



INDIVIDUAL TRAINING ACCOUNT (ITA) APPROVAL CRITERIA

To ensure our customers have access to quality education and training that will result in credentials recognized by employers, the Delaware Workforce Development Board (DWDB) has established approval criteria that include, but are not limited to the following:

1. Provider must obtain Delaware Department of Education (DOE) Certification in the State of Delaware, as described in Title 14 Chapter 85 of the Delaware Code. This annual certification expires December 31st and must be renewed each calendar year. Please provide a copy of DOE Certification to the DWDB office.
2. Providers must have at least one year experience as a training provider, offer programs that are already available (at least one year) and in use by the general public and have verifiable success in proposed programs.
3. Course cost must match tuition in the course catalog and be in use by the general public on a tuition basis and available to DWDB students at the same tuition or lower. Providers must submit their refund policy.
4. Must offer training/education and an industry approved credential for an occupation that is in demand by the current local labor market.
5. Must retain sufficient and qualified instructional and administrative staff (Title 14 Delaware State Code).
6. Must maintain financial resources adequate for the satisfactory conduct of the course of instruction offered. Please provide a financial statement prepared by an accounting firm or a signed tax return.
7. Provide a current signed Memorandum of Understanding (M.O.U.)
8. Provide Surety Bond Certificate of Insurance (Title 14 Delaware State Code).
9. Must submit invoices for payment within 90 days after the course add/drop date (see M.O.U.).
10. Must understand the DWDB Proposal Review and Certification Committee may consider cost when approving programs.
11. Performance Data- Provide performance data required by the DWDB.

NOTE: We will determine your program ineligible if you fail to follow the criteria above.