**Initial Application: Eligible Training Provider List—New Application Requirements**

**Introduction:** To maximize customer choice and assure that all population groups are served, a comprehensive process must ensure that a significant number of qualified Eligible Training Providers (ETPs) are available to customers. Reference § 680.450 and TEGL 41-14.

**Policy:** Prospective providers can submit applications anytime; however, only the Proposal Review and Certification Committee may recommend approval of a provider and its programs to the Executive Committee or full Board. For the initial eligibility screening, DWDB staff shall complete of an initial monitoring visit form. DWDB staff will make an onsite visit to the prospective provider’s training site to gather information for the form. The visit will determine whether the provider’s facilities are adequate, are safe, are physically and programmatically accessible, and reflect an atmosphere appropriate to the trade being taught.

After the initial screening is completed, the provider will receive via email a .pdf copy of “The Provider Link User Guide.” The provider must complete their provider profile application within Delaware Job Link (DJL). The DWDB staff will only accept complete applications from prospective providers. Complete applications in (DJL) must include:

1. A signed Memorandum of Understanding;
2. A complete information profile for each program with verifiable program-specific information and a statement of course costs and fees that match the course catalog used by the public;
3. Information supporting the provider’s partnership with business, which may include information about the quality and quantity of employer partnerships;
4. Debarment disclosure;
5. Delaware Department of Education Certification;
6. A demonstration of at least one-year of experience training job seekers in high-demand occupations and an established a track record in course completion and job placement;
7. A financial statement prepared by an accounting firm or a signed tax return; and
8. A copy of the provider’s current business license.
9. A Surety Bond.

DWDB staff will recommend to the Proposal Review and Certification Committee approval/non-approval of initial applications for providers. Following provider approval, staff will inform the provider they can enter programs into DJL for consideration. The staff will review all the programs and develop recommendations for program approval based on, at least, the following criteria:

1. Does the provider program meet a high-demand occupation?
2. Does this provider have an established track record of success for at least one year conducting training and job placement?
3. Does the program offer industry-recognized certifications or credentials?
4. Does the program lead to a recognized post-secondary credential?
5. Does the provider have enough revenue to succeed without the ITA funding?
6. Is the training site equipped to conduct training?
7. Can the training site switch to remote learning if necessary?
8. Does the provider offer trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment including individuals with disabilities?
9. Are the programs submitted for approval currently available and ready for public use?

The Proposal Reviewed and Certification Committee may accept or reject the staff’s recommendations in whole or in part. The Committee is free to accept all prospective programs, some programs, or no programs and will present its decision to the Executive Committee or full Board.

When a program or provider is approved by the Executive Committee or full Board, the DWDB staff will notify the provider of the approval via email.

The DWDB executive director will notify non-approved providers or programs of the decision in writing. At a minimum, the notification will:

1. Be sent via email within 30 days of the decision;
2. Clearly inform the provider of its opportunity to appeal;
3. Have the appeal process as a standalone attachment; and
4. Generally, explain the reason for non-approval.

Providers must collect and provide the following performance metrics based on aggregate data for **all** students in the program to ensure the program supports the ability for the individual to obtain an industry-recognized postsecondary credential or employment upon completion of the program. This includes:

* 1. Employment 2nd & 4th quarter after exit;
  2. Median earnings;
  3. Credential attainment;
  4. Total number of participants enrolled in the program;
  5. Total number of participants completing the program; and
  6. Total number of participants exiting the program.

In establishing eligibility criteria, DWDB will take into consideration information reported to State agencies on Federal and State training programs other than programs within WIOA Title I, subtitle B. Eligible training providers receive initial eligibility for only one year for a particular program. Reference: [WIOA](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=3a905a266cd9dd2d2ddc27af5f21b033&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.450) § 122(b)(4)(B).

After the initial eligibility expires, the initially [eligible](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=efacf5417ca52732fda8830a7c27ba15&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.450) training providers are subject to the [Governor](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=5692ef9d8d3aff397f15e673ef8f01c7&term_occur=999&term_src=Title:20:Chapter:V:Part:680:Subpart:D:680.450)'s application procedures for continued eligibility. Reference: [§ 680.460](https://www.law.cornell.edu/cfr/text/20/680.460).

Credentials: A credential refers to an attestation of qualification or competence issued to an individual by a third party (such as an educational institution or an industry or occupational certifying organization with the relevant authority or assumed competence to issue such credential). Examples of credentials DWDB will fund include:

* Educational Diplomas and Certificates (typically for one academic year or less of study);
* Educational Degrees, such as an associate’s (two-year) or bachelor’s (four-year) degree;
* Registered Apprenticeship Certificate;
* Occupational Licenses (typically, but not always, awarded by state government agencies);
* Industry-recognized or professional association certifications, also known as personnel certifications; and
* Other certificates of skills completion.

Registered Apprenticeship Programs (RAP): All RAPs are automatically eligible to be included on the statewide ETPL. RAPs are not subject to the same application requirement, performance-information requirement, or period of initial eligibility procedures because they have already gone through a detailed application and vetting process. RAPs must opt-in to the ETPL. Reference: 20 CFR § 680.470.

The information required for an RAP to be added to the ETPL is:

1. Sponsor name
2. Sponsor address
3. Sponsor phone number
4. Contact name and title
5. Contact number
6. Occupation(s) included in the RAP
7. Name and Address of the Related Technical Instruction provider (if different from the sponsor’s name and address)
8. The method and length of instruction
9. The number of apprentices (active, non-active, all)

Out of state training providers: The DWDB will only accept applications from training providers whose training facility is located out of state if:

1. The training provider and program is listed on the home state’s ETPL; and
2. A Delaware provider does not offer the training.

DWDB will evaluate new out-of-state provider applications on a case-by-case basis.

Policy Review Date: November 2024

Board Adoption Date: December 10, 2024