



Eligible Training Providers List Instructions and FAQ

1. What steps and documents are required to become and remain a provider on the Eligible Training Providers List (ETPL) and accept Workforce Investment Act (WIA) funds?

For a program to be considered for approval and addition to the ETPL, the provider must:

- A) Provide a complete ETPL application, with section B filled out for each program submitted for consideration: <http://www.labor.state.ak.us/bp/forms/etpapp.pdf>
- B) Include a copy of their business license showing they are a legal entity registered to do business in the state of Alaska. Information on how to obtain a business license and application can be found: <http://www.commerce.state.ak.us/occ/home.htm>
- C) Include their Federal Employer Identification (EIN) number (if required). Information regarding EINs can be found at: <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>
- D) Alaska Commission on Postsecondary Education (ACPE) approval- *please note that each course/program must have an ACPE approval—not just the provider.*

Requirements:

- Letter of exemption or certificate of institutional authorization to operate
- ACPE Letter of approval or exemption (See ACPE's website for complete information regarding Authorization:
http://akadvantage.alaska.gov/About_Us/Programs_and_Services/Authorization.aspx)
- Complete the form, pay the fee, and submit form

Questions regarding ACPE Authorization or Exemption can be directed to:

Jo Anne Hayden, Program Coordinator
Alaska Commission on Postsecondary Education
(907) 465-6741
joanne.hayden@alaska.gov

2. What postsecondary institutions are exempt from authorization?

Some educational providers are exempt from some or all authorization regulations and are not required to go through the authorization process. Exemptions may be available to those offering ONLY short programs (no more than 80 hours in duration) that do not accumulate into a longer program, those which do not offer educational credentials of any type and for which no fee is charged, and those offered by specified groups solely for their constituents (not available to the general public).

Please see the Alaska Commission on Postsecondary Education's website for complete information regarding Authorization:

http://akadvantage.alaska.gov/About_Us/Programs_and_Services/Authorization.aspx.

3. What kind of information do I need to submit that describes the training program and whom do I contact for assistance?

Information required for each program submitted:

- Length of classes
- Occupation objective
- Certificate or license to work in occupation
- Course/program description
- Delivery method
- Credentials earned
- Admission requirements
- Cost of tuition
- CIP Codes: <http://nces.ed.gov/ipeds/web2000/cip2000.asp>

Please direct questions to:

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 Department of Labor and Workforce Development
 Division of Business Partnerships
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 Juneau, Alaska 98811-5509
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4. Am I eligible to receive federal funds?

You are eligible to receive federal funds if you satisfy the following:

A. Eligible to receive Federal funds, and is (✓ check one):

- A postsecondary institution eligible to receive Federal funds under the Higher Education Act, or <http://www.higher-ed.org/resources/HEA.htm>
- An apprenticeship program recognized under the National Apprenticeship Act, <http://www.doleta.gov/OA/fitzact.cfm>
- A public or private provider of training programs

B. Does not discriminate against nor deny employment or services to any person on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I--financially assisted program or activity as specified in Title 29, Code of Federal Regulations Sections 37.20 through 37.22.

<http://www.ed.state.nh.us/education/doe/organization/adultlearning/WIAYouth/WIATitleIYouth.htm>

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/julqtr/29cfr37.54.htm

C. Is in compliance with the 1990 Americans with Disabilities Act (ADA)

<http://www.usdoj.gov/crt/ada/adahom1.htm>

D. Demonstrates effectiveness in operating occupational classroom training programs(s) including provision of placement assistance

- E. Allow provider facilities, classroom instruction, relevant financial and insurance records, and attendance records to be reviewed by state, federal and/or local monitors or auditors to ensure compliance with funding requirements
- F. Annually provide Department of Labor and Workforce Development, Research and Analysis with key participant data needed to conduct an annual program performance review
- G. Annually update application on file with the Division of Business Partnerships or submit a revised application within 30 days of a change if program name or contacts person, curriculum, policies, or ownership changes; otherwise provide information when requested by the division.

5. When I am approved to receive federal funds, what do I have to do?

Once approved and placed on the ETPL web site, the following is required to remain on the list and accept federal funds for WIA:

- The Alaska Department of Labor and Workforce Development, [Research and Analysis \(R&A\) Section](#) will use specific client data to determine eligibility. If this training program is new, and if your training institution meets the requirements for eligibility, this program will receive *initial eligibility* for inclusion on the Eligible Training Provider List (ETPL).

The R&A Section will contact approved training providers annually to obtain updated participant records. These records are due July 1 of each year. This data will be used to determine *subsequent eligibility*. Subsequent eligibility is based upon participant completion rates, employment retention and earnings. Failure to provide the required data, or the intentional submission of inaccurate data, results in program ineligibility. **Changes to program name, content, or applicable policies require submission of a revised “Part B – Training Program Information”.** *If this training program has been offered over the past few years, please provide the most recent three years of program participant records (if available – see below for required data). You may attach a hardcopy with this application or send an electronic copy.*

- Training Participant Information:
You may provide the participant data via an electronic file, with one record per training program participant exiting the program. You may request a standard Excel spreadsheet if you wish. *Please note:* This information is only for programs already in existence, or when R&A contacts you annually for updated participant records.

Required Data:

- A. Campus or city location of training
- B. Social Security Number and name of student (name is optional)
- C. Classification of Instruction Programs (CIP) 6-digit code
- D. Name of training, degree or certificate program pursued by participant
- E. Student start date in the program: YYYYMMDD
- F. Student exit date from the program: YYYYMMDD
- G. Indicate the completion status of the student:
 - i. 1 = Degree or certificate awarded or program completed
 - ii. 2 = Student enrolled but didn't complete the program
- H. For those that did not complete the program, reason for exit:
 - i. 1 = Withdrew with full refund
 - ii. 2 = Entered active duty military
 - iii. 3 = Entered religious program or mission
 - iv. 4 = Entered Peace Corps or AmeriCorps
 - v. 5 = Transferred to another educational program

- vi. 6 = Withdrew for medical reasons
- vii. 7 = Incarcerated
- viii. 8 = Died
- ix. 9 = Other

Please direct questions regarding submittal of client data to:

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