

SECTION 5 – ELIGIBLE TRAINING PROVIDER LIST (ETPL)

5.1 Purpose

The Workforce Innovation and Opportunity Act (WIOA) requires states to maintain a list of training providers and training programs that are eligible to receive WIOA Title I training funds through Individual Training Accounts (ITAs). This list is known as the Eligible Training Provider List (ETPL).

The purpose of this policy is to establish the procedures used by the New River/Mount Rogers Workforce Development Board to support the ETPL process, ensure training programs align with regional workforce needs, and ensure compliance with federal and state workforce development requirements.

The ETPL process ensures that workforce development funds support high-quality training programs that prepare individuals for employment in occupations that are in demand within the New River/Mount Rogers Workforce Development Area.

5.2 Authority

This policy is implemented in accordance with:

- Workforce Innovation and Opportunity Act (WIOA), Sections 116 and 122
- 20 CFR 680.400 through 680.530
- 20 CFR Part 38 – Equal Opportunity and Nondiscrimination
- Virginia Board of Workforce Development ETPL policy
- Guidance issued by Virginia Works
- Applicable provisions of state law

Virginia Works maintains and oversees the statewide Eligible Training Provider List through the Virginia Workforce Connection (VaWC) system.

5.3 Policy Statement

Training providers must be included on the Virginia ETPL in order to receive WIOA Title I funding through Individual Training Accounts unless federal regulations permit an exception.

The New River/Mount Rogers Workforce Development Board supports the ETPL process by reviewing training provider information, ensuring training programs align with regional workforce priorities, and promoting access to high-quality training opportunities.

The Board supports participant choice by maintaining a diverse selection of training providers offering programs that lead to recognized credentials and employment in in-demand occupations.

5.4 Roles and Responsibilities

5.4.1 Virginia Works

Virginia Works is responsible for:

- Maintaining the statewide Eligible Training Provider List
- Managing training provider applications through Virginia Workforce Connection
- Evaluating provider eligibility and renewal submissions
- Publishing approved training providers and programs
- Monitoring provider compliance with federal and state requirements
- Removing providers that fail to meet performance or compliance standards

Virginia Works maintains the official ETPL and ensures transparency of provider performance and program cost information.

5.4.2 Local Workforce Development Board Responsibilities

The New River/Mount Rogers Workforce Development Board is responsible for:

- Reviewing training provider information submitted through Virginia Workforce Connection when applicable
- Providing input to Virginia Works regarding training provider eligibility and regional workforce alignment
- Ensuring sufficient training options exist to meet local workforce needs
- Promoting training programs that align with in-demand occupations
- Ensuring ETPL information is accessible through the workforce system
- Recommending removal of providers that fail to meet program requirements or performance standards

The Board also promotes access to training opportunities for individuals with barriers to employment.

5.5 Eligible Training Providers

Eligible training providers may include:

- Postsecondary institutions eligible to receive Title IV federal student aid
- Postsecondary vocational or technical schools
- Registered Apprenticeship programs
- Occupational training providers regulated by state or federal agencies
- Providers delivering integrated education and training programs

Registered Apprenticeship programs may be included on the ETPL in accordance with federal and state policy.

5.6 Training Services Requiring ETPL Inclusion

Training funded through **Individual Training Accounts (ITAs)** must be delivered by providers listed on the ETPL unless an allowable regulatory exception applies.

Examples include:

- Occupational skills training
- Postsecondary credential programs
- Industry-recognized certificate programs
- Career pathway training programs

Training activities exempt from ETPL requirements may include:

- On-the-job training
- Customized training
- Incumbent worker training
- Work experience
- Internships
- Transitional employment

5.7 Training Provider Applications

Training providers seeking to deliver training funded through WIOA must complete the ETPL application process through the **Virginia Workforce Connection system**.

Applications must include information such as:

- Program description
- Delivery method (in-person, online, or hybrid)
- Tuition and fee information

- Credential outcomes
- Completion rates and credential attainment data
- Alignment with in-demand occupations
- Accessibility for individuals with barriers to employment
- Equal Opportunity and nondiscrimination certification

5.8 Public Access to ETPL Information

The New River/Mount Rogers Workforce Development Board ensures public access to training provider information through the workforce system.

Approved training providers and programs are available through:

- The statewide ETPL maintained by Virginia Works
- The Virginia Workforce Connection system
- Workforce partner information resources
- The Board's website

5.9 Record Retention

Documentation related to training provider eligibility, applications, performance information, and related records must be maintained in accordance with federal and state record retention requirements.

Records must be retained for at least three years following the close of the applicable program year or until all audit issues are resolved, whichever is later.

5.10 Monitoring and Compliance

Training providers receiving WIOA-funded training services may be subject to monitoring by Virginia Works and the New River/Mount Rogers Workforce Development Board.

Monitoring activities may include review of:

- Training completion rates
- Credential attainment rates
- Employment outcomes
- Program cost information
- Compliance with nondiscrimination requirements

Providers that fail to meet performance standards or violate program requirements may be subject to corrective action, suspension, or removal from the ETPL.

5.11 Appeals

Training providers may appeal ETPL eligibility decisions or removal actions in accordance with the appeals procedures established by Virginia Works and the Virginia Board of Workforce Development.

Appeals must be submitted in writing within the timeframe established by state policy and must include documentation supporting the basis for the appeal.