State of Maryland
DLLR
Department of Labor, Licensing and Regulation

Interim Policy on Maryland's Eligible Training Provider List│July 22, 2015

TO: Division of Workforce Development and Adult Learning (DWDAL) staff and Local Workforce Development Area (LWDA) directors

FROM: Division of Workforce Development and Adult Learning
Maryland Department of Labor, Licensing and Regulation

SUBJECT: Interim Policy on Maryland's Eligible Training Provider List (ETPL)

PURPOSE: To provide policy guidance on Eligible Training Providers (ETP) and the process for initial inclusion on the State's ETPL

ACTION: Local Workforce Development Area directors, American Job Center (AJC) labor exchange administrators, and central office managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available on the DLLR website.

EXPIRATION: None

QUESTIONS:

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1

TABLE OF CONTENTS

INTERIM POLICY ON MARYLAND'S ELIGIBLE TRAINING PROVIDER LIST

CANCELLATIONS

The following policy is hereby cancelled and replaced by this policy issuance:

- Workforce Investment Field Instruction (WIFI) 08-09, "Maryland State List of Occupational Training Providers," dated April 10, 2010;
- WIFI 05-00, Change 1, "Maryland State List of Occupational Training Providers," dated June 24, 2003;
- WIFI 11-99, "Training Provider System," dated April 4, 2000.

Archived policies are available at: http://www.dllr.state.md.us/employment/.

GENERAL INFORMATION

WORKFORCE INNOVATION & OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and became effective July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. WIOA is designed to help both job seekers and businesses. WIOA addresses the needs of job seekers through establishing a workforce system that helps them access employment, education, training and support services to succeed in the labor market. WIOA addresses employer needs by matching them to the skilled workers they need to compete in the global economy.

ELIGIBLE TRAINING PROVIDER LIST

The workforce development system established under WIOA emphasizes informed customer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of training providers and programs of training services is vital to achieving these core principles.

In Maryland, DLLR plays a leadership role in ensuring the success of the eligible training provider system, in partnership with Local Workforce Development Boards, the American Job Center (AJC) one-stop system, and the Maryland Higher Education Commission (MHEC). Through a Memorandum of Understanding (MOU), MHEC assists DLLR in fulfilling its responsibility for establishing and maintaining the Eligible Training Provider List (ETPL, formerly known as the Maryland State List of Occupational Training Providers). DLLR intends to soon return this function to DLLR and will issue a subsequent policy on ETPL when this transfer occurs.

This Interim Policy addresses the process for establishing initial eligibility of Eligible Training Providers (ETPs). Providers previously eligible under WIA remain eligible through December 31, 2015. While existing providers are not subject to the WIOA initial eligibility process through December 31, 2015, they are subject to the continued eligibility procedures under WIOA. A policy regarding continued performance standards and the renewal of an eligible training provider on the ETPL is forthcoming.

ELIGIBLE TRAINING PROVIDERS (ETPs)

Training providers must be on the Maryland ETPL to receive WIOA Title 1-B funds.

A program of training services is defined, under WIOA, as one or more courses or classes, or a structured regimen that leads to a recognized post-secondary credential, secondary school diploma or its equivalent, employment, or measurable skill gains toward such a credential or employment. These training services could be delivered in person, on-line, or in a blended approach.

Eligible training providers (ETPs) include:

- Post-secondary education institutions;
- Registered Apprenticeship programs[1];
- Other public or private providers of training, which may include joint labor-management organizations and eligible providers of adult education and literacy activities under title II if such activities are provided in combination with occupational skills training;
- Local Boards that meet the condition set forth in WIOA Sec. 107(g)(1); and
- Community Based Organizations (CBOs) or private organizations of demonstrated effectiveness that provide training under contract with a Local Workforce Development Board (LWDB).

All eligible training providers are subject to the equal opportunity and nondiscrimination requirements set forth in WIOA Section 188.

TRAINING PROVIDER EXCEPTIONS

Certain training providers are not subject to the requirements of the ETP provisions, as set forth in WIOA Title I-B Section 122.

Training services exempt from eligibility requirements include:

- *On-the-job training (OJT)* - Training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge and skills essential to the full and adequate performance of the job and is made available through an OJT program;
- *Customized training* –Training:
  - That is designed to meet the specific requirements of an employer (including a group of employers);
  - That is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and,
  - For which the employer:
    - Pays a significant portion of the cost of training, as determined by the local board involved, taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the

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[1] Only Registered Apprenticeship programs registered under the National Apprenticeship Act (29 U.S.C. § 50, *et. seq.*) are included as eligible training providers. For additional information, please refer to page 10 of this policy.

competitiveness of a participant, and other employer-provided training and advancement opportunities; and,

- In the case of customized training involving an employer located in multiple local areas in the State, a significant portion of the training cost, as determined by the Governor, takes into account the size of the employer and other factors as the Governor determines to be appropriate.

- *Incumbent worker training*- The purpose of the training is to assist workers in obtaining the skills necessary to retain employment or avert layoff;

- *Transitional employment* - Time-limited work experiences which are to be combined with comprehensive employment and supportive services and are to be designed to help individuals establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention of unsubsidized employment;

- *Internships and Work Experience* - Planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector.

- When the Local Board provides training services through a pay-for-performance contract; or,

- Circumstances described at WIOA Section 134(c)(3)(G)(ii), where the Local Board determines that:
  - There are insufficient providers; or,
  - There is a training services program with demonstrated effectiveness offered in the local area by a community-based organization or other private organization to serve individuals with barriers to employment; or
  - It would be most appropriate to award a contract to an institution of higher education or other eligible provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations, and such contract does not limit customer choice.

INITIAL ELIGIBILITY FOR IN-STATE PROVIDERS

Effective July 22, 2015, under WIOA, training providers seeking initial ETP designation must submit certain information to be considered for initial eligibility. When granted, initial ETP designation shall remain in effect for one year. To remain on the ETPL after the first year, providers must apply for continued eligibility.

DLLR-DWDAL, in partnership with the Local Boards, must identify programs for inclusion on the ETPL to ensure there are sufficient numbers and types of providers serving each Local Workforce Development Area (LWDA) in a manner that maximizes customer choice.

To apply for inclusion on the State's ETPL, training providers must follow the process outlined below.

STEP 1: TRAINING PROVIDER QUESTIONNAIRE

Training provider must first complete the Training Provider Questionnaire, provided in **Attachment A-Training Provider Questionnaire** and at **www.mhec.maryland.gov**, and submit it to MHEC for review and determination of status. MHEC must notify the provider of its status in writing within 30 calendar days of receipt and must provide appropriate direction.

STEP 2: PROGRAM DESCRIPTION & NOMINATION FORM

Next, the training provider must obtain a Program Description and Nomination Form, provided in **Attachment B – Program Description and Nomination Form** from MHEC. The training provider must complete this form and submit it to the Local Workforce Development Boards for review. The signed form indicates if the request to add is approved or denied by the Local Board; it is then returned to the training provider.

STEP 3: INITIAL APPLICATION PROCESS

Next, the training provider must follow MHEC's instructions for each of the nominated training programs, provided in **Attachment C –Maryland ETPL Initial Application Process** and at **www.mhec.maryland.gov**. MHEC has different, defined processes for each of the following:

- Two- and Four-Year Public and Private Institutions;
- Private Career Schools;
- Out-of-State Institutions; and,
- Other (Exempt) Providers, such as Registered Apprenticeship programs.

Those training providers, which have existed for 2 years or more, must meet minimum performance standards prior to ETP designation. MHEC's website provides instructions on the processes for demonstrating minimum performance standards. The training provider must:

- Describe each program of training services to be offered;
- Provide information addressing a factor related to the indicators of performance, as described in WIOA Section 116(b)(2)(A)(i)(I)-(IV), which include:
    - Unsubsidized employment during the second quarter after exit;
    - Unsubsidized employment during the four quarter after exit;
    - Median earnings;
    - Credential attainment;

- Provide information concerning whether the provider is in a partnership with business, including information about the quality and quantity of employer partnerships;
- Provide other information to demonstrate high quality training services, including a program of training services that leads to a recognized post-secondary credential;
- Provide information that addresses alignment of training services with in-demand industry sectors and occupations, to the extent possible.

With the application, the training provider must also include a completed WIOA Data/SSN Collection Affirmation form, provided in *Attachment D – WIOA Data/SSN Collection Affirmation Form* and at www.mhec.maryland.gov.

The training provider must submit all completed forms to MHEC for application. If all application steps are completed correctly, and MHEC approves, then the approved program shall be included on the Maryland ETPL within 30days of application approval.

INITIAL ELIGIBILITY FOR OUT-OF-STATE PROVIDERS

Out-of-State training providers seeking initial ETP designation must submit certain information to be considered for initial eligibility. When granted, initial ETP designation shall remain in effect for one year. To remain on the ETPL after the first year, providers must apply for continued eligibility.

Out-of-state training providers must complete Maryland's Out-of-State Training Provider Certification form, provided in ***Attachment E- Maryland's Out-of-State Training Provider Certification Form*** and at www.mhec.maryland.gov. Training providers must return the completed form, with a signature from the appropriate home state[2] official, to the Local Board.

If training is conducted in multiple states, then the certification form must be completed and signed by the appropriate official in each state where training is conducted. The certification form attests that the training provider:

- Is approved by the higher education authority in the home state;
- Is on the home state's WIOA training provider list;
- Provides WIOA performance data to the home state; and,
- Publishes verifiable consumer data, available to the general public, which includes performance data for all students in the program.

With the application, the training provider must also include a completed WIOA Data/SSN Collection Affirmation form, provided in ***Attachment D – WIOA Data/SSN Collection Affirmation Form*** and at www.mhec.maryland.gov. This form, which must be signed by the institution president or director, indicates that the institution shall collect and report the required performance data for all students enrolled in the training program.

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[2] "Home State" refers to the location of the school where the WIOA training is currently conducted.

REGISTERED APPRENTICESHIP PROGRAMS

Registered Apprenticeship (RA) programs are not subject to the same eligibility procedures as other ETPL training providers, because they go through a detailed application and vetting procedure with the Maryland Apprenticeship and Training Council (MATC), in partnership with DLLR's Division of Labor and Industry (DLI).

For inclusion on the ETPL, RA Program sponsors must submit a completed Program Description and Nomination Form, provided in ***Attachment B- Program Description and Nomination Form***, to MHEC. MHEC shall include a verified RA Program on the Maryland ETPL for as long as the program is registered, or until the RA program sponsor notifies MHEC in writing that it no longer wants to be included on the ETPL.

As part of the annual application renewal process, MHEC shall verify RA Program status with DLLR's DLI, in coordination with MATC. RA programs that are voluntarily or involuntarily de-registered shall be removed from the ETPL.

PERFORMANCE DATA COLLECTION

All training providers on the Maryland ETPL are responsible for tracking performance and must annually report all performance measures to MHEC. Results of the performance data evaluation shall be provided on the ETPL for each program.

Annually, MHEC shall collect program data for all providers on the Maryland ETPL, for DLLR's review, to assure performance standards are maintained. MHEC shall collect performance data for the period of the second and fourth quarters after the exit from the training program. In a timely manner, MHEC shall notify all training providers when data are due.

MHEC requires training providers to track and report on the performance of both full-time students and part-time students enrolled in programs and courses on the Maryland ETPL. A program must meet the minimum performance standards identified below to remain on the Maryland ETPL.

MINIMUM PERFORMANCE STANDARDS

Requirement 1:

A program must meet *either*:

1. A minimum employment rate of 61 percent for WIOA customers who successfully complete the program; or,
2. A minimum employment rate of 61 percent for all WIOA customers who exit the program.

NOTE: At least 6 WIOA customers must be enrolled in the program during the fiscal year (June 1-July 30) for this performance indicator to be used.

Requirement 2:

A program must meet *either*:

1. A minimum employment rate of 61 percent for all students who successfully complete the program; or,
2. A minimum employment rate of 61 percent for all students who exit the program.

DISTRIBUTION OF PERFORMANCE DATA

Annually, MHEC shall transmit performance data on each program via the Maryland ETPL to DLLR, Local Boards, Local Workforce Development Area Directors, and training providers. MHEC shall collect employment data for the period of the 2nd and 4th quarter after exit from the training programs.

MHEC shall identify WIOA programs that are failing to meet minimum performance standards.

Training providers may appeal determinations of ineligibility or removal of programs from the list. MHEC shall inform DLLR, Local Boards, Local Workforce Development Area directors, and training providers of program removal and of appeal rights and processes.

REMOVAL FROM THE ETPL

A training provider and/or its program may be denied inclusion in or removed from the State ETPL for the following reasons (documented proof that these conditions exist must be provided):

1. The initial and/or renewal application was not completed, was not completed by established due date, or was missing required information;
2. Performance data was not submitted or was not submitted by established due date;
3. The training provider intentionally supplied inaccurate information (This exclusion or removal will remain in effect for a minimum of two years);
4. The training provider substantially violated a requirement under WIOA, state law, local law, or policy;
5. The training provider loses its regulatory approval from MHEC, or its accreditation from its accrediting body.

APPEAL PROCESS

If a training provider is not approved by a Local Board for ETPL application, or a training provider has been removed from the ETPL by Local Board action, then the training provider may appeal directly to the Local Board for resolution through the internal complaint process. If the provider is not satisfied with the decision, the provider may appeal to DLLR within 30 calendar days after receipt of the Local Board decision.

Training providers that are denied ETPL designation by DLLR, or are removed from the list by DLLR, may appeal directly to DLLR within 30 calendar days of notification of the action. Appeals must state, in writing, the basis of the appeal, including the facts or issues that support the appeal. When appealing a performance data decision, the appeal must also include verifiable data that substantiate a higher level of program performance to maintain ETPL designation.

Training providers shall direct appeals to:

> James Rzepkowski
> Assistant Secretary
> Division of Workforce Development and Adult Learning
> Department of Labor Licensing and Regulation
> 1100 N. Eutaw Street, Room 108
> Baltimore, Maryland 21201

DLLR shall notify all parties of the date, time, and location of the appeal conference.

A program failing to appeal pursuant to the Local Board process, or failing to appeal within the specified 30-day period, is ineligible for WIOA funding and shall be excluded or removed from the Maryland ETPL. A program that wins an appeal, based on the submission of additional verifiable data, is eligible to remain on the Maryland ETPL. A program whose appeal is denied will be ineligible for WIOA funding and will be removed from the Maryland ETPL. The decision of DLLR will be final.

REFERENCES

LAW

- WIOA (Public Law 113-128) Title I

REGULATION

- Notice of Proposed Rule Making. #2015-0002-02

USDOL GUIDANCE

- Training and Employment Guidance Letter (TEGL) 1-15, *Operations Guidance Regarding the Impact of Workforce Innovation and Opportunity Act Implementation on Waivers Approved Under the Workforce Investment Act*, dated July 1, 2015;

- TEGL 41-14, *Workforce Innovation and Opportunity Act (WIOA or Opportunity Act) Title I Training Provider Eligibility Transition*, dated June 26, 2015;

- TEGL 27-14, *Workforce Innovation and Opportunity Act Transition Authority for Immediate Implementation of Governance Provisions*, dated April 15, 2015;

- TEGL 27-14—Change 1, *Workforce Innovation and Opportunity Act Transition Authority for Immediate Implementation of Governance Provisions*, dated May 12, 2015;

- TEGL 19-14, *Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act*, dated February 19, 2015;

ATTACHMENTS

Attachment A – Training Provider Questionnaire
Attachment B – Program Description and Nomination Form
Attachment C – Maryland ETPL Initial Application Process
Attachment D – WIOA Data/SSN Collection Affirmation Form
Attachment E– Maryland's Out-of-State Training Provider Certification

Training Provider Questionnaire

Please complete and submit this questionnaire to the Maryland Higher Education Commission in order to determine whether Commission approval is required for your training to be offered in Maryland. Along with the questionnaire, please provide all documents requested below. Upon review, you will receive written notification of the Commission's determination. Please allow two to four weeks for written notification.

Training Provider: _____

Complete Address: _____

      Street Address   *City*   *State*   *ZIP*

Telephone: _____ Fax: _____ Email: _____

Website: _____

Contact Person:
☐ Mr. ☐ Mrs.
☐ Ms. ☐ Rev.
☐ Dr.

      Last Name   *First Name*   *MI*

I. TRAINING DESCRIPTION
Please provide a brief description of your training, including the training title (e.g., Nursing Assistant, Computer Technician, etc.), and as it would be described in advertisements or on the Internet.

_____

II. WHAT IS THE PURPOSE OF YOUR TRAINING?
Please check <u>all</u> boxes below that are applicable to your training. Be sure to list or identify all requested details. <u>The purpose of your training is to:</u>

☐   A. PREPARE INDIVIDUALS TO OBTAIN GAINFUL EMPLOYMENT.
     Please list below the occupations for which graduates of your training will qualify.

_____

☐   B. PREPARE INDIVIDUALS TO OBTAIN INDUSTRY CERTIFICATION(S).
     Please identify below the industry certifications and exams for which your training will prepare graduates.

_____

☐   C. PREPARE INDIVIDUALS TO OBTAIN LICENSURE.
     Please identify below the licenses and licensing exams for which your training will prepare graduates.

_____

☐   D. ENHANCE AN INDIVIDUAL'S SKILLS AND KNOWLEDGE, BUT THE TRAINING DOES NOT PREPARE THEM TO OBTAIN TRAINING-RELATED EMPLOYMENT.
     Please identify below the enrichment skills and knowledge that your training will provide.

_____

☐   E. OTHER. *Please describe in detail.*

_____

III. HOW IS YOUR TRAINING DELIVERED?
Please check <u>all</u> boxes below that are applicable. If "Other", please fully describe your training. <u>Your training is delivered:</u>

☐ A. By an instructor in a room or classroom.

☐ B. Online.

☐ C. Through a combination of classroom and online courses.

☐ D. By other training delivery method(s). *Please describe in detail.*

    ——

IV. TO WHOM ARE YOU OFFERING AND DELIVERING YOUR TRAINING?
Please check __all__ boxes below that are applicable. Be sure to identify or describe all requested details. __Your training is:__

☐ A. Open to and offered to the public.

☐ B. Delivered to __one__ student at a time on an individual basis.

☐ C. Delivered to groups of students at one time.

☐ D. Delivered to the private homes of Maryland individuals entirely by an out-of-state entity through distance education. All aspects of this business operate from outside of Maryland. *Name and provide contact information for this entity:*

    ——

☐ E. Offered to professionals in a specific occupation, and is comprised of refresher or continuing education instruction sponsored by a professional group for the exclusive use and benefit of the members of that entity. *Name and provide contact information for this entity.*

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☐ F. Offered exclusively for your own employees.

☐ G. Offered only to those enrolled in a registered apprenticeship training program or other training offered by a union or organization exclusively for their members. *Name and provide contact information for this entity.*

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☐ H. Open to and offered to the public as a postsecondary instructional program that is part of a church or other religious institution for the sole purpose of learning the particular religious faiths or beliefs of that church or religious organization. *Name and provide contact information for this entity.*

    ——

☐ I. Other. *Please describe in detail.*

    ——

V. ENCLOSURES

Please enclose the following items along with your completed questionnaire.

Enclosure 1: A completed Training Program Description Form for each program you are offering or plan to offer.

Enclosure 2: If any currently exist, copies of advertisements or promotional materials used to market your training or recruit students.

Enclosure 3: If any currently exist, copies of bulletins, school catalogs, student handbooks, enrollment agreements, or other materials provided to prospective and enrolled students.

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AFFIDAVIT: **This is to affirm that the information provided above and in the enclosed documents are true and correct.**

‾‾‾‾‾

Typed Name of Chief Executive Officer

_____ ‾‾‾‾‾

Signature of Chief Executive Office   *Date*

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RETAIN A COPY FOR YOUR RECORDS, AND THEN MAIL ALL MATERIALS TO:

Associate Director for Private Career Schools
Maryland Higher Education Commission
10th Floor
6 N. Liberty Street
Baltimore, Maryland 21201

Questions: 410-767-3403
Facsimile: 410-332-0270

PROGRAM DESCRIPTION AND NOMINATION FORM

1. Training Provider Name:	
2. Program Status: (√ one)	☐ New Program (operating less than 24 months) ☐ Existing program (operating more than 24 months)
3. Program Name: *Limit: 55 characters*	
4. Program Description: *Limit: 165 characters, with spaces*	

5. Degree/Award Level *(√ one)*	**Non-Degree Granting Provider** ☐ Certificate (e.g., PCS)/diploma ☐ DLLR-Registered Apprenticeship	**Degree Granting Institution**	
		☐ Non-credit courses ☐ Credit courses ☐ Lower division certificate	☐ Associate degree ☐ Bachelor's degree

6. HEGIS Code (If known):	**7. CIP 2010 Code (if known):**	
8. Job Placement Assistance:	☐ Yes ☐ No	
9. Licensure:	☐ Yes ☐ No If yes, type :	
10. Industry Certification:	☐ Yes ☐ No If yes, type:	
11. Target job:		
12. Placement Test:	☐ Yes ☐ No	**13. Minimum Age for Admission:**
14. Admission Requirements: *(√ one)*	☐ HS **or** GED ☐ HS **or** GED **and** Pass Admission Test ☐ HS **or** GED **or** Pass Admission Test	☐ Pass Admission Test ☐ None
15. Additional Requirements:		
16. Clock Hours or Credit Hours:	_____ Total Clock Hours O**R** _____ Total Credit Hours (only report for credit training offered by degree granting institutions)	
17. Weeks to Complete:		**17A. Scheduled Length** (weeks):
18. Class-Time: *(√ all applicable)*	☐ Day ☐ Evening ☐ Weekend ☐ Other Type: _____	
19. Distance Learning:	☐ Yes ☐ No If yes, type (e.g., Online):	
20. Federal Financial Aid:	☐ Yes ☐ No	
21. Total Tuition:		
22. Fees:		
23. Books and Supplies:		
24. Other Costs:		

For more program information:

25. Contact Person:		
26. Title of Contact Person:		**27. Office Hours/Days:**
28. Telephone number:	**29. Fax:**	**30. E-mail:**
31. Address Line 1:		
32. Address Line 2:		
33. City:		**34. State:** **35. ZIP:**
36. County:		**37. Website:**

38. In offering this training, is your organization in partnership with a business? ☐ Yes ☐ No

LWIB APPROVAL ACTION:
This section must be completed by a Maryland LWIB to request to add the program to Maryland ETPL:

☐ **Request Approved by LWIB** ☐ **Request Denied Approval by LWIB**	**Date:**
Printed Name of LWIB Official:	**Title:**
LWIB Phone Number:	**Name of LWIB:**

INSTRUCTIONS FOR COMPLETING PROGRAM DESCRIPTION AND NOMINATION FORM: Program To Be On Maryland ETPL (State List of Occupational Training Providers)

- The Form must be completed for each program nominated to be on the Eligible Training Provider List (ETPL), also known as the Maryland Eligible Training Provider List of Occupational Training.

- A Maryland post-secondary training provider must have any program approval from the Maryland Higher Education Commission required by Maryland statute/regulations. An out-of-state training provider must be approved by the home state where the training is conducted and be on the home state's WIOA ETPL list.

- Fill out the form completely. Only where appropriate, enter "N/A" for "not applicable". Incomplete forms will be returned.

- If the nominated program does not lead to a degree, also identify all courses that comprise the program. Submit either: (1) the attached form, (2) a comparable form, or (3) a program description from the school's catalog that provides all the data requested on the form provided.

- The completed form(s) must be submitted to: **Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, MD 21201, Attention: David Jorgenson.**

<u>DATA TO BE PROVIDED ON THE PROGRAM DESCRIPTION FORM</u>

1. **Training Provider:** Enter the name of the training provider.

2. **Program Status:** Identify (with a check) the status of the program being nominated to be on the Maryland State List. As described below, the eligibility criteria are different for new and existing programs to be placed on the Maryland State List.

   - **Existing program**: An existing program has been offered for longer than 24 months. An existing program must demonstrate that it meets minimum program performance standards prior to being placed on the Maryland State List.

   - **New program:** A new program has been offered for less than 24 months. A new program is eligible to be added to the Maryland State List without demonstrating that it meets minimum program performance standards.

3. **Program Name:** Enter the name of the program. The name must not exceed 55 characters, including spaces*.*

4. **Program Description:** Briefly summarize the objectives of the program (e.g., Provides skills and knowledge necessary to repair computers and pass a specific industry certification exam OR provides requisite training to become a registered geriatric nurse aide). Note that the description must be <u>limited to 165 characters</u>, including spaces.

5. **Degree/Award Level:** Indicate with a check the degree or award level of the program. Select from the choices for either a degree granting school or a non-degree granting training provider. To qualify, apprenticeships must be registered under the National Apprenticeship Act.

6. **HEGIS Code**: If known, enter the HEGIS Code for the program.

7. **CIP:** If known, enter the CIP code for the program.

8. **Job Placement Assistance:** Indicate (by checking "yes" or "no") whether your institution provides job placement services to graduates of the program.

9. **Licensure:** Indicate (by checking "yes" or "no") whether the program prepares graduates for licensure. If yes, specify the type of licensure (e.g., Cosmetologist, Licensed Practical Nurse).

10. **Industry Certification:** Indicate (by checking "yes" or "no") whether the program prepares graduates for industry certification. If yes, specify the type of industry certification (e.g., Security+, Microsoft Certified Systems Engineer).

11. **Target Job -- Listing of Occupations for which the Program Prepares Graduates:** Identify the primary occupation for which the program prepares graduates (e.g., Computer Programmer, Truck Driver, Chef, Cosmetologist).

12. **Placement Test**: Indicate (by checking "yes" or "no") whether a placement test is required of students to determine their placement in the program.

13. **Minimum Age for Admission**: Specify the minimum age required for admission.

14. **Admissions Requirements:** Check one of the following options:

   - **High School Diploma or GED**: A prospective student must have a high school diploma or GED equivalency to be eligible for admission to the program.

   - **High School Diploma/GED and Pass Admissions Test**: A prospective student must have a high school diploma/GED equivalency **and** pass a test to be eligible for admission to the program.

   - **High School Diploma/GED or Pass Admissions Test**: A prospective student must have a high school diploma/GED equivalency **or** be required to pass a test to be eligible for admission to the program. Those without evidence of high school graduation/GED must pass an admissions test.

   - **Pass Admissions Test**: **All** prospective students must pass a test to be eligible for admission to the program.

   - **None:** If no admission requirements, check the "None" box.

15. **Additional Admission Requirements**: Specify any other admissions requirements (e.g. pass a physical exam).

16. **Clock Hours or Credit Hours**: Enter the total clock hours _or_ the total credit hours for the non-credit program.   Do **NOT** complete both items. Only report credit hours for credit programs offered by degree granting institutions.

17. **Weeks to Complete:** Specify the number of weeks required to complete the total training. For a program that is available on a full-time and part-time basis, specify the range (e.g. 4-8 weeks, 12-24 weeks).

17A. **Scheduled Length:** The duration of the program in weeks in which the program is scheduled to be   offered. For example, a 90 hour, 15 week program scheduled during three five-week sessions with a one week break in between them has a scheduled length of 17 weeks.

18. **Class Time**: Check all class schedules that apply. Indicate with a check if the program is offered in the day, evening, weekend, and/or other option. If any other schedule option is available for the program (e.g. evening & weekend option), specify the option(s).

19. **Distance Learning:** Indicate (by checking "yes" or "no") if program is delivered by distance education. If yes, specify the type of distance education (e.g., computer on-line instruction, interactive video classroom instruction).

20. **Federal Financial Aid:** Indicate (by checking "yes" or "no") whether program is eligible for Title IV Federal Financial Aid (e.g., Pell Grants, FFEL Student Loans).

21. **Total Tuition:** Specify the total tuition.
22. **Fees:** Specify the cost of fees for the total program. Include all fees.

23. **Books and Supplies:** Specify the estimated cost of books and supplies for the total program. Provide a range if appropriate.

24. **Other Costs:** Specify any other costs for the total program.

For More Program Information: Provide the following information regarding the office or person <u>prospective students and/or LWIB</u> may contact to obtain additional information about the program.

25. Contact Person	**30. E-Mail**	**35. ZIP**
26. Title of Contact Person	**31. Address Line 1**	**36. County**
27. Office Hours	**32. Address Line 2**	**37. Website address**
28. Phone	**33. City**	
29. Fax	**34. State**	

38**. <u>In offering this training, is your organization in partnership with a business</u>**: Indicate (by checking "yes" or "no") if your organization is in a partnership with a business to offer the training program**.**

<u>LWIB APPROVAL ACTION</u>

After reading and completing items 1. Through 38., the <u>training provider</u> must submit this form to a Maryland Local Workforce Investment Board (LWIB) to request nomination to add a program to the Maryland Eligible Training Provider List of Occupational Training.

The LWIB contact information is available at the following web site addresses:

<p align="center">or</p>

The LWIB should **r**eturn the signed form to the training provider.

<p align="center">A nominated program must meet <u>all</u> requirements listed below to be added to the Maryland Eligible Training Provider List of Occupational Training. The program <u>must</u>:</p>

- Be nominated by a Maryland Local Workforce Investment Board (LWIB) to be added to the Maryland State List.

- Prepare an individual for an occupation/ provide the skills required for gainful employment.

- Meet the following minimum required program performance standard if the program has been operating for more than 24 months – at least a 61% employment rate for graduates completing the training program.

- Be offered by a training provider that is either: (1) approved by the Maryland Higher Education Commission, (2) exempted from approval by the Maryland Higher Education Commission, and/or (3) approved by the higher education authority in the home State where the out-of-state training provider conducts training and listed on that state's Eligible Training Provider List.

- Have required program performance data collected and reported annually by the training provider. (Data must be reported for all students enrolled in the program, not just WIOA-funded students. To remain on the State List, a program must annually demonstrate at least a 61% employment rate for program graduates/exiters.)

By submitting the form, the training provider thereby: (1) requests that the program described below be added to the Maryland Eligible Training Provider List of Occupational Training and (2) affirms that the program meets all requirements for approval and minimum performance identified above.

List of Courses Included in Training Not Leading to a Degree

Instructions: Identify the name of the training program and all the courses that comprise the training. Submit to the Maryland Higher Education Commission either: (1) this completed form, (2) a comparable form, or (3) a program description from the school's catalog that provides the data requested below:

Program Title		
Course Number	**Course Title**	**Hours**

26

**Application Process for Nominating <u>Programs</u> to be included on
Maryland Eligible Training Provider List of Occupational Training for the
Workforce Innovation and Opportunity Act (WIOA)**

<u>SAMPLE</u>

Programs may be nominated by schools for inclusion on the Maryland Eligible Training Provider List of Occupational Training. The training must prepare an individual for an occupation or provide the skills necessary for gainful employment. Please note that the school is responsible for collecting and reporting program performance data for each program on the Maryland Eligible Training Provider List of Occupational Training, as required by the Workforce Innovation and Opportunity Act (WIOA).

All programs being nominated to be included on the Maryland Eligible Training Provider List of Occupational Training must first be reviewed and recommended for inclusion on the Maryland Eligible Training Provider List of Occupational Training by a Local Workforce Investment Board (LWIB).

- If a program is being nominated at the <u>specific request of the school</u>, please complete the form ***PROGRAM DESCRIPTION AND NOMINATION FORM*** (WIOA Attachment D). Submit this form to the Local Workforce Investment Board for review, recommendation, and signature,

OR

- If a program is being nominated at the <u>specific request of a Local Workforce Investment Board</u>, please submit a copy of the request with the program nomination form (WIOA Attachment E). A written request by the LWIB will permit the program to be added to the Maryland Eligible Training Provider List of Occupational Training without further review by the LWIB. Attachment D will not need to be completed or submitted to the LWIB.

- When recommendation to add is received from the Local Workforce Investment Board, complete the form ***Nomination Form: Program to be on Maryland Eligible Training Provider List of Occupational Training:*** (WIOA Attachment E) for each program recommended for inclusion on the Maryland Eligible Training Provider List of Occupational Training. Instructions on how to complete the form are included.

- Submit the following to the Maryland Higher Education Commission*:*
    - ***PROGRAM DESCRIPTION AND NOMINATION FORM*** (WIOA Attachment D) or copy of written nomination from the Local Workforce Investment Board for each program to be placed on the Maryland Eligible Training Provider List of Occupational Training

For an **initial school application** to be included as a WIOA training provider, it will also be necessary to include:
- ***WIOA Data/SSN Collection Affirmation Form*** (WIOA Attachment B), signed by the school director, indicating that your school will collect and report the performance data required by WIOA

If you have already completed and submitted this form, it is not necessary to do so again.

Meeting Minimum Performance Standard

Existing programs being nominated to be included on the Maryland Eligible Training Provider List of Occupational Training must demonstrate verifiable minimum performance standard of a 61% employment rate for students who graduated from the program two years prior to WIOA program application. An existing program is defined as a program that has been offered for more than 24 months.

Data that may be submitted to substantiate this employment rate:
The training provider must submit the social security numbers of the students with their graduation/completion date for comparison with wage records.
Programs not meeting the minimum performance standard of 61% are ineligible for inclusion on the Maryland Eligible Training Provider List of Occupational Training.

Application Checklist:

____ Signed *WIOA Data/SSN Collection Affirmation Form* (WIOA Attachment B) <u>if initial application</u>.

____ Copy of the *Program Description and Nomination Form* (WIOA Attachment D) signed and approved by the LWIB for each program.

_____ Verifiable documentation of a 61% employment rate for students who graduated from the program two years prior to WIOA program application, if applicable.

Please send the signed completed documents to:

David Jorgenson
Senior Education Analyst
Maryland Higher Education Commission
6 N. Liberty St., Fl. 10
Baltimore, MD 21201

WIOA
DATA/SSN COLLECTION AFFIRMATION FORM

SAMPLE

This is to affirm that the School identified below will track and report the performance of students enrolled in each program included on the Maryland Eligible Training Provider List of Occupational Training in accordance with requirements established in Maryland for implementing the Workforce Innovation and Opportunity Act (WIOA).

This will include, but not be limited to, the training provider collecting and reporting the social security numbers of all students enrolled and taking the action necessary to track and report all data required to calculate program completion rates, employment rates, and average earnings for **all individuals enrolled in each program** including those students funded through WIOA.

This data collection will be required of each program on the Maryland Eligible Training Provider List of Occupational Training <u>even if no students enrolled in the program are funded through WIOA</u>.

_____
                    Name of Training Provider

_____   _____
            Signature of Director of School   Date

<u>Please return to</u>:

David Jorgenson
Senior Education Analyst
Maryland Higher Education Commission
6 N. Liberty St., Fl 10
Baltimore, MD 21201

APPLICATION PROCESS FOR NOMINATING <u>OUT-OF-STATE</u> TRAINING PROVIDERS
FOR INCLUSION ON THE
MARYLAND ELIGIBLE TRAINING PROVIDER LIST OF OCCUPATIONAL TRAINING
FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Potential out-of-state training providers must complete the following process for inclusion on the Maryland Eligible Training Provider List of Occupational Training.   "Home state" refers to the location of the school where the training is conducted.

Step 1 and Step 2 are to be completed only for **initia**l application to be on the Maryland Eligible Training Provider List of Occupational Training.

Step 1:
For an **initial** application, the applicant submits Maryland's *WIOA Certification Form for Out-of State Training Providers* (WIOA Attachment A). It must be signed by the appropriate official of the home state and be submitted to the nominating Local Workforce Investment Board (LWIB). If training is to be conducted in more than one state, the certification form must be completed and signed by the appropriate official in each state where training is conducted. The certification form attests that the training provider:
- Is approved by the higher education authority in the home state,
- Is on the home state's WIOA training provider list,
- Provides WIOA performance data to the home state, and
- Publishes verifiable consumer data available to the general public, which includes performance data for <u>all</u> students in the program.

Step 2:
For an **initial** application the out-of-state training provider applicant must also submit to the nominating Local LWIB:
- *WIOA Data/SSN Collection Affirmation Form* (WIOA Attachment B), signed by the institution president/director, indicating that the institution will collect and report the performance data as required by WIOA

The signed form indicates agreement by the institution to submit data on an **annual** basis to the Maryland Higher Education Commission (MHEC) to determine if the program performance data meets the Maryland minimum requirement of an employment rate of 61% to remain on the Eligible Training Provider List.

Step 3:
For each **program** of study being nominated for inclusion on the Maryland Eligible Training Provider List of Occupational Training, follow the directions in the attachment called "Application Process for Nominating **Programs** to be on the Maryland Eligible Training Provider List of Occupational Training for the Workforce Innovation and Opportunity Act (WIOA) Out-of-State Institutions". This packet includes the following forms:
- *Program Description and Nomination Form* (Attachment G);
- *Verification of Minimum Program Performance* (Attachment E)

The completed forms are returned to the LWIB who will then submit all completed forms to:
David Jorgenson
Maryland Higher Education Commission
6 N. Liberty St., Fl. 10
Baltimore, MD 21201

If all application steps are completed correctly, approved programs will be included on the Maryland Eligible Training Provider List of Occupational Training in approximately 30 days.

WIOA
CERTIFICATION FORM FOR
OUT-OF-STATE TRAINING PROVIDERS
SAMPLE

One of the requirements for inclusion on the Maryland Eligible Training Provider List of Occupational Training for out-of-state providers is verification of qualifications from authorized officials of the provider's home state. This form must be signed by one of the authorized representatives in the provider's home state who is responsible for coordinating and managing that state's eligible WIOA training provider list. The signed form must be submitted to the Maryland Local Workforce Investment Board (LWIB) from which the provider is seeking nomination to the Maryland Eligible Training Provider List of Occupational Training.

_____ (name of training provider) located in
the State of _____ does meet **all** of the following qualifications.

Please initial or write "yes" in the blank space next to each statement.
_____   Is approved by the higher education authority in the home state
_____   Is on the home state's WIOA training provider list
_____   Provides verifiable WIOA performance data to the home state
_____   Publishes verifiable consumer data available to the general public, which includes
                   performance data for all students in the program

Please submit verification of home state approval and standing on the home state's WIOA ETPL.

_____
(Authorized official printed name and title of home state official)

_____
(Signature)   (Date)

_____
(Authorizing home state agency and address)

_____
(Telephone number home state agency)

Note to Maryland LWIB: Please review and sign before forwarding to MHEC

Maryland LWIB Signature: _____

        Title: _____

        Address: _____

        Telephone: _____