**SUBSEQUENT RENEWALS:** **Eligible Training Provider List (ETPL)—Renewal Application and Continuing Eligibility Requirements**

**Introduction:** Retaining quality providers and ensuring provider stability is in the best interest of the Delaware Workforce Development Board (DWDB). To ensure Delawareans have access to training, which will give them a competitive edge in the labor market, it is essential the DWDB review providers, including their performance, to ensure only the best are renewed. This may result in longtime providers or select programs being removed from the list. Programs are removed from the list for two years. Providers may reapply on the two-year anniversary of the removal of a specific program. Reference 20 CFR § 680.460.

Training providers who currently have programs listed on the ETPL and want to have their programs remain on the ETPL must follow the procedures for continuing eligibility determination as follows, in the timeframe and manner determined by the State:

1. Review each approved program in Delaware Job Link (DJL). The provider must:
   1. update provider information;
   2. update information on each program pertaining to alignment of training with in-demand occupations, which must include cost information for the program, such as tuition, registration fee, books, supplies, testing/exam fees, and graduation fees; and
   3. update program data.
2. Attend the provider forum.
3. Submit all student performance data as referenced in WIOA sections 116 and 122 in a timely and accurate manner. This includes:
   1. employment 2nd & 4th quarter after exit;
   2. median earning;
   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.
4. Meet the previous year’s performance objectives.
5. Offer training programs which support high-demand occupations.
6. Update all contacts and emails.
7. Describe how the provider will ensure access to training services throughout the State, including rural areas and through the use of technology.
8. Address provider’s ability to offer industry-recognized certificates and credentials.
9. Provide information on recognized post-secondary credentials received by program participants.
10. Describe quality of the program of training services including a program that leads to a recognized postsecondary credential.
11. Describe the provider’s ability to provide trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities.
12. Submit all state licensure requirements of training providers and licensing status of providers of training services, if applicable.
13. Submit a true and correct copy of the most recent audited financial statements or a signed and filed tax return.

When a provider submits its renewal application within DJL, the DWDB staff will check the performance measures. Training providers will be required to submit student level performance data on **ALL** participants in listed programs each year for inclusion on ETPL. This information will be submitted through the DJL program profile. Required performance indicators are employment second and fourth quarter after exit, median earnings, and credential attainment. Programs cannot be approved until data submission has been accepted and passed necessary validation of completion. The DWDB staff will flag any performance measure failure of a subsequent program renewal application for removal from the provider list.

Providers that wish to self-remove a program must fill out and submit a program removal form to DWDB staff prior to renewal date (typically July 1).

DWDB staff will recommend to the Proposal Review and Certification Committee approval or non-approval for providers and specific programs. Notably, successful programs no longer training high-demand occupations are subject to non-renewal. The Proposal Review and Certification Committee will make recommendations to the Full Board or Executive Committee to remove the program from the list.

The Proposal Review and Certification Committee may only renew programs that achieve the performance measures, but the Committee may otherwise accept or reject all of the staff’s other recommendations, in whole or in part. The Committee is free to accept all programs, some programs, or none of the programs.

When the Board or Executive Committee approves a subsequent renewal, the DWDB will notify the provider. 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 15 days of the decision; and
2. Clearly inform providers of their opportunity to appeal.

In establishing eligibility criteria, Delaware will take into consideration information reported to State agencies on Federal and State training programs other than programs within WIOA Title I, subtitle B.

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

1. All the above renewal requirements are met;
2. The training provider and program is listed on the home state’s ETPL;
3. A Delaware provider does not offer the training.

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

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