

EXECUTIVE SUMMARY

This directive provides guidance regarding the policy and procedures for training providers and programs under the review and oversight of work2future that are seeking approval to be listed on the California Eligible Training Provider List (ETPL) under the Workforce Innovation and Opportunity Act (WIOA).

REFERENCES

Services Directive (WSD) [WSD25-02 California Eligible Training Provider List](#)

work2future ETPL Appeals Policy: <https://www.work2future.org/wp-content/uploads/2025/05/2024-Eligible-Training-Provider-Appeals-Policy.pdf>

WIOA Section 107(h): <https://cwmwdb.org/wp-content/uploads/2021/01/WIOA-Section-107.pdf>

POLICY AND PROCEDURES

A. State and Local ETPLs

The State ETPL creates a pool of Training Providers and programs that the Local Board (work2future) can utilize to establish their local ETPL. work2future may add additional local requirements for providers and/or programs to be eligible for inclusion on the local ETPL. As a result, there may be providers on the State ETPL that are not eligible for inclusion on work2future. work2future may only include training providers on their list that are approved for the State ETPL.

When reviewing provider and/or program applications for inclusion on the ETPL, work2future must conduct the State eligibility review first and then determine eligibility for inclusion on work2future's standards. When conducting the State eligibility review, work2future must use only the State's requirements.

B. State ETPL Eligibility Requirements

In order to be listed on the ETPL, all training providers and/or programs must meet *Section G. CA ETPL Initial Eligibility*, as described in WSD21-03 ETPL Policy and Procedures. Training providers will apply to offer training programs to the work2future through the CalJOBSSM ETPL module. All new and existing training providers are required to register their institution and programs in CalJOBSSM. Before applying on CalJOBSSM, all providers are

encouraged to contact work2future's ETPL Coordinator Henry Morado at Henry.morado@sanjoseca.gov to review eligibility and specific processes.

Once all necessary information is entered, work2future must review and nominate the training provider and/or program to the State ETPL Coordinator for inclusion on the State ETPL ensuring all information provided is complete, accurate, and current, and is in alignment with State directive.

work2future will keep all training provider and program eligibility documents (either physical or electronic), and submit to the EDD within five business days upon request.

The EDD will review applications for the State ETPL within 30 days of receipt from the local board. Once the provider and/or program is approved and included on the State ETPL, work2future will review, and approve or deny the training provider for inclusion based on work2future's local policy.

C. Local ETPL Eligibility Requirements

To meet eligibility for the local ETPL, a training provider and/or program must:

1. Train for occupations that are considered in-demand in work2future's service area which are currently but not limited to:
 - a. Healthcare
 - b. Information and Communication Technology
 - c. Advanced Manufacturing
 - d. Business and Accounting
 - e. Construction and Trades
2. Ensure training program results in at least one of the following:
 - a. The awarding of an industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and /or certification requirements.
 - b. Training-related employment as a result of gaining measurable technical skills for a specific occupation. This means that programs must award measurable technical skills, rather than general skills that are broadly required for employment. These measurable technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations. ***Training programs that lead only to training-related employment as a result of gaining measurable technical skills for a specific occupation must be local board approved on a case-by-case basis due to negatively affecting the Credential Attainment performance measure.***
3. Consumer Choice: Training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider and program as well as represent a cost-effective investment of public funds. work2future ensures that the local ETPL is available to WIOA clients make information available for identifying ETPs for OJT, customized training, and IWT.
4. **Providers are prohibited from making any referral fee payments to work2future's Board or work2future/AJCC Operator staff in compliance with WIOA Section 107(h).**

For training providers who are deemed exempt per California Education Code (CEC) Section 9487 and are not regionally accredited by an accrediting institution, work2future must:

1. Verify the instructor's credentials or experience.
2. Ensure the financial stability of the training provider.
3. Conduct an annual inspection of the schools or training programs.
4. Ensure actual instruction is taking place.
5. Ensure instructional equipment and instruction meet current industry standards.

work2future may also verify the items above for non-exempt training providers.

D. State ETPL and Local ETPL Eligibility Certification Process

WSD21-03 ETPL Policy and Procedures outlines the ETPL application process and requirements of providers as listed below:

1. **Training Providers will need to provide a copy of each of the following, as applicable:**
 - a. Accreditation status and/or BPPE approval or exemption
 - b. Business License for training location if applicable
 - c. W-9
 - d. Proof of Insurance Coverage
 - e. Published tuition costs on the institution website or catalog
 - f. Curriculum (i.e. Syllabus) - original content
 - g. WIOA cohort aligned eligible performance data, per WSD21-03 ETPL Policy and Procedures, *Attachment 1, Sections G and H*
 - h. Information regarding credential attainment, provider's partnership with businesses, provider's job search process, pre-assessment tools, instructor credentials, and a section to discuss any updates to curriculum or mode of instruction.

work2future will review the documentation within 30 calendar days after submission and ensure that the provider is not debarred from conducting business with the federal government. Once all necessary information is submitted, the training provider and/or program will be nominated to the State ETPL Coordinator for inclusion on the State ETPL. Once approved the program becomes visible to the AJCC and is accessible to the general public through www.caljobs.ca.gov under "Education Services."

Upon approval by State ETPL, provider will contract with work2future and agree to abide by all terms of contract including documentation of attendance, submission of reports, maintenance of records, and other contractual terms. A sample template of the contract can be sent to the provider by contacting work2future ETPL Coordinator, Henry Morado. Only upon contract execution will the provider be on work2future ETPL list.

In the event that a work2future approved ETPL provider is no longer able to conduct business, all WIOA clients enrolled with such provider will be assisted to transition to a similarly approved work2future ETPL program. If no reasonable similar program currently exists, work2future will work with such clients to find other comparable training opportunities. work2future will also coordinate with the BPPE's Office of Student Assistance Relief to assist clients affected by training provider closure.

Training Providers are to keep work2future informed of any significant changes to provider administration and accreditation, as well as any changes to the program curriculums, hours, costs, credentials and/or any other core information listed in CalJOBSSM via its ETPL Coordinator's Inbox within 48 hours of the change. work2future reserves the right to place provider training enrollments on an up to a 90-day hold in our local ETPL if this or other requirements are not adhered to.

E. Pre-apprenticeship and Apprenticeship Eligibility Requirements

1. Pre-apprenticeship Providers

- a. Must submit a letter of commitment from a Department of Labor (DOL) registered or Department Industrial Relations (DIR), Division of Apprenticeship Standard (DAS) approved apprenticeship to WORK2FUTURE. To be listed on the State ETPL, the pre-apprenticeship program **must** award an industry- recognized credential or certificate.

2. Apprenticeship Providers

- a. DOL-registered apprenticeships and DIR DAS-approved apprenticeships are automatically eligible to be listed on the State ETPL and do not have any eligibility requirements. The State will reach out to new apprenticeship programs to inform them of the opportunity to join the State ETPL. If the provider opts into the State ETPL, the apprenticeship program will be placed on the ETPL by the State.
- b. *A letter(s) of support from businesses in the related industry with whom they are collaborating.*

work2future will review pre-apprenticeship and apprenticeship providers' performance on an annual basis. In the event performance is not being met, work2future may place the provider on hold and take further action to ensure the effective use of WIOA funds.

F. Third-Party Subcontracting

Per WSD21-03 ETPL Policy and Procedures, *Attachment 1 and 2*, Third-Party subcontracting has the following definitions and regulations.

- Approved training providers may enter into third-party agreements with training organizations to deliver content on their behalf. In doing so, the approved provider accepts all liability and certifies that the program, as submitted to CalJOBSSM, meets the accepted requirements for both content and instructors.
- Third-party subcontracting is a program where course instruction and curriculum is not developed by the approved ETPL provider, and instead is created and delivered by a third party.
- The provider accepting tuition and related instruction fees must be the provider listed on the ETPL.
- Third-party subcontractors cannot accept WIOA funding without meeting ETPL eligibility requirements and being placed on the ETPL.
- Per the California Education Code Section 94886, private postsecondary institutions that receive "institutional charges" such as tuition are required to be approved or deemed exempt by the BPPE. That is, training programs offered by providers who are not BPPE approved or exempt are not eligible for the State ETPL even if contracted through an approved ETPL provider.
- ***Approved providers must notify work2future of any program that will be delivered by training organizations or other third parties. work2future reserves the right to audit or review any course***

or instructor qualifications at any time.

G. Continued Eligibility Criteria

Training programs must meet requirements under both initial and subsequent eligibility requirements annually to remain on the CalJOBSSM ETPL. In addition to meeting eligibility requirements, programs will be subject to annual compliance monitoring. If training providers or programs do not meet eligibility requirements, they will be inactivated on the State ETPL. Provider can file an appeal, as outlined in WSD21-03 ETPL Policy and Procedures, *Section L. Appeals, Attachment 1*. Continued eligibility review for the local ETPL must be completed at least once every two years. ***work2future will evaluate all training providers headquartered in work2future's service area, along with each program listed in CalJOBSSM, annually to ensure that all eligibility criteria is being met.***

1. State ETPL Continued Eligibility

This section outlines State ETPL Continued Eligibility requirements, as directed in WDB21-03, *Section H. State ETPL Continued Eligibility Criteria*. Continued eligibility for the State ETPL applies to all training providers and programs, except for Registered Apprenticeship programs.

a. Proof of Compliance

Training providers must meet all criteria outlined in *Section G. CA ETPL Initial Eligibility, Training Provider Initial Eligibility Criteria* and provide proof of compliance of all criteria when reviewed annually. Training Providers may be asked to verify or resubmit specific or all eligibility documentation and update provider and/or program information in CalJOBSSM.

b. Aggregate Performance

Training Providers must submit aggregate performance in line with WIOA performance cohorts for each program listed on the State ETPL. Aggregate performance is considered for both State ETPL initial and continued eligibility. Each training provider must meet or exceed the state-mandated performance requirements based on their institution type.

c. ETP Assurance Form

All training providers must submit the ETP Assurances Form annually to be considered for continued eligibility.

d. WIOA Enrollments

Training Providers on the State ETPL for two full program years (July 1 – June 30) must have at least one WIOA enrollment during the previous two program years. If removed from the State ETPL due to enrollment requirements, a provider must wait six (6) months from removal to submit their ETPL application for reinstatement and will not be held to the enrollment requirement when determining continued eligibility for placement back onto the list.

e. WIOA Performance

Training Providers must meet WIOA performance measures for their institution type for the reporting period. Providers will be held accountable for the performance measures in which two complete years of data is available for their program(s).

2. Local ETPL Continued Eligibility

At the time of the annual review or any time during the year, work2future will consider the following items as a part of a training provider's continued eligibility:

a. Monitoring Site Visits

work2future will perform an onsite review of training facilities and interview staff and participants. This review will focus on program compliance and accessibility. Site visit reports will be issued documenting all findings and concerns as well as areas for continuous improvement. Providers will have 30 days to address any findings. Providers may be delisted if appropriate action is not taken.

b. Tuition & Fees Review

work2future will review tuition and fees for each course and similar courses in the area to determine that fees are competitive and match ITA payments.

H. Appeals Process

Appeals can be made under work2future ETPL Appeals policy linked here:

<https://www.work2future.org/wp-content/uploads/2025/05/2024-Eligible-Training-Provider-Appeals-Policy.pdf>

A final written decision of all appeals by the hearing officer will be provided to the training provider and to work2future.

Copy of final decision will be emailed to the State ETPL Coordinator and uploaded to the provider profile on CalJOBS.

I. ETPL Coordinator Responsibilities

work2future's ETPL Coordinator is, at minimum, responsible for the following:

1. Provide technical assistance on the application process, compliance requirements, and reporting documents to training providers with programs located within Riverside County seeking to be listed on the State and local ETPL;
2. Review and approve or deny providers and programs for initial and continued eligibility in a timely manner;
 - a. The review must include eligibility for the State and local ETPL and comply with requirements outlined in this policy and WSD21-03 ETPL Policy and Procedures.
3. Notify training providers if their program(s) are removed from the State and/or local ETPL;
4. Maintain the local ETPL and communicate with the State ETPL Coordinator for guidance;
5. Ensure all HWS/WDD staff have access to the most recent version of the State and local ETPLs.

INQUIRIES

Please contact the work2future Administrator on duty, work2future.MIS@sanjoseca.gov, for any questions regarding this policy.