

## Eligible Training Provider List (ETPL) FAQs

### Requirements

#### **1. What do I need to be eligible for the ETPL?**

- a. Physical Presence in Nevada
- b. State Business License
- c. City or County business license
- d. Accredited Licensure from one of the licensure bodies:
  - i. The Commission on post-secondary
  - ii. Nevada State Board of Cosmetology
  - iii. Nevada State Barber Board
  - iv. DMV Occupational and Business License

#### **2. Where do I start to open a post-secondary training school in Nevada?**

Apply for licensure from one of the following licensure bodies:

- **Commission on post-secondary-** <http://cpe.nv.gov/> - for various trainings except for training that fall in the categories below.
- **Nevada State Board of Cosmetology -** [Open a School \(nvcosmo.com\)](http://nvcosmo.com) for all Cosmetology-related training.
- **Nevada State Barber's Health and Sanitation Board-** [Form Library – Barbers' Health and Sanitation Board \(nv.gov\)](http://nv.gov) for barbering training
- **DMV-** [Occupational & Business Licensing \(dmv.nv.gov\)](http://dmv.nv.gov) for driving training schools

#### **3. Can I qualify for the ETPL if I am out of state or if my school is strictly online?**

No, you would need a Physical presence in Nevada and be licensed by one of the licensure bodies listed above.

#### **4. Can any type of training be eligible for the ETPL?**

The training listed on the ETPL must lead to an industry-recognized certificate or certification. This is a requirement of the Workforce Innovation and Opportunity Act (WIOA), which is federal funding.

#### **5. How are participants aware of my training?**

A participant may see your training on the ETPL, or they may discover it while searching for the training you provide. You may also contact the service providers listed on our website for an appointment to inform them of your training.

#### **6. I am on the list; don't the Workforce Innovation and Opportunities Act (WIOA) program participants have to use me?**

No, participants do not necessarily have to use you. Training providers on the ETPL have been deemed eligible to receive Individual Training Accounts (ITAs) through WIOA Title I-B funds. The selection of a training provider is based on many things, including but not limited to skills assessment, guided customer choice, and demand in the local job market. Inclusion on

Workforce Connections' ETPL does not guarantee that WIOA funds are available for enrollment in an eligible offering.

**7. How do students choose my training?**

Potential students are participants in a WIOA case management program, where they work with a career counselor/case manager to identify skills, local job demands, employment goals, and potential training needs.

They will collectively research various training options to enable the participant to meet their goals and gain employment. The research could include a phone call or visit the school to inquire about the training. Participants will return the research results to the Career Counselor to obtain approval and develop an ITA.

**8. Can I refer students to the service provider to sign up for my training (reverse referrals)?**

Yes, reverse referrals are allowed but are subject to the same requirements as question #6.

Referring a client to a service provider does not guarantee that your training will be the training that is ultimately selected or that the training will be approved.

**9. How am I paid?**

You must have an **executed ITA prior** to a student commencing a program. A training cannot be paid for once it has begun. The exact process of payment for training providers is included in the document: "***Training Provider Invoicing***" and is provided with the *Frequently Asked Questions*.

**10. What if a student doesn't complete the training?**

This question is answered in the document: "***Training Provider Invoicing.***"