

ALABAMA WORKFORCE DEVELOPMENT SYSTEM
Department of Commerce
Workforce Development Division
401 Adams Avenue
Post Office Box 304106
Montgomery, Alabama 36130-4106

June 20, 2018

GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY2015-03, Change 2

SUBJECT: Workforce Innovation and Opportunity Act Eligible Training Providers

1. Purpose. This directive transmits the State's request for recertification and performance information regarding the Workforce Innovation and Opportunity Act (WIOA) Eligible Training Providers. This is to provide instructions for the collection of program performance and cost information in order to continue eligibility on the Providers List (ETPL) and to provide customers with the most recent information available to be used when selecting training programs.
2. Discussion. Under WIOA, States shall establish a procedure to determine eligibility for new training providers and one for continued eligibility of current training providers. It also states that submission of the performance, program costs, and any additional information required for each individual WIOA-certified program must be submitted every two years to the Workforce Development Division. The requested information is due by July 31, 2018. If the information is not provided, the training program and/or provider will be removed until information is submitted. The reporting period for ALL approved training providers for recertification is July 1, 2015 through December 31, 2017.
3. Action. It is the responsibility of the local workforce development areas and the training providers to review the attached recertification instructions and guidance.

Attached are instructions, and guidance information to use in the collection and reporting of performance and cost information for each WIOA certified training program. The requested information is to be entered on the Training Provider website, www.ETPL.alabama.gov, for each current program by July 31, 2018.

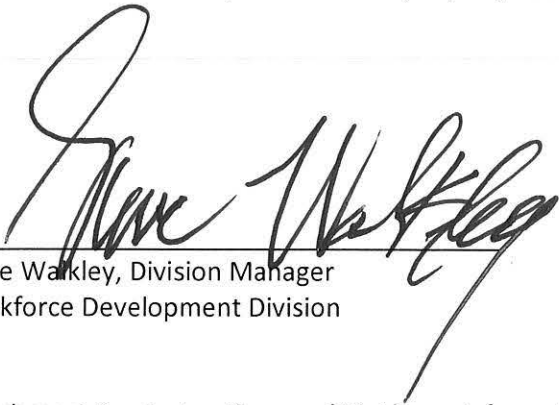
Training providers are required to enter the information on the Eligible Training Provider List website. Training providers are strongly encouraged to keep the performance information listed on the ETPL website up-to-date. Training providers' information will be reviewed at least every 24 months to ensure that it remains current and meets establish performance goals for continued eligibility. The minimum 50% completion and employment rate for ALL program students and 70% completion and employment rate for WIOA participants is required for continued eligibility.

If the requested performance information is not provided, the training program and/or provider will be removed until such time that the information is submitted.

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4. Contact. Any questions regarding this Directive should be addressed to Jessica Dent, Workforce Development Division, at (334) 353-3256.

A handwritten signature in black ink, appearing to read "Steve Warkley". The signature is written in a cursive style with a large initial "S" and a long, sweeping underline.

Steve Warkley, Division Manager
Workforce Development Division

- Attachment 1: Instructions and Guidance Information
Attachment 2: Contact Verification Form
Attachment 3: Program Performance Renewal and Reapplication



Eligible Training Providers
WIOA Program Performance PY17 Renewal and Reapplication

Instructions and Guidance

1. **Review the attached information for WIOA PY17 Program performance data. This data, along with Overall Program performance, MUST BE submitted through the ETPL website. www.etpl.alabama.gov**
 - a. WDD staff has compiled the performance data for WIOA ITA participants. *This data was compiled with the use of WIOA ITA PY 17 approved applications, cross referenced with the AlaWorks reporting system for performance outcomes. The performance categories include the following*
 - i. **Total number of program participants who exited** the program during the program year. *(this would include everyone who exited, whether it is with a credential, a drop out, a failure to complete, etc)*
 - ii. **Total number of program participants who completed** with a certificate, diploma, degree, etc during the program year
 - iii. **Total number of program exiters who obtained a recognized postsecondary credential** during participation or within one year after exit from the program
 - iv. **Total number of program exiters who completed** with a certificate, diploma, degree, etc and **entered employment in the 2nd qtr** after completion of the program
 - v. **Total number of program exiters who completed** with a certificate, diploma, degree, etc and **entered employment in the 4th qtr** after completion of the program.
 - vi. **Total number of program exiters who completed** with a certificate, diploma, degree, etc and **entered employment** after completion of the program.
 - vii. **Enter Median hourly wage** of all employed completers at 2nd qtr. after exit
 - b. Providers may amend the data as needed for accuracy, **if changes to performance are made, providers must note the revisions on the included contact verification document and submit to the Workforce Development office all changes** to WIOA ITA participant data.
2. **Eligible Training Provider Staff must log into the ETPL site to review and update:**
 - a. Enter performance data for the program, see above.
 - b. Update Cost Information
 - c. Program Skills/Occupations
 - d. Enter updated Private School Licensure Expiration Date
 - e. Update contact information if any changes have occurred
3. **Eligible Training Providers must submit the contact verification/changes form to the Workforce Development Office.**

Please contact the Alabama Workforce Development Division of Commerce for questions, corrections or concerns. Jessica.dent@commerce.alabama.gov or 334-353-3256



**Alabama Workforce Innovation and Opportunity Act
Eligible Training Provider List
Contact Verification and Revision Form**

Please complete and return to the Alabama Workforce Development Division

PROVIDER NAME

1. The review of the WIOA performance has been completed.

Yes _____ No _____ Revisions made to WIOA Performance data provided:

Yes _____ No _____ Performance Data for WIOA and Overall Students has been entered at www.etpl.alabama.gov

2. Is this person(s) the principal contacts for management of the WIOA programs?

Confirm ___ Remove ___ Contact Person Name ETPL Login:

If the password needs to be reset go to www.etpl.alabama.gov; click Option 1 "Retrieve User Name or Password".

To add administrators to the ETPL go to www.etpl.alabama.gov; click Option 2 –Create a User Account. Alabama Workforce Investment Staff must review the request and approve the user for administration privileges.

This document must be signed, dated and emailed Jessica.dent@commerce.alabama.gov or regular mailed to:

Signature _____ Date _____

**Alabama Workforce Investment System
Workforce Development Division
Attn: Jessica Dent
401 Adams Avenue
Post Office Box 304103
Montgomery, Alabama 36103-5690**



Eligible Training Providers
WIOA Program Performance PY17 Renewal and Reapplication

1. Please Review the attached information for WIA PY17 Program performance data. This data has been entered into the ETPL website.
 - a. *WDD staff has compiled the performance data for WIOA ITA participants. This data was compiled with the use of WIOA ITA PY 17 approved applications, cross referenced with the AlaWorks reporting system for performance outcomes.*
Note: a program listed without performance indicates the program was carryover to PY16.

2. Eligible Training Provider Staff must log into the ETPL site to:
 - a. Enter performance data for the program, including all students enrolled the curriculum, regardless of payment method.
 - b. Update Cost Information
 - c. Program Skills/Occupations
 - d. Enter updated Private School Licensure Expiration Date

Please contact the Alabama Workforce Development Division of ADECA for questions, corrections or concerns.
Jessica.dent@adeca.alabama.gov or 334-353-3256

Provider Name

Full Performance:

Total Exited: #

Percentage of Exited Completing with Credential: #%

Percentage of Exited Completing with a Credential Obtaining Employment: #%

PROGRAM	PERFORMANCE								
	% Exit w/ Cred.	% w/ Cred. Emp.	Total Exit	Comp. w/ Cred.	Post Sec. Cred.	Emp. 2 nd QTR	Emp. 4 th QTR	Comp. Emp.	W Ir
CURRICULUM									

3. Please review the table of programs with no activity.
 - a. Should these be marked inactive, a review of the programs lack of activity is necessary for continued listing on the ETPL site.

Program Curriculum	Reviewed
Certified Nurse Assistant	
EKG Technician	
Microsoft Office Specialist	
Network and System Administrator	
Network and System Engineer	
Technology Associate	