



Area 20/21
Hocking - Fairfield
Pickaway - Ross - Vinton

Local Eligible Training Providers Online (ETPO)

Purpose

To provide policy and procedures for establishing a list of Area 20/21 Eligible Training Providers.

Background

20 CFR Part 663.510 (d) (4) of the Workforce Investment Act describes the process for the Area 20/21 Board to work in conjunction with the State to develop and disseminate an eligible training provider list that allows customers to make an informed choice regarding training providers and programs.

Action

State Certified schools are currently active and listed on the ETPO. Other providers will use the automated State of Ohio WIA Eligible Training Provider Initial Application found online at www.ohioworkforce.org and complete this application according to the directions provided. The state currently requires completion of the entire form even if the provider is only adding an additional program.

Section VI must be completed by the sub-grantee including the contact information.

Intensive services providers do not need to complete an application and proceed through the system. The following criteria should be used to screen potential applicants. If the training provider answers yes to any one of the following questions, they should not proceed through the system.

1. Does the program provide training on pre-vocational skills only?
2. Does the program issue certificates of attendance only?

Process

Area 20/21 will utilize a two-phase approval process as follows in order to insure that all approved applications are forwarded to the state within 45 days of receipt of the application from the training provider:

- All ETPO applications must originate with the ETPO committee, which consists of the three administrators from Area 20/21. The ETPO application will be evaluated to ensure that the provider meets all criteria in order to proceed through the ETPO system. The committee will present the ETPO applications to the Area

20 board for approval or denial. The Area 20/21 board will vote to approve or deny the ETPO application.

- Comments must be provided on all applications recommended for denial. They must include a reason why they are recommended for denial. Potential reasons include:
 1. Incomplete or not submitted within the required time frame
 2. Performance data is missing or below standards set by the state or local board
 3. Information is inaccurate or illegible
 4. Training program does not support a demand occupation in Area 20
 5. Training provider refuses to provide performance and cost data
- The ETPO Administrator or Designee of Area 20/21 will send a letter to non-recommended training provider applicants to notify them of their status and that Area 20/21 will not forward their application to the state for inclusion on the state list. A copy of the appeal process will be included with the letter.
- If the application is approved then the ETPO Administrator or Designee will complete the SCOTI ETPO application.

Dissemination of Information

WIOA participants may access information about all eligible training providers including those from Area 20/21 by visiting the Ohio Eligible Training Provider Online searchable database at www.scoti.ohio.gov/etpo. Access to this database is available at all counties in Area 20.