

Frequently Asked Questions about the Eligible Training Provider List (ETPL)



Q. What is the Eligible Training Provider List?

A. The Eligible Training Provider List (ETPL) is the official list of training programs and providers eligible for WIOA funds to train adults and dislocated workers. The ETPL and related eligibility procedures ensure the accountability, quality, and labor-market relevance of training programs that receive WIOA funds. Information about becoming a Provider or Vendor can be found at: <https://careersourcenortheastflorida.com/partner-vendor/>. Training Providers on the ETPL must be recognized/licensed by an appropriate public or private governing body. Non-Public Postsecondary institutions must be licensed by the State Board of Independent Colleges and Universities, State Board of Non-Public Career Education, or Commission for Independent Education (CIE).

Q. May I apply to the ETPL at any time?

A. Applications can be accepted at any time, but are approved in the spring the next program year (July 1 – June 30.) Interested applicants should review the requirements at https://careersourcenortheastflorida.com/vendor_apply and submit required documentation online by May 1st. If you have questions, or to follow up on your application status, contact us at providerlist@careersourcenefl.com.

Q. Can I apply to be a Training Provider if I do not have a physical training location in your area?

A. Yes, you can apply, but note that CareerSource Northeast Florida policy does not allow students receiving an ITA to complete any program 100% online. Programs must include some attendance in a physical classroom location.

Q. How long does it take for my application to be approved?

A. Application processing varies, and may take up to 60 days. You will be notified if the ETPL Team needs additional time to review your application.

Q. Are all Training Providers expected to report performance standards for each program?

A. Yes. All programs will be reviewed and held to specified performance standards. You will be required to provide student-based information to the Florida Education Training and Placement Information Program (FETPIP) annually.

Q. What is FETPIP?

A. The [Florida Education and Training Placement Information Program](#) (FETPIP) is a data collection and consumer reporting system established by Florida Statutes Section 1008.39 to provide follow-up data on former students and program participants who have graduated, exited or completed a public education or training program within the State of Florida. The statute requires all elements of Florida's Workforce Development system to use information provided through FETPIP for any project they may conduct requiring automated matching of administrative records for follow-up purposes.

Q. If my school has approved training programs on the ETPL will WIOA participants be referred to me for training?

A. WIOA training services are based on informed consumer choice in the selection of an Eligible Training Provider. A WIOA participant who has been determined eligible for training may select a Training Provider and program from the ETPL after consultation with a WIOA Workforce Service Representative. Unless

training funds are not available, participants are issued an Individual Training Account (ITA) voucher for the training which may pay in whole or in part for the cost of training depending on current funding levels, area policy and ITA dollar limits. Being on the ETPL does not guarantee that students will attend your school nor choose your program.

Q. What is the difference between “initial eligibility” and “continued eligibility”?

A. “Initial eligibility” is the initial decision by a local board to approve a new Training Provider for addition to the ETPL list for Individual Training accounts (ITAs). Training Providers approved for initial eligibility will be required to reapply after one year for continued eligibility. “Continued eligibility” may be granted by a local board after a two-year review is performed. To attain continued eligibility, the Training Provider must meet all requirements and performance measures to remain on the ETPL.

Q. If I am currently an approved ETPL provider and wish to add a program, what should I do?

A. Submit an additional Program Information form located at: https://careersourcenortheastflorida.com/vendor_apply. The ETPL Team will review and respond to your request within 60 business days.

Q. How frequently is the Regional Demand Occupation List (RDOL) updated?

A. The RDOL is updated annually, as required by the State of Florida and the Local Workforce Development Board. The current list of in-demand occupations/jobs may be found at https://careersourcenortheastflorida.com/partner_vendor_list/.

Q. Does the Regional Demand Occupation List apply to all types of training?

A. No, it is only applicable to Individual Training Accounts which are used by the ETPL. It does not apply to employer driven programs such as Customized Training, On-the-Job Training and Contracted Education. Apprenticeship programs approved by the Division of Apprenticeship Standards are automatically eligible for the ETPL.

Q. How is the list of in-demand occupations determined?

A. The Florida Department of Economic Opportunity (DEO), Bureau of Labor Market Statistics (LMS) publishes Florida’s Statewide Demand Occupations list and 24 local area Demand Occupations lists of high growth/high wage occupations annually. These lists are used by Local Workforce Development Boards (LWDB’s) to create a Local Targeted Occupations List (LTOL.) The LTOL is a list of occupations that are in demand based on high growth and/or high wages in the local area. Each LWDB can use LMS’s Demand Occupations list and other resources to develop their LTOL.

Q. What is the Cap for Individual Training Accounts provided through the ETPL?

A. CAP’s are based on the cost of the same training program listed on the RDOL in a public institution and are categorized as follows:

- Tier 1 is for Non-STEM occupations earning at least \$12.40 per hour and a mean wage of \$15.24 per hour. The maximum investment for these programs is the cost of tuition, books and fees up to \$6,000.
- Tier 2 is for STEM occupations earning at least \$12.40 per hour and a mean wage of \$15.24 per hour. The maximum investment for these programs is the cost of tuition, books and fees up to \$7,000.
- Tier 3 is for Non-STEM occupations earning at least \$15.24 per hour (high skill/high wage) and a mean wage of \$23.89 per hour. The maximum investment for these programs is the cost of tuition, books and fees up to \$8,000.
- Tier 4 is for STEM occupations earning at least \$15.24 per hour (high skill/high wage) and a mean

wage of \$23.89 per hour. The maximum investment for these programs is the cost of tuition, books and fees up to \$9,000.

Q. The price of one of my programs currently on the ETPL has changed. What do I do?

A. Costs associated with programs on the ETPL are approved for a term of program eligibility (July 1 – June 30 for one or two years following approval.) Contact us at providerlist@careersourcenefl.com to discuss a request for revision.

Q. We are an Accredited Training Provider, but credentialing is not a part of the existing program(s.) Is this required?

A. All Training Programs on the ETPL must result in the award of an industry-recognized credential, national or state certificate or degree, including all industry appropriate competencies, licensing and/or certification requirements. This is a requirement under WIOA and may not be waived by a local board. Providers must demonstrate, as part of the initial eligibility process, the mechanism used for awarding credentials, certificates and/or degrees. If a third-party is used for credential attainment, the Provider is responsible for appropriately reporting such attainment and providing copies of credentials/certificates awarded.

Q. We are approved for the ETPL in another CareerSource Region in Florida. Does this make us automatically approved for the CareerSource Northeast Florida (Region 8) ETPL?

A. No, the ETPL approval process is specific to each individual region.

Q. What is 'Priority of Service' and how does this affect student enrollment?

A. WIOA requires priority be given to “public benefit recipients, others with low-income, and individuals who are deficient in basic skills.” Each Local Board sets its own WIOA Service Priority Policy, within State and Federal guidelines, as reported to the Florida Department of Economic Opportunities (DEO.) Priorities of Service for Region 8 are:

- Veterans and Eligible Spouses
- Public Assistance Recipients
- Low income individuals
- Dislocated Workers/Displaced Homemakers
- Basic skills deficient customers

Q. What are 'Barriers to Employment?'

A. Those who meet the definition of an individual with a barrier to employment (WIOA sec. 3(24) who are underemployed may also be served. Recognized barriers to employment include:

- Being of Indian, Alaska Native, or Native Hawaiian descent
- Individuals with disabilities
- Older individuals (age 55+)
- Ex-offenders/ Returning Citizens
- Homeless individuals
- Youth who are in, or have aged out of, Foster Care
- Individuals who are English language learners and/or with low levels of literacy and who face substantial cultural barriers
- Eligible migrant and seasonal farm-workers

- Individuals within 2 years of exhausting lifetime eligibility under Part A of the Title IV of the Social Security Act
- Single parents including single pregnant women
- Long-term unemployed individuals

The implementation of these priorities does not change the intended function of a program or service. Covered persons must meet all statutory eligibility and program requirements in order to receive priority for a program or service. For more information, visit: <http://www.floridajobs.org/frequently-asked-questions-directory/eligible-training-provider-list-guidance-faq>.

Q. If our organization is not a licensed education provider, how do we start the process?

- A.** Private Training Providers must contact the Commission for Independent Education (CIE) at (850) 245-3200 or online at <http://www.fldoe.org/cie/> to obtain licensure.



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For program funding details in compliance with the Stevens Amendment, please visit <https://careersourcenortheastflorida.com/about>.

