



Oklahoma Office of Workforce Development
900 N. Portland Ave.
Oklahoma City, OK 73107

TECHNICAL ASSISTANCE - #TA-01-2018

DATE: January 19, 2018

RE: Eligible Training Provider List

The Oklahoma Office of Workforce Development (OOWD) provides this technical assistance in response to comments and questions received regarding eligible training provider list (ETPL) procedures, as related to Adult and Dislocated Worker and Out of School Youth.

- (1) Clarification on the "Purpose" section of the policy as it states "...and out-of-school youth aged 16-24." Is the "out-of-school" pertaining to the enrollment category? In earlier guidance, OWDI 02-2016, change 1, Attachment A WIOA Youth Programs Documentation and Uploader Requirements state "Individual Training Accounts (ITAs), instead of competitive procurement, are allowed to be used for youth ages 18-24..." Need clarification on which guidance to follow.

RESPONSE: The guidance is correct in OWDI #15-2017 and in OWDI #02-2016, Change 2, which was released on October 10, 2017. Page 15 of OWDI 02-2016, Change 2 states, "The Department of Labor and the State of Oklahoma allow WIOA Individual Training Accounts (ITAs) for OSY, ages 16 to 24, using WIOA youth funds, when appropriate. ITAs allow participants the opportunity to choose the training provider that best meets their needs. To receive funds from an ITA, the training provider must be on the Eligible Training Provider List."

- (2) Pg. 2, (3)(C) Do Title II organizations need to be added to the ETP list?

RESPONSE: The Oklahoma Department of Career and Technology Education (ODCTE) is the administrative entity for Title II Adult Education and Literacy activities, which are generally provided free of charge to participants.

Only entities that receive funding for training services through an Individual Training Account (ITA) must be determined an eligible training provider (ETP) and be included on the eligible training provider list (ETPL). As a reminder, adult education and literacy



activities are only allowable as training services when provided concurrently or in combination with other training services as described in OWDI #19-2017.

- (3) Pg. 4, (6) The example provided “...for the most recent performance year (July – June 30) ...” Is this timeframe a requirement? All training providers must have the last program years (*sic*) data entered into the OSL ETP system before local program approval? Under WIA, the task of collecting program data 2 program years back resulted in challenges. How are we to encourage our training providers to provide data for the last year?

RESPONSE: In the Spring of 2018, OOWD plans to coordinate a taskforce comprised of local ETP Administrators and workforce partner agencies to strategically address data sharing needs and develop processes for the electronic collection of required performance information. In the meantime, OOWD will continue to work with the Oklahoma State Regents for Higher Education (OSRHE), the Oklahoma Department of Career and Technology Education (ODCTE), and the Oklahoma Board of Private Vocational Schools for support in encouraging the education and training providers under their respective authority to report information in a timely manner.

Uniformity in the way performance is reported helps to ensure each training provider and their programs are held to consistent standards and ensures quality training programs for WIOA participants who require training services. To demonstrate training programs are of high quality, a minimum of one-year of performance must be entered, as opposed to the length of one completed course, which in some instances may cover a period of only days or weeks.

It is not a requirement for all training providers to report performance based on the State fiscal year. The July 1 – June 30 timeframe for performance mirrors the State fiscal year and encompasses the academic year for the State’s colleges and technology centers. The Oklahoma State Regents for Higher Education (OSRHE) and the Oklahoma Department of Career and Technology Education (ODCTE) have systems in place for colleges and technology centers, respectively, to report graduation/completion rates and degrees/credentials granted based on an academic year. Training providers that collect data based on the calendar year should, however, report the most recent performance data from January – December.

The following is an example of how short term training programs should report performance data:

An ETP operating a privately operated welding school with a structural welding program, which takes 14 weeks to successfully complete, offers the program three times between January and December. The Program Performance for All Students would need to include the number of students who participated in all three courses, the number who completed during the same time frame, and the number who became employed after completing the program.

A common misconception is that performance must be reported on the same set of individuals for each of the three criteria: Number Participated; Number Completed; and Number Employed After Leaving the Program. To illustrate using the structural welding program from the last example, the program was offered three times in 2016: January 8 - April 13; April 30 – July 27; and August 6 – November 9. During this time frame, a total of 28 students, which included WIOA participants and students whose training was not funded by WIOA (i.e., the All Student population), participated in training, and of the 28, 20 students completed training in 2016. Of the 20 completers, 15 became employed in 2016. The other five found employment in January of 2017, which could not be reported in 2016. However, 3 individuals who completed the program in calendar year 2015 became employed in 2016. Therefore, Program Performance would appear as in the following table:

Program Performance for All Students

Begin Date	January 1, 2016	
End Date	December 31, 2016	
Number Participated	28	
Number Completed	20	(Completed Percent = 71%)
Number Employed After Leaving The Program	18	(Employed Percent = 90%)

- (4) Pg. 7, 2nd paragraph, “...WIOA performance data must be entered by the LWDB...” Which area holds the responsibility of gathering and entering this information if multiple areas utilize the same training provider and program? What if the program is approved by one area to be used by another area, but the program is not used by the approving area (*sic*) because of demand occupations or challenges with the training provider? Where will the data that needs to be entered into the WIOA participant outcome fields come from, the training provider or OSL?

RESPONSE: WIOA requires the State to set criteria that takes into account the performance of training providers in respect to performance accountability measures and other State information, including the provision of appropriate, accurate and timely information to the State. It is the responsibility of the local workforce area to collect and enter into OKJobMatch the following WIOA Participant Performance data for each eligible program of training:

- the performance period Begin Date and End Date for a period of at least one year,
- the number of WIOA participants who completed the program of training in the performance period, and

- the number of WIOA participants employed after leaving the program, regardless if the training was completed in the prior performance year. (See the example in response 3 above.)

Additional guidance for the collection of All Student Performance information on “out-of-area” training program participants will be provided at a later date. OOWD will enlist the assistance of local ETP Administrators to develop a procedure to ensure all WIOA training program participants are included in the required performance accountability measures. The aforementioned taskforce will also develop a procedure for capturing WIOA performance data when multiple areas utilize a training program. In the interim, the local area’s ITA list/spreadsheet, submitted to the Adult and Dislocated Policy and Program Officer for monitoring, will have the additional purpose of tracking out-of-area training programs utilized by the local area. The ITA tracking sheet must be expanded to include the name of the training provider, the program each individual is or was attending during the program year, and the training program’s location by County. The ITA list/spreadsheet must be regularly updated and made available to OOWD on a quarterly basis.

It is anticipated that ProviderLink, i.e., the OKJobMatch ETPL system, will eventually allow local areas to view all training programs that offer specific demand occupations, listed by local area. Currently, local areas that do not approve a training program for the ETPL because it is not a local demand occupation or does not meet other criteria set by the local area, occasionally approve the program at the request of another workforce area.

A new procedure is under development to eliminate the need for the local ETPL Administrator in the area in which the provider/program is located to approve the program for other areas. When this situation arises, the local area requesting to utilize the training program must contact the State ETPL Administrator to discuss the appropriateness of the training program for WIOA participants in their area. When the program is a demand occupation for the requesting area, the training provider’s location will be changed from the existing county (i.e., location county) to a county in the requesting area, allowing the program to be placed in the appropriate queue of the requesting area. The local area may then make an approval decision based on performance and other information entered by the training provider. The new area becomes responsible for ensuring the training provider updates performance criteria on the program(s), although the training provider’s location/physical address will remain the same.

Each local workforce area must keep a list/spreadsheet of programs that have been denied or removed from the local ETPL, which must include the reason for the denial or removal. OOWD may approve a quality training program(s) that trains for the demand occupation(s) of another local area, provided the removal is not for intentionally

providing inaccurate information or substantially violating any provision of WIOA Title I or the WIOA regulations, including 29 CFR part 38. (See WIOA sec.122(f)).

Local areas may utilize an out-of-area ETP's approved programs to meet the consumer choice requirements listed in 20 CFR sec. 680.340, when at least one of the following conditions occur:

- There is no training program in the local area that provides training for a local demand occupation;
- When an out-of-area program is more convenient for the WIOA participant (for example, in a bordering county, whereas the in-area program is a further distance and would require unreasonable cost and travel time);
- The performance accountability measures required for inclusion on the ETPL are not met by the local area's training program(s), however there is a program in another area that meets the required performance measures; or
- Other criteria that validate the quality of an out-of-area training program, such as:
 - the provision of industry-recognized certificates and credentials,
 - state licensure requirements of the training provider,
 - the ability of the provider to offer training programs that lead to postsecondary credentials, and
 - the ability of the provider to provide training services to individuals who are employed and individuals with disabilities.

Until electronic collection of WIOA performance data is available through the state's reporting system, local areas are responsible for consistently reporting WIOA performance based on a minimum of one year's data.