



**OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE #01-2023**

**TO:** Chief Local Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Staff

**FROM:** Don Morris, Executive Director

**DATE:** January 17, 2023

**SUBJECT:** Oklahoma Eligible Training Provider List Policy and Procedures

**PURPOSE:** The Oklahoma Office of Workforce Development (OOWD), as the Governor’s chosen Workforce Innovation and Opportunity Act (WIOA) administrative entity, provides this issuance as joint guidance to the local workforce development boards and core partners for required procedures for training providers, program eligibility, and maintenance of the Eligible Training Provider List (ETPL). This guidance supersedes all previously issued policies regarding the ETPL.

**REFERENCES:**

- The Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128);
- 20 CFR Part 680;
- TEGL 19-16
- TEGL 03-18;
- TEGL 08-19;
- TEGL 13-16, Change 1
- TEGL 08-19, Change 1

**MESSAGE:** WIOA training services are based on informed consumer choice in the selection of training programs. A WIOA participant determined to be eligible for training services may select a training provider and program from the ETPL after consultation with a WIOA career advisor. Unless training funds are not available, participants are issued an Individual Training Account (ITA) voucher which may pay for the cost of training, in whole or in part, depending upon the local workforce area policy and ITA dollar limits.

With few exceptions, training providers and their programs must be approved on the ETPL in order to receive funds for training jobseekers enrolled in Oklahoma’s WIOA programs. To be approved for the ETPL, training programs must meet state and local requirements, which includes completion of the program resulting in a federally recognized credential or skills progression toward one and being related to target industry sectors and in-demand occupations in Oklahoma.

**RESCISSIONS**  
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**EXPIRATION DATE**  
Continuing



The State is required to develop and operate the ETPL in partnership with Local Workforce Development Boards (LWDB). The ETPL is designed to collect relevant data and display useful information to WIOA customers on training providers, their services and the quality of their programs. Oklahoma strives to populate the ETPL with training programs that are proven to be successful and remove those programs that fail to achieve positive results for training customers.

The State has revised the guidance on the ETPL policy and procedures for initial eligibility and continuing eligibility to: streamline and clarify the process for training provider applications throughout the state; clearly define terminology; clarify minimum performance standards for providers; and promote strategic relationships between local boards and interested education and training providers in the state to move beyond transactional exchanges limited to ITAs. The eligibility requirements will promote accountability, quality, and labor market relevance of training programs that may receive WIOA funds and will ensure that jobseekers not only have informed consumer choice, but also a selection of quality choices.

**INSTRUCTIONS:** The Oklahoma ETPL Procedures Guide outlines the types of training authorized under WIOA, and the initial and subsequent eligibility processes and criteria for organizations interested in being added to the ETPL. The guide defines State, Local Board, and Training Provider responsibilities, stressing the importance of close collaboration between Local Boards and training providers seeking to serve WIOA customers in the local area. The guide also includes a section to assist training providers in self-registering as a provider on OKJobMatch.com and how to submit programs for inclusion on the ETPL.

The Oklahoma ETPL is searchable at OKJobMatch.com, the state's virtual case management and ETPL system. It is also locally accessible through other databases and partner entity websites for stakeholders (the public, local boards, the American Job Centers (AJCs) and their partner programs, and postsecondary education systems) via online methods such as OklahomaWorks.gov. Oklahoma's ETPL, along with every other state's ETPL, is also maintained by the Employment and Training Administration (ETA) on careeronestop.org, and additional access to the public and stakeholders is published on TrainingProviderResults.gov by the U.S. Department of Labor Employment and Training Administration (DOLETA).

**ATTACHMENTS:**

Attachment I: Oklahoma ETPL Procedures Guide

Attachment II: Training Program Approval Workflow

Attachment III: Training Program Initial Eligibility Performance Requirements Scenarios

Attachment IV: Local Area ETPL Coordinators

Attachment V: Training Provider Self Registration on OKJobMatch.com

**EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT:** All Recipients, and Sub-recipients/Sub-grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

**ACTION REQUIRED:** This Oklahoma Workforce Development Issuance (OWDI) is to become a part of your permanent records and made available to appropriate staff and sub-recipients.

**INQUIRIES:** [If you have any questions about this issuance, please contact Staff in the Oklahoma Office of Workforce Development. Contact information can be found at http://www.oklahomaworks.gov/about/.](http://www.oklahomaworks.gov/about/)