

## Eligible Training Provider Selection Policy

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The Ozark Region has established the following Eligible Training Provider Selection Policy in accordance with criteria set forth by DWD Issuance 07-2017, issued September 22, 2017.

Training Providers considered for the Eligible Training Providers System (ETPS) will be required to meet:

- Expected Performance Levels
- Workforce Innovation and Opportunity Act (WIOA) requirements including Equal Opportunity reporting
- Pell Grant Reimbursement to WIOA tuition

### Expected Performance Levels

Approved training providers will collect and provide data on the outcomes of all students. Training providers must meet or exceed the placement rate of 70% and an entry level wage that meets industry standards.

### WIOA and Equal Opportunity

Training providers must agree to follow all requirements of the Workforce Innovation and Opportunity Act, including:

- The organization should have an EO Officer or a staff person that deals with nondiscrimination and equal opportunity policies and regulations
- The Missouri Division of Workforce Development's "Equal Opportunity is the Law" poster should be posted in the facility
- Contract agreements should contain nondiscrimination and equal opportunity provisions
- Training provider should advertise to underserved populations
- The organization should have an accommodations policy
- There should be a process for analyzing equal opportunity demographics for students that attend the institution. The following may be requested during an EO monitoring visit:
  - A copy of all training program applications by demographics
  - A copy of training program selection outcomes by demographics
  - A copy of training programs graduation/completed outcomes by demographics
  - A copy of training programs incomplete outcomes by demographics
  - A copy of training programs placement wages outcomes by demographics
- The training provider should have a confidentiality policy including a process for collecting confidential information
- The training provider should have a written complaint policy

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Additionally, the training provider must allow monitoring visits for EO compliance, WIOA compliance and participant progress

### Pell Grant Reimbursement to WIOA

All participants assessed as appropriate for a classroom training activity will be required to apply for available grants under Title IV, as well as any other financial aid that may be available to them (not including loans).

### Terms and expectation of eligible training providers

- The training program is currently listed on the Missouri ETPS
- Training-related job placements of past graduates shall be a minimum of 70% and an entry level wage that meets industry standards. This requires the training provider to collect job placement data on its graduates. This data must be available to the Skills Team supervisor for local approval.
- Individuals with similar training/credentials are able to earn a living wage with the training or credential they provide or are placed on a career pathway that will enable them to earn a living wage.
- Trainings submitted for approval shall be considered in-demand within one of the approved sectors: Healthcare, IT, Manufacturing, Transportation and Logistics, or Construction.
- The training provider will ensure that the program of study is not substantially higher in cost comparatively with similar providers of the same program.
- The cost of supportive services required to complete the training is not prohibitive
- Training provider will collect the required data for EO requirements
- Training provider will submit student progress reports. This can be a formal written report or the student's progress can be discussed with Skills team staff via telephone or email. (Student will sign a release of information form with WIOA staff for this information to be shared.)
- Training Provider will allow Job Center staff to monitor for program compliance and to ensure compliance with EO requirements

### Outlining methods of gaining approval

- The training provider ensures programs are currently on the State's ETPS
- Training provider can wait until an eligible participant selects them and the Job Center staff makes contact to initiate the local approval or the training provider can call the Job Center's Skills team supervisor and request local approval in advance of being selected by a WIOA participant.
- Training provider must collect data on job placement of graduates of the program. This data must be available for review by the Skills team.

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- Training provider must collect data on the number who start the program versus those who complete the program. This must be available for Skills team review.
- The Ozark Region will notify the training provider of the program's local approval or advise on the corrective actions needed for approval. Programs denied approval can submit a request for another review at any time.

### Renewal of eligibility and termination procedures

- Programs will retain their local approval status for one year from the original approval.
- After one year the school will complete the process of the original approval for subsequent approval
- If at any time the Ozark Region determines the training provider is no longer adhering to the terms and expectations listed in this document, the approval will be disqualified and the training provider notified. The local area may grant a probationary period for corrective action before disqualifying the program for local approval.

### The Ozark Region agrees to:

- Carry out the procedures in this document that are assigned to the local Skills team
- Perform initial eligibility
- Renew the eligibility of providers and programs
- Terminate training providers due to performance or violation of WIOA requirement
- Work with the State to ensure sufficient number and types of providers of training services are available
- Ensure the dissemination and appropriate use of the State ETPS and programs

### Process

When a training eligible participant selects a training provider from the State's approved provider list, a member of the Skills Team will ensure the program is approved and in good standing on Missouri's Eligible Training Provider System (ETPS). The program must be approved on the ETPS, not just the provider.

The Skills Team will then contact the training provider to provide local requirements outlined in this policy.

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The Skills Team will ensure all of the following requirements are met before approving the provider for local funds:

- The program is listed on the Missouri ETPS
- Training-related job placements of past graduates shall be a minimum of 70% and an entry level wage that meets industry standards. This requires the training provider to collect job placement data on its graduates.
- Skills team will check local records to see if individuals with similar training/credentials are coming into the Job Center due to their inability to earn a living wage with that training or credential (To ensure we are not paying to train individuals for occupations that do not move them out of poverty)
- Local WIOA staff will keep data of the number of participants starting each program versus the number of participants completing the program. If there is less than a 50% completion rate, the program will not be approved at the local level.
- Skills team will review the submitted training to ensure that the program of study is within the approved sectors and considered in-demand.
- Skills team will conduct due diligence to ensure that the cost of the program is not too cost prohibitive in comparison to other training programs of the same nature.

If the above criteria are met, the Skills team will reach out to the training provider to verify contact information and explain the requirements to receive WIOA tuition payments from the Ozark Region.