

**Workforce Development System
Technical Advisory #18-02.4
December 8, 2021**

To: Workforce Development Community

SUBJECT: Eligible Training Provider List

PURPOSE

Update New York State Department of Labor (NYSDOL) policy regarding the Eligible Training Provider List (ETPL) to comply with the Workforce Innovation and Opportunity Act (WIOA).

Rescind and replace Workforce Development System Technical Advisory (WDS TA) #06-07: State Policy Guidelines for Local Workforce Investment Areas Regarding the Determination of Eligibility of Training Offerings and the Establishment of the Eligible Training Provider List (May 25, 2006).

POLICY

Training providers and offerings must be listed on the ETPL in order to receive WIOA funding through an Individual Training Account (ITA).

All Registered Apprenticeship (RA) programs are automatically eligible for inclusion on the ETPL and are not required go through the initial and continued eligibility processes.

NYSDOL's Registered Apprenticeship training office will inform RA program sponsors of their right to be included on the ETPL through mail and email.

ACTION

Local Workforce Development Boards (LWDBs) will accept applications, determine if training offerings are for in-demand occupations, assist training providers that wish to be placed on the ETPL by providing information on the application process, and determine the Initial Eligibility and Continued Eligibility of training providers and their offering(s).

LWDBs will review current procedures for approving training providers/offerings on the ETPL and update as necessary.

NYSDOL has final authority on approval/denial of ETPL providers, will maintain the State [ETPL](#) on the NYSDOL website, review LWDB procedures for the provision of

Initial and Continued Eligibility, provide additional review of any training providers denied access, respond to inquiries regarding the ETPL, and provide technical assistance to LWDBs and training providers as necessary.

Eligibility

Initial Eligibility

Initial eligibility is based on the training provider/offering's authority or authorization to operate as determined by the LWDB.

- a. Period of Initial Eligibility: 12 months from the date the training provider/course offering is first approved for listing on the ETPL.
- b. Training Providers Eligible to Receive Funding: An institution of higher education that provides a program that leads to a recognized postsecondary credential; an entity that carries out programs under the National Apprenticeship Act; other public or private providers of a program of training services, including community-based organizations and joint labor-management organizations; and eligible providers of adult education and literacy activities under Title II if activities are provided concurrently or in combination with one or more of the following training services:
 - Occupational skills training;
 - On-the-job training (OJT);
 - Incumbent worker training;
 - Programs that combine workplace training and related instruction, which may include cooperative education programs;
 - Training programs operated by the private sector;
 - Skill upgrading or retraining; or
 - Entrepreneurial training.
- c. Courses: Approved providers are not required to list their entire course catalog on the ETPL. A single course offering should be submitted to gain entry to the ETPL with additional course offerings added when a WIOA participant wishes to enroll in a specific course or program of study.

WIOA Funding: Inclusion of a provider on the ETPL does not entitle or assure that the provider will receive funding from a LWDB. Course offerings being funded must provide training for an occupation identified by the LWDB as an in-demand occupation or industry sector in the Local Workforce Development Area (LWDA). Training providers not listed on the ETPL may receive WIOA training funds if the training is considered on-the-job training, customized training, incumbent worker training or transitional employment.

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There are also additional circumstances when the LWDB can decide not to use an ITA, and instead use a contract to provide training services. These circumstances include, but are not limited to:

- When the LWDB determines there is an insufficient number of Eligible Training Providers (ETPs) in the LWDA;
 - When there is already an effective training service that serves individuals with barriers to employment;
 - When the LWDB determines it is more appropriate to contract with an institution of higher education; and/or
 - When a pay-for-performance contract is used to provide the training services.
- d. Out-of-State Providers: Providers that do not have an in-state training facility may apply to any LWDB that is willing to approve out-of-state providers. If approved, the provider will be added to the ETPL.

During the Initial Eligibility Review Process, LWDBs are responsible for the following:

- a. Notifying providers of the opportunity to apply to be on the ETPL;
- b. Acting on a training provider's offering application within 30 days of receipt;
- c. Setting levels of expected program-specific performance;
- d. Ensuring training providers submit for consideration performance and cost information for each course offering. Performance information should include data on employment 2nd and 4th Quarter after exit, median earnings 2nd Quarter after exit, and credential attainment;
- e. Requiring that training providers be in compliance with State laws by having a current license, certification, registration, approval or exemption from the appropriate State and/or federal oversight agency;
- f. Evaluating the experience and reputation of the training provider and the schedule of offerings; and
- g. Considering other information that may be locally relevant in making a determination of funding eligibility (i.e., whether the training provider is in partnership with a business).

More information regarding the eligibility process can be found in **Attachment A: Eligible Training Provider List Provider User Guide**.

Continued Eligibility

After a training provider has reached the end of the 12-month period of Initial Eligibility, LWDBs must perform a Continued Eligibility review of the provider.

- a. Training Provider Requirements: Training providers must complete accurate and timely performance and program cost information for offerings that have been on

the ETPL for 12 months. ETP performance must include the following performance measures: Employment 2nd and 4th Quarter after Exit, Median Earnings, and Credential Attainment. Full details on the required performance indicators can be found in TA #[18-6.2](#) “Primary Indicators of Performance for Titles I and III under the Workforce Innovation and Opportunity Act (WIOA)” (September 17, 2018).

- b. LWDB Review: LWDBs must review the information provided and make a determination to approve the training provider for a period of Continued Eligibility, or remove it from the ETPL.
- c. Approval: If approved, the period of Continued Eligibility is 24 months from the date the training provider/offering is reviewed and granted Continued Eligibility.
- d. Future Eligibility: A Continued Eligibility review must be performed at least once every 24 months thereafter.

When recommending a training provider and its offering(s) remain on the ETPL, the LWDB must consider the following:

- a. Specific economic, geographic and demographic factors in the local area and the characteristics of the population to be served, including offerings for rural areas, offerings provided through the use of technology, and offerings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities;
- b. Program-specific performance information and attainment submitted by the training provider;
- c. Program-specific cost information, including tuition and fees;
- d. Compliance with the license, certification, registration, approval or exemption required by the appropriate State and/or federal oversight agency to provide the training;
- e. LWDB experience with the training provider;
- f. Ways in which the criteria can encourage training providers to offer quality training courses leading to industry-recognized certificates and postsecondary credentials;
- g. Training needs of the local area with respect to in-demand industry sectors and occupations; and
- h. Any other information that may be relevant in determining Continued Eligibility status (i.e., information reported to State agencies on federal and State training programs other than WIOA Title I-B programs).

Additional information on LWDB considerations can be found in **Attachment B: Eligible Training Provider List Guide for Local Workforce Development Boards**.

RA Programs on the ETPL

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WIOA grants RA programs registered with the U.S. Department of Labor, Office of Apprenticeship, or NYSDOL, automatic eligibility to the State ETPL. Additionally, RA programs are subject to an abbreviated application to be placed on the ETPL. RA program sponsors must provide NYSDOL the following for inclusion on the ETPL:

- a. The occupation(s);
- b. The name and address of the sponsor;
- c. The name and address of Related Instruction Provider (and the location of instruction if different from the program sponsor's address);
- d. Method/Training Approach (Time-based, Competency-based or Hybrid);
- e. Length of instruction; and
- f. Number of apprentices.

RA programs are exempt from performance reporting requirements, although they may wish to voluntarily submit performance outcomes.

RA programs will remain on the ETPL until:

- a. The RA program notifies the State agency it no longer wants to be included on the list;
- b. The program becomes deregistered under the National Apprenticeship Act;
- c. The program is determined to have intentionally supplied inaccurate information; or
- d. A determination is made that the RA program substantially violated any provision of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.

There will be a biennial review (every two years) of RA sponsor's eligibility by NYSDOL, using the removal criteria above.

Retention of Initial and Continued Eligibility

To retain Initial and Continued Eligibility, a training provider must deliver results and provide accurate information to NYSDOL. Eligibility may be denied/terminated for the following reasons:

- a. The training provider does not have appropriate State and/or federal approval to operate;
- b. The application is not complete;
- c. The offering does not meet the definition of WIOA training services;
- d. Required performance data is not included with the application or the performance data does not meet established performance levels;
- e. The training provider is delinquent in delivery of reports, payment of debt, or otherwise out of compliance with WIOA or any agreement executed under WIOA;

- f. The training provider is not current in the payment of unemployment insurance contributions or reimbursements, or is in violation of State Labor Law;
- g. The training provider intentionally supplied inaccurate information;
- h. The training provider violated any requirement under WIOA; or
- i. The training provider failed to demonstrate the business capacity or integrity to successfully deliver training.

Denial of Eligibility

The recommendation to deny the eligibility of an offering may originate from either the LWDB or NYSDOL. Training providers will be notified of a decision to deny eligibility status for an offering. If an offering is denied eligibility, the training provider may take the following steps:

- a. Training providers have the right to appeal denial of eligibility status. A training provider has 15 business days from the date of a denial notice in which to file an appeal. The request for appeal must be in writing, signed by an authorized agent of the training provider, and be submitted to both the LWDB and NYSDOL;
- b. The LWDB and NYSDOL may reverse their original denial if an administrative error was made or if additional information submitted by the training provider changes the basis on which the original decision was issued; or
- c. If the LWDB and NYSDOL do not reverse their original denial, the training provider will not be able to reapply to the ETPL until after a specified waiting period. The length of the waiting period will be determined by the LWDB and NYSDOL based on the reason for the denial, up to a maximum of 24 months. Each case will be reviewed individually and the waiting period will be calculated from the original date of the denial.

REFERENCES

Workforce Innovation and Opportunity Act of 2014 §122 and §134(c)(3)(F) and (G).

Regulations: Workforce Innovation and Opportunity Act, Part 680 Subparts C and D.

Training and Employment Guidance Letter (TEGL) [08-19](#).

INQUIRIES

Questions regarding this TA may be directed to ETP@labor.ny.gov.

ATTACHMENTS

- A. Eligible Training Provider List Provider User Guide
- B. Eligible Training Provider List Guide for Local Workforce Development Boards

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Eligible Training Provider List Provider User Guide

December 8,
2021

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BACKGROUND

The New York State (NYS) Eligible Training Provider List (ETPL) was established in compliance with Title 1, Section 122 of the Workforce Investment Act and is continued in compliance with Part 679 of the Workforce Innovation and Opportunity Act (WIOA). The ETPL is a list of training providers 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, the training provider's program must be evaluated and approved by a Local Workforce Development Board (LWDB). You can apply with the LWDB serving the Local Workforce Development Area (LWDA) in which you are located. If you are located out-of-state, you can apply to the geographically closest LWDB/LWDA or the LWDB/LWDA from which you anticipate receiving the most referrals.

After a training provider's program(s) have been approved for initial eligibility, the program will be required to undergo an 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 section on Continued Eligibility will be included in future updates to this guide as performance reporting is now mandated for all training participants.

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

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You will need to have or know the following:

- **Federal Employer Identification Number (FEIN) or Social Security Number (SSN);**
- **DUNS (Data Universal Numbering System) Number; and**
 - The **DUNS number** is a unique nine-character number that identifies your organization. Your company may already have a number, and you can search their site or request a number here: <http://fedgov.dnb.com/webform>. DUNS numbers are **free** and obtained from Dun and Bradstreet (D&B). **You are not obligated to purchase any of D&B's products.**
- **Any licenses, if applicable, required to provide training within NYS.**

In Part 3 of the application, several forms, either required by the NYS Department of Labor (NYSDOL) and/or your LWDB, need to be printed, completed, scanned, and uploaded into the application.

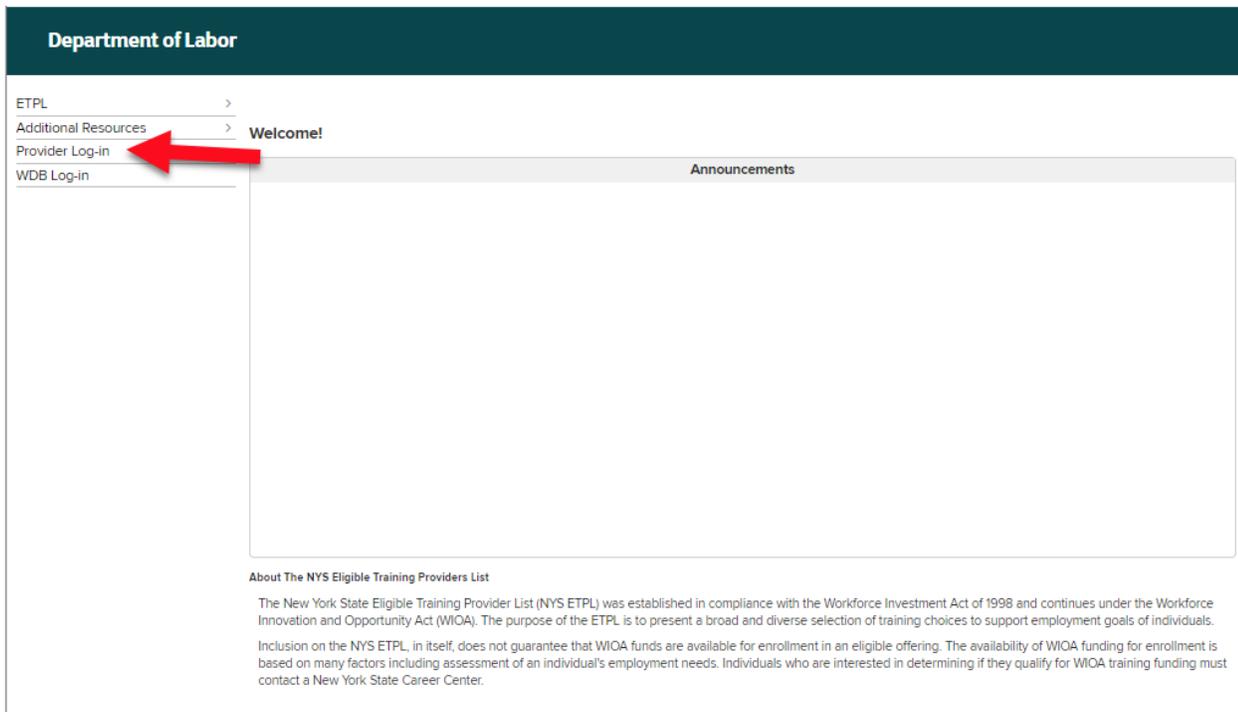
The forms required by NYSDOL are:

- **LWDA Eligible Training Provider Certification Assurances; and**
- **Authorized Signature.**

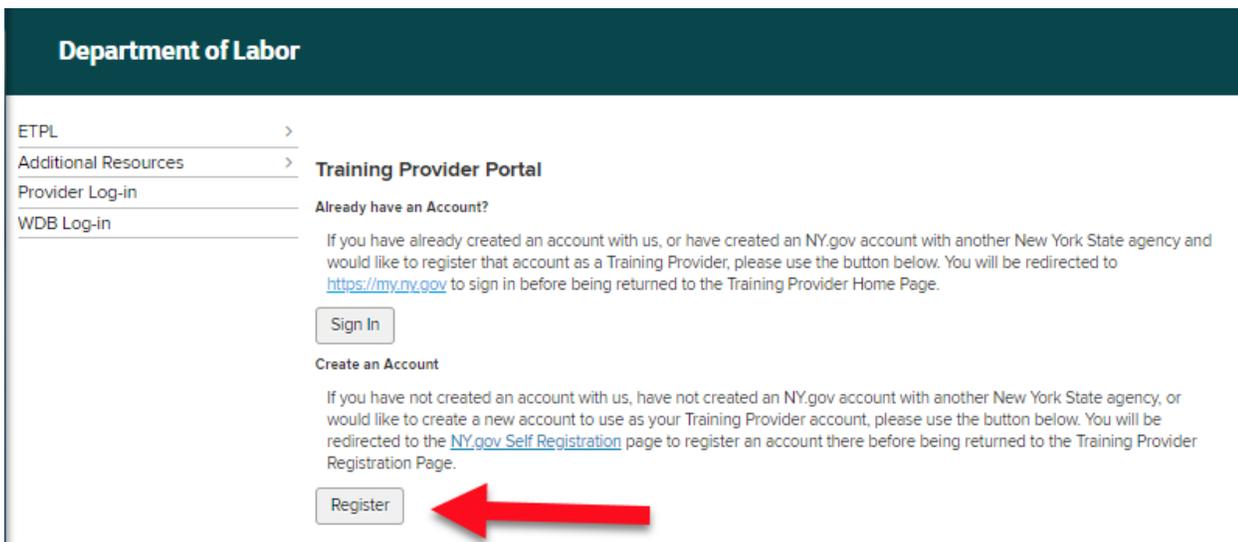
CREATING YOUR USERNAME AND PASSWORD

From the ETPL [website](#) Welcome Page, select Provider.

Log-In from the navigation bar on the left-hand side. This will bring you to the Welcome Training Provider page. If you are an existing training provider, click on Already have Account to enter your Username and Password.



The screenshot shows the top navigation bar of the Department of Labor website. The header is dark green with the text 'Department of Labor' in white. Below the header is a navigation menu with the following items: 'ETPL', 'Additional Resources', 'Provider Log-in', and 'WDB Log-in'. A red arrow points to the 'Provider Log-in' link. To the right of the navigation menu, the text 'Welcome!' is displayed. Below the navigation menu is a large white box with the heading 'Announcements'. At the bottom of the page, there is a section titled 'About The NYS Eligible Training Providers List' with a paragraph of text.



The screenshot shows the 'Training Provider Portal' page. The header is dark green with the text 'Department of Labor' in white. Below the header is a navigation menu with the following items: 'ETPL', 'Additional Resources', 'Provider Log-in', and 'WDB Log-in'. To the right of the navigation menu, the text 'Training Provider Portal' is displayed. Below the navigation menu is a section titled 'Already have an Account?' with a paragraph of text and a 'Sign In' button. Below that is a section titled 'Create an Account' with a paragraph of text and a 'Register' button. A red arrow points to the 'Register' button.

If you are a new training provider, click on **Create an Account**. This will bring you to the **New York State Directory Service (NYS DS) Self Registration page**. Enter the required information, including a temporary password. All fields with an asterisk (*) must be completed. Your User ID must be between 4-10 characters. Passwords must be at least 14 characters and include at least one upper case letter, one lower case letter, and one number. After completing all required fields, click on **Create Account**. If your username is not unique, you will be prompted to create a different one.

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NY.gov ID SELF REGISTRATION

* indicates required field

User Information [Personal Privacy Protection Law Not](#)

First Name*

Last Name*

Email*

Confirm Email*

Login Information

Preferred Username* i Username available

I'm not a robot  reCAPTCHA
[Privacy](#) - [Terms](#)

NY.gov ID SELF REGISTRATION

An activation email has been sent to – null

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

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An activation message will be sent to the email that was provided at registration. Click on the activation link to continue the account creation process. Following this link will navigate to a screen to set your secret security questions and a permanent password.

Welcome to NY.gov ID , John Smith Inbox x



 Ny.govId@its.ny.gov
to me ▾

9:54 AM (0 minutes ago) ☆ ↶ ⋮



This email was sent in response to your registration of a NY.gov ID.

Dear John Smith,

Thank you for registering a NY.gov ID to be used for logging in to the Department of Labor Online Services website. Please note that you can enroll in other NY.gov services using this account. Your Username is ETPLUsername1

Please [click here](#) to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser.

https://qa.my.ny.gov/ActivateV4/activate_xhtml?rid=3c5c8ec7-6d29-4025-bf64-300a8cd4c227&nygovidlang=en

Thank you
New York State

NY.gov ID Activation

Thank you for registering!

You are now ready to activate your NY.gov Id.

During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.

Secret Questions

* indicates required field

*Question 1

What was the name of my first pet? ▾

*Answer

.....

*Confirm Answer

.....

*Question 2

What is the first name of my childhood best friend? ▾

*Answer

.....

*Confirm Answer

.....

*Question 3

What is your oldest cousin's first and last name? ▾

*Answer

.....

*Confirm Answer

.....

Continue

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FORGOT PASSWORD SELF SERVICE

* indicates required field

Please enter your new Password.

New Password*

Confirm Password*

Continue

You can now return to the ETPL home page. Select the Provider Log-in again and click Sign In.

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- ETPL >
- Additional Resources >
- Provider Log-in
- WDB Log-in

Training Provider Portal

Already have an Account?

If you have already created an account with us, or have created an NY.gov account with another New York State agency and would like to register that account as a Training Provider, please use the button below. You will be redirected to <https://my.ny.gov> to sign in before being returned to the Training Provider Home Page.

Sign In



Create an Account

If you have not created an account with us, have not created an NY.gov account with another New York State agency, or would like to create a new account to use as your Training Provider account, please use the button below. You will be redirected to the [NY.gov Self Registration](#) page to register an account there before being returned to the Training Provider Registration Page.

Register

The next screen will confirm that the username you are currently logged in with will be enrolled in the ETPL Provider program. Confirm that the username is correct and click **Enroll**. You will then be asked to sign out and then back in to continue registering.

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ETPL Provider Enrollment

i By clicking the "Enroll" button below, you are agreeing to enroll the ny.gov account that you are currently using (**ETPLUsername1**) into the ETPL Provider program. This will allow you to begin the registration process to become an ETPL Provider.

If you would instead prefer to create a new ny.gov account to use as your ETPL Provider account, please [register a new account](#). You will be redirected back to this page after account registration.

✓ Enroll



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ETPL Provider Enrollment

i The ny.gov account (**ETPLUsername1**) has been granted the role of a provider. Please sign-out using the button below and sign-in again with this account, to complete registration.

Sign Out



After signing in again, you will be brought to the Pre-Registration screen. FEIN, ZIP Code, and State are all required, as is an entry for which Workforce Development Board (LWDB) your organization will be applying to. Choosing the LWDB your organization is physically located in is strongly recommended. Click **Save & Continue**.

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↔ Sign Out

ETPL >
Additional Resources >

Provider Pre-Registration

Identification Type: Federal Employer Id Number (FEIN) ▾

FEIN: * 14-0697342

Zip Code: * 12204

State: * New York ▾

Workforce Development Board (WDB): * Albany-schenectady-rensselaer Counties ▾

Save & Continue

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The first tab to be completed is the Administration tab. Enter the required information.

Provider Administration Information



Provider Information

FEIN: *

Business Name: *

Training School Name (DBA): *

Website URL:

DUNS Number: *
[Obtain a DUNS Number](#)

Provider Address

Address Line 1: *

Address Line 2:

City: *

State: *

Zip Code: *

County: *

Borough:

Company Headquarters: Yes, the above address is Company Headquarters

Fill out **Administrative Contact Information, Admissions Contact Information, and Payment Contact Information**. If the information for Admissions and Payment Contact Information is the same as the Administrative Contact, click the Copy button above these sections to fill in automatically. Click **Save & Continue**.

Administrative Contact Information

First Name: *

Last Name: *

Title: * -- Select One --

Phone: *

Fax:

Email: *

Confirm Email: *

Admissions Contact Information

Information same as Administrative Contact? *



First Name: *

Last Name: *

Title: * -- Select One --

Phone: *

Fax:

Email: *

Confirm Email: *

Payment Contact Information

Information same as Administrative Contact? *



First Name: *

Last Name: *

Title: * -- Select One --

Phone: *

Fax:

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The next tab is the provider’s Profile Information, with special attention being paid to the License Entities section. A valid license or exemption under the NYS Education law is required to be approved on the ETPL. If your organization is licensed in NYS, select Yes and then click **Add**. You’ll then be prompted to provide the name of the licensing entity and attest whether you are in good standing.

Provider Profile Information

Organization Information

Organization Type: *

Ownership Type: *

Provider Type: *

Policy Webpage URL:

Profile Information:

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: *

Are you in good standing? * Yes No

If qualifying under an exemption in the state education law, select No to licensing and Yes to the exemption question. Select the appropriate exemption from the dropdown list. The state law can be viewed by clicking the hyperlink at the bottom of the License Entities section.

Accredited Entities

Are you an accredited educational institution? * Yes
 No

[+ Add](#)

If yes please provide the name of the entity: * -- Select One --

[X Remove](#)

Are you in good standing? * Yes
 No

Federal Aid

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

[Save & Continue](#)

PART 3 OF 6 – PROVIDER DOCUMENTATION

The **Documentation Tab** has downloadable forms required by NYSDOL and/or your LWDB. All documents marked with a red asterisk must be completed. Other documents may also be required by your LWDB. Click **Choose File** to upload each requested document and hit **Save & Continue** to proceed.

Provider Documentation



Foms *

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,.tif,.tiff,.doc,.docx,.jpeg

Required Forms

| Form Name | Form Updated | Uploaded Form |
|--|--------------|--|
| Assurances.pdf * | 10/12/2021 | Choose File No file chosen |
| Authorized Signature.pdf * | 10/12/2021 | Choose File No file chosen |
| Provider Contact Information.pdf * | 10/12/2021 | Choose File No file chosen |

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Next is the **Training Site Creation** section. This is where the training sites for the training course offerings will occur. Fill in all the required fields and click **Save & Continue**.

Training Site Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WIB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

Training Site Description: *

Website URL:

Training Site Address

Information same as Provider Address?

Address Line 1: *

Address Line 2:

City: *

State: *

Zip Code: *

County: *

Borough:

Training Site Contact Information

Information same as Administrative Contact?

Training Site Phone: *

Training Site Fax:

The **Course** tab is where demographic information about the training course is entered. There are six areas that must be completed within the Course section to submit the training course offering. The **General** subtab contains data about the course name, difficulty, length, and a description of training. All fields with a red asterisk must be completed to proceed.

Course Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WIB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

| | | | | |
|---|----------------|----------------|---------------------------------|---------------------------------|
| General * | Costs * | Hours * | Credential Information * | Career Classifications * |
| Licenses * | | | | |
| Course Title: * <input type="text" value="Dog Walking"/> | | | | |
| Skill Level: * <input type="text" value="Beginner"/> | | | | |
| Program Type: * <input type="text" value="Non-degree Program Cours"/> | | | | |
| Course Admission: <input type="text" value="Open"/> | | | | |
| Course Length: <input type="text" value="-- Select One --"/> | | | | |
| Course Website: <input type="text"/> | | | | |

Course Description *

✂ 🔍 📄 🗑 📁 ↶ ↷ Ω ☰ ☲ ☱

Styles - | Format - | **B** *I* **S** U | ☰ ☲ ☱

Do you like to walk dogs? Consider being a professional dogwalker

Course Curriculum *

Week 1- proper handling and leash etiquette

Week 2-How to handle multiple animals

The **Costs** subtab contains fields for required and additional costs associated with the course. Tuition is the only required field, though it is recommended that as many costs as possible be included on this page to provide transparency on the cost of attendance.

General * Costs * Hours * Credential Information * Career Classifications *

Licenses *

Required Costs

| Category | Cost | Action |
|---------------|-----------|--------|
| Tuition * | \$ 200.00 | |
| Total: | \$ 200.00 | |

Category: -- Select One --

Additional Costs

| Category | Cost | Action |
|---------------|----------|---------------------------------------|
| Photograph | \$ 40.00 | <input type="button" value="Remove"/> |
| Total: | \$ 40.00 | |

Category: -- Select One --

The **Hours** subtab contains a breakdown of how a student's time will be spent while in training.

Course Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WIB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

| | | | | |
|----------------------------|------------------------------------|---------|--------------------------|--------------------------|
| General * | Costs * | Hours * | Credential Information * | Career Classifications * |
| Licenses * | | | | |
| Classroom: * | <input type="text" value="10.00"/> | | | |
| Lab: * | <input type="text" value="0.00"/> | | | |
| Internship: * | <input type="text" value="0.00"/> | | | |
| Practical: * | <input type="text" value="10.00"/> | | | |
| Total Instructional Hours: | <input type="text" value="20.00"/> | | | |

The **Credential Information** subtab holds data on whether the training course is credit or non-credit bearing, whether the course leads to an industry recognized credential, and other credentialing information. Add any course certifications at the bottom of the tab using the **Add Certification** button.

Course Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WIB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

| | | | | |
|--|---|---------------------------------------|--------------------------|--------------------------|
| General * | Costs * | Hours * | Credential Information * | Career Classifications * |
| Licenses * | | | | |
| Type of Course: * | <input type="text" value="Non-credit bearing"/> | | | |
| Credential Granted: * | <input type="text" value="Industry Recognized Creden"/> | | | |
| Credit Hours Conferred: | <input type="text" value="Not conferred"/> | | | |
| Credential Test: | <input type="text" value="No, a test is not required"/> | | | |
| <input type="button" value="Add Certification"/> | | | | |
| Course Certifications: | <input type="text" value="Dog Walking Expert"/> | <input type="button" value="Remove"/> | | |

In the **Career Classifications** subtab, choose an occupational program category that the training is most closely related to. Search the instructional programs under each category and add them using the green plus button. Multiple program selections can be made if needed.

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Course Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WIB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

- General *
- Costs *
- Hours *
- Credential Information *
- Career Classifications *

Licenses *

Program Category:

-- Select One --

-- Select One --

Instructional Program

Search:

No data available

- Agriculture, Agriculture Operations, And Related Sciences
- Architecture And Related Services
- Area, Ethnic, Cultural, Gender, And Group Studies
- Basic Skills And Developmental/remedial Education
- Biological And Biomedical Sciences
- Business, Management, Marketing, And Related Support Services
- Citizenship Activities
- Communication, Journalism, And Related Programs
- Communications Technologies/technicians And Support Services
- Computer And Information Sciences And Support Services
- Construction Trades

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Course Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WIB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

General * **Costs *** **Hours *** **Credential Information *** **Career Classifications ***

Licenses *

Program Category:

Instructional Programs

Search:

| | | |
|---|----------------------------------|----------------------------------|
| Humanities/Humanistic Studies | <input type="button" value="i"/> | <input type="button" value="+"/> |
| Liberal Arts and Sciences/Liberal Studies | <input type="button" value="i"/> | <input type="button" value="+"/> |

Selected Instructional Programs

Search:

| | | |
|----------------------------------|----------------------------------|-----------------|
| <input type="button" value="-"/> | <input type="button" value="i"/> | General Studies |
|----------------------------------|----------------------------------|-----------------|

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If there is a license required to provide the training course in question within NYS, it can be uploaded in the **Licenses** subtab. Fill out the required fields and hit **Save Course**.

Course

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

Licenses

Does your Training Provider Organization have a license? * Yes No

Licensing Entity: * -- Select One --

License #: *

Expiration Date: *

Upload License Document: * No file chosen

PART 6 OF 6 – COURSE OFFERING DETAILS

The final tab that must be completed prior to submitting your registration is the **Course Offering** tab. This tab displays information about where the course will be held, how it will be delivered, and when the course offering starts and ends. Complete all required fields in the **General** and **Schedule** subtabs and hit **Submit Registration**.

Course Offering Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WIB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

General * **Schedule ***

Course Title:

Training Site:

Schedule Type: *

Method of Delivery: * Apprentice
 Classroom
 Distance Learning
 Online

Instructor Name:

Instructor Credentials:

Class Size:

Offering Language:

Submit Registration

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Course Offering Creation



i You can only add one Training Site, one Course, and one Course Offering until your registration is approved by your WIB. After you are approved, you will be able to add additional Training Sites, Courses, and Course Offerings.

General * **Schedule ***

Start Date: * 10/01/2021

End Date: * 12/31/2021

i Enter a start time and end time for any days that you want to make part of the schedule for this offering. Days with empty values will be ignored.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Start Time: 08:00 End Time: 09:00

| Day | Start Time | End Time | Action |
|-----|------------|----------|--------|
|-----|------------|----------|--------|



Clicking Save and **Submit Registration** will send your application to your designated LWDB, so ensure the information entered on each tab is accurate prior to final submission. You will be notified by e-mail when a decision has been made regarding your application.

OUTSIDE PROVIDER

The **Outside Provider** tab allows a training provider to request that their training course offerings are displayed in a LWDA they are not physically present in. Becoming an outside provider expands the visibility of the organization and increases the number of available trainings to students across the state. To apply to be an outside provider, navigate to the **Outside Provider** tab and select the LWDA(s) the training provider wishes to appear in. Click **Save**.

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Provider Home Page

Business Name: The Business
Primary WDB: Herkimer-madison-oneida

Please select Workforce Areas to be an outside provider for:

- Albany-schenectady-rensselaer Counties (A)
- Broome-tioga Counties (B)
- Cattaraugus-allegany Counties (C)
- Cayuga-cortland Counties (D)
- Chautauqua County (E)
- Chemung-schuylar-steuben Counties (F)
- Chenango-delaware-otsego Counties (G)
- Columbia-greene Counties (H)
- Dutchess County (I)
- Erie County (J)

Workforce Area Requests

Show 10 entries

| Workforce Area | Type | Status |
|--|---------|------------------|
| Albany-schenectady-rensselaer Counties (A) | Outside | Pending Approval |
| Herkimer-Madison-Oneida | Primary | Approved |

Showing 1 to 1 of 1 entries

Save

A list of the LWDAs the training provider participates in or are pending approval can be found at the bottom of the page.

Workforce Area Requests

Show 10 entries

Search:

| Workforce Area | Type | Status |
|--|---------|------------------|
| Albany-schenectady-rensselaer Counties | Outside | Pending Approval |
| Herkimer-Madison-Oneida | Primary | Approved |

Showing 1 to 2 of 2 entries

Save

CONTINUED ELIGIBILITY

WIOA requires that programs approved for Initial Eligibility undergo an evaluation for Continued Eligibility after one year. Future Continued Eligibility reviews must be completed biennially (every two years). However, currently NYS does not have a process in place for Continued Eligibility. The guide will be updated in the future to include the process for Continued Eligibility.

APPRENTICESHIP

All Registered Apprenticeship programs are automatically eligible to be included on the ETPL. Any Registered Apprenticeship providers that want to be added before the process is finalized should contact the NYSDOL ETPL Help Desk at etp@labor.ny.gov. NYSDOL will facilitate the approval of Registered Apprenticeship programs.

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ATTACHMENTS

The following attachments are included for your use:

- Section 5001 of the Education Law;
- LWDA Eligible Training Provider Certification Assurances Form; and
- Authorized Signature Form.

[Section 5001 of the NYS Education Law](#)

§ 5001. Licensed private career schools.

5001(2). Exempt schools. The following schools are exempted from the licensing requirement of this section:

- Institutions authorized to confer degrees in this state;
- Schools providing kindergarten, nursery, elementary or secondary education, except schools conducted for profit which provide instruction in English as a second language or preparation for high school equivalency examinations to out-of-school youth or adults;
- Schools operated by governmental agencies or authorities;
- Schools which engage exclusively in training of students with disabilities as defined in section forty-four hundred one of this chapter;
- Schools conducted on a not-for-profit basis by firms or organizations for the training of their own employees only, provided that such instruction is offered at no charge to such employees, or by a fraternal society or benevolent order for its members or their immediate relatives only;
- Schools which provide instruction in the following subjects only: religion, dancing, music, painting, drawing, sculpture, poetry, dramatic art, languages, reading comprehension, mathematics, recreation, yoga, martial arts, Pilates and athletics, including the training of students to teach such subjects, provided, however, that schools conducted for the purpose of training personal trainers shall be excluded from this exemption and shall be required to obtain licensure;
- Schools in which the course of instruction is licensed, registered or approved under any other section of this chapter or by any other department or agency of the state;
- Schools which provide instruction designed solely for giving flight training and/or related ground school instruction;
- Schools in which instruction designed solely to prepare applicants for admission to professional licensing examinations administered by the department pursuant to title eight of this chapter, and applicants for examination for admission to the practice of law;
- Schools which offer continuing education courses exclusively for individuals licensed by the department pursuant to title eight of this chapter and for individuals admitted to the practice of law;
- Schools which provide instruction given exclusively to employees of a person or organization which has contracted with another person or organization to provide such instruction at no cost to the employees;
- Conferences, trade shows, workshops, seminars, institutes or courses of study offered and sponsored either jointly or individually by recognized trade, business or professional organizations for the benefit of their membership;
- Schools that limit their total conferences, trade shows, workshops, seminars, institutes or other course offerings to no more than twice in one calendar year with each of those offerings for no more than five days;

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- n. Schools which provide instruction exclusively to persons employed full-time or part-time in the field in which instruction is being offered, where the instruction is provided to meet continuing education standards required for professional licensure as defined by law in this state;
- o. Schools in candidacy status pursuant to subparagraph (iv) of paragraph b of subdivision four of this section; and
- p. Schools which provide instruction in photography exclusively for non-occupational purposes.

WIOA Eligible Training Provider Certification Assurances

As a condition of financial assistance from NYSDOL under Title I of WIOA, the contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- A. Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United states or participation in any WIOA Title I-financially assisted program or activity;
- B. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- C. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- D. The Age Discrimination Act of 1975, amended, which prohibits discrimination on the basis of age; and
- E. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

Please tell us the name (if any) of any Federal Agency that conducted a civil rights compliance review or complaint investigation and found your organization to be in noncompliance in the past two years.

Please give us information about any administrative enforcement actions or lawsuits that alleged discrimination on any protected basis and that were filed against your organization in the past two years. This information should include the names of the parties, the forum in which each case was filed, the relevant case numbers, and any additional information that may be necessary.

The Contractor also assures that it will comply with 29 CFR 38 and all other regulations implementing the laws listed above. This assurance applies to the contractor's operation of the WIOA Title I-financially assisted program or activity, and to all agreements entered into to carry out the WIOA Title I-financially assisted programs. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

Provider Name

Authorized Signature

Date

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Provider/Offering Application

Authorized Signature Form

Authorized Signature: By signing, I hereby certify that all information contained in this application is accurate as of the date of submission. I further certify my understanding that any or all of the items included in the application may be displayed on the internet (subject to New York State confidentiality restrictions) as part of the New York statewide list of eligible training providers.

Certified by:

Signature of Authorized Official

Date

Typed/Printed Name of Signatory

Signatory's Official Title

Provider Name

FEIN

WE ARE YOUR DOL



Eligible Training Provider List

Guide for Local Workforce Development Boards

**December 8,
2021**

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BACKGROUND

The New York State (NYS) Eligible Training Provider List (ETPL) was established in compliance with the Workforce Investment Act of 1998 and continues under the Workforce Innovation and Opportunity Act (WIOA). The purpose of the ETPL is to present a broad and diverse selection of training choices to support employment goals of individuals. Training providers must be listed on the ETPL to receive WIOA funding through an Individual Training Account or Grant (ITA/ITG).

To be listed initially on the ETPL, a training provider's program must be evaluated and approved by a Local Workforce Development Board (LWDB). After a training provider's program(s) has been approved for initial eligibility, the program(s) will be required to undergo an evaluation for Continued Eligibility after one year. However, NYS does not currently have a process in place for Continued Eligibility. The guide will be updated in the future to include the process for Continued Eligibility.

Note: 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

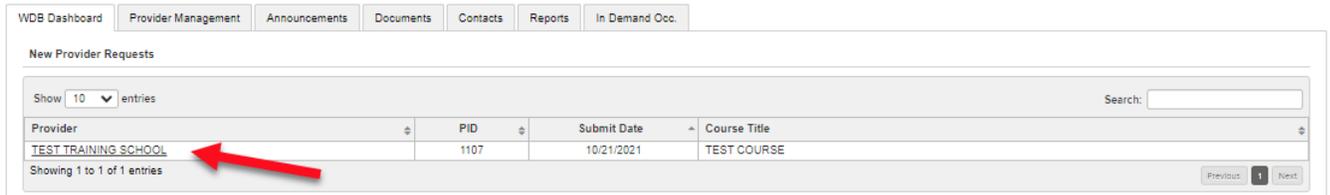
From the [ETPL website](#), select **WDB Log-In** from the navigation bar on the left side of the page. Please note that usernames and passwords are case sensitive and must be entered manually.

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



The screenshot shows the WDB Dashboard with several navigation tabs: WDB Dashboard, Provider Management, Announcements, Documents, Contacts, Reports, and In Demand Occ. Below the tabs is a section titled "New Provider Requests". It includes a search bar and a table with the following data:

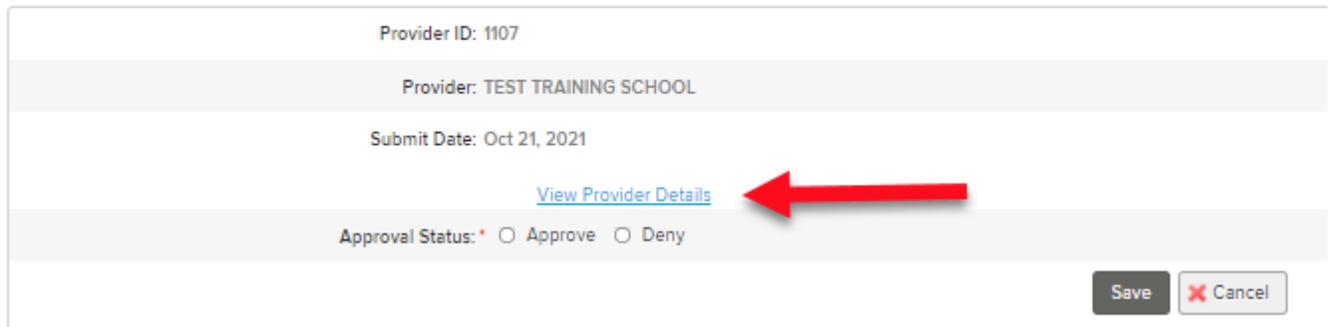
| Provider | PID | Submit Date | Course Title |
|--------------------------------------|------|-------------|--------------|
| TEST TRAINING SCHOOL | 1107 | 10/21/2021 | TEST COURSE |

Below the table, it says "Showing 1 to 1 of 1 entries". A red arrow points to the provider name "TEST TRAINING SCHOOL".

On the screen that follows, click **View Provider Details** to review the organization's application. A new tab or window will open in your browser.

Provider Approval

Provider Approval



The screenshot shows the "Provider Approval" page with the following information:

- Provider ID: 1107
- Provider: TEST TRAINING SCHOOL
- Submit Date: Oct 21, 2021
- [View Provider Details](#) (with a red arrow pointing to it)
- Approval Status: Approve Deny
- Buttons: Save, Cancel

1. Administration Tab

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

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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

Administrative Contact Information

First Name: * TEST

Last Name: * PROVIDER

Title: * President

Phone: * (518) 345 - 6778 ext

Fax: ext

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

2. Profile Tab

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.

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Business Name: TEST BUSINESS

Primary WIB: Albany-Schenectady-Rensselaer Counties

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

Organization Information

Organization Type: *

Ownership Type: *

Provider Type: *

Policy Webpage URL:

Profile Information:

Characters Remaining:

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: *

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: *

Are you in good standing? * Yes No

Federal Aid

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

3. Documentation Tab

This section includes three forms required by NYSDOL:

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

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Business Name: TEST BUSINESS

Primary WIB: Albany-Schenectady-Rensselaer Counties

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

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,.tif,.tiff,.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 |

If necessary, LWDBs can upload their own LWDB policy or information documents using the **Documentation** tab.

4. Training Site Details Tab

The Training Site Details 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

5. Courses Tab

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.

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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

The **General** subtab contains the course description, curriculum, and any prerequisites needed to take the course.

Course

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

Course Title:

Skill Level:

Program Type:

Course Admission:

Course Length:

Course Website:

Course Status:

Course Description

X

Styles - | Format - | **B** *I* U

Learn to be a dog walker!

Course Curriculum

Course Curriculum

X [Icons] | Ω | = | ✖

Styles - | Format - | **B** *I* S | U | ¶ | :: | ☰ | ✖

Leashing 101
Multi-dog Walk Lane Discipline

Course Prerequisites: *

Other Course Prerequisites

X [Icons] | Ω | = | ✖

Styles - | Format - | **B** *I* S | U | ¶ | :: | ☰ | ✖

The **Costs** subtab outlines any required and/or additional costs associated with taking the training course.

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 --

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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.

The screenshot shows the 'Hours' subtab of a 'Course' form. It contains five input fields for instructional hours: Classroom (0.00), Lab (0.00), Internship (0.00), Practical (50.00), and Total Instructional Hours (50.00). The 'Total Instructional Hours' field is the sum of the other four categories.

| Category | Hours |
|----------------------------------|--------------|
| Classroom | 0.00 |
| Lab | 0.00 |
| Internship | 0.00 |
| Practical | 50.00 |
| Total Instructional Hours | 50.00 |

The **Credential Information** subtab describes whether a course is credit bearing, grants a credential, confers credit hours, or requires a credential examination.

The screenshot shows the 'Credential Information' subtab of a 'Course' form. It contains four dropdown menus: Type of Course (Non-credit bearing), Credential Granted (Licensure Qualifying), Credit Hours Conferred (Not conferred), and Credential Test (No, a test is not required).

| Field | Value |
|------------------------|----------------------------|
| Type of Course | Non-credit bearing |
| Credential Granted | Licensure Qualifying |
| Credit Hours Conferred | Not conferred |
| Credential Test | No, a test is not required |

The **Career Classification** subtab will display the related instructional programs the training provider has designated for this training course.

Course

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

Selected Instructional Programs

Search:

Parks, Recreation and Leisure Studies

The final subtab, **Licenses**, will show any licensing documents uploaded by the provider to prove their ability to provide the training in question within NYS.

Course

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

Licenses

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

6. Course Offering Tab

The final tab is **Course Offering**, 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:

Training Site:

Offering Status: *

Schedule Type: *

Method of Delivery: * Apprentice
 Classroom
 Distance Learning
 Online

Instructor Name:

Instructor Credentials:

Class Size:

Offering Language:

Course Offering

General *
Schedule *

Start Date: *

End Date: *

| 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: * <input checked="" type="radio"/> Approve <input type="radio"/> Deny |
| Seeker Service Type: * Occupational Skills Training |
| Funding Eligible: * Yes |
| <input type="button" value="Save"/> <input type="button" value="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: * <input type="radio"/> Approve <input checked="" type="radio"/> Deny |
| Denial Justification: * Denied due to lack of licensing |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> |

This will bring you back to the **WDB Dashboard**.

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New Offering Requests

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

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 |
|----------------------------|-----|-------------|--------------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries Previous Next

New Course Offering Requests

Show 10 entries Search:

| Course Title | OID | Submit Date | Provider | PID |
|--------------|-----|-------------|----------|------|
| Dog Walking | 350 | 10/29/2021 | ABC Corp | 1108 |

Showing 1 to 1 of 1 entries Previous Next

Pending Edit Course Requests

Click on **View Course Offering Details** to view the offering information. Once your review is complete, approve the offering using the same instructions found in the prior section.

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

You will be returned to the **WDB Dashboard** after clicking **Save**.

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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 Course Requests

Show 10 entries

| TID | Submit Date | PID | Provider | Course Title |
|------|-------------|------|----------|--------------|
| 1189 | 10/29/2021 | 1108 | ABC Corp | Dog Walking |

Showing 1 to 1 entries

Pending Edit Course Approval

Course Details

| Field Name | Old Value | New Value | Approve/Deny |
|--------------|-----------|-----------|--|
| Tuition Cost | 200.0 | 300.0 | <input type="radio"/> Yes <input type="radio"/> No |

Course Costs

Required Costs

Show 10 entries Search:

| Field Name | Old Value | New Value | Approve/Deny |
|----------------------------|-----------|-----------|--------------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries Previous Next

Additional Costs

Show 10 entries Search:

| Field Name | Old Value | New Value | Approve/Deny |
|----------------------------|-----------|-----------|--------------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries Previous Next

[View Course Details](#)

i A Denial justification is required if any of the above fields are denied.

Denial Justification

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, and other text formatting options.

Submit Cancel

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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).

Pending Edit Provider Requests

Show 10 entries Search:

| TID | Submit Date | PID | Provider |
|-----|-------------|------|----------|
| 38 | 10/29/2021 | 1108 | ABC Corp |

Showing 1 to 1 of 1 entries Previous 1 Next



Outside Provider Requests

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.

Outside Provider Requests

Show 10 entries

| PID | Submit Date | Provider | Primary WDB |
|------|-------------|---------------|-------------------------|
| 1110 | 11/02/2021 | Business corp | Herkimer-Madison-Oneida |

Showing 1 to 1 of 1 entries



After reviewing the provider details, select **Approve** or **Deny**. Click **Save**.

Outside Provider Approval

Outside Provider Approval

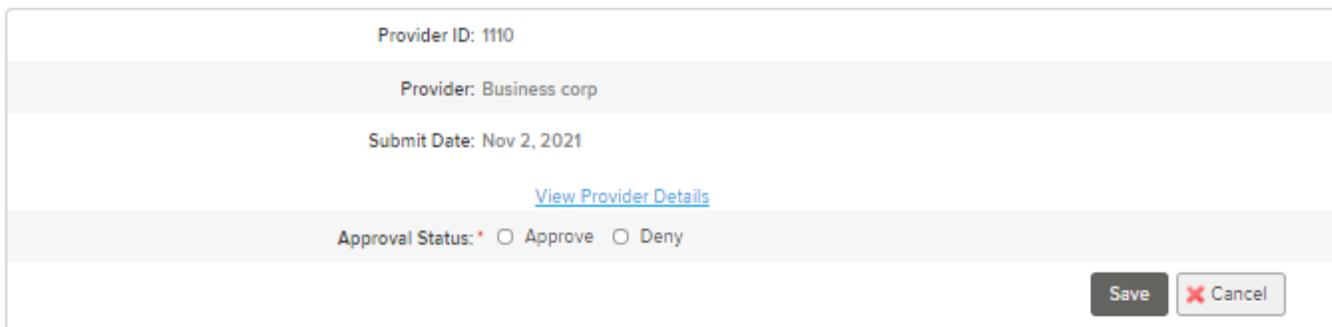
Provider ID: 1110

Provider: Business corp

Submit Date: Nov 2, 2021

[View Provider Details](#)

Approval Status: * Approve Deny



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.

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WDB Training Provider Management

WDB Dashboard Provider Management **←** Courses Contacts Reports In Demand Occ.

Primary Provider List

| Approval Date | PID | Provider | Active Offerings | Action |
|---------------|-----------------------|----------------------------|------------------|---|
| 06/05/2019 | 23943 | Training School Name 0503D | 0 | <input type="button" value="✖ Remove"/> |
| 06/07/2017 | 23928 | UniqueDim | 0 | <input type="button" value="✖ Remove"/> |
| 08/03/2017 | 23931 | John May | 0 | <input type="button" value="✖ Remove"/> |
| 11/07/2018 | 23939 | sdfdsfsf | 0 | <input type="button" value="✖ Remove"/> |
| 10/08/2019 | 23947 | business11 | 0 | <input type="button" value="✖ Remove"/> |
| 09/11/2017 | 23921 | JaneLance TPN | 0 | <input type="button" value="✖ Remove"/> |
| 11/02/2021 | 1110 | Business corp | 1 | <input type="button" value="✖ Remove"/> |
| 05/19/2017 | 23910 | Farfaraway | 0 | <input type="button" value="✖ Remove"/> |
| 05/02/2017 | 23917 | JohnDoe Enterprise | 0 | <input type="button" value="✖ Remove"/> |
| 06/30/2016 | 23898 | Patty Smith | 0 | <input type="button" value="✖ Remove"/> |
| 12/01/2016 | 23905 | RAJIBPAUL IT School | 0 | <input type="button" value="✖ Remove"/> |
| 08/03/2017 | 23927 | Luluyang | 0 | <input type="button" value="✖ Remove"/> |
| 03/23/2016 | 23881 | First Order | 0 | <input type="button" value="✖ Remove"/> |
| 05/01/2017 | 23920 | IIT training inc | 0 | <input type="button" value="✖ Remove"/> |
| 08/03/2018 | 23937 | Ted's Bakery | 0 | <input type="button" value="✖ Remove"/> |
| 04/04/2017 | 23913 | Dev Training School 1 | 0 | <input type="button" value="✖ Remove"/> |
| 05/15/2017 | 23915 | Vickie Inc | 0 | <input type="button" value="✖ Remove"/> |
| 07/05/2019 | 23946 | business 1 | 0 | <input type="button" value="✖ Remove"/> |

Please Note:

Removing a Primary Training Provider will remove all courses and offerings
from *both* the Primary and Secondary LWDB(s).

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ANNOUNCEMENTS TAB

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

WDB Announcements

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

Active Announcements

| Start Date | End Date | Subject | Action |
|------------|----------|---------|--------|
|------------|----------|---------|--------|

Post New Announcement

i The Announcement will be posted to all providers of Albany-Schenectady-Rensselaer Counties

Start Date: *

End Date: *

Subject: *

Message: *

Characters Remaining: 4000

Submit New Announcement

[Sent Announcements Archive Show](#)

To send a new Announcement, select a **Start Date** and **End Date**. Enter the **Subject** and **Body** of the Announcement, and press **Submit New Announcement**. The announcement will be posted to all providers contained within your Local Workforce Development Area (LWDA).

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:

- Assurances Form;
- Authorized Signature From; 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 press **Choose File** to find the document on your computer, and then press **Open**. Click **Add Form**.

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

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WDB Documents

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

| 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: *

Required: Yes, this form is required for all providers

Upload Document: * No file chosen

CONTACTS TAB

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 press **Save**.

WDB Contacts

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

My WDB Information

WDB Area: Albany-Schenectady-Rensselaer Counties

WDB Name: * Albany-Schenectady-Rensselaer Counties

First Name: *

Last Name: *

Address Line 1: *

Address Line 2:

City: *

State: *

Zip Code: *

Phone: *

Email Address: *

This page also allows you to browse information for other LWDB contacts and includes your **WDB Contact List**.

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WDB Contact List

Search:

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

REPORTS TAB

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 press **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

From this page, you can also generate an **Approved Items Report**, which will create an Excel spreadsheet of your provider and course/offering fields.

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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

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

In Demand Occupation List

Show 10 entries Search:

| SOC Code | Occupation Title | Priority | Action |
|------------|--|-------------------------------------|--------|
| 11-1011.00 | Chief Executives | <input type="checkbox"/> | |
| 11-1021.00 | General and Operations Managers | <input checked="" type="checkbox"/> | |
| 11-3021.00 | Computer and Information Systems Managers | <input type="checkbox"/> | |
| 11-9013.01 | Nursery and Greenhouse Managers | <input type="checkbox"/> | |
| 11-9039.00 | Education Administrators, All Other | <input type="checkbox"/> | |
| 11-9111.00 | Medical and Health Services Managers | <input type="checkbox"/> | |
| 11-9161.00 | Emergency Management Directors | <input type="checkbox"/> | |
| 41-1011.00 | First-Line Supervisors of Retail Sales Workers | <input type="checkbox"/> | |

Showing 1 to 8 of 8 entries 1

Occupation Search

SOC Code:

Occupation Title:

Keyword:

CONTINUED ELIGIBILITY

WIOA requires that programs approved for Initial Eligibility undergo an evaluation for Continued Eligibility after one year. Future Continued Eligibility reviews must be completed every two years. However, NYS does not currently have a process in place for Continued Eligibility. The guide will be updated in the future to include the process for Continued Eligibility.

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

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Do the LWDB contacts receive notification that a new provider request is in 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.

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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 LWDBAs, they need to create separate accounts.

There is a provider we would like to use that is not located in our LWDBA 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 Data Universal Numbering System (DUNS) number. Can they still be listed on the eligible training provider list?

No. Having a DUNS number is required. DUNS numbers are free and obtained from Dun & Bradstreet (D&B) and are typically used for organizations doing business with State and Federal agencies (e.g., grant recipients, contractors, etc.). Providers are not obligated to purchase any of D&B's products and may already have a number.

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 Administration. 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.

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