Eligible Training Provider List
Local Workforce Development Board
User Guide

November 5, 2024

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Background

The New York State (NYS) Eligible Training Provider List (ETPL) was established in compliance with Title I, Section 122 of the Workforce Investment Act (WIA) and is continued in compliance with Workforce Innovation and Opportunity Act (WIOA) regulations at 20 CFR Part 679. The ETPL is a list of Eligible Training Providers (ETPs) who qualify to receive Individual Training Accounts or Grants (ITAs or ITGs) for their approved programs. An ITA/ITG is a voucher given to Adult customers who need occupational skills training to become gainfully employed or re-employed.

To be listed initially on the ETPL, a training provider's program must be evaluated and approved by a Local Workforce Development Board (LWDB). Training providers can apply to the LWDB serving the Local Workforce Development Area (LWDA) in which they are located. If located out-of-state, training providers can apply to the geographically closest LWDB/LWDA or the LWDB/LWDA from which the training provider anticipates receiving the most referrals.

After an ETP's program(s) has been approved for Initial Eligibility, the program will be required to undergo a bi-annual eligibility determination called Continued Eligibility. Performance information is submitted and must be approved by the LWDB for the eligible program(s) to remain on the ETPL.

The purpose of this guide is to provide general information and procedures for accessing and using the online ETPL application. This guide is not intended to provide all policies and procedures related to the certification of training programs.
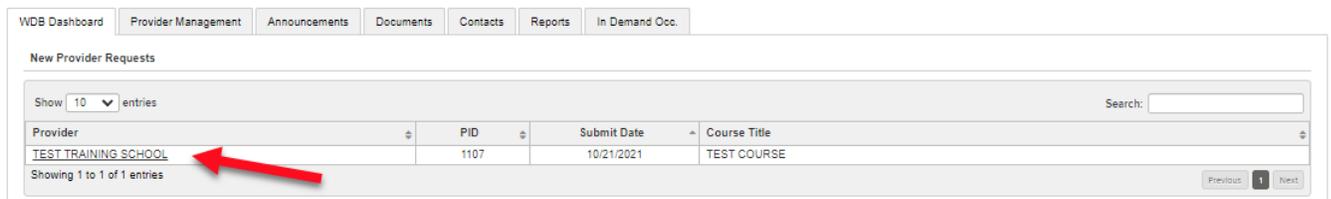
WDB Dashboard

From the **ETPL** website, select **WDB Log-in** from the navigation bar on the left side of the page. Please note that usernames and passwords are case sensitive and must be entered manually.

After logging in, you will be brought to the **WDB Home Page** and the **WDB Dashboard** tab**.** This screen shows **New Provider Requests, New Course Offering Requests, Pending Edit Course Requests, Pending Edit Provider Requests,** and **Outside Provider Requests.** There are also tabs for **Provider Management, Announcements, Documents, Contacts, Reports,** and **In-Demand Occupations.**

New Provider Requests

If you have **New Provider Requests,** click on the Provider name. This will bring you through the six parts of the Training Provider Registration.

WDB Home Page

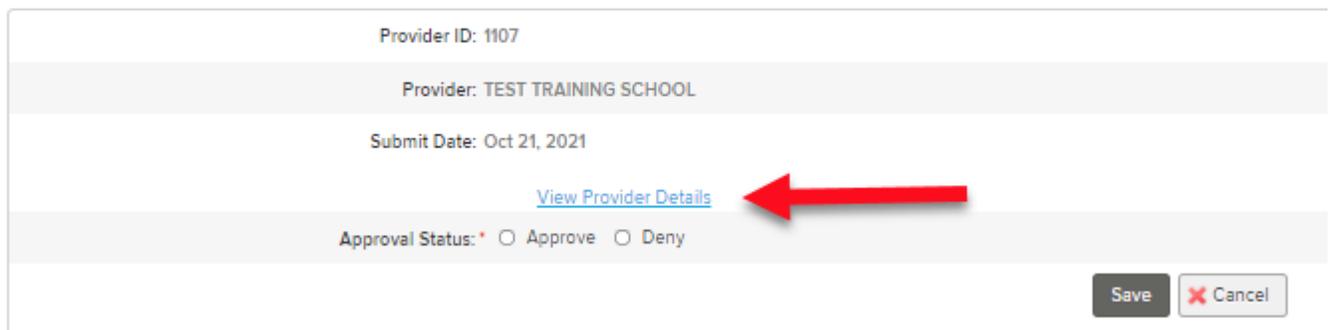| WDB Dashboard	Provider Management	Announcements	Documents	Contacts	Reports	In Demand Occ.

New Provider Requests

Show [10 ▼] entries   Search: [_____]

Provider ⇕	PID ⇕	Submit Date ⇕	Course Title ⇕
TEST TRAINING SCHOOL	1107	10/21/2021	TEST COURSE

Showing 1 to 1 of 1 entries   Previous **1** Next

Provider Approval

Provider Approval

Provider ID: 1107	
Provider: TEST TRAINING SCHOOL	
Submit Date: Oct 21, 2021	
View Provider Details	
Approval Status: * ○ Approve ○ Deny	
	Save ✖ Cancel

The administration tab contains location and contact information for the applicant.

Business Name: TEST BUSINESS

Primary WIB: Albany-Schenectady-Rensselaer Counties

Administration *	*Profile	Documentation *	*Training Sites	Courses *	Course Offerings *

Provider Information

Business Name: * `TEST BUSINESS`

Training School Name (DBA): * `TEST TRAINING SCHOOL`

Website URL: ` `

DUNS Number: * `123456789`

Provider Address

Address Line 1: * `123 TEST ROAD`

Address Line 2: ` `

City: * `ALBANY`

State: * `New York`

Zip Code: * `12204`

County: * `Albany`

Borough: `-- Select One --`

Company Headquarters: ☑ Yes, the above address is Company Headquarters

Administratve Contact Information

First Name: * `TEST`

Last Name: * `PROVIDER`

Title: * `President`

Phone: * `(518) 345 - 6778`   `ext`

Fax: ` `   `ext`

Email: * `austin.barosi@labor.ny.gov`

This is where the provider will provide more information about the school, including:

- Organization Type;
- Ownership Type;
- Provider Type;
- Accrediting Entities;
- License/Exemption data;
- Additional Services; and
- Financial Aid.

Business Name: TEST BUSINESS

Primary WIB: Albany-Schenectady-Rensselaer Counties

| Administration * | *Profile | Documentation * | *Training Sites | Courses * | Course Offerings * |

Organization Information

Organization Type: * [Government ▾]

Ownership Type: * [Federal ▾]

Provider Type: * [Government Agency ▾]

Policy Webpage URL: [ ]

Profile Information: [ ]

Characters Remaining: [4000]

License Entities

Are you licensed and/or approved to operate by a State oversight entity * ⦿ Yes ○ No

If yes please provide the name of the entity: * [Nys Department Of State ▾]

Are you in good standing? * ⦿ Yes ○ No

Accredited Entities

Are you an accredited educational institution ? * ⦿ Yes ○ No

If yes please provide the name of the entity: * [New York State Board Of F ▾]

Are you in good standing? * ⦿ Yes ○ No

Federal Aid

Are you approved to participate in Federal Student Financial Aid programs? * ⦿ Yes ○ No

This section includes three forms required by NYSDOL:

- Authorized Signature;
- Assurances; and
- Provider Contact Information.

Business Name: TEST BUSINESS

Primary WIB: Albany-Schenectady-Rensselaer Counties

| Administration * | *Profile | Documentation * | *Training Sites | Courses * | Course Offerings * |

ℹ Forms should be downloaded, completed, and updated below. If a signature is required, please scan the document and upload a copy of the form. For questions regarding these forms, please contact your WDB. Allowed formats are .pdf,.txt,.tiff,.tif,.doc,.docx,.jpeg

Required Forms

Form Name	Form Updated	Uploaded Form
Assurances.pdf *	10/12/2021	Assurances
Authorized Signature.pdf *	10/12/2021	Authorized Signature
Provider Contact Information.pdf *	10/12/2021	Provider Contact Information

4. Training Sites Tab

The Training Sites tab provides the organization's contact information and training locations. Training providers can have multiple training sites if they have more than one location.

Business Name: TEST BUSINESS

Primary WIB: Albany-Schenectady-Rensselaer Counties

| Administration * | *Profile | Documentation * | *Training Sites | Courses * | Course Offerings * |

Show 10 ⌄ entries   Search: [   ]

Training Site Description	Address	City
TRAINING SITE DESCRIPTION	123 TEST ROAD	ALBANY

Showing 1 to 1 of 1 entries   Previous 1 Next

The Courses tab contains vital information about the training course and is broken out into six subtabs. Click on the course title to view more. A new tab or window will open in your browser.

Business Name: ABC Corp

Primary WIB: Albany-Schenectady-Rensselaer Counties

| Administration * | *Profile | Documentation * | *Training Sites | Courses * | Course Offerings * |

Show 10 ∨ entries   Search: [   ]

Course Title ▲	Active ⇕
Dog Walking ←	true

Showing 1 to 1 of 1 entries   Previous **1** Next

Course

| General * | Costs * | Hours * | Credential Information * | Career Classification * | Licenses * |

Course Title: * [Dog Walking]

Skill Level: * [Beginner ∨]

Program Type: * [Non-degree Program Courses ∨]

Course Admission: [Open ∨]

Course Length: [less than 1 week ∨]

Course Website: [   ]

Course Status: * [Active ∨]

Course Description

Learn to be a dog walker!

Course Curriculum

Course Curriculum

Leashing 101

Multi-dog Walk Lane Discipline

Course Prerequisites: * | None ▾ |

Other Course Prerequisites

Course

| General * | Costs * | Hours * | Credential Information * | Career Classification * | Licenses * |

Required Costs

Category	Cost
Tuition	$ 200.00
Total:	$ 200.00

Category: -- Select One -- ▾

Additional Costs

Category	Cost
Total:	$ 0.00

Category: -- Select One -- ▾

The **Hours** subtab provides a breakdown of how the instructional hours will be applied throughout the course and calculates the total hours needed to complete the training.

Course

| General * | Costs * | Hours * | Credential Information * | Career Classification * | Licenses * |

Classroom: * `0.00`

Lab: * `0.00`

Internship: * `0.00`

Practical: * `50.00`

Total Instructional Hours: `50.00`

Course

| General * | Costs * | Hours * | Credential Information * | Career Classification * | Licenses * |

Type of Course: * `Non-credit bearing ∨`

Credential Granted: * `Licensure Qualifying ∨`

Credit Hours Conferred: `Not conferred ∨`

Credential Test: `No, a test is not required ∨`

Course

General *	Costs *	Hours *	Credential Information *	Career Classification *	Licenses *

Selected Instructional Programs

Search: [_____]

ⓘ   Parks, Recreation and Leisure Studies

Course

General *	Costs *	Hours *	Credential Information *	Career Classification *	Licenses *

Licenses

Licensing Entity	License #	Expiration Date
American National Standards Institute	46588	12/31/2022

The final tab is **Course Offerings,** which is broken into two subtabs labeled **General** and **Schedule.** The **General** subtab contains data about where the course will be given, the language it is offered in, and how it will be delivered. The **Schedule** subtab provides the start and end dates for the training. To access these two subtabs, click on the Offering ID number listed under the course title.

Course Offering

General *   Schedule *

Course Title: Dog Walking

Training Site: Headquarters ▼

Offering Status: * Active ▼

Schedule Type: * Ongoing Schedule ▼

Method of Delivery: * ☑ Apprentice
☐ Classroom
☐ Distance Learning
☐ Online

Instructor Name: [   ]

Instructor Credentials: [   ]

Class Size: [   ]

Offering Language: English ▼

Course Offering

General *   Schedule *

Start Date: * 10/29/2021

End Date: * 12/31/2021

Day	Start Time	End Time

After reviewing the course and offering details, return to the Course Offering Approval page and select whether to approve or deny the application. If the training is being approved, a **Seeker Service Type** must be selected and a determination on whether to fund the course must be made.

CourseOffering Approval

Course Offering Approval

Provider ID: 1108

Provider: ABC Corp

Submit Date: Oct 29, 2021

Course Title: Dog Walking

View Provider Details
View Course Details
View Course Offering Details

Approval Status: * ● Approve ○ Deny

Seeker Service Type: * [Occupational Skills Training ▼]

Funding Eligible: * [Yes ▼]

[Save] [✖ Cancel]

If denied, an explanation must be given which will be included in the e-mail sent to the Provider at the end of the approval process. Whether the application is being approved or denied, click **Save** to proceed.

CourseOffering Approval

Course Offering Approval

Provider ID: 1108

Provider: ABC Corp

Submit Date: Oct 29, 2021

Course Title: Dog Walking

View Provider Details
View Course Details
View Course Offering Details

Approval Status: * ○ Approve ● Deny

Denial Justification: * [Denied due to lack of licensing

]

[Save] [✖ Cancel]

New Offering Requests

From the **WDB Dashboard**, select the **Course Title** to review.

Pending Edit Course Requests

Updates to certain critical fields in a training course will trigger an edit request that must be approved by the LWDB before going into effect. To approve or deny these changes, locate the **Pending Edit Course Requests** section, and click the **TID field**. The next screen will outline the proposed change and give the option to approve or deny the update. Click **Submit** when finished.

Pending Edit Provider Requests

Critical field updates to a provider's administrative profile, like a name or Federal Employer Identification Number (FEIN) change, will appear in the **Pending Edit Provider Requests** section**.** Follow previously outlined steps to approve or deny the proposed change(s).

Training providers from local areas other than your own can apply to have their offerings displayed on your local list. These applications will appear in the **Outside Provider Requests** section. Click the **PID** field to review the provider's profile.
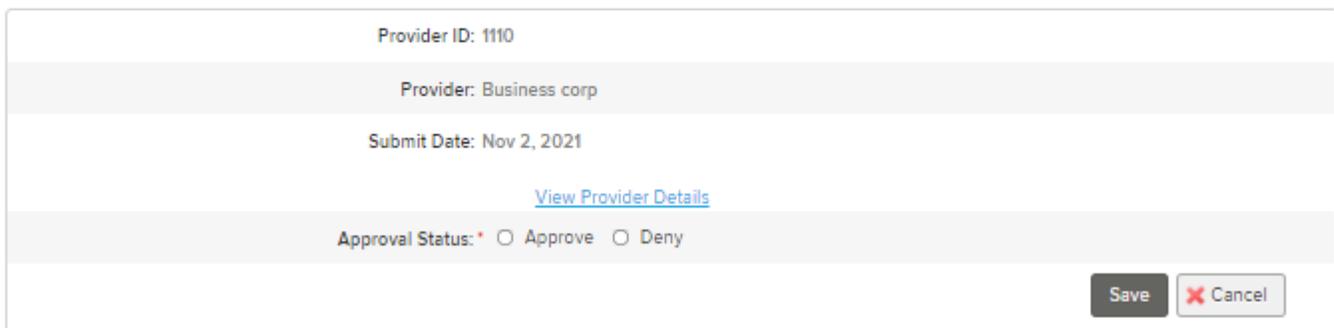

Provider Management Tab

This screen shows the **Primary** and **Outside Provider Lists** for your LWDB. Clicking the **PID** will allow you to view the training provider and training course details. A training provider can also be removed from the list by clicking the **Remove** button next to the provider's name.

WDB Training Provider Management

| WDB Dashboard | Provider Management | ~~~~~ s | Contacts | Reports | In Demand Occ. |

Primary Provider List

Approval Date	PID	Provider	Active Offerings	Action
06/05/2019	23943	Training School Name 0503D	0	✖ Remove
06/07/2017	23926	UniqueDim	0	✖ Remove
08/03/2017	23931	John May	0	✖ Remove
11/07/2018	23939	sdfdsfsf	0	✖ Remove
10/08/2019	23947	business11	0	✖ Remove
09/11/2017	23921	JaneLance TPN	0	✖ Remove
11/02/2021	1110	Business corp	1	✖ Remove
05/19/2017	23910	Farfaraway	0	✖ Remove
05/02/2017	23917	JohnDoe Enterprise	0	✖ Remove
06/30/2016	23898	Patty Smith	0	✖ Remove
12/01/2016	23905	RAJIBPAUL IT School	0	✖ Remove
08/03/2017	23927	Luluyang	0	✖ Remove
03/23/2016	23881	First Order	0	✖ Remove
05/01/2017	23920	IIT training inc	0	✖ Remove
08/03/2018	23937	Ted's Bakery	0	✖ Remove
04/04/2017	23913	Dev Training School 1	0	✖ Remove
05/15/2017	23915	Vickie Inc	0	✖ Remove
07/05/2019	23946	business 1	0	✖ Remove

Please Note:

Removing a Primary Training Provider will remove all courses and offerings

from *both* the Primary and Secondary LWDB(s).

Announcements Tab

This brings you to the **Announcement Management** screen. This page includes **Announcements Sent** and **Announcements Received** along with archives for both categories.

Documents Tab

The **Documents** tab is used to manage the documents that are filled out by Training Providers during the registration process. There three forms preloaded by NYSDOL:

- Authorized Signature Form;
- Assurances Form; and
- Provider Contact Information.

These forms are required by NYSDOL, cannot be removed, and will not be shown in this tab. Instead, LWDBs may upload their own required forms.

To add a new document, fill in the **Form Name. Check** if the Form is required for all Providers, and click **Choose File** to find the document on your computer, and then click **Open**. Click **Add Form.**

To remove a form, select **Remove**.

WDB Documents

Form Name	Uploaded	Required	Action
Form-1	01/18/2021	Yes	✖ Remove
Form-2	08/17/2021	No	✖ Remove
Form-3	11/02/2021	No	✖ Remove

Add New Form

Form Name: * `Form-4`

Required: ☐ Yes, this form is required for all providers

Upload Document: * ❓ `Choose File` No file chosen

● Add Form

This tab will bring you to the **Contact Management** screen, which includes your LWDB contact information. To change your contact information, enter the new information and click **Save**.

WDB Contacts

My WDB Information

WDB Area: Albany-Schenectady-Rensselaer Counties

WDB Name: * Albany-Schenectady-Rensselaer Counties

First Name: * `peter`

Last Name: * `parker`

Address Line 1: * `lane 1`

Address Line 2: `lane 2`

City: * `Albany`

State: * `New York` ⌄

Zip Code: * `12240`

Phone: * `(518) 234 - 3465` `ext`

Email Address: * `peter@parker.com`

🖥 Update

WDB Contact List

Search: [   ]

Albany-Schenectady-Rensselaer Counties
Cattaraugus-Allegany Counties
Herkimer-Madison-Oneida
St. Lawrence County

This tab will bring you to the **Reports Management** page. Here you can generate a report of offerings that have been approved to be on the ETPL but then have been inactivated or expired**.** Enter your search criteria and click **Generate**.

WDB Reports

| WDB Dashboard | Provider Management | Announcements | Documents | Contacts | Reports | In Demand Occ. |

Reports Management

Course Offerings Report - Search Criteria

Provider Name	[ ]
Course Title	[ ]
Approval Date Range	From : [ ] To : [ ]
Inactive/Expire	☐

[Reset] [✓ Generate]

In-Demand Occupations

The list of in-demand occupations for your local area can be maintained using the In Demand Occ. Tab. Occupational titles can be added by searching by Standard Occupational Classification (SOC) code, occupation title, or keyword. After the title is added it will appear in the In Demand Occupation List, and the local area can assign priority to occupational tracks it would like to focus on.

WDB Occupation
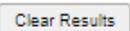
LWDBs must perform a Continued Eligibility review of all programs of study or course offerings approved for Initial Eligibility within their first year on the ETPL, regardless of how the program of study or course offering is funded. Future Continued Eligibility reviews must be completed biennially (every two years).

Technical Advisory (TA) #18-02.5 provides additional guidance and criteria for LWDBs in reviewing Eligible Training Provider (ETP) performance and program cost information and making recommendations on the approval/denial of Continued Eligibility for ETPs.

As part of the Continued Eligibility review, ETPs must report all required data elements on the **Evaluations** tab of the ETPL Provider Home Page for every active program of study or course offering an ETP had on the ETPL.

Provider Home Page

Business Name: ETPL TEST BUSINESS

Primary WDB: Albany-Schenectady-Rensselaer Counties

Administration	Profile	Documentation	Training Sites	Courses	Course Offerings	Outside Provider	Evaluations

Expand All Collapse All

Course Title	Offering Id	Start Date	End Date	Due Date	Last Edited	Action
▼ TEST COURSE						
	34266	03-24-2024	03-26-2024	03-26-2025		Edit Evaluation

Please note, failure to submit required information data will result in the program of study or course offering being removed from the ETPL.

Registered Apprenticeship Programs

All Registered Apprenticeship programs are automatically eligible to be included in the NYS list of eligible training programs and providers. Registered Apprenticeship providers that want to be added before the process is finalized should contact NYSDOL, who will facilitate the approval of Registered Apprenticeship programs.

Frequently Asked Questions

Do the LWDB contacts receive notification that a new provider request is on their dashboard?

No, LWDB staff or their designee must log in and check for new provider requests.

Our LWDB ETPL designee has left; how do we assign a new one?

Send an email to ETP@labor.ny.gov with the person's name, title, telephone, email address, and NY.gov username and we will request an account.

Does NYSDOL review the provider information before being placed in the LWDB's dashboard?

No, approval of training providers and their offerings is the LWDB's responsibility. NYS has no authority to include providers and programs on the list.

Does a training provider have to be on the ETPL before WIOA training dollars can be used?

Yes, the training provider must be on the ETPL before a participant may use his/her WIOA Title I training voucher or ITA/ITG funds. There are exceptions to this, including:

1. Customized training;
2. On-the-job training, including Registered Apprenticeship;
3. Incumbent worker training;
4. Transitional employment; and

5. Providers in an area where it has been determined there is an insufficient number of providers (e.g., rural areas).

Does a provider need to be on the local listing in order to approve it for an ITA? Or can it be approved by another LWDB?

WIOA requires that individuals eligible to receive training can select any eligible provider from any local area included on the state list.

LWDBs should ensure that participants are informed about the NYS and local lists, encouraged to use them, and informed of their right to choose any programs on the list. There are three conditions for issuing the ITA:

1. Training must be in an occupation for which there is demand,

2. The individual must have the qualifications to succeed in the program; and

3. The individual must have met with a career planner regarding the training.

Do we need to complete the in-demand occupation section?

Yes. Provider offerings are displayed on the list based on your in-demand occupations.

Can training funds be used for a computer or distance learning courses from providers in other states?

Yes. There are no residency requirements for services under WIOA. Out-of-state providers can apply to be on the list and select a Workforce Development Board when creating their account.

Can Community-Based Organizations be on the list?

Yes, it is important that we provide access to these organizations to maximize customer choice.

How is the LWDB assigned to training providers?

The LWDB is assigned based on the training provider's physical location (zip code). If a training provider has more than one location in different LWDAs, they need to create separate accounts.

There is a provider we would like to use that is not located in our LWDA and has not been approved by their primary LWDB. What should we do?

You can reach out to the LWDB where the provider is located or contact us and we will contact them. We are encouraging LWDBs to approve a wide variety of training providers and options whether they are willing to fund their programs or not. Please note that offerings not eligible for funding by their primary LWDB are still considered an approved ETPL offering.

How is information from the ETPL sent to the One-Stop Operating System (OSOS)?

The ETPL application has a feature that automatically creates new providers and updates their services (the course) and offerings (the actual dates/times of the course) within the provider module in OSOS.

The update to OSOS happens in real-time when the LWDB approves the service offering and selects the funding eligible checkbox. Providers and service offerings will no longer need to be entered manually into OSOS.

Staff need to select the offering that has "ETPL Auto Load" listed in the Description field. If the provider needs to be in OSOS, they must first be approved and have made funding eligible in the ETPL application.

I have a training provider that is trying to register on the website. They do not have a System for Award Management (SAM) number. Can they still be listed on the ETPL?

No. Having a SAM number is required. In April 2022, the federal government stopped using the Data Universal Numbering System (DUNS) number to uniquely identify entities. Now, entities doing business with the federal government use the Unique Entity ID (SAM number) created in SAM.gov. If the training provider's SAM number is unknown, they can follow the instructions in the [Quick Start Guide for Getting a Unique Entity ID](#) to obtain one.

One of our providers is not receiving emails from the ETPL application. Any suggestions?

The automatic emails generated by the application are sent to the email listed in the Administrative Contact Information section located under the **Administration** tab. Providers should:

1. Make sure the email listed on the application is correct.
2. Check their "junk" or "spam" e-mail.
3. Designate your email as a "safe sender."

One of our providers has neither a license nor an exemption. What do we tell them?

For those providers without a license from a licensing entity such as the Department of Motor Vehicles, the Division of Criminal Justice, or licensed by the Bureau of Proprietary Schools, or an exemption from Section 5001 of the Education Law, we are recommending that they choose that they have an exemption and then choose Exemption G.