



Individual Training Account (ITA) Provider/Program Approval Process

1. **New Provider Application:** Below are detailed instructions to become a new provider.

- a. **Contact the Department of Education (DOE) to apply for DOE Certification.** Applications can be obtained by calling the DOE at (302) 857-3313. No provider will be approved as an ITA provider until they are DOE certified, except those who are exempt under the Delaware Code, Title 14, Chapter 85. Please provide a copy of your DOE certification to the WWDB once you have been approved. Please send to the **Delaware Workforce Development Board, Fox Valley, 4425 N. Market Street, Wilmington, DE 19802.**

In addition, new applicants:

- Must have at least **one-year** experience training job seekers in high demand occupations and have an established a track record in course completion and job placement.
 - Must provide a financial statement prepared by an accounting firm or a signed tax return and
 - Must provide a copy of their current **business license.**
- b. **Fill out the Application for Initial Eligibility for Delaware Training Provider Certification** and mail or hand deliver to Delaware Workforce Development Board (DWDB) Please send the original to **Delaware Workforce Development Board, Fox Valley, 4425 N. Market Street, Wilmington, DE 19802.**
 - c. **Complete and sign a current Delaware Workforce Development Board Memorandum of Understanding (M.O.U.) Form.** Please send signed original of this form to **Delaware Workforce Development Board, Fox Valley, 4425 N. Market Street, Wilmington, DE 19802.** No program will be considered for approval without a current signed M.O.U.
 - d. **Submit your program/course information in compliance with DWDB Approval Criteria** using the provided forms and spreadsheets. Course cost must match tuition in the course catalog used by the general public. DWDB will confirm each recommended provider is DOE Certified and will prepare a report of the recommended programs for the Proposal Review and Certification Committee. The committee will then approve or deny each program to the ITA list.
 - e. **Provide Surety Bond Certificate of Insurance (Title 14 Delaware State Code)**
 - f. **Delaware Workforce Development Board** will only consider providers and programs recommended by the Proposal Review and Certification Committee. The Executive Director of the DWDB will inform, in writing, the Department of Labor and those providers who are not approved.
 - g. A provider that is denied may appeal the decision, according to the procedures described on the DWDB web site: <http://wib.delawareworks.com>

NOTE: For additional information, please contact Wanda Holifield or Robin McKinney-Newman at (302)

761-8160. Wanda.Holifield@state.de.us or Robin.McKinney-Newman@state.de.us

2. Subsequent Renewal Process:

IMPORTANT: Please submit renewals in compliance with DWDB Approval Criteria.

- a. Each organization must be certified for each calendar year by the Department of Education (DOE). DOE certification expires on December 31 of each year and must be renewed. Applications for certification can be obtained by calling the DOE at (302) 857-3313. Please provide a copy of your DOE certificate once you have been approved. Please send to **Delaware Workforce Development Board, Fox Valley, 4425 N. Market Street, Wilmington, DE 19802.** b. **Provider must also:**
- Provide a financial statement prepared by an accounting firm or a signed tax return.
 - Provide a copy of their current business license.
 - Meet the performance measures set by the Delaware Workforce Development Board.
- c. Providers will ensure every renewed program has an updated course description (electronic preferred). Programs without descriptions will be deleted. **The renewal period is the only time vendors can modify their program information** (i.e. tuition, time in class, etc.). The only item that can be modified during the year is contact information.
- d. **Complete and sign a current Delaware Workforce Development Board Memorandum of Understanding (M.O.U.) Form.** Please send signed original of this form to **Delaware Workforce Development Board, Fox Valley, 4425 N. Market Street, Wilmington, DE 19802.** No program will be considered for approval without a current signed M.O.U. and debarment form.
- e. Recommended providers and programs that meet the conditions described above will be forwarded to the DWDB for consideration.
- f. The Executive Director of the DWDB will inform, in writing, the Department of Labor and those providers who are not approved.
- g. A provider that is denied renewal may appeal the decision, according to the procedures described on the DWDB web site: <http://wib.delawareworks.com>
- h. If the program you are entering does not support a demand occupation, because it is an emerging or changing industry, please provide documentation to support your application.
- i. Finally, you will be asked to review all program information that has been entered in Delaware Joblink (DJL) to ensure accuracy.

NOTE: For additional information, please contact Wanda Holifield or Robin McKinney-Newman at (302) 761-8160. Wanda.Holifield@state.de.us or Robin.McKinney-Newman@state.de.us

The Department of Labor (DOL) and the Delaware Workforce Development Board (DWDB) will:

- j. Assist providers as needed to ensure DJL input accuracy. Verify and make corrections where necessary.
- k. Confirm that each recommended provider is in compliance with DWDB approval criteria, and prepare a report of the recommended programs for the Proposal Review and Certification

Committee which will include detailed program information. The committee will then approve or deny acceptance of each program to the ITA list.

- I. Notify in writing DOL and providers who are not approved.
- m. Address appeals presented in accordance with the procedures described on the DWDB web site:
<http://wib.delawareworks.com>

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