

Initial Eligibility Certification Process

General Overview:

To be included on the Eligible Training Provider List (ETPL), providers must submit an electronic application to the Local Workforce Development Board (LWDB) for the area where they wish to provide training services. A separate electronic application must be submitted for each training program. Also, if applying for a training program to be offered at different training locations, a separate electronic application is required for each training location. Each training program must be on the current *Projected Employment Opportunities List*.

Providers who may apply to be included on the ETPL include:

- An institution of higher education that provides a program that leads to a recognized postsecondary credential;
- Another public or private provider of a program of training services, which may include joint labor-management organizations, and eligible providers of adult education and literacy activities if such activities are provided in combination with occupational skills training. These providers must have all appropriate licenses to operate in the State of Arkansas and will be required to submit copies of such licenses. The information will then be verified by the Arkansas Department of Workforce Services (ADWS).

An entity that carries out programs under the National Apprenticeship Act will be included and maintained on the ETPL for so long as their program remains registered. These providers will be required to contact ADWS to make known their desire to be listed and provide documentation that verifies their program is a registered apprenticeship program certified by the U.S. Department of Labor/Office of Apprenticeship.

The first step of the process is to determine if a provider is qualified to apply using initial eligibility status. All provider/program combinations that have not been previously eligible under WIOA sec. 122 or WIA sec. 122 may apply under these rules.

Projected Employment Opportunities:

All training must be directly linked to employment opportunities either in the local area or in an area to which the individual is willing to relocate. If a local area does not have a particular occupation on its projected employment opportunities list, they may send a participant to, or a customer may choose, a training provider/program not approved by their LWDB if that participant agrees in writing that s/he would be willing to relocate or commute to become employed in that occupation.

An occupation is considered an employment opportunity for a local area if it appears on the *Projected Employment Opportunities List* for the State or local area. Occupations on an adjacent local area's list, including local areas in other states, may also be considered employment opportunities in the local area. If a local area would like to train in an occupation that is not on their local area's projected employment opportunities list, but is on the list of an adjacent area, they should contact the Labor Market Information section of the Department of Workforce Services to have the occupation added within the Arkansas Consumer Report System web site. For local areas in other states, the LWDB must provide the adjacent area's projected employment opportunities list, along with the adjacent state's contact information and occupations to be trained in before the occupations can be added to the Arkansas Consumer Report System.

Required Information for Initial Eligibility:

The information to be included on the initial application is described below.

1. A description of the training program to be offered including the costs of tuition, books and fees.
2. The program completion rate for **all** individuals participating in the applicable program to be offered by the provider.

To calculate: The number of all participants who completed the program/course during the reporting period divided by the total number of all participants.

3. If the training provider is in a partnership with business/industry and an explanation of the partnership.
4. If the training program leads to a recognized postsecondary credential and a description of the credential.
5. If the program aligns with in-demand industry sectors and occupations.

The Initial Eligibility Certification Process:

1. Providers eligible to apply under this section will complete an online electronic application for "initial certification" through the automated Arkansas Consumer Report System (ACRS) located at <https://www.workforce.arkansas.gov/acrs/>. Providers must apply for each individual program. If multiple training locations exist, an application must be made for **each location**. Providers may make application to any or all Local Workforce Development Boards (LWDBs) at the same time.

2. The LWDBs will receive the application via Internet file if (1) The program's CIP Code appears on the current *Projected Employment Opportunities List* for the State or Local Workforce Development Area, and (2) Required items are complete and meet minimum qualifications.
3. The LWDB will electronically approve or disapprove each application received via the Internet. The LWDB is responsible for ensuring that the provider's performance information meets or exceeds the State minimum levels.
4. Upon approval by the LWDB, the provider will be automatically placed on the ACRS website as a WIOA Eligible Training Provider for the applicable program.

If the training provider does not have performance data because the training program is a new program, then the provider must submit the following information to the LWDB of application to include:

1. Written justification for the missing data, and
2. The process that will be used to track and record the required information for re-certification.

The LWDB may choose to waive the performance documentation requirement in this situation. The LWDB should submit in writing their intentions to do so to the Department of Workforce Services/LMI Section for processing of the application to continue.

NOTE: LWDBs have the authority to increase the levels of performance required by the State, and require additional verifiable program-specific information from training providers for initial eligibility. The Department of Workforce Services/LMI Section must be notified if these levels of performance are increased.

State Minimum Performance Standards for Training Providers

<i>Performance Measure</i>	<i>Calculation</i>	<i>State Minimum Level</i>
ALL PARTICIPANT PERFORMANCE MEASURES Programs must meet the State minimum level for the performance measure.		
Program Completion Rate	The number of all participants who completed the program during the reporting period divided by the total number of all participants.	19.5 %

Continued Eligibility Certification Process

General Overview:

Section 122 of WIOA requires that training providers submit verifiable program specific information on the outcomes of WIOA program participants who have attended the training program when applying for continued eligibility. Section 122 also stipulates that some of the information submitted must meet minimum levels set by the State. Local Workforce Development Boards have the option of setting performance levels higher than the minimum levels established by the State.

Projected Employment Opportunities:

All training must be directly linked to employment opportunities either in the local area or in an area to which the individual is willing to relocate. If a local area does not have a particular occupation on its projected employment opportunities list, they may send a participant to, or a customer may choose, a training provider/program not approved by their LWDB if that participant agrees in writing that s/he would be willing to relocate or commute to become employed in that occupation.

An occupation is considered an employment opportunity for a local area if it appears on the *Projected Employment Opportunities List* for the State or local area. Occupations on an adjacent local area's list, including local areas in other states, may also be considered employment opportunities in the local area. If a local area would like to train in an occupation that is not on their local area's projected employment opportunities list, but is on the list of an adjacent area, they should contact the Labor Market Information section of the Department of Workforce Services to have the occupation added within the Arkansas Consumer Report System web site. For local areas in other states, the LWDB must provide the adjacent area's projected employment opportunities list, along with the adjacent state's contact information and occupations to be trained in before the occupations can be added to the Arkansas Consumer Report System.

Required Information for Continued Eligibility:

The information to be included on the continued application is described below.

1. The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program
2. The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program

3. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program
4. The percentage of program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent, during participation in or within 1 year after exit from the program
5. Information on cost of attendance, including cost of tuition and fees, for program participants
6. Information on the program completion rate for program participants

The Continued Eligibility Certification Process:

1. Providers eligible to apply under this section will complete an online electronic application for “continued certification” through the automated Arkansas Consumer Report System (ACRS) located at <https://www.workforce.arkansas.gov/acrs/>. Providers must apply for each individual program. If multiple training locations exist, an application must be made for **each location**. Providers may make application to any or all Local Workforce Development Boards (LWDBs) at the same time.
2. The LWDBs will receive the application via Internet file if (1) The program’s CIP Code appears on the current *Projected Employment Opportunities List* for the State or Local Workforce Development Area, and (2) Required items are complete and meet minimum qualifications.
3. The LWDB will electronically approve or disapprove each application received via the Internet. The LWDB is responsible for ensuring that the provider’s performance information meets or exceeds the State minimum levels.
4. Upon approval by the LWDB, the provider will be automatically placed on the ACRS website as a WIOA Eligible Training Provider for the applicable program.

State Minimum Performance Standards for Training Providers

<i>Performance Measure</i>	<i>State Minimum Level</i>
PERFORMANCE MEASURES Programs must meet the State minimum levels for the performance measure.	
Percentage of WIOA participants who are in unsubsidized employment during the second quarter after exit from the program.	61%
Percentage of WIOA participants who are in unsubsidized employment during the fourth quarter after exit from the program.	63%
Median earnings of WIOA participants who are in unsubsidized employment during the second quarter after exit from the program.	\$5,000/qtr
INFORMATIONAL MEASURES Programs must only report these performance measures.	
Percentage of WIOA participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent, during participation or within 1 year after exit from the program.	%
Cost of attendance, including cost of tuition and fees, for WIOA participants.	\$
Program completion rate for WIOA participants.	%

Registered Apprenticeship Programs

Registered Apprenticeship (RA) programs are an exception to the initial and continued eligibility certification processes. They are exempt from performance and reporting-related requirements. These programs have already gone through a rigorous assessment as part of the registration process with the U.S. Department of Labor, Office of Apprenticeship (DOLETA/OA). Inclusion of RA programs on the state Eligible Training Provider List (ETPL) enhances participants' awareness of the programs and provides local workforce systems with a mechanism to support this valuable training model. All RA programs listed on the ETPL will automatically be considered as a statewide demand occupation for as long as they have an unfilled opening(s). Local boards may not require additional criteria of RA programs.

To be listed on the state ETPL, a RA program should complete the *ACRS Registered Apprenticeship Form* and return it to the Department of Workforce Services via mail, fax or email. The necessary contact information can be found on the bottom of the form. Once the completed form is received and reviewed for completeness, the RA program will be displayed on the Arkansas Consumer Report System (ACRS) website at:

<https://www.workforce.arkansas.gov/ACRS/ETPApprenticeShipList.aspx>.

ACRS Registered Apprenticeship Form

Please Note: The information below will be displayed on the ACRS website as official contact information. Completion and submission of this form indicates your decision to be placed on the list of Eligible Training Providers under the Workforce Innovation and Opportunities Act.

Section I: Contact Information

Name: _____ Title: _____

Telephone: _____ Fax: _____

Email Address: _____

Section II: Apprenticeship Information

Is your training approved by the US Department of Labor/Office of Apprenticeship?

Yes No

Program Sponsor Information

Name: _____

Physical Address: _____

City: _____ State: _____ Zip + 4: _____

Mailing Address: _____

City: _____ State: _____ Zip + 4: _____

Telephone: _____ Fax: _____

Email Address: _____

Web Address (URL): _____

Is this instruction provided in house by the program sponsor or by a second party?

In House Second Party

If provided by a second party, complete the section below on Technical Instruction Provider.

Technical Instruction Provider

Name: _____

Physical Address: _____

City: _____ State: _____ Zip + 4: _____

Mailing Address: _____

City: _____ State: _____ Zip + 4: _____

Telephone: _____ Fax: _____

Email Address: _____

Web Address (URL): _____

General Information

What occupations are included within the apprenticeship program? _____

What is the program's method of instruction?

- Classroom Correspondence
 Web-based Other. Explain _____

What is the total length of technical instruction for the program? Please give length in number of clock/contact hours.

What does it cost the program to provide the training? Please provide book cost separately. _____

How many active apprentices are in the program? _____

Section III: Certification

I certify that the information provided on this form is correct and verifiable.

Signature: _____ Date: _____

Please mail, fax or email your completed form.

Mail To: Arkansas Department of Workforce Services
Attn: Belinda Hodges/Shirley Johnson
P.O. Box 2981
Little Rock, AR 72203

Fax To: 501-682-3186
Attn: Belinda Hodges/Shirley Johnson

Email To: acrs.admin@arkansas.gov