Attention ETPL Training Providers:

This communication is to advise that the current Eligible Training Provider List (ETPL) period will expire on July 31, 2020. The next ETPL year will begin on **August 1, 2020** and run through **July 31, 2021**.

To ensure continued eligibility to have programs remain on the list, the Pennsylvania Department of Labor & Industry is encouraging providers to reapply for the next ETPL year for the period of **August 1, 2020** to **July 31, 2021**. The application is now available and may be accessed at www.cwds.pa.gov. There is no deadline for applying; applications are accepted continuously throughout the ETPL year.

Providers may apply for new programs, or continue eligibility by using the *Copy* feature in the Commonwealth Workforce Development System (CWDS) for programs on the current year's list. If further assistance is required, please contact your local ETPL point-of-contact. A list of these local contacts is located on pages 7 and 8 in the desk guide.

REMINDERS FOR APPLICATION SUBMISSION

Providers must add their *Main Location* and *Description of Training Provider* to the first ETPL application that is completed. This information will become part of the detailed *Provider Profile*. The description of training provider will be viewable to the public, so please use this opportunity to highlight your school to potential students. Please pay close attention to the *Expected Planned Outcomes* and the *Full Name of Certificate/Degree* sections. This information will also be viewable by the public. You are encouraged to select as many of the *Expected Planned Outcomes* achievable through your program, ranging from an occupational skill gain to a postsecondary credential. **Employment Skill Gain** must be selected for all course/program outcomes.

ALL PROGRAMS MUST SUBMIT PERFORMANCE

The Workforce Innovation and Opportunity Act (WIOA) requires performance measures of all training programs. There are two situations when this would not apply. The first scenario would be when no enrolled students were scheduled to complete the program during the one-year reporting period; and the second would be when the program is new to the school and has not yet had a graduating class. Your local ETPL point-of-contact must be informed as to why performance data was not submitted. If this is not communicated, your ETPL service application will be placed in *WIB Pending* status and will not be considered for inclusion until this information is provided.

Pennsylvania will accept cumulative student data which has been independently validated by a third party, such as a public accounting firm. To provide employment outcomes, Pennsylvania offers two services – one that matches student information with state wage records, and the other that matches against national wage records. To use this service, provider staff will enter students' Social Security Numbers into CWDS. For confidentiality purposes, these numbers will be encrypted in the system. At no time will personally identifiable information be displayed. If this method is chosen, please be prepared to enter student information based on the following reporting periods.

ETPL Applications Submitted	Reporting Period for Scheduled Completion Dates of All Students
04/01/2020 - 06/30/2020	10/01/2017 - 09/30/2018
07/01/2020 - 09/30/2020	01/01/2018 - 12/31/2018
10/01/2020 - 12/31/2020	04/01/2018 - 03/31/2019
01/01/2021 - 03/31/2021	07/01/2018 - 06/30/2019
04/01/2021 - 06/30/2021	10/01/2018 - 09/30/2019

TRADE ADJUSTMENT ASSISTANCE

ETPL programs may be considered by students eligible for federal funding through the Trade Act of 1974, as amended. If your school enrolls Trade Adjustment Assistance (TAA) students, a Trade Master Agreement with the Department is required. If you are unsure if your school has such an agreement, you may access your CWDS provider business folder by clicking on *View My Company's Profile* from the *Quick Links* option to verify whether your school has a current agreement. TAA students may be enrolled until June 30, 2020 under the 2017 Trade Master Agreements.

The Bureau of Workforce Development Administration (BWDA) is in the process of issuing new Trade Adjustment Assistance (TAA) Master Agreements for the period of July 1, 2020, through June 30, 2025. All educational institutions wishing to receive TAA funds from the commonwealth for Trade eligible students after June 30, 2020, must enter into new Master Agreements effective July 1, 2020. In order to begin processing a new master agreement for your institution, we need your institution's current information. Please email Grants Services at RA-LI-BWDA-GS@pa.gov for more information.

Unlike WIOA, TAA programs are not required to submit performance data. Although Trade students may choose from the ETPL, they are not limited to the ETPL. The "Trade" Service Application is accessible through CWDS and available to schools that may be interested in participating in the Trade program *only*. Questions regarding this application process may be directed to ra-li-bwpo-trade@pa.gov.

HIGH PRIORITY OCCUPATION LISTS

Programs offered on the ETPL must lead to a High Priority Occupation (HPO). The FINAL 2019 HPO Local Workforce Development Area (LWDA) lists have been grandfathered in to the DRAFT 2020 HPO local lists and are available at PA HPO Lists. Programs submitted for the next ETPL year will access these lists. The Department executes a yearly petition process for regions across Pennsylvania to have occupations added to the list. Successfully petitioned occupations will be added to the 2020 HPO lists in August. You may contact your local ETPL point of contact regarding any questions you have about the HPO Policy process.

APPLICATION REMINDERS

- Select occupations that may be obtained after the program of training has been completed. Local workforce areas are responsible to ensure that training courses/programs are properly aligned to the selected occupations.

- List all associated costs, as well as whether a program is offered full-time, part-time or both. Be precise when itemizing other costs so students understand what is needed for successful completion. If costs change throughout the ETPL year, the application must be updated accordingly to reflect these changes.

- Enter detailed information throughout the application which will help students make an informed choice when selecting a specific training course or program. The *Provider Service Description* should be different than the *Skills and Competencies Taught* section. This is an opportunity to educate the student on your program.

- Review both the Admissions Office and Financial Office phone numbers to confirm these are accurate. Business folders should be kept up-to-date ensuring that the correct information is listed for all contacts, including email addresses. Departed staff's Active Status should be changed from *Active* to *Inactive*; their Approval Status should be changed from *Approved* to *Rejected*; and their Contact Type should also be removed. This is done by choosing *Select* from the Contact Type dropdown menu. Following these steps will prevent departed staff from having future access to the provider business folder.

STATEWIDE ELIGIBLE TRAINING PROVIDER LIST

This list is available publicly at www.pacareerlink.pa.gov by clicking on the **Find Training** widget. Information may be searched by keyword and location, with results being filtered by county, city, program type, course title, provider and various other parameters. Results include a program description, expected outcome(s), program length, service costs, and other information useful to consumers. The list is updated electronically on a continual basis.

Should you have any questions or concerns regarding the statewide ETPL process, please reach out to your local ETPL point-of-contact. If you continue to require assistance, you may email the Department's resource account at ra-li-bwpo-ccs@pa.gov.

The Department looks forward to reviewing your ETPL service applications, and thanks you for your continued support.

Pennsylvania Department of Labor & Industry
Bureau of Workforce Partnership & Operations
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