# Memo 04-2023: Eligible Training Providers List (ETPL) Policy Update

**Date:** September 12, 2023

**To:** NEWDB Staff, NEWDB Title I Service Provider Staff, ETPL Vendors

**Subject:** Local Area ETPL Procedures

**From:** Michelle Bish, Executive Director

# Purpose:

The Oklahoma Office of Workforce Development (OOWD) updated OWDI 01-2023 -Eligible Training Provider (ETP) policy on April 18, 2023. Within OWDI 01-2023, are sections that require local area processes and definitions. This memo clarifies the processes and definitions for the NEWDB.

OOWD’s policy and attachments can be found in the links below:

* [OWDI 01-2023 - Oklahoma Eligible Training Provider List Policy and Procedures](https://oklahomaworks.gov/wp-content/uploads/2023/04/OWDI-01-2023-Oklahoma-Eligible-Training-Provider-List-Policy-and-Procedures.pdf)
* [OWDI 01-2023 – Attachment 1](https://oklahomaworks.gov/wp-content/uploads/2023/04/OWDI-01-2023-Attachment-I.pdf)
* [OWDI 01-2023 – Attachment 2](https://oklahomaworks.gov/wp-content/uploads/2023/04/OWDI-01-2023-Attachment-II.pdf)
* [OWDI 01-2023 – Attachment 3](https://oklahomaworks.gov/wp-content/uploads/2023/04/OWDI-01-2023-Attachment-III.pdf)
* [OWDI 01-2023 – Attachment 4](https://oklahomaworks.gov/wp-content/uploads/2023/04/OWDI-01-2023-Attachment-IV.pdf)
* [OWDI 01-2023 – Attachment 5](https://oklahomaworks.gov/wp-content/uploads/2023/04/OWDI-01-2023-Attachment-V.pdf)

# Procedure:

NEWDB’s current Eligible Training Provider Policy dated February 14, 2018 is rescinded as of the date of this memo and NEWDB will utilize OWDI 01-2023 as the local ETP Policy. NEWDB has addressed additional definitions and requirements outlined in OWDI 01-2023 below.

## From OWDI 01-2023 Page 3:

The LWDB is responsible for carrying out the following procedures assigned by the State:

1. Each LWDB shall use the OKJobMatch ETPL system for accepting virtual applications from providers to be on the ETPL. LWDBs may authorize qualified LWDB staff members (ETPL Coordinators) to act on their behalf in making determinations for initial and/or continued eligibility of providers and their program(s).

Cathy Spencer serves as NEWDB ETPL Coordinator and is supported by Jeremy Frutchey in this role.

## From OWDI 01-2023 Page 4:

1. Identify in-demand occupations for the local area using relevant labor market information. Each LWDB must establish, maintain, review and update annually a program of existing or emerging occupations that are determined to:
   1. be part of a sector of the economy that has a high potential for sustained demand or growth in the local area;
   2. target industry clusters within the local area;
   3. support economic growth priorities; and
   4. address industry-specific shortages.

NEWDB has created a Demand Occupations Policy that identifies existing and emerging demand sectors and occupations. Reference [NEWDB’s policy website](http://northeastworkforceboard.com/about-us/policies/) for details.

## From OWDI 01-2023 page 9:

### Initial Eligibility Criteria for Provider’s Programs:

Additional requirements as established by the LWDBs. The local areas may require additional information for inclusion on the ETPL. Additional requirements may prevent a provider and/or program from being approved on the local ETPL, even if approved in the state ETPL. If the LWDB is reviewing provider applications for inclusion in the state ETPL, it must do so using only the state’s requirements and not the local area’s additional requirements. LWDBs may supplement the criteria and information requirements established by the state in order to support informed consumer choice and the achievement of local performance indicators. LWDBs may not require additional information for RAPs. Examples of additional information LWDBs may request include:

1. Information on training programs linked to in-demand occupations in the local area;
2. Performance and cost information for the local outlet/site of multi-site providers;
3. Information that demonstrates whether local providers are responsive to local program requirements and;
4. Other appropriate information related to the objectives of WIOA

While allowable as outlined above, NEWDB does not have any additional requirements for ETP providers other than those already outlined in OWDI 01-2023.

## From OWDI 01-2023 page 13:

### Complaints Against Providers

Each LWDB must develop a process for tracking participant complaints related to ETPL training providers. At the discretion of the local board, these records can be used in determining continued eligibility. All complaints related to the ETP must be forwarded to OOWD.

NEWDB’s EO Officer will be the designated recipient of ETP complaints and will keep those complaints as part of their complaint log procedures.