

ALABAMA WORKFORCE DEVELOPMENT SYSTEM

Alabama Department of Workforce
Workforce Development
50 N. Ripley Street
Montgomery, Alabama 36130

ADMINISTRATIVE DIRECTIVE No. PY25-06, Change 1

SUBJECT: Alabama Workforce Innovation and Opportunity Act (WIOA) Eligible Training Provider List (ETPL) Policy

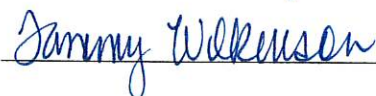
Purpose: To revise Alabama's WIOA ETPL Policy and remove Local Workforce Development Boards and add Regional Workforce Boards. Also, changed the State Workforce Development Board to Alabama Workforce Board. Also, update the Credential Policy Directive information, AD-Credential Policy 2025-05.

Effective Date: February 9, 2026

Discussion: This directive provides the procedures to determine eligibility for training providers and training programs. Alabama's ETPL will be open for application for the period of July 1 through October 31 of each program year, a total of four (4) months. The application period is for the submission of new programs, new providers, and any changes to currently approved programs.

Action: This information should be provided to all Career Center staff, local area staff, and ETPL providers so they are aware of the requirements needed to be approved for Alabama's ETPL.

Contact: Any questions regarding the ETPL should be directed to Jill Grant at jill.grant@workforce.alabama.gov.



Tammy Wilkinson, Director
Workforce Development



Date

Workforce Innovation and Opportunity Act (WIOA) Alabama's Eligible Training Provider List

Policy

The Workforce Innovation and Opportunity Act (WIOA) is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Under WIOA, participants in need of training services may access career training through a list of approved training providers and training programs. The eligible training provider list is compiled to provide participants a full array of training programs designed to meet their needs for job readiness or a career pathway. WIOA requires states to establish procedures to determine eligibility for training providers and training programs. Only those eligible training providers and their eligible programs will be included on Alabama's Eligible Training Provider List (ETPL). Only those training providers and programs listed on the ETPL will be utilized by the Career Centers for Individual Training Accounts. The ETPL can be viewed at www.AlabamaWorks.workforce.alabama.gov, Provider/Education Services, ETPL approved programs.

Current providers of training services must seek continued eligibility by following the application instructions included. New providers of training services must follow the application instructions indicated in this policy to be considered for approval for the ETPL.

Alabama's ETPL will be open for application for the period of July 1 through October 31 of each program year, for a total of four (4) months. This application period will be for the submission of new programs and any changes to currently approved programs. The remainder of the program year will be utilized to review programs currently on the ETPL for compliance, alignment with industry sectors, labor market information, and performance. Applications are completed on-line only through the AlabamaWorks system at www.AlabamaWorks.workforce.alabama.gov. The open application period does not apply to the Registered Apprenticeship programs who choose to opt in the ETPL. Registered Apprenticeship programs may submit their information at any time during the program year.

For Alabama, to be an eligible training provider under WIOA, requirements include the following:

1. The training provider must be one of these:
 - a. Post-secondary education institution;
 - b. Registered Apprenticeship program approved by, and listed on the website of, the Alabama Office of Apprenticeship at www.alapprentice.org;
 - c. Other public or private provider of training, which may include joint labor-management organizations and eligible provider of adult education and literacy

activities **and** such activities are provided in combination with occupational skills training;

- d. Local Board, if the Governor of the State grants a written waiver to the Local Board citing an insufficient number of eligible providers to meet the local demand for training programs **and** that the local board meets the other training provider criteria, i.e. performance, **and** that the training programs are preparing participants for in-demand industry sector or occupations in their local area; WIOA sec. 107(g)(1); or
 - e. Community Based Organization (CBOs) or private organization of demonstrated effectiveness that provides training under contract with the Local Board.
2. Training provider must have a private school license, or an appropriate exemption issued by the Alabama Community College system (ACCS). Private school licensure is to be submitted with the application and status will be verified accordingly.
 3. Training provider must have at least eighteen (18) months of business operation experience and have successfully served participants for a minimum of twelve (12) months.
 4. Training provider must have a training program or programs that:
 - a. Result in a recognized post-secondary credential and employment;
 - b. Are delivered in person, on-line, or in a blended approach with an actual physical location, i.e., a campus, classroom, facility, in the state of Alabama, and are full time with all participants completing the program within the outlined program schedule;
 - c. Are short term, 52 weeks (twelve (12) months) or less for a training program is preferred and strongly encouraged. Although, 104 weeks (two (2) years) or less of training is allowable;
 - d. Are reasonable in cost in comparison with other training programs offered by other providers in a region, a local area, or throughout the state as determined by the Alabama Workforce Board. Costs must be verifiable and publicly posted on the training provider's website;
 - e. Must be aligned with a regional or statewide in-demand occupation or dynamic career pathway approved by the Alabama Committee on Credentialing and Career Pathways (ACCCP); or found in the Alabama Department of Workforce's LMI Workforce Development Demand Occupation list;
 - f. Must not exceed the maximum cost of \$20,000; **and**
 - g. Have measurable performance for all students as required by the Alabama Workforce Board.

Training programs that do not provide family sustaining wages even though considered in high demand will not be added to the ETPL. Family sustaining wages are defined as entry level wages and should be at least 200% of the HHS Poverty level for a one (1) person family (*see Attachment A*). Programs may be removed for lack of performance in obtaining employment, failing to award

certificates or credentials to participants or other factors as deemed necessary. Staff will use the Training Evaluation Reports from the AlabamaWorks! system for performance review. Training programs must provide a certificate, credential, diploma, or degree that meets the WIOA Credential Policy, and those certificates, credentials, diplomas, or degrees must be awarded to the students during or at the end of program participation (*See the Credentials Policy*). Certificates and/or credentials may not be held until a National Certification is awarded by a separate entity.

Training programs that are six (6) semesters or two (2) years in length will be approved if only industry specific and have successfully proven performance of participants entering employment. Training providers are strongly encouraged to ensure programs are industry specific and short-term occupational training, 52 weeks (twelve (12) months) or less is preferred and highly recommended. Costs included on the AlabamaWorks! system should show all tuition, fees, books, and supplies. These cost items are to be broken down on each program.

Training programs that are not appropriate for the ETPL and will not be included are On-the-job training, customized training, incumbent worker training, transitional employment, or other training services described in WIOA sec. 134(c)(3)(G)(ii).

Initial Eligibility for New Providers

New providers must provide the following to the Workforce Development to be considered for initial eligibility:

1. A completed Alabama training provider online application indicating that they meet the criteria listed above. All questions on the application must be answered and any additional information requested should be submitted in a timely manner. The name of the training institution is the legal name of the entity. The contact person is the individual who can answer questions concerning your program and admission to your school.
2. A description of each training program to be offered by the provider making application. Third-party training services are not allowed.
3. Program cost information, including tuition and fees, books and supplies must be broken out. Costs must be the same for ALL students and verifiable on the training provider's website. Costs per program must not exceed the maximum of \$20,000.
4. Information addressing performance, (1) percentage of program participants that have obtained employment after completing the program, (2) the median earnings of program participants in employment, and (3) percentage of program participants who obtain a recognized post-secondary credential during participation in or after completing the program.
5. Information supporting a minimum 40% student completion rate and a minimum 40% student employment rate for each training program submitted for ETPL approval. This will be based on the information entered under the Performance Tab on the application.

6. Information regarding partnership with businesses. This may include information about the quality and quantity of employer partnerships, contribution of business input into training program or curriculum, or availability of businesses to mentor students.
7. Programs must be aligned with regional or statewide in-demand occupation or dynamic career pathway approved by the Alabama Committee on Credentials and Career Pathways (ACCCP).
8. Private, for-profit training providers should upload copies of their current state and local business licenses and registration with the Alabama Secretary of State to conduct business in Alabama in the AlabamaWorks! system.
9. Provider information must be kept current at all times, any changes such as change in the point of contact or a transition of the school's location should be updated on the www.AlabamaWorks.workforce.alabama.gov and the Workforce Development, ETPL Coordinator, notified of the changes.
10. Once approved, the provider will be required to complete a financial packet. Instructions will be given upon approval, and no payment for services will be made until the packet is completed and returned.

All training programs offered must be physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities. Training programs should be designed to meet the needs of employers and provide the participants with the necessary skills to obtain employment. Training providers are encouraged to include employability skills in their programs.

Initial Eligibility for new providers will be granted for only one year for a program. Before the one-year initial eligibility expires, providers will be expected to submit the criteria for continued eligibility. If initial eligibility expires and the updated information is not provided, the new provider and its programs will be removed from the approved list. Continued eligibility will be reviewed at least every two years to determine suitability and appropriateness for the ETPL.

Continued Eligibility for Current Providers

Current providers must provide the following information to the Department of Workforce, Workforce Development for continued eligibility on the ETPL:

1. Performance of each program addressing, (1) percentage of program participants in unsubsidized employment after completing the program, (2) the median earnings of program participants in unsubsidized employment after completing the program, and (3) percentage of program participants who obtain a recognized post-secondary credential during participation or after completing the program should be included on the downloadable spreadsheet from AlabamaWorks! System, and then uploaded into the performance tab of the AlabamaWorks! System.
2. Information supporting minimum performance standards of (1) minimum 40% completion rate for ALL Students within the program, (2) minimum 40% employment rate for ALL students within the program, (3) minimum 50% completion rate for WIOA

- participants, (4) minimum 50% employment rate for WIOA participants, and (5) average wage for WIOA participants after program completion.
3. Program cost information, including tuition and fees, books and supplies must be broken out. Costs must be the same for ALL students. Costs per program must not exceed the maximum of \$20,000.
 4. Information identifying all the recognized post-secondary credentials or industry recognized certificates and/or credentials, specifically those received by WIOA participants. *Training providers are encouraged to award the students who have attained credentials or certifications during participation in the program but are required to award the credentials earned at the end of the program.*
 5. Information supporting continued private school licensure or exemption as provided by the Alabama Community College System.
 6. Information regarding access to training program throughout the State including rural areas and through the use of technology.
 7. Information as to the degree the training program relates to in-demand industry sectors and occupations.
 8. Private-for-profit training providers should provide copies of their current state and local business licenses and registration with the Alabama Secretary of State to conduct business in Alabama.

All training programs offered must be physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities. Training programs should be designed to meet the needs of employers and provide the participants with the necessary skills to obtain employment upon completion of the program.

The training providers are required to submit necessary information on all students being served in the approved programs so that the State can submit program information to the U.S. Department of Labor in the ETA-9171 report. The following is a list of required data for all students that must be submitted to the State:

- The number of students served;
- The number of students who completed, withdrew or transferred out of the program;
- The number who completed the program;
- The number of those who ended the program and were employed within 6 months after ending;
- The number of those who ended the program and were employed within 1 year after ending;
- The number of those who attained a credential during participation or after completion of the program.

The timeframe for each of these number counts will be given to the training provider so that the reports are timely and accurate. Should a current provider be unable to obtain performance as described above, the State may assist in providing employment and wage data matches on behalf

of the providers for WIOA and non-WIOA students. For all non-WIOA students, the training provider will need to provide pertinent information, including name, social security number, and program-specific information to include program start and exit date, enrollment status, and whether a student graduated, dropped/withdrew, or is still enrolled, to obtain employment and wage data through the downloaded data sheets provided by the AlabamaWorks! system. If unable to provide performance information or unwilling to provide necessary information for the State to obtain the required performance information at renewal, then the program will be removed from the ETPL until the information is submitted to the State. WIOA requires that the above information be reported for all approved programs on the ETPL, and therefore, this information must be reported for the programs even if WIOA participants were not served during the reporting period.

Program costs, including tuition, fees, etc., should be itemized and updated during the open application timeframe as necessary to remain current on the ETPL website. The local workforce development areas will only cover the cost that is listed on the ETPL website or up to the maximum allowed by the local workforce development board/area. It is very important that the training provider maintain accurate cost information on the ETPL website. Only the providers that are determined eligible and remain so with approved programs may receive training funds under WIOA for participants' training services.

Continued eligibility will be reviewed every two years to determine renewal, suitability, and appropriateness for the ETPL. The above information will be requested at that time and if not provided, the training program and/or provider will be removed until information is submitted. An Eligible Training Provider will have 90 days after removal to provide the required information. Subsequently, a new application is required for the training provider.

Registered Apprenticeship programs

All Registered Apprenticeship (RA) programs registered with the Alabama Office of Apprenticeship are **automatically** eligible to be included as an eligible training provider and can apply to be on the ETPL at any time during the program year. The open application period does not apply to Registered Apprenticeship program who opt in the ETPL. Registered Apprenticeship programs are not subject to the same requirements as other providers since they go through a detailed application and vetting procedure to become a Registered Apprenticeship program sponsor with the United States Department of Labor. **Note:** Pre-apprenticeship programs do not have the automatic eligible training provider status under WIOA.

To be included on the ETPL, all Registered Apprenticeship programs must submit a letter requesting to be included on the ETPL and the letter should include (1) the occupations included within the program, (2) name and address of the program sponsor, (3) name and address of the Related Technical Instruction provider, and the location of instruction, if different from the program sponsor's address, (4) method and length of instruction, and (5) the number of active apprentices.

Along with the letter including all of the information listed above, either the Sponsor, Training Provider or the Employer with the Registered Apprenticeship program must register in the AlabamaWorks! system to be listed on the ETPL. Typically, an Eligible Training Provider will complete the registration in the AlabamaWorks! system and include the sponsor of the program, if different. Registration in the AlabamaWorks! is required to initiate payments for the Individual Training Accounts (ITAs). Should the Sponsor of the RA program receive the payment for the training, then the Sponsor should register the program in www.AlabamaWorks.workforce.Alabama.gov.

Registered Apprenticeship programs are eligible to remain on the ETPL as long as the program is registered and in good standing or until the program sponsor/training provider notifies the State that it no longer wants to be included on the ETPL. Performance is not required. Even though the Registered Apprenticeship programs are not subject to the initial or continued eligibility periods, these programs are reviewed every two (2) years and require the provider to indicate whether or not they wish to remain on the ETPL.

Role of State and Each Regions Workforce Board

Role of the State: The Governor, through the Alabama Workforce Board, has the responsibility for establishing the eligibility criteria and procedures for initial determination and renewals of eligibility for training providers and training programs to receive funds under the Workforce Innovation and Opportunity Act (WIOA). The Alabama Department of Workforce, Workforce Development has the responsibility for managing and disseminating the approved list of Eligible Training Providers to include receiving current and potential training providers' information for renewal or approval; adding, reviewing and renewing Registered Apprenticeship programs for the ETPL; enforcing the ETPL policies, procedures, and regulations; determining if state-established minimums have been met; monitoring providers to ensure compliance; addressing complaints and/or issues concerning participants; removing training programs and/or training providers as necessary; and managing the appeals process for providers to appeal a denial of eligibility. Training providers and programs will be reviewed within two years from the date of approval and addition to the ETPL.

Role of Regional Workforce Boards: The Regional Workforce Boards have statutorily required responsibilities related to eligible training providers. Regional Boards must work with the State to ensure that there are sufficient numbers and types of training providers serving the local area, and ensuring the state's eligible training provider list is disseminated publicly through the local one-stop system and its partner programs.

The Regional Workforce Board may set additional eligibility criteria, information requirements, and minimum performance levels for local providers beyond what is required by the State's procedure. Any additional requirements (established by the Regional Board) will only affect a program's eligibility and performance level eligibility requirements within the local area. Regional Boards may elect to give priority to local training providers with established

performance and relationships within the local area while ensuring customers' choice of any approved training provider on the State's ETPL is given appropriate consideration.

The Regional Workforce Board may receive complaints from participants, Career Center staff, or others concerning training providers. The Regional Board staff and/or Career Center staff should work with the training provider to determine a reasonable solution to any complaints. The Regional Workforce Boards have the discretion and latitude to suspend new ITA enrollments with any training provider after complaints have been received until a solution can be determined. If a reasonable solution is unattainable, then the complaint may be escalated to the State level.

Eligible training providers outside the Local Area or State

Under WIOA, each state is responsible for compiling and disseminating an Eligible Training Provider List of training programs. A WIOA participant in Alabama may choose a training provider located outside the local workforce development area, and/or, in some instances, outside the state. The Eligible Training Provider selected by the WIOA participant must be in an adjoining state, i.e. Mississippi, Florida, Georgia, or Tennessee, and must be included on the respective State's ETPL approved list. Out of State training providers must register in the AlabamaWorks! System during the open application timeframe and must keep the information current and accurate. Alabama will not pay out of state tuition rates and fees. Alabama Department of Workforce will enter into an agreement with each out-of-state training provider for payment purposes.

Appeals Process for Training Providers

Training providers must deliver results and provide accurate information in order to retain its status as an eligible training provider under the WIOA. The State may revoke a training provider's eligibility and remove the provider from the list of approved providers for false reporting, substantially violating a provision of Title I of WIOA or its implementing regulations, failure to meet required performance outcomes, provide required/requested information, or unresolvable participant issues. All training providers are subject to the equal opportunity and nondiscrimination requirements under WIOA, Section 188.

The Department of Workforce, Workforce Development will be responsible for the removal of training providers and/or programs from the approved ETPL. Should a training provider be removed from the approved list, the removal period will be for a minimum of two years and the provider may be subject to repayment of any WIOA funds received during the period of noncompliance. Training providers that have been removed from the ETPL will be afforded an appeal to Workforce Development within the Alabama Department of Workforce.

Training providers requesting an appeal of removal from the ETPL should provide a letter from their signatory authority with a detailed justification for retaining approval including any

supporting facts. The appeals package should be no more than five (5) pages and should be sent to Workforce Development, Attention ETPL Appeals.

A training provider may be placed in probationary status or removed from the ETPL for certain reasons. Those reasons include but are not limited to falling below the minimum required completion rate and employment rate, situations where the customers/participants are failing to receive adequate training, or as monitoring deems it appropriate. These may not be the only reasons for a provider to be placed on probation or removed. This policy provides enough latitude for staff to make the determination on a case-by-case basis as deemed appropriate by the Department of Workforce. If on probation, the provider will be required to submit periodic updates indicating improvements and/or corrections. Continued failure to correct the problem, meet or exceed the minimum standards set by this policy will result in removal from the ETPL. Probationary status may not exceed one year. Should a training provider be removed from the list, the provider will not be eligible to reapply for at least two years.

Potential training providers requesting an appeal of initial eligibility denial from the state's ETPL should provide a letter from their signatory authority which includes a detailed justification and any supporting facts. The appeals package should be no more than five (5) pages and should be sent to Workforce Development, Attention ETPL Appeals.

For specific information regarding local area appeals, contact the appropriate local workforce Development area.

NOTE: No Training Provider should establish a training program solely dependent upon providing training funded with Workforce Innovation and Opportunity Act (WIOA) funds. Training programs should serve the general public and have enough capacity to also provide services to WIOA-funded participants. If it is determined that a program is solely dependent upon WIOA funds, then it may be removed from the ETPL.

2025 Poverty Guidelines: 48 Contiguous States (all states except Alaska and Hawaii)

Dollars Per Year

Household/ Family Size	50%	75%	100%	125%	130%	133%	135%	138%	150%	175%	180%	185%
1	7,825.00	11,737.50	15,650.00	19,562.50	20,345.00	20,814.50	21,127.50	21,597.00	23,475.00	27,387.50	28,170.00	28,952.50
2	10,575.00	15,862.50	21,150.00	26,437.50	27,495.00	28,129.50	28,552.50	29,187.00	31,725.00	37,012.50	38,070.00	39,127.50
3	13,325.00	19,987.50	26,650.00	33,312.50	34,645.00	35,444.50	35,977.50	36,777.00	39,975.00	46,637.50	47,970.00	49,302.50
4	16,075.00	24,112.50	32,150.00	40,187.50	41,795.00	42,759.50	43,402.50	44,367.00	48,225.00	56,262.50	57,870.00	59,477.50
5	18,825.00	28,237.50	37,650.00	47,062.50	48,945.00	50,074.50	50,827.50	51,957.00	56,475.00	65,887.50	67,770.00	69,652.50
6	21,575.00	32,362.50	43,150.00	53,937.50	56,095.00	57,389.50	58,252.50	59,547.00	64,725.00	75,512.50	77,670.00	79,827.50
7	24,325.00	36,487.50	48,650.00	60,812.50	63,245.00	64,704.50	65,677.50	67,137.00	72,975.00	85,137.50	87,570.00	90,002.50
8	27,075.00	40,612.50	54,150.00	67,687.50	70,395.00	72,019.50	73,102.50	74,727.00	81,225.00	94,762.50	97,470.00	100,177.50
9	29,825.00	44,737.50	59,650.00	74,562.50	77,545.00	79,334.50	80,527.50	82,317.00	89,475.00	104,387.50	107,370.00	110,352.50
10	32,575.00	48,862.50	65,150.00	81,437.50	84,695.00	86,649.50	87,952.50	89,907.00	97,725.00	114,012.50	117,270.00	120,527.50
11	35,325.00	52,987.50	70,650.00	88,312.50	91,845.00	93,964.50	95,377.50	97,497.00	105,975.00	123,637.50	127,170.00	130,702.50
12	38,075.00	57,112.50	76,150.00	95,187.50	98,995.00	101,279.50	102,802.50	105,087.00	114,425.00	133,262.50	137,070.00	140,877.50
13	40,825.00	61,237.50	81,650.00	102,062.50	106,145.00	108,594.50	110,227.50	112,677.00	122,475.00	142,887.50	146,970.00	151,052.50
14	43,575.00	65,362.50	87,150.00	108,937.50	113,295.00	115,909.50	117,652.50	120,267.00	130,725.00	152,512.50	156,870.00	161,227.50

Household/ Family Size	200%	225%	250%	275%	300%	325%	350%	375%	400%	500%	600%	700%
1	31,300.00	35,212.50	39,125.00	43,037.50	46,950.00	50,862.50	54,775.00	58,687.50	62,600.00	78,250.00	93,900.00	109,550.00
2	42,300.00	47,587.50	52,875.00	58,162.50	63,450.00	68,737.50	74,025.00	79,312.50	84,600.00	105,750.00	126,900.00	148,050.00
3	53,300.00	59,962.50	66,625.00	73,287.50	79,950.00	86,612.50	93,275.00	99,937.50	106,600.00	133,250.00	159,900.00	186,550.00
4	64,300.00	72,337.50	80,375.00	88,412.50	96,450.00	104,487.50	112,525.00	120,562.50	128,600.00	160,750.00	192,900.00	225,050.00
5	75,300.00	84,712.50	94,125.00	103,537.50	112,950.00	122,362.50	131,775.00	141,187.50	150,600.00	188,250.00	225,900.00	263,550.00
6	86,300.00	97,087.50	107,875.00	118,662.50	129,450.00	140,237.50	151,025.00	161,812.50	172,600.00	215,750.00	258,900.00	302,050.00
7	97,300.00	109,462.50	121,625.00	133,787.50	145,950.00	158,112.50	170,275.00	182,437.50	194,600.00	243,250.00	291,900.00	340,550.00
8	108,300.00	121,837.50	135,375.00	148,912.50	162,450.00	175,987.50	189,525.00	203,062.50	216,600.00	270,750.00	324,900.00	379,050.00
9	119,300.00	134,212.50	149,125.00	164,037.50	178,950.00	193,862.50	208,775.00	223,687.50	238,600.00	298,250.00	357,900.00	417,550.00
10	130,300.00	146,587.50	162,875.00	179,162.50	195,450.00	211,737.50	228,025.00	244,312.50	260,600.00	325,750.00	390,900.00	456,050.00
11	141,300.00	158,962.50	176,625.00	194,287.50	211,950.00	229,612.50	247,275.00	264,937.50	282,600.00	353,250.00	423,900.00	494,550.00
12	152,300.00	171,337.50	190,375.00	209,412.50	228,450.00	247,487.50	266,525.00	285,562.50	304,600.00	380,750.00	456,900.00	533,050.00
13	163,300.00	183,712.50	204,125.00	224,537.50	244,950.00	265,362.50	285,775.00	306,187.50	326,600.00	408,250.00	489,900.00	571,550.00
14	174,300.00	196,087.50	217,875.00	239,662.50	261,450.00	283,237.50	305,025.00	326,812.50	348,600.00	435,750.00	522,900.00	610,050.00

Note: Each individual program--e.g., SNAP, Medicaid--determines how to round various multiples of the poverty guidelines, what income is to be included, and how the eligibility unit is defined. For more information about the poverty guidelines visit: <http://aspe.hhs.gov/poverty>.

Source: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation.

