



Southwest Georgia Workforce Development Board

Policy/Procedure Name: 4.4.4 Initial Eligibility for New Training Providers or Providers Submitting New Programs

Policy/Procedure #: WIOA-2016-37

Effective Date: December 6, 2016

Revision Date:

Rescinds #37 Training Provider and Application

POLICY.

All Eligible Training Providers (ETP) that were not previously approved as eligible under WIA (except Registered Apprenticeship programs) must submit the required information to be considered for initial eligibility under Workforce Innovation Opportunity Act (WIOA).

Under WIOA, ETPs may receive initial eligibility for only one year for an ETP-specific program. For potential ETPs seeking initial eligibility, verifiable program-specific performance information must be provided. WIOA requires that programs, not ETPs, be approved for ITAs. Therefore, potential ETPs must submit an application for each course of study or program. Currently approved ETPs proposing new training programs interested in adding additional, new training programs must complete an initial eligibility application for each new program.

PROCESS.

Potential ETPs submitting initial eligibility applications should submit training program applications directly to WorkSource Southwest Georgia. Training program applications will be reviewed and evaluated by WorkSource Southwest Georgia's Board. If the program application is approved by the Board, the program is submitted to WorkSource Georgia for review, approval and placement on the State ETPL.

Program applications need only be made with one Local Workforce Development Board (LWDB) for possible inclusion on the State ETPL. Once approved for placement on the State ETPL, an approved program is available to all Georgia LWDBs and cooperative States.

An Applicant must provide the following:

- A. A detailed description of each training program – Provide information that the program is a high quality program, which can include information related to training services that lead to a recognized post-secondary credential, or a wage more than 150% of the Georgia self-sufficiency wage (\$10.88), or successful outcomes across all population groups;
- B. Performance information for each training program will include:



- Median earnings;
 - Average wage at placement;
 - Attainment of post-secondary credential;
 - Completion rate;
 - Employment rate; and
 - Training-related employment rate.
- C. Describe in detail applicant's partnerships with business;
- D. Describe the recognized post-secondary credential attained after training completion;
- E. Describe how the training program(s) aligns with in-demand industries and occupations;
- F. LWDA's must verify that the Applicant complies with the following to be considered for inclusion on the State ETPL:
- i. Applicant must have been in business for at least six months prior to the initial application and must have a current business license or proof of active compliance with the Secretary of State Corporations Division;
 - ii. Training programs must be available to the general public, have published catalog price structures;
 - iii. Training facilities must comply with ADA requirements for accessibility and reasonable accommodation;
 - iv. Each training program must have proven outcomes and have successful program completions and training-related employment for at least five students per program;
 - v. Applicant must be current on all federal and State taxes (Must supply certification from accounting/tax firm of current tax standing regarding federal and State taxes, including Unemployment Insurance taxes);



- vi. Applicant must be in statutory compliance with the laws of the State related to operation as a training education institution. Proprietary colleges or schools operating in Georgia are required by the Nonpublic Post-Secondary Educational Institution Act of 1990 to have a certificate of authorization from the NPEC before beginning operation or advertising in the state;
- vii. Applicant must provide documentation of current accreditation/authorization;
- viii. Applicant must not have been found at fault in criminal, civil or administrative proceeding related to its performance as a training or educational institution. Must disclose any pending criminal, civil or administrative proceeding as either a defendant or a respondent;
- ix. Applicant must disclose any and all conflicts of interest with State or LWDB staff or board members including, but not limited to family ties (spouse, child, and parent), fiduciary roles, and employment or ownership interests in common; and
- x. All applications must include a current federal tax identification number.

STUDENTS PAST PERFORMANCE INFORMATION – past 12 months period _ Minimum Standard - Must pass two of the following six measures.

- Median Earnings, \$11.50, The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program
- Average Wage at Placement, \$10.70, Average wage at placement of completers obtaining employment
- Attainment of Post- Secondary Credential, 60%, The percentage of program participants who obtain a recognized post-secondary credential or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program
- Completion Rate, 70%, Program completion rate for students completing all coursework and exams
- Employment Rate, 70%, Employment Rate for all students completing the program coursework
- Training-Related Employment Rate, 70%, Percent of completers exiting the program who have obtained training-related employment.



The Southwest Georgia WorkSource will complete a Pre-Award Checklist to be conducted prior to recommendation for a Provider/Program inclusion on the State ETPL. The Checklist will include an on-site visit to access compliance with ADA accessibility and reasonable accommodations.

The Southwest Georgia WorkSource will develop a Provider application which the applicant should submit directly to WorkSource Southwest Georgia. Training program applications will be reviewed and evaluated by WorkSource Southwest Georgia's Board. If the program application is approved by the Board, the program is submitted to WorkSource Georgia for review, approval and placement on the State ETPL.