

**Technical Assistance Guidance (TAG)  
Eligible Training Providers (ETP)**

**TAG 05-2021**

Issued Date: **Wednesday, May 5, 2021**

**Subject:  
Initial Application – Process and Established Requirements**

**Purpose**

This guidance is issued to promote a better understanding of established requirements, and to facilitate a systematic process in reviewing training institutions' applications for the Eligible Training Providers List (ETPL). It further provides information on unique required items to attain approval.

The granting of approval will not take place unless all the required information is properly recorded on EmployNV. Training institutions are responsible for the provision of accurate and verifiable information during the application process.

**Background**

Section 122 of the Workforce Innovation and Opportunity Act (WIOA), Public Law (P.L.) 113-128, and its associated regulations codified at 20 CFR Part 680, requires the establishment and dissemination of a single list of eligible training providers identified by the Local Workforce Development Board (LWDB). Also, WIOA requires the establishment of criteria, information requirements and procedures for determining the eligibility of providers of training services to receive funds under Title I of WIOA. Established requirements ensure the accountability, quality and labor-market relevance of approved programs of training services under WIOA.

**Authority**

29 U.S.C 3152; Public Law (P.L.) 113-128 WIOA, Secs. 116, 122, 134, 184, 188, 503; 2 CFR Parts 200.403, 200.404 and 200.405; 20 CFR §677.230, 20 CFR §680.400 - §680.490; 20 CFR §680.500 - §680.530; 20 CFR Part 683; TEGL 3-18; TEGL 14-18; TEGL 8-19; State Compliance Policies (SCPs) 1.3, 1.9, 1.12, 1.13, 3.12, 4.1 – 4.7; WC Policies GEN-050-06 and GEN-050-08.

**Guidance**

▪ **Participation in Training**

Based on applicability and compliance matters no training institution shall allow a WIOA program participant to start training unless it is in receipt of a properly authorized and signed, by all parties, Individual Training Authorization (ITA) form. All training institutions are encouraged to verify approved ITAs with the provider of WIOA Title I services. For further information on providers of WIOA Title I services please visit the Workforce Connections' website at <https://nvworkforceconnections.org>

- **Approval Process for Training**

The provider of WIOA Title I Services will contact the Training Providers to complete and ITA.

- The approval process will start with a participant signature, followed by the service provider signature and then the training provider.
- Once all 3 signatures have been obtained, the service provider (not the training provider) will forward the ITA to Workforce Connections with other documents that are needed.
- Upon receipt and review, Workforce Connections will sign/authorize the ITA and forward an executed copy to the training and service providers.
- This signature authorizes the participant to start training.

- **Invoicing**

New Training Providers

- Workforce Connections requires a properly completed W-9 the first time an invoice is submitted in order to set the training provider up in its accounting system.
- At the start of the training, the training provider can submit an invoice for 50% of the WIOA training cost (tuition less aid). All Invoices **MUST** be submitted electronically to [traininginvoices@snvwc.org](mailto:traininginvoices@snvwc.org)
- Once the participant has completed 60% of the training, the training provider can submit an invoice for the remaining 50% of the WIOA training cost.
- If the training provider chooses, they can submit one invoice for 100% once the participant has completed 60% of the training.
- If for any reason the participant does not complete the training, it will be determined at that time if an additional payment needs to be made by Workforce Connections or if a refund is due from the training provider.

- **Marketing – Advertising**

Workforce Connections neither authorizes nor supports the use of its logo, or the One-Stop Career Center Logo for the Training Providers' advertising, public relation, marketing, or outreach strategies.

- **Initial and Subsequent Eligibility Determination**

- In an attempt to expedite the initial eligibility determination process training institutions willing to become an approved/eligible provider of training services under WC is unable to move forward with the application until all questions are answered and all fields/boxes are checked as appropriate, or applicable. Also, support documentation with respect to curricula, courses, classes, certification, business licenses, and policies or procedures must be current and uploaded consistent with previously provided guidance.
- These requirements apply at any time the training provider is adding a new class or course as well as completing the annual reapplication.

**Action:**

Please share this guidance with staff and interested parties as necessary or appropriate. Technical Assistance is available upon request

As always, your services and collaboration are appreciated.

Inquiries:

For further information with respect to this guidance you may contact Celia Rouse at [crouse@nvworkforceconnections.org](mailto:crouse@nvworkforceconnections.org) or [etpl-lwdb@snvwc.org](mailto:etpl-lwdb@snvwc.org)