



Eligible Training Provider List (ETPL) Procedure

Eligible Training Provider List (ETPL) Overview

California's Eligible Training Provider List (ETPL) provides employment training resources for adults and dislocated workers. The ETPL includes qualified training providers who offer a wide range of educational programs, including classroom, correspondence, online, and apprenticeship programs.

The ETPL was established in compliance with the Workforce Investment Act of 1998 and amended by the Workforce Innovation and Opportunity Act (WIOA) of 2014.

The ETPL includes training providers who are eligible to receive Individual Training Accounts through WIOA Title I-B funds. View the *ETPL Policy and Procedures* ([PDF](#)) for more information.

In order to pay for a training program for a client with WIOA funds, the program must be active and on the ETPL.

Please refer to the current regional ETPL document located under this tab for current providers and programs.

Adding Programs to the ETPL

- New Provider
 - Complete Training Provider Application (attachment A)
 - This form only needs to be completed once as long as the provider remains active on the ETPL.
 - Complete the rest of the forms listed under Existing Providers below.
- Existing Providers
 - Complete CA ETP Assurances Form (attachment B)
 - This form only needs to be filled out once per program year. The program year is July 1 through June 30. Required Data is required by July 15th of each program year for the prior program year for each program on the ETPL.
 - Only the top 5 data fields of the ETP Report Required Data need to be completed by the provider

- **ETPL Provider Number** and **ETPL Program Number** can be found on the ETPL. For new Providers or Programs, leave the Number blank.
- **Total Number of Individuals Served** is all students participating in a program in the program year, regardless of when they were first enrolled. The number of individuals reported will always be the number from the prior program year (July 1 – June 30)
- **Total Number of Individuals Exited** are those that left/exited the training program during the program year (July 1 – June 30).

Those who are in the first year of a two-year program should be listed under Individuals Served, but if they are still working on their degree/certificate into the next program year, they should not be noted as exited.

Exits should include those who have transferred or withdrew.

- **Total Number Who Completed the Program** are all students who successfully completed the program. This is a subset of the number of exiters. To continue to be listed on the ETPL, a program must have at least 50% successful completions.
- The bottom 6 fields in grey will be pulled from CalJOBS and will reflect only those individuals who were enrolled in the WIOA program. These include:
 - Total Number Employed 2nd Quarter After Exit
 - Median Earnings in the 2nd Quarter After Exit
 - Total Number Employed 4th Quarter After Exit
 - Total Number of Individuals that Attained a Credential
 - Average Earnings in the 2nd Quarter After Exit
 - Average Earnings in the 4th Quarter After Exit
- Complete Training Program Application (attachment C)
 - This form must be completed for each program that a provider is requesting to be added.

Program Requirements to Remain on the ETPL

For Public/Community Colleges

1. Once a program is listed on the ETPL, there must be at least one WIOA participant enrolled within a two (program year) period. If no one enrolls within a two-year period, the program is automatically dropped from the ETPL and we must wait for at least six months before we can request that it be reinstated.

2. Programs that are “new” to the ETPL must also provide prior program year performance data before they can be entered on the ETPL. If the program is brand new, at least one year of performance data must be available before it can be listed on the ETPL.
3. To continue to be listed on the ETPL, a program must have at least 50% successful completions for the prior program year. If a program does not meet the 50% completion threshold, the program will be dropped from the ETPL and will have to compile a program year’s worth of data showing a successful completion rate of 50% before the program can be reinstated.

For Private Training Providers

In addition to the above:

4. Programs must meet California’s WIOA Title I Performance measures for all WIOA students in a program year. This will be tracked by the WIOA providers.

Other Information

- Apprenticeship programs requesting to be registered on the ETPL can reach out to the contact above but will be referred to the State ETPL Coordinator.
- Distance education providers (i.e. on-line only providers) requesting programs to be added to the ETPL can reach out to the contact above but will be referred to the State ETPL Coordinator.
- Programs requesting to be added to the ETPL that result in a Certificate and also an AA/AS degree will be required to complete two Training Program Applications (attachment C) – one for the Certificate program and one for the AA/AS program.