

Eligible Training Provider

Instruction Manual



Your Workforce Connection

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I. Purpose

The purpose of the manual is to provide training/education providers with policies, procedures and guidance in completing the Eligible Training Provider application. Only providers and programs that meet specific criteria will be listed on the Eligible Training Provider List (ETPL) and eligible to receive Workforce Investment Act (WIA) funding.

The ETPL provides North Dakota with its primary means of achieving WIA goals. Although the list is called the Eligible Training Provider List, in fact, it is the programs of the training/education providers that qualify for eligibility. A training/education provider can have both eligible and ineligible programs. For programs to be included on the ETPL, an updating process must take place annually, with program information submitted via the initial or subsequent eligible training provider database.

Guidance for the procedures used to determine the eligibility of training/education providers and their programs is found in Section 122 of the Workforce Investment Act of 1998 (P.L. 105-220.)

II. Intensive Services vs. Training Services Criteria

Intensive Services

Training/education providers should omit programs from their application if the programs meet the definition of intensive services. Intensive services should include, but are not limited to:

- Comprehensive and specialized assessments of skills and service needs
- Development of an Individualized Employment Plan (IEP)
- Career planning
- Case management of participants seeking training services
- Short-term prevocational services to prepare individuals for unsubsidized employment or training

For purposes of the ETPL, intensive non-occupational training courses are defined by the lack of an industry recognized credential. The length of the course is not a factor.

Training/education providers who offer training modules such as Microsoft Office products (e.g. Excel) which, if taken separately could be considered intensive.

Providers who offer testing services upon request of either a participant or employer for the purpose of determining proficiency will be considered intensive if an industry recognized certification or credential is not offered.

A series of courses which ultimately lead to an industry-recognized certification or credential will be considered one program and classified as training. (e.g. The series of modules to qualify for Microsoft Office User Certification (MOUS) would be considered one program.) If a provider offers the same modules without the MOUS certification, the program is intensive.

Training Services

A training program is defined as one or more courses, classes or structured regimen that upon completion lead to:

- A diploma, certificate of educational achievement or degree
- An industry-recognized certification, credential or licensure (e.g. CDL)

Note: Certificates of Completion do not meet requirements.

In addition, training programs must have the approval of an appropriate federal, state or professional entity. Appropriate agencies and entities would include, but are not limited to the following:

1. U.S. Department of Education
2. U.S. Department of Labor's Bureau of Apprenticeship and Training
3. U.S. Federal Aviation Administration
4. North Dakota University System (Higher Ed)
5. North Dakota Career and Technical Education
6. North Dakota Department of Public Instruction
7. Accrediting Commission of Career Schools and Colleges of Technology (Microsoft, Cisco, Oracle, etc.)
8. North Dakota Board of Nursing

III. Initial Eligibility

Training programs must be determined eligible in order for the provider to receive federal WIA funds. When applying for the eligible training provider list, training/education providers will be automatically eligible **or** they must meet established performance requirements.

The Workforce Investment Act establishes automatic initial eligibility for the following training/education providers and their programs:

- Type 1: Postsecondary educational institutions that are eligible to receive funds under Title IV of the Higher Education Act of 1965 and provide programs that lead to an associate degree, baccalaureate degree, or certificate; and
- Type 2: An entity that carries out registered Apprenticeship programs under the Act of August 16, 1937 (commonly known as the National Apprenticeship Act.)

The training programs submitted by all other training/education providers must have the approval of appropriate federal, state or professional entities.

If the training services are provided through an existing program on the date of application, the program shall meet established performance levels.

After determining the filing status, a training provider will complete the Eligible Training Provider Application, SFN 52437 and Initial Training Provider Database located at http://jobsnd.com/jsnd/jobsnd/seekers/train_wia.html. Instructions to complete the Eligible Training Provider Application, SFN 52437 are found in Appendix 1. Instructions for the Initial

Training Provider Database are located in Appendix 2 or on the Excel spreadsheet. Place the cursor on the heading at the top of each column and instructions will be displayed. Training providers must list all programs on the spreadsheet to request approval for them. Only programs meeting all the established criteria for initial eligibility will be placed on the ETPL.

For programs not automatically eligible for inclusion on the ETPL, the provider's programs must meet the performance measures established by the Governor and the North Dakota Workforce Development Council as identified in Section 122 of the Workforce Investment Act. North Dakota's established performance measures for initial eligibility are:

- | | |
|---|------------------------------|
| 1. Program Completion Rates for All Individuals | 70 percent |
| 2. Employment Rates for All Individuals | 60 percent |
| 3. Average Wages at Placement for All Individuals | \$9.32/hr or \$2400/quarter* |

*Reflects less than one full quarter to allow for situations where individuals are placed in employment later in the quarter.

Note: Training/education providers who are required to submit performance information during the initial eligibility application process must complete the Initial Training Provider Database including the three performance fields. http://jobsnd.com/jsnd/jobsnd/seekers/train_wia.html

The only exception for not reporting the data is a "new" program without data on past performance.

Distance Learning Programs

Job Service ND (JSND) allows WIA funds to be used for approved distance learning programs (Internet, Correspondence, Broadcast, or Computer Based Instruction) posted on another states' ETP list. Providers of distance learning can be in any state in the nation. Approved providers and programs do not have to complete the North Dakota application or database. The following is a link to all states ETP lists: <http://www.careeronestop.org/WiaProviderSearch.asp>

Distance learning encompasses the following modes of service delivery:

- Internet: The program is conducted entirely on-line, via the World Wide Web.
- Correspondence: The program teaches individuals by mailing them lessons that are returned to the school for grading upon completion.
- Broadcast: The program is transmitted by radio or television.
- Computer-based Instruction: The program is an interactive computer-based training course.

IV. Performance Data Reporting

This section defines the performance measures, methodology and verification procedures that will be used to determine initial training provider eligibility.

Performance data is required for initial eligibility for all training/education providers **not** considered automatically eligible (*Type 3 Institutions as designated on SFN 52437 Eligible Training Provider Application.*) If the training/education program has been in existence for more than one year from the date of application the most recent program completion, placement and wage data must be submitted. Contact: Ruth Lacher at rlacher@nd.gov for clarification on the performance data reporting requirements.

Performance data is **not required** for new programs that do not have enrollments and completers prior to submittal of the initial eligibility application.

Applications will be reviewed for strength of data collection methods and overall reasonableness of the information supplied. In situations where the provider needs assistance in calculating performance information, the data should be sent to Job Service North Dakota: Paula Jo Jesser at pjesser@nd.gov

Three measures of performance are required:

1. Program Completion Rate for All Individuals	
Initial Rate:	70 percent
Definition:	The percentage of all exiters from the applicable program who successfully completed the program.
Calculation:	The number of successful completers in the programs during the reporting period, divided by the number of total exiters from the program during the reporting period.
2. Employment Rate for All Individuals	
Initial Rate:	60 percent
Definition:	The percentage of all successful completers from the applicable program who obtain unsubsidized employment and are receiving wages in the first quarter following completion.
Calculation:	The number of successful completers from the program during the reporting period with unsubsidized employment in the first quarter after exit, divided by the number of exiters who successfully completed the program during the reporting period.
3. Wages at Placement for All Individuals	
Initial Rate:	\$9.32/hour or \$2400/quarter *
Definition:	For those meeting the definition of employed, the first quarter wage expressed as an hourly or quarterly wage.
Calculation:	The average quarterly earnings of all successful completers meeting the definition of employed during the reporting period that had earnings in the first quarter after exit.

*Reflects less than one full quarter to allow for situations where individuals are placed in employment later in the quarter.

Verification Procedures

For training/education providers who are not automatically eligible, the following procedures will be used to verify performance information submitted by the training/education providers:

1. Completion Rates: Training/education providers will be asked to supply a file with all of the Social Security Numbers (SSNs) of the program completers. A “Y” or “N” placed next to each SSN will indicate if the individual completed the program.
2. Employment Rate: The SSNs supplied to verify the completion rates will be verified against North Dakota’s unemployment insurance wage records.
3. Wages at Placement: The SSNs supplied to verify the completion rates will be verified against North Dakota’s unemployment insurance wage records.

For initial eligibility, all information reported on an application may be subject to verification procedures. The extent of procedures used to verify data on applications may depend on the following:

1. Potential changes to the law or guidance from the U.S. Department of Labor.
2. Issues encountered through the application process.
3. Applications that appear to have marginally exceeded performance measures may require additional scrutiny of those programs.

Assistance from Job Service North Dakota

In situations where the provider needs assistance calculating performance measures for all individuals in the category, the student data should be sent to Job Service North Dakota in a flat file format. A flat file has a .txt extension. If conversion to a .txt file proves difficult, Job Service North Dakota can convert an Excel spreadsheet file to a flat file format for you. The file should identify the SSNs for all individuals who have exited the program, program name, CIP code, reporting period and a “Y” or “N” indicating whether or not the individual successfully completed the program. After the training provider has supplied SSNs and completion rate data, Job Service North Dakota will verify the relating wage and employment data by using North Dakota’s unemployment insurance wage record data.

V. Subsequent Eligibility and Program Updates

North Dakota is currently operating under a waiver granted by the U.S. Department of Labor which postpones the implementation of the subsequent eligibility process for Eligible Training Providers as described in the Workforce Investment Act, Section 122(c)(5). This waiver relieves the burden of subsequent eligibility requirements from training/education providers helping to ensure continued participation. As a result, no additional performance information is requested.

To ensure the ETP list includes current training programs, costs and contact information, the list must be updated annually. Job Service North Dakota will notify training/education providers when program updates are needed.

VI. Completing the Application and Training Provider Database

The Eligible Training Provider Application <http://www.state.nd.us/jsnd/docs/general/SFN52437.pdf> can be completed on-line, then printed, signed and mailed to: Job Service North Dakota, Workforce Programs, PO Box 5507 Bismarck, ND 58506-5507 or Job Service North Dakota will mail a hard copy. Contact Paula Jo Jesser at pjesser@nd.gov or Ruth Lacher at rlacher@nd.gov. Applications for initial eligibility may be submitted at any time under an open enrollment policy.

Applications for the Initial or Subsequent Provider Database can be accessed through the Job Service North Dakota website: http://jobsnd.com/jsnd/jobsnd/seekers/train_wia.html The Eligible Training Provider List is compiled from the program information entered on the Eligible Training Provider Database.

Instructions to complete the SFN 52437 Eligible Training Provider Application are found in Appendix 1. Instructions for the Initial and Subsequent Provider Databases are available in Appendix 2 and 3 or on the Initial and Subsequent Provider Database Excel spreadsheets. Place the cursor over the heading at the top of each column and instructions will be displayed.

Note: First time providers must complete the SFN 52437 Eligible Training Provider Application. The Subsequent Provider Database must be completed annually, but you may add courses at any time throughout the year.

After you have entered all the database information: 1) Save the document, 2) open a new e-mail message, 3) attach the updated Initial or Subsequent Eligible Training Provider Database document and 4) e-mail the document to Job Service North Dakota, Paula Jo Jesser at pjesser@nd.gov

VII. The Application Approval Process

The application approval process begins with the receipt of a properly completed Eligible Training Provider Application, SFN 52437. In addition to being properly completed, the criteria for determining the eligibility of training/education providers and their programs for WIA funds must be met. The criterion for determining eligibility includes qualifications, performance and compliance with appropriate rules and regulations.

1. **Qualifications:** Training/education providers must be registered with the appropriate state agency or agencies and the programs must be approved by the appropriate state, federal or private entity.
2. **Performance:** The performance measures discussed in Section IV must be met.
3. **Compliance with Rules and Regulations:** The training/education provider must be in compliance with all applicable federal and state laws.

Upon receipt of an application, Job Service North Dakota has 30 days to review the application and decide on the initial eligibility of the training/education provider. Training/education providers will be notified in writing before the end of the 30 day review period if the application has been approved or disapproved. Once approved, you will receive the SFN 52439 Eligible Training Provider Agreement form that requires the authorized representative's signature.

If additional information is required, the time allowed for review will be extended. If the additional information requested of a training provider is not received within 30 days of the request date, the application will be automatically rejected.

However, the training provider does have the option to reapply by submitting a new application. This situation would not require a formal appeal process because the denial is not based on the information supplied, but on the lack of a response.

Only training/education providers authorized to deliver on-site training within North Dakota or distance learning services may be considered for approval and placement on North Dakota's Eligible Training Provider List. Reciprocal agreements with Minnesota, Montana and South Dakota have been negotiated to allow states to exchange Eligible Training Provider Lists.

Training/education providers in those states must be placed on a Minnesota, Montana or South Dakota list to gain access to North Dakota WIA training funds.

Denial of Approval, Removal from the List and Filing an Appeal

Training/education providers and programs that do not meet all the criteria for initial eligibility will be denied approval for eligibility or removed from the list. A provider who is denied approval may file a written appeal within ten days of receiving a written notice. The appeal must be in writing and sent to the JSND Customer Service Area Director. The Customer Service Area Director will issue a written decision within 30 days. If denied, the provider may request a hearing within 10 days of the decision. The hearing will be scheduled and a decision issued within 60 days.

If a training/education provider has intentionally provided inaccurate information on an application, that provider will lose eligibility for two years from the date of determination. All local Job Service North Dakota Customer Service Offices and states with reciprocal agreements will be notified immediately so that provider is not used and all information for the provider will be removed from the Eligible Training Provider List.

If a training/education provider substantially violates any requirement under WIA, that provider may lose eligibility for a certain period of time or another sanction may be imposed. All local Job Service North Dakota Customer Service Offices and states with reciprocal agreements will be notified of the infraction and the sanction that has been imposed.

A training/education provider whose eligibility is terminated due to providing inaccurate information or for substantially violating provisions of WIA will be liable for repayment of all funds received by the program during the period of noncompliance. Eligibility will not be reinstated unless repayment has been made. The appeal process described above will also apply to training/education providers denied eligibility due to providing inaccurate information or for violating the requirements of WIA.

VIII. Administration of the Eligible Training Provider List

Job Service North Dakota is responsible for updating, maintaining and disseminating the Eligible Training Provider List. The list is posted on Job Service North Dakota's website:

http://jobsnd.com/jsnd/jobsnd/seekers/train_wia.html. Individuals eligible for training services under WIA will have the opportunity to consider any program listed with an eligible training provider.

The ETPL will be available to all WIA eligible individuals and will contain the following information:

Provider name, location and area	Length and Length Type
Institution Type	Program Cost
CIP Code	Program Description
Program Title	Provider's URL
Completion Type	

If a training/education provider identifies an error in the information posted for their institution or need to update information, the training provider should contact the Eligible Training Provider System Administrator: Paula Jo Jesser at pjesser@nd.gov

IX. Contact Information

Website: http://www.jobsnd.com/jsnd/jobsnd/seekers/train_wia.html

Mailing Address: Job Service North Dakota
Workforce Programs
1000 East Divide Avenue
P.O. Box 5507
Bismarck, North Dakota 58506-5507

Program Coordinator: Ruth Lacher
E-mail: rlacher@nd.gov
Phone: 701-328-3034
Fax: 701-328-4894

ETP Administrator: Paula Jo Jesser
E-mail: pjesser@nd.gov
Phone: 701-328-2812
Fax: 701-328-4894

Appendix 1 – ETP Application Instructions

Instructions for Completing the Eligible Training Provider Application

Completed applications must be printed, signed and mailed to Job Service North Dakota, Workforce Programs, PO Box 5507, Bismarck, ND 58506-5507

The SFN 52437 Eligible Training Provider Application is divided into three sections:

- General Information
- Eligibility and Program Information
- Attestation

General Information

Training/Education Provider	Name under which the training/education provider operates. This is the name that will appear on the Eligible Training Provider List.
Street Address/PO Box	Address to which all correspondence will be directed. Does not necessarily have to be the same address as the location where the training programs are provided.
City	Your City
State	Your State
ZIP Code	Standard nine-digit ZIP Code
Federal Tax Identification Number	Nine-digit federal identification number assigned for federal reporting purposes. Must be in 12-3456789 format.
Individual Authorized to Sign Contracts, Agreements and their Title	Name of the person authorized to sign contracts and their position/title.
Contact Person and Title	Name of the training/education provider staff that Job Service North Dakota Job Service should contact when information is required or needs to be updated.
Contact Telephone	Main telephone number for the contact person.
Contact E-mail	E-mail address of the contact person.
Would you like a link to your website?	Job Service North Dakota can provide a link through the Eligible Training Provider List to your website. If you would like a link, please submit your web address.

Eligibility and Program Information

Type of Training/Education Provider Ownership	Identify your institution as a public, private, non-profit or other.
Is your institution legally authorized in your state to provide a program of education beyond the secondary level?	Is the institution registered with the appropriate state agencies? Appropriate state agencies include, but are not limited to, the North Dakota University System, North Dakota Career and Technical Education and the North Dakota Secretary of State.
Type of Training/Education Provider and Verification Information	Determine the appropriate choice: <ul style="list-style-type: none"> • Institution of Higher Education under the Title IV of the Higher Education Act • Entity carrying out apprenticeship programs registered under the National Apprenticeship Act or • Other institution
Training Program Approval	All public or private training/education providers that do not receive federal funds under Title IV of the Higher Education Act of 1965 or that are not carrying out apprenticeship programs under the National Apprenticeship Act must list the appropriate state, federal or professional entity approving the programs.
Approving Entity	List the approving entity if program has been approved by state, federal or professional entity approving the programs.
Give a brief description of your data gathering, reporting and verification system.	Describe the system used to record and retain student's personal information and enrollment data. Also describe the system that will be used to track the performance measures outlined on page 4.
Type of Application	Indicate that this is an initial eligibility application.
Training/Education Program information	Training program information must be completed in the Initial or Subsequent Training Provider Database: http://www.jobsnd.com/jsnd/jobsnd/seekers/train_wia.html Entities applying for initial eligibility complete the Initial Training Provider Database (See instructions for database completion – on the Excel spreadsheet. Place the cursor over the heading at the top of each column and instructions will be displayed.)

Attestation

A training agreement must be signed by the authorized representative and contain the printed name, authorized representative's title and date before an entity will be placed on the Eligible Training Provider list. There must be attestation by signatory that information is true and correct.

Appendix 2 – Initial Training Provider Database Instructions

Instructions for Completing the Initial Training Provider Database

The instructions provided here must be used to enter each individual program, one at a time.

Download the Initial Eligible Training Provider Database:

http://www.jobsnd.com/jsnd/jobsnd/seekers/train_wia.html

Training/Education Entity	Verify the title of your training/education entity.
Program Title	Enter the program title or course of study
Program Start Date	Identify the beginning date of each period of instruction for the program. This will apply mainly to programs that operate on a quarterly or semester basis. Some programs may have continuous open enrollment and starting dates.
Program End Date	Identify the ending date of each period of instruction for the program
Program Location	Indicate the city in which the program is located
Classification of Instructional Program (CIP) Code	Enter the six-digit CIP code for the training program or course. The codes can be accessed at the U.S. Department of Education homepage: http://www.ed.gov/index.html or at the National Center for Education Statistics homepage: http://nces.ed.gov
Completion Type	Indicate the type of credential, certificate, diploma or degree obtained after program completion. (e.g. industry recognized certificate, associate degree, bachelor's degree, master's etc.) Enter only one completion type per entry.
Program Length	Enter the length of the program. Length format must be a whole number, not a range of numbers.
Program Length Type	Enter the program length format (years, semesters, quarters, credit hours, etc.)
Unit Cost	Enter the unit cost (cost per credit, year, course, etc.)

Program Cost	The program cost is automatically calculated in this field by multiplying the unit cost by program length. The cost does not include other fees, books, etc. Enter costs for fees, books, etc., in the "Other Costs" column.
Other Costs	Enter other or additional costs including fees, books, etc., associated with the program. It must be in whole number format.
Total Cost	The total cost is automatically calculated in this field by adding program cost and other costs.
Course Description/Comments	Enter course description / comments; they will be published along with program costs on the Eligible Training Provider List: http://www.jobsnd.com/jsnd/jobsnd/seekers/train_wia.html
<p>Completion Rate – Type 3 institutions (as designated on the application) include all public or private training/education providers that do not received federal funds under Title IV of the Higher Education Act of 1965 or that are not carrying out apprenticeship programs under the National Apprenticeship Act.</p> <p><i>Not required for Type 1 and 2 Training/Education Institutions on the Initial Eligibility Application.</i></p>	Enter the completion rate for all individuals participating in the applicable program. A description for calculating the performance numbers is discussed in Section IV of the Eligible Training Provider Policies and Procedures.
<p>Employment Rate – Type 3 institutions (as designated on the application) include all public or private training/education providers that do not received federal funds under Title IV of the Higher Education Act of 1965 or that are not carrying out apprenticeship programs under the National Apprenticeship Act.</p> <p><i>Not required for Type 1 and 2 Training/Education Institutions on the Initial Eligibility Application.</i></p>	Enter the employment rate for all individuals participating in the applicable program. A description for calculating the performance numbers is discussed in Section IV of the Eligible Training Provider Policies and Procedures.

<p>Wages at Placement – Type 3 institutions (as designated on the application) include all public or private training/education providers that do not receive federal funds under Title IV of the Higher Education Act of 1965 or that are not carrying out apprenticeship programs under the National Apprenticeship Act.</p> <p><i>Not required for Type 1 and 2 Training/Education Institutions on the Initial Eligibility Application.</i></p>	<p>Enter the wages at placement in employment for all individuals participating in the applicable program. A description for calculating the performance numbers is discussed in Section IV of the Eligible Training Provider Policies and Procedures.</p>
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After you have entered all the program information: 1) Save the document, 2) open a new e-mail message, 3) attach the updated Initial Training Provider Database document and 4) e-mail it to Paula Jo Jesser pjesser@nd.gov at Job Service North Dakota.

Appendix 3 – Subsequent Training Provider Database Instructions

Instructions for Completing the Subsequent Training Provider Database

The instructions provided here must be used to enter each individual program, one at a time.

Download the Subsequent Eligible Training Provider Database:

http://www.jobsnd.com/jsnd/jobsnd/seekers/train_wia.html

Training/Education Entity	Verify the title of your training/education entity
Program Title	Enter the program title or course of study
Program Start Date	Identify the beginning date of each period of instruction for the program. This will apply mainly to programs that operate on a quarterly or semester basis. Some programs may have continuous open enrollment and starting dates.
Program End Date	Identify the ending date of each period of instruction for the program.
Program Location	Indicate the city in which the program is located.
Classification of Instructional Program (CIP) code	Enter the six-digit CIP code for the training program or course. The codes can be accessed at the U.S. Department of Education homepage: http://www.ed.gov/index.html or at the National Center for Education Statistics homepage: http://nces.ed.gov
Completion Type	Indicate the type of credential, certificate, diploma or degree obtained after program completion. (e.g. industry recognized certificate, associate degree, bachelor's degree, master's etc.) Enter only one completion type per entry.
Program Length	Enter the length of the program. Length format must be a whole number, not a range of numbers.
Program Length Type	Enter the program length format (years, semesters, quarters, credit hours, etc.)
Unit Cost	Enter the unit cost (cost per credit, year, course, etc.)

Program Cost	The program cost is automatically calculated in this field by multiplying the unit cost by program length. The cost does not include other fees, books, etc. Enter costs for fees, books, etc., in the "Other Costs" column.
Other Costs	Enter other or additional costs including fees, books, etc., associated with the program. It must be in whole number format.
Total Cost	The total cost is automatically calculated in this field by adding program cost and other costs.
Course Description/Comments	Enter course description/comments: they will be published along with programs costs on the Eligible Training Provider List: http://www.jobsnd.com/jsnd/jobsnd/seekers/train_wia.html

After you have entered all your programs: 1) Save the document, 2) open a new e-mail message, 3) attach the updated Subsequent Training Provider Database document and 4) e-mail it to Paula Jo Jesser pjesser@nd.gov at Job Service North Dakota.



WORKFORCE PROGRAMS
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**Job Service North Dakota is an equal opportunity employer / program provider.
Auxiliary aids and services are available upon request to individuals with disabilities.**