Must meet performance measure requirements

Additional Eligibility Documentation

NWPA JOBCONNECT
DISCOVER OPPORTUNITY

Northwest WDB Training Provider Verification Form

Training Provider Name:_____

1. Have you completed an initial eligibility application through CWDS?

   ☐ YES ☐ NO

2. Have you verified that the information provided in the ETPL eligibility application(s) is accurate and complete?

   ☐ YES ☐ NO

3. Are you in compliance with the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990?

   ☐ YES ☐ NO

4. Are you licensed, certified or authorized by your state agency with oversight, or by the PA Department of Education to operate training programs in your state?

   ☐ YES ☐ NO

5. Do you ensure that you have the following to demonstrate financial capacity?

   *IRS form 990 ☐ YES ☐ NO

   *Most recent independent audit; ☐ YES ☐ NO

   *or a letter from a Certified Public Accountant attesting to the fact that the entity has a financial system in place for tracking participants in training and is using accepted accounting practices.

   ☐ YES ☐ NO

   (*must be available upon request)

6. Have you provided a copy of the aggregate performance data to the Local Workforce Development Board?

   ☐ YES ☐ NO

7. Have you provided a copy of your catalog that lists courses, attendance policy, and refund policy?

   ☐ YES ☐ NO

PLEASE NOTE: If a program is not in compliance with the oversight agency as required by state law, you will not be able to apply for continued eligibility until you meet the necessary requirements. This applies to both in state and out-of-state providers.

_____

Signature & Title   **Date**

Training partnerships between providers must be solidified with thorough agreements to address the submission of ETPL applications and associated performance measures.

We recommend that applications and performance measurements be provided by the same person logged in under their own profile in CWDS.

This ensures that both providers and their other approved programs are protected from any implications regarding training provider performance measures.

Training Partnerships

Application Information - www.cwds.pa.gov

- Only option is electronic
- Select WDA-Northwest
- Program must be available to the general public
- Training provider must meet the requirements of a certification category (apprenticeship, colleges and universities, private tutorial schools, etc.)

- List expires annually, July 31 reapply when application period is opened by the state (usually in June)
- Rolling enrollments throughout the year (plan for 60 day approvals)
- Performance
  - All programs are subject to annual performance EXCEPT Registered Apprenticeships and Trade Only programs

Provider Program Types

In CWDS, you will be asked to select a Provider Program Type. This session will cover the "ETPL" Provider Program Type. Trainings submitted under this type are offered to WIOA-eligible participants and must meet performance measure.

Another popular Provider Program Type is Trade, which is offered to Trade affected participants in connection with a Trade Master Agreement. Trainings submitted under this type are offered only to those Trade Act participants and do not have to meet performance measures.

Performance measures must be met for a program that is Trade to be offered on the ETPL.

Clarified Definitions

➢PROGRAM

Structured regimen; Can be one course or one fewer than 3 days that leads to an outcome (may or may not offer credits)

➢OUTCOME

Achievement of a skill gain toward credentialing to the highest level (doctorate degree)

➢TRAINING

Includes non-credentialed training such as incumbent worker training, work based learning, single course in a career path

➢INDUSTRY RECOGNIZED CREDENTIAL

Evolving term meant to encourage future innovation around industry relevant training

➢DELIVERY

Classroom, Online, Blended

High Priority Occupations

Training programs on the ETPL must support a High Priority Occupation. The local HPO list is determined annually at the state level and covers our six-county region. The occupations on this list are in demand by employers, have higher skill needs and are most likely to provide family sustaining wages.

Local areas are responsible for ensuring that the training courses/programs of study accurately correspond to the occupation(s) selected in the application. For example, an "Underwater Basket Weaving" program will not be approved, even if the indicated occupation is on the local HPO list.

*The **In-Demand Occupations List (IDOL)** is a statewide list that is not considered when reviewing ETPL applications.

High Priority Occupations

SOC Code	SOC Title	Educational Attainment	Wages (2017)			Employment			
			Entry Level	Annual Average	Exper. Level	Estimated 2014	Projected 2024	Percent Change	Annual Openings
51-4031	Cutting, Punching & Press Machine Setters, Oprs & Tenders, Metal & Plastic	MT OJT	$23,440	$32,880	$37,600	1,200	1,010	-15.8%	15
51-4033	Grinding, Lapping, Polishing & Buffing Machine Operators, Metal & Plastic	MT OJT	$23,030	$36,800	$43,680	590	490	-16.9%	24
51-4041	Machinists	LT OJT	$29,650	$38,880	$43,500	1,850	2,040	10.3%	72
51-4121	Welders, Cutters, Solderers & Brazers	MT OJT	$30,920	$36,770	$39,700	1,780	1,880	5.6%	60
29-1141	Registered Nurses	BD	$44,280	$58,740	$65,970	4,660	5,260	12.9%	170
29-2061	Licensed Practical & Licensed Vocational Nurses	PS	$32,590	$39,000	$42,200	1,720	1,830	6.4%	59
31-1014	Nursing Assistants	PS	$21,470	$28,090	$31,400	3,070	3,350	9.1%	97

Educational Attainment Abbreviations:

Short-term or Moderate-term training (**ST OJT or MT OJT**) – basic tasks and skills are learned through a period of on-the-job training. A high school diploma may be required.

Long-term training (**LT OJT**) – a high school diploma and at least one year of on-the-job training or an apprenticeship.

Related work experience (**WK EXP**) – a high school diploma and training gained through hands-on work in a similar occupation.

Postsecondary training (**PS or PS+**) – training is gained through a postsecondary training program. Some period of related work experience may be required.

Associate Degree (**AD or AD+**) – degree completed after two years of full-time schooling beyond high school. Some period of related work experience may be required.

Bachelor's Degree (**BD or BD+**) – degree completed after four years of full-time schooling beyond high school. Some period of related work experience may be required.

Master's Degree (**MD or MD+**) – degree completed after two years of full-time schooling beyond a bachelor's degree. Some period of related work experience may be required.
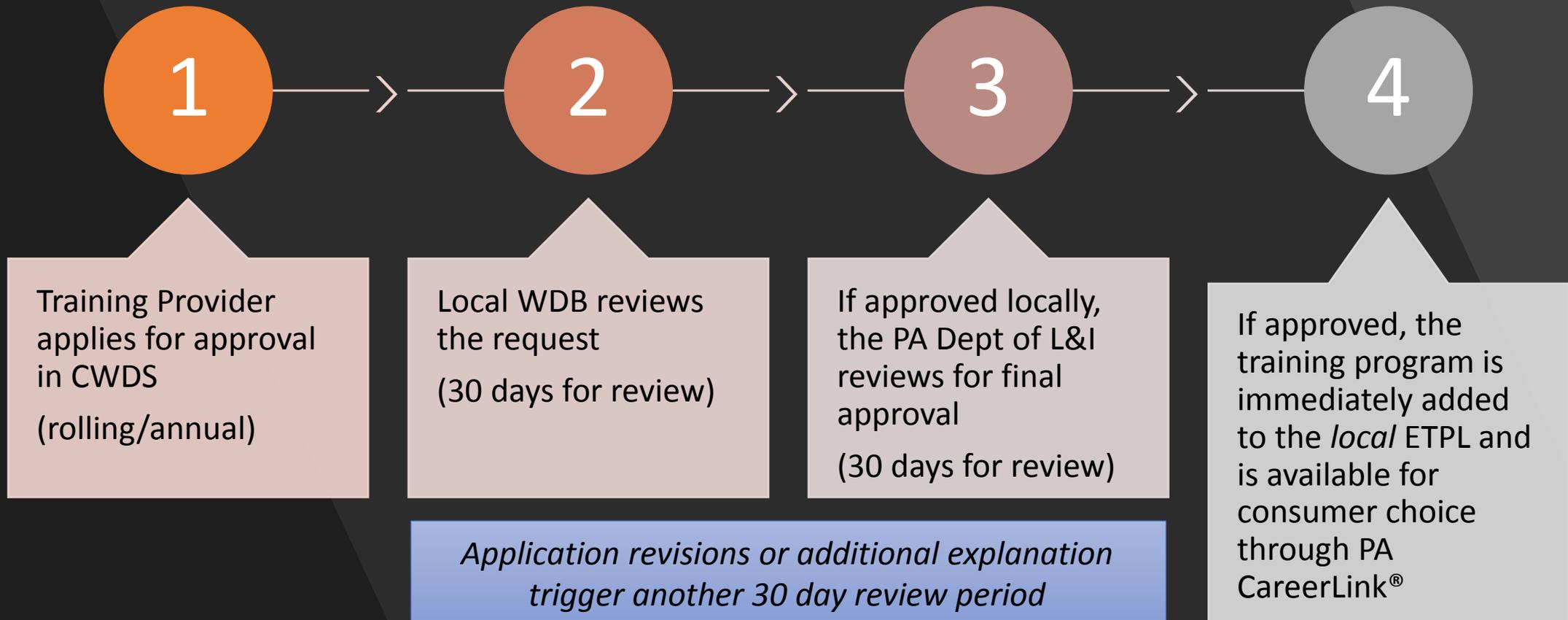
Doctoral (**PhD**) or First Professional Degree (**PROF**) – degree programs requiring 3-6 years of education at the college or university level beyond a four-year bachelor's degree.

As you submit trainings for approval, look for correlation between the Educational Attainment noted on the HPO and the training you are offering.
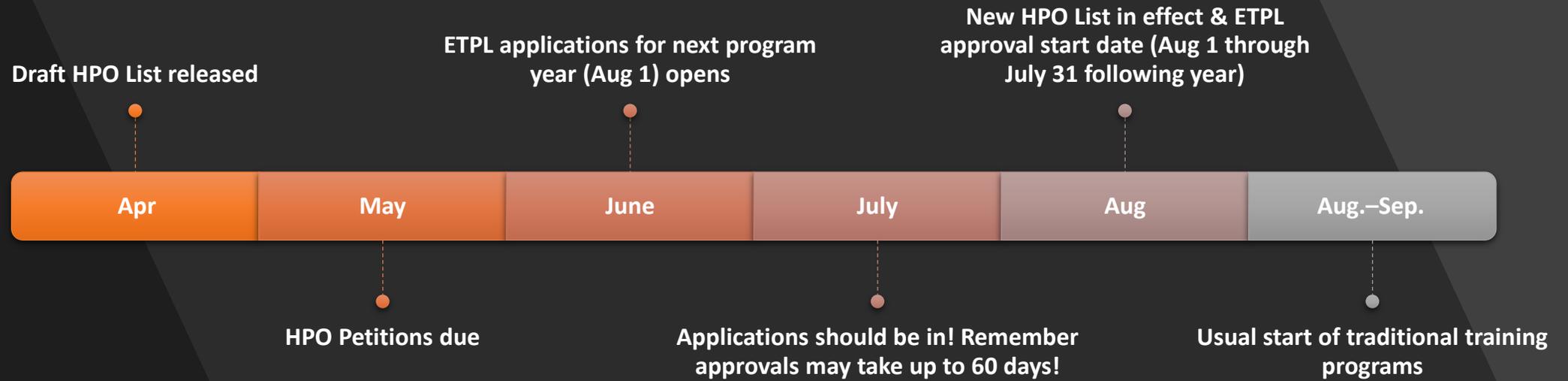
Players

- Training Providers
- Local Workforce Development Board (WDB)
- PA Dept. of Labor & Industry

Typical Approval Process

1 Training Provider applies for approval in CWDS

(rolling/annual)

2 Local WDB reviews the request

(30 days for review)

3 If approved locally, the PA Dept of L&I reviews for final approval

(30 days for review)

4 If approved, the training program is immediately added to the *local* ETPL and is available for consumer choice through PA CareerLink®

Application revisions or additional explanation trigger another 30 day review period

ETPL/HPO Timeline

Draft HPO List released

ETPL applications for next program year (Aug 1) opens

New HPO List in effect & ETPL approval start date (Aug 1 through July 31 following year)

Apr	May	June	July	Aug	Aug.–Sep.

HPO Petitions due

Applications should be in! Remember approvals may take up to 60 days!

Usual start of traditional training programs

Performance Measures Reporting Periods are automatically generated based on when you submit your program for approval. They advance at the end of each quarter.

Common Reasons for Revision and Resubmission

- Indicated "No Reportable Exits" on the program application and did not provide the ETPL Documentation Form to NWPA Job Connect

- Conflicting information in the application (availability, cost options)

- Incomplete certificate/degree name

- No "Expected Planned Outcomes" indicated

Specific reasons will be indicated under "Correspondence"

Performance *Benefits All*

- Used to evaluate & advertise the effectiveness of training programs (demonstrated quality)

- Required of all students enrolled not just WIOA

- L&I working to integrate data among state departments to minimize the burden

- 3rd party verification or access wage data with student info

- Time to verify

- Family Educational Rights & Privacy Act (FERPA) - exception permits disclaimer to PII for WIOA performance

New Performance Requirements

- This message will begin to display in CWDS on the **ETPL Providers Home Page** and revolves around performance requirements.

- Questions???

Attention ETPL Training Providers:

At the end of this ETPL year, you will be required to provide data for <u>all</u> students that were enrolled in each of your *State Approved* training courses/programs (during this ETPL year). The following data elements must be reported:

- SSN
- WIOA Funded Indicator
- Completion Status
- Training Start Date
- Training End Date
- Type of Credential
- Date Credential Attained

CWDS is currently being modified to allow submission of this data. Since this year will end on July 31, 2019, data submission may begin as early as August 12, 2019. To meet this year's reporting requirements, we would appreciate any data you are able to provide by August 31, 2019. Providers who fail to submit data may jeopardize their ability to submit ETPL service applications for similar courses/programs for subsequent years.

Please direct all questions to the Training Provider resource account at RA-LI-BWPO-CCS@pa.gov.

Training Provider Scorecards

NWPA JOBCONNECT
DISCOVER OPPORTUNITY

SOC Code: 292061 - Licensed Practical & Licensed Vocational Nurses

Service Provider A

ETPL Program Title: **Practical Nursing**

Program Scorecard: **July 1, 2018 – June 30, 2019**

Program Details

- Location: _____ **County**
- Cost of the Program: **$14,500**
- Program Hours: **1505 hours, 48 weeks**

Outcomes

- Individuals Enrolled: **7**
- Program Completers: **5**
- Credential Earned: **Practical Nursing Program Certificate**
- Obtained Training related employment: **3**
- Average wage: **$16.34/hour**

71.4% Program Completion

60% Employment After Training

$16.34/hour Average Wage

UNMET NEEDS

HPO List and the ETPL

Did you know there are High Priority Occupations in the Northwest that are not supported by local training programs on the ETPL?

Explore the HPO List Illustrated tool posted on our website for more information. It is updated as new trainings are approved.

For Example:

Production

Supervisors –
Production & Operating Workers
SOC 51-1011

A high school diploma and training gained through hands-on work in a similar occupation.

Entry	Average	Experienced
$39,350	$54,710	$62,390

Approved trainings for ITAs Supervisors – Production & Operating Workers are not available through providers at this time. Ask a provider to submit a training for approval.

Employers may request an OJT for either of these occupations.

Computer-Controlled Machine Tool Operators, Metal & Plastic
SOC 51-4011

Moderate-term training: basic tasks and skills are learned through a period of on-the-job training. A high school diploma may be required.

Entry	Average	Experienced
$23,710	$34,820	$40,380

Approved trainings for ITAs for Computer-Controlled Machine Tool Operators, Metal & Plastic are available through the following providers:
➤ Erie Institute of Technology
➤ Erie's Public Schools Adult Education
➤ Precision Manufacturing Institute
Visit www.cwds.pa.gov and click "Find Training Opportunities" for more information.

more/home

Locally Unmet

WIOA-eligible PA CareerLink® clients may use their Individual Training Account funds on any approved training listed in CWDS. This includes training offered outside of our LWDA, as long as it is approved through CWDS.

Individual Training Account limits are a local decision. The Northwest's limit is $5,500, but other local areas vary.

We will now consider requests to train in occupations that are listed on other WIOA HPO lists.

HPO List & ETPL: Strategic Career Training

PA CareerLink® is the public workforce system and its purpose is to train a workforce to meet the needs of employers. Staff in case management positions are, through local policy, called to determine whether clients are capable of completing a program before enrolling them. This may involve assessments and remediation, and possibly the recommendation of an alternative training program.

Local areas have the ability to focus efforts on or reevaluate specific HPOs through local procedures. For example: HVAC training

FREQUENTLY ASKED QUESTIONS

How does the training provider receive payment?

Training providers receive payment through Title I funds according to our Individual Training Account (ITA) Policy, which can be found on our website. The local policy allows for up to $5,500 per participant in this area.

I am not receiving emails about my program's approval status. What can I do?

Log into CWDS and ensure your email is correct.

Check your spam or junk mail folder.

Information is also available under "My Correspondence" at the Provider Home Page, or individually at the bottom of your program application, as soon as it is generated.

I indicated the full name of certificate/degree as requested. Why is it an issue for the program's approval?

One of the changes for this year is that this is no longer a drop down box, allowing for training providers to indicate the entire name of the certificate or degree. This will aid prospective participants in making their decision to join a training program.

For example, a phlebotomy program may offer a Certificate of Completion. The full name of the certificate/degree should be "Certificate of Completion – Phlebotomy"

I indicated all of the "Expected Planned Outcomes" I believe my program has. Why am I being asked to check "Employment Skill Gain?"

The *Workforce Innovation and Opportunity Act* requires that trainings included on the Eligible Training Provider List lead to an employment skill gain. This is a way to indicate that the participants of the program will gain an employment skill, even if the program itself does not grant a degree or specific credential.

Even if the program does award a degree or specific credential, an employment skill gain is generally still a planned outcome.

How do I determine which participants should be reported under performance?

All participants must be reported under performance. There are rare exceptions to this policy noted on pages 30 and 31 of the Desk Guide.

Please note the definitions of terms used for Performance Measures:

➢ **Participants Served**: Total number of participants in program during the reporting period

➢ **Scheduled to Complete**: Total number of participants expected to complete the program during the reporting period

➢ **Completed**: Total number of participants who completed the program during the reporting period

I selected "The training Course/Program had no reportable exits during the reporting period." Is there any further documentation I need to provide to the state or local board?

Yes. You must contact the local board office to submit the reasoning for this indication before approval will be considered. To expedite the approval process, we recommend you use the form, located on our website, and submit it in conjunction with your approval request by emailing it to jachamilton@nwpajobconnect.org directly. (The form **must** be completed by a contact listed on the ETPL Application.) The local board will take this information under consideration and, if local approval is granted, inform the state review office that it is on file.

If the information provided on the form is determined to be false, the training provider may be excluded from the ETPL process for a period of time.

My training program serves only a few people. Do I still have to meet performance measures?

It depends. Performance levels will be considered met for the population if a program serves less than ten (10) students in either population for "WIA/WIOA" or "All." If the population for both populations is less than ten (10), all performance measures will be waived. (page 25 of Desk Guide)

To expedite the approval process and utilize the Small Universe Threshold Exception, we recommend you use the "Small Universe Threshold Exception" form, located on our website, and submit it in conjunction with your approval request by emailing it to jachamilton@nwpajobconnect.org directly. (The form **must** be completed by a contact listed on the ETPL Application.) The local board will take this information under consideration and, if local approval is granted, inform the state review office that it is on file.

If the information provided on the form is determined to be false, the training provider may be excluded from the ETPL process for a period of time.

Will there be further consideration for programs that do not meet the performance measures?

No. However, if the program's performance rises to meet the performance measures, the program may be resubmitted for consideration for the following year, or the next quarter if performance measures allow.

Additionally, you may submit your program as "Trade Only." This classification of programs are offered to program participants with Trade Adjustment Assistance (TAA) and do not require the same performance measures to be met.

I submitted a program for approval that trains participants for an occupation on the HPO list, but the approval was denied. What happened?

The High Priority Occupations (HPO) List is determined at the state level with petitions for inclusion being reviewed at the local level. Decisions may be made at the local level to restrict training dollars supporting an HPO. While the state is informed of these decisions, the available CIP and SOC codes available in CWDS during the application process may not reflect the changes.

The petition period for additional occupations is generally open in the spring/early summer, with some exceptions. Training providers may submit petitions in conjunction with the local board with support from local employers.

I am leaving my position and another person will be taking over ETPL programs. Is it okay to leave my login information for them?

Absolutely not. Please create a new profile associated with the Training Provider. The former employee's account status should be changed from *active* to *inactive* and should be rejected from the business folder to deny any future access.

Where can I find resources about the ETPL and HPO List?

Resources are provided on our website at

www.nwpajobconnect.org/for-training-providers

Some of these resources are also available in CWDS under "Help."

I have questions that I cannot find the answer to within the Desk Guide or other online resources. What do I do?

You should first contact the local point of contact, Erin Shaffer, at eshaffer@nwpajobconnect.org or 814-333-1286 x107. Other staff members may also be able to offer assistance.

If you still require assistance, please email the Department's resource account at RA-LI-BWPO-CCS@pa.gov.

POINTS OF CONTACT

LOCAL – Information and Approval
Erin Shaffer
Program Specialist
doneil@nwpajobconnect.org
814-333-1286 x107

LOCAL – Providing Documentation
Jackie Hamilton
Administrative Assistant
jachamilton@nwpajobconnect.org
814-333-1286 x102

STATE
ETPL Resource Account
ra-li-bwpo-ccs@pa.gov