



# Eligible Training Provider Policy

Approval Date: March 7, 2025

## **Purpose**

This policy provides guidance for the initial and subsequent determination of eligible training provider (ETP) eligibility, the federal and state requirements for training providers, performance standards, and data reporting.

## **Background**

A program of training services is one or more courses or classes or a structured regimen that provides the services that are listed in 20 C.F.R. 680.200 and leads to:

- An industry-recognized certificate or certification, a certification of completion of a registered apprenticeship, a license recognized by Ohio or the Federal government, or an associate or baccalaureate degree;
- A secondary school diploma or its equivalent;
- Employment; or
- Measurable skill gains toward a credential.

## **Eligibility Requirements for ETPs**

ETPs may include:

- Accredited institutions of higher education that provide programs which lead to recognized postsecondary credentials;
- Entities carrying out programs registered under the National Apprenticeship Act (29 U.S.C. 50); or
- Public or private for-profit providers of training services, which may include but are not limited to:
  1. Community-based organizations;
  2. Joint labor-management organizations; and
  3. Eligible providers of adult education and literacy activities under title II of WIOA (in Ohio, known as Aspire) if such activities are provided in combination with occupational skills training.

## **Training Provider Initial Eligibility Requirements**

Any provider offering a training services program to be funded through WIOA using ITAs must be included on the State ETP list, Workforce Inventory of Education and Training (WIET). Except for registered apprenticeship programs, all providers must first apply for consideration by submitting all required information in the State's designated online system for managing the State ETP list (WIET).

To qualify as an ETP in Ohio, a provider of training services must meet the following criteria:

1. Remained in business for two years or longer;
  - As indicated by the date upon which the provider initially registered with the Ohio (or other state) Secretary of State.
2. Registered with the Ohio Secretary of State to do business in Ohio, is exempted from such registration, or registered to do business in another state if the provider does not have a significant presence in Ohio;



# Eligible Training Provider Policy

Approval Date: March 7, 2025

3. Is not debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in transactions by USDOL or the State of Ohio;
4. Does not owe any outstanding tax liability to the State or Federal government more than six months past due; and
5. Does not owe any outstanding civil, criminal, or administrative fines or penalties at the State or Federal level.

ETPs applying to the state of Ohio's WIET list, should reference WIOAPL 16-02.2 Eligible Training Providers for additional initial and continued eligibility criteria.

## Local Workforce Area 3 Initial Training Provider Eligibility

### A. Initial Eligibility Requirements

- a. Any provider offering a program of training services in local Workforce Area 3 to be funded through WIOA using ITAs per WIOAPL 16-02.2 must register as a training provider in Ohio by visiting the state's WIET website at <https://wiet.ohio.gov> and complete the registration process.
  - i. First, the learning institution must be approved as an eligible training provider by meeting all the required State of Ohio information.
  - ii. Second, once approved as a training provider, the contact or authorized staff must log in to add the program offerings. Please note that the provider cannot cut and paste a link to the course catalog when adding programs. Each program must be separately entered as they are approved individually.
- b. Provider must complete an application in order to be approved for Greater Cleveland Works' ETP list. The application will be reviewed based on but not limited to the following factors:
  - Cost of programs
  - Customer need
  - Physical location accessibility
  - Occupation is in-demand
  - Program performance
- c. Greater Cleveland Works cannot review any application or approve training for a job seeker if the training provider is not first approved by the State of Ohio.

### B. Industry Prioritization

WIOA requires local workforce boards to prioritize training dollars to align with in-demand occupations and industries for economic development activities in the service area. Therefore, Greater Cleveland Works emphasizes individual training accounts (ITA), which provide training opportunities to participants that lead to employment in an in-demand occupation/job.



# Eligible Training Provider Policy

Approval Date: March 7, 2025

The following are the industry sectors prioritized for training investments. Greater Cleveland Works will apply these industry sector priorities.

- Manufacturing
- Healthcare and Healthcare Support
- Information Technology
- Built Environment

## C. Additional Local Performance Requirements for Initial and Continued Eligibility

Greater Cleveland Works is not required to provide WIOA funding to a training provider listed on the State ETP list. Greater Cleveland Works reserves the right to establish additional eligibility regarding how ETPs will be utilized locally. **Please note that registering and being listed as registered by the State of Ohio as a training provider does NOT mean a training provider is approved to obtain training funds in local Workforce Area 3.**

Greater Cleveland Works places a high emphasis on performance outcomes; therefore, following registration with WIET and the required performance reporting from the State of Ohio, Greater Cleveland Works requires that the training provider demonstrates their performance by providing the following measures, from the past year, in their application:

- i. Number of individuals who attended
- ii. Number of individuals who completed training
- iii. Number of individuals who received an industry-recognized credential
- iv. Overall completion rate for all individuals
- v. Job placement rate for program completers

As an indicator of a quality program, Greater Cleveland Works expects completion and placements rates to be no less than 75%.

The training provider must participate willingly and promptly in data resolution, verifications, problem resolution, contracting, and other documentation necessary to evaluate satisfactory performance for the use of public workforce training investments. The training provider must be conveniently located to serve Cuyahoga County customers, and public transit access will be prioritized.

## D. Credentials, Certificates, Licenses, or Degrees

Training must result in the awarding of an industry-recognized credential, national or state certificate, or degree, including all industry-appropriate competencies, licensing, and/or certification requirements.

Regardless of whether the training provider's program requires a third-party certification for credential attainment/national or state certificate award, the training provider is responsible for appropriately reporting such attainment to Greater Cleveland Works. Copies of credentials/certificates must be made available to Greater Cleveland Works if requested.



# Eligible Training Provider Policy

Approval Date: March 7, 2025

## E. State of Ohio Continued Eligibility Requirements

Per WIOAPL 16-02.2, To remain active on the State ETP list and continue to receive WIOA funding, an ETP must renew its provider status in the State's designated system for managing the State ETP list at least once every 12 months following the date of the previous approval. The provider renewal process requires an update of basic provider information.

The State will review all submitted renewal requests and will terminate and remove providers that fail to meet the criteria necessary to remain eligible. The training provider will be notified via e-mail when its status has either been renewed or terminated.

If an ETP does not renew its provider status within 90 days following the 12-month renewal date, the provider will be terminated and removed from the State ETP list. The training provider will no longer be permitted to provide ITA services funded by WIOA until completing the initial eligibility process described above and obtaining ODJFS approval.

## F. Local Continued Eligibility Requirements

Training providers will be required to submit the Training Provider Application for each program when vendor agreement expires.

Training providers will be required to submit performance information annually.

## G. Training Program Update Policy and Process

- a. Training providers may update locations for their programs at any time by adding/deleting locations on their WIET Profile. Other program information may be updated on WIET in order to provide accurate information to the Greater Cleveland Works staff and/or participants at any time throughout the program term.
- b. Program cost updates must be submitted in writing to Greater Cleveland Works' Compliance & Contracts Manager or designee and approved before changes are made.
- c. The original cost of the training program submitted with the approved program application must be used for the duration of the program year, unless otherwise approved in writing. If a training provider makes a price change without approval, Greater Cleveland Works reserves the right to delist the program or limit reimbursement to the previously approved cost.

## H. ETP Decision Appeals

All applications submitted will be given fair and unbiased consideration. If a training provider applicant contests the decision not to award eligibility, the applicant may protest the decision to the Chief Operating Officer of Greater Cleveland Works. Training providers may also contest a delisting in the event a written notice of delisting is sent to a training provider.