

KAY IVEY
GOVERNORGREG CANFIELD
SECRETARY OF COMMERCESTATE OF ALABAMA
December 28, 2022MEMORANDUM
GLWA PY 22-07

TO: Workforce Innovation and Opportunity Act (WIOA) Eligible Training Providers for the Governor's Local Workforce Area (GLWA)

FROM: Tracey Smith, Workforce Development Manager *TS*
Governor's Local Workforce Area

SUBJECT: Eligible Training Provider Policy/Updates for the Governor's Local Workforce Area

As Workforce Innovation and Opportunity Act (WIOA) approved Eligible Training Providers (ETP), this memo provides information to you on the Individual Training Account (ITA) process for the Governor's Local Workforce Area (GLWA), the requirement to issue training certificates to students who complete training and the importance of updating approved training information as well as your Eligible Training Provider List (ETPL) contacts.

The Governor's Local Workforce Area is composed of five of the seven local workforce development areas in the state. These five areas are: North Alabama Works! East Alabama Works! West Alabama Works! Central Alabama Works! and Southeast Alabama Works! Due to reduced WIOA funding, ITA funds in the GLWA are approved on a semester basis. With provider training costs entered on the ETPL as total program costs, Career Center case managers who process the ITA contracts may contact your school for a breakdown of training costs per semester. Please notify your financial assistance staff that they may be contacted for additional information for the ITA process.

According to the State's Workforce Innovation and Opportunity Act Eligible Training Providers policy (Governor's Workforce Innovation Directive No. PY2021-01), credentials must be awarded after successful completion of the occupational skills training. Training providers must issue certificates/credentials to students who successfully complete training or face removal from the Eligible Training Provider List. The certificate must state it was awarded for completion of occupational skills training. A copy of the certificate should be sent to the ITA student's Career Center Case Manager for both student and training provider to receive credit for training completion and for the credential to count in WIOA performance. If the current training certificate issued by your school doesn't state it is awarded for "completion of Occupational Skills Training," the certificate must be revised. A *sample* of an Occupational Skills Training (OST) Certificate is attached. If your training program does not have OST certificates to issue to

students who complete training, a fillable blank certificate is attached for your use.

Training program information is entered on the ETP website and should be updated if there are changes. If training costs increase and the ETPL isn't updated, ITA contracts will not cover the increase.

Each training provider has a designated contact who updates their programs in the Eligible Training Provider section of the AlabamaWorks! website. Providers can name more than one designated contact if needed. If you would like to add an additional contact or if your designated contact changes, email Jill Grant, ETPL Program Specialist, at Jill.grant@commerce.alabama.gov so she can set up privileges for your new or additional contacts.

If you have any questions concerning this memo, contact Jill Grant at her email address above.

SAMPLE CERTIFICATE

LINEWORKER TRAINING INSTITUTE

This Certifies That

BONNIE A. STUDENT

Having satisfactorily completed all requirements for the

LINEWORKER TRAINING PROGRAM

is hereby awarded this

Certificate for Completion of Occupational Skills Training

The duly authorized signature of the President is hereunto affixed
this date October 14, 2022.

Riley Trainer, President
Training Provider Signatory Name and Title

Rudy Trainertoo, Instructor
Training Provider Signatory Name and Title



This Certifies That

Having satisfactorily completed all requirements for the

is hereby awarded this

Certificate for Completion of Occupational Skills Training

The duly authorized signature of the _____ is hereunto affixed
this date _____.

Training Provider Signatory Name and Title

Training Provider Signatory Name and Title

