

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

TAG 01-2020

Issued Date: **Wednesday, June 24, 2020**

Subject:

Local Workforce Development Board (LWDB) - Workforce Connections (WC)
Document Uploading Process & Requirements

Purpose

To provide additional guidance on recently established requirements and processes for the uploading of required documentation onto EmployNV. In addition, to announce the effective date for the implementation of such requirements.

Background

Section 122 of 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

Public Law (P.L.) 113-128 Workforce Innovation and Opportunity Act (WIOA)
Code of Federal Regulations (CFR) 20 Part 680 Subpart D Eligible Training Providers
2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
State Compliance Policies (SCPs) 1.12, 1.13
Workforce Connections Policy GEN-050-06

EmployNV – Data Recording

For the purpose of data recording on EmployNV and to ensure effective record management, all training institutions when completing and application, adding or modifying a program or class must respond/complete all required fields (*).

Furthermore, **Not Applicable** (N/A), is no longer an acceptable answer. The training institution is responsible for providing an adequate answer to support the question being asked.

In an effort to streamline current processes in place for the uploading of required documentation onto EmployNV, and to facilitate a more comprehensive approach for the review/approval of new applications, new programs or modified programs or classes, Workforce Connections has determined effective immediately to require that all training institutions must at the time of uploading documents onto EmployNV adhere to the following methodology:

All documents must be uploaded in PDF format and identified with an alphanumeric ID as show in the table

Document	ID
Nevada State Business License	NVSBL – Exp m-d-yy
Clark County Business License	CCBL – Exp m-d-yy
City of Las Vegas Business License	COLVBL – Exp m-d-yy
City of North Las Vegas Business License	CONLBL - Exp m-d-yy
City of Henderson Business License	COHBL – Exp m-d-yy
Commission of Postsecondary Education License	COPSEL – Exp m-d-yy
Commission of Postsecondary Education License-CPE Approved Program Letter	COPSELTR - Exp m-d-yy
Barber School License	BSL - Exp m-d-yy
Cosmetology School License	CSL - Exp m-d-yy
DMV Behind the Wheel License	DMVBWL - Exp m-d-yy
DMV 3 rd Party License (if applicable)	DMV3PL - Exp m-d-yy
Nevada Peace Officers and Standards (P.O.S.T.) License	NBPOST - Exp m-d-yy
Nonprofit Status Letter	NPSL

Action

Please share this guidance with staff and interested parties as necessary or appropriate.

With the commitment to improve processes and after further research and assessment of established requirements, Workforce Connections implemented the above-referenced guidance.

Technical Assistance

Is available upon request.

For further information with respect to this guidance you may contact Celia Rouse at crouse@nvworkforceconnections.org