

CA ETPL POLICY AND PROCEDURES

GENERAL INSTRUCTIONS

The attached Directive is being issued in draft to give the Workforce Development Community the opportunity to review and comment prior to final issuance.

Submit any comments by email or mail no later than **September 7, 2018**.

All comments received within the comment period will be considered before issuing the final Directive. Commenters will not be responded to individually. Rather, a summary of comments will be released with the final Directive.

Comments received after the specified due date will not be considered.

Email wsbetpl@edd.ca.gov
Include "Draft Directive Comments" in the email subject line.

Mail Employment Development Department
 Attn.: Program Reporting and Analysis Unit
 P.O. Box 826880 / MIC 50
 Sacramento, CA 94280-0001

If you have any questions, contact Kirstin Cordova at 916-654-8293.

CA ETPL POLICY AND PROCEDURES

EXECUTIVE SUMMARY

This policy provides the guidance and establishes the procedures regarding the state requirements for training programs listed on the California (CA) Eligible Training Provider List (ETPL) under the *Workforce Innovation and Opportunity Act* (WIOA). This policy applies to Local Workforce Development Areas (Local Areas), and is effective on the date of issuance.

This policy contains only state-imposed requirements.

This policy supersedes Workforce Services Directive *WIOA Eligible Training Provider List - Policy and Procedures* (WSD15-07), dated November 10, 2015. Retain this Directive until further notice.

REFERENCES

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- *Workforce Innovation and Opportunity Act* (Public Law 113-128) Sections 3, 116, 122 and 404
 - [Title 20 Code of Federal Regulations](#) (CFR) Part 677: “Performance Accountability Under Title I of the Workforce Innovation and Opportunity Act” (Uniform Guidance), Sections 677.150 and 677.230
 - Title 20 CFR Part 680: “Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act” (DOL Exceptions), Sections 680.200, 680.300, 680.320, 680.330, 680.350, 680.410, 680.420, 680.470, 680.520 and 680.530
 - Title 20 CFR Part 681: “Youth Activities Under Title I of the Workforce Innovation and Opportunity Act” (DOL Exceptions), Sections 681.480 and 681.540
 - Title 20 CFR Part 683: “Funding and Closeout” (DOL Exceptions), Section 683.720
 - Title 34 CFR Part 600: “Definitions” (Department of Education), Section 600.2
 - Technical and Employment Guidance Letter (TEGL) [10-16](#), Change 1, Subject: *Performance Accountability Guidance for WIOA Title I, Title II, Title III, and Title IV Core Programs* (August 23, 2017)
 - [TEGL 19-16](#), Subject: *Guidance on Services provided through the Adult and Dislocated Worker Programs under the WIOA and the Wagner-Peyser Act Employment Services, as*

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

amended by title III of WIOA, and for Implementation of the WIOA Final Rules (March 1, 2017)

- [TEGL 13-16](#), Subject: *Guidance on Registered Apprenticeship Provisions and Opportunities in the WIOA* (January 12, 2017)
- [TEGL 41-14](#), Subject: *WIOA Title I Training Provider Eligibility Transition* (June 26, 2015)
- [California Code of Regulations Division 7.5](#)
- [California Education Code Section 94874](#)
- [California Unemployment Insurance Code \(CUIC\) Section 14005](#)
- [CUIC Section 14230](#)
- Workforce Services Directive [WSD17-01](#), Subject: *Nondiscrimination and Equal Opportunity Procedures* (August 1, 2017)
- Workforce Services Draft Directive [WSDD-185](#), Subject: *Performance Guidance for WIOA Title I and III Programs* (June 27, 2018)
- [WSDD-178](#), Subject: *Quality Apprenticeship and Pre-Apprenticeship Opportunity*, (March 12, 2018)
- Workforce Services Information Notice [WSIN17-09](#), Subject: *CalJOBS Activity Codes* (September 29, 2017)
- [California's Unified Strategic Workforce Development Plan](#)

BACKGROUND

WIOA Section 122 requires states to establish and maintain a list of training providers who are eligible to receive WIOA Title I funds for training services. An America's Job Center of CaliforniaSM (AJCC) may issue an Individual Training Account (ITA) to a WIOA Title I, subtitle B eligible individual (out of school youth age 16-24, adult or dislocated worker) to fund training services. The training provider must be selected from those listed on the ETPL.

The Employment Development Department (EDD) is the entity responsible for publishing and maintaining the comprehensive CA ETPL with cost information. In alignment with WIOA, the publishing of the ETPL by the EDD promotes customer choice, and enables jobseekers to compare the offerings on the ETPL, and select the most appropriate training program with the assistance of AJCC staff.

This Directive does not apply to On-the-Job Training, Customized Training, Incumbent Worker Training, internships, work experience, or transitional employment. In most instances, these types of services do not require the training provider to be listed on the ETPL.

In cooperation with stakeholders, the state has adopted the following principles when developing the CA ETPL policies and procedures:

1. **Simplicity** – Avoid imposing burdens that would inhibit the participation of quality training providers.
2. **Customer Focus** – The policies and procedures must support the collection and presentation of easily accessible and reliable training program information for both individuals seeking career and occupational training information, and career advisors

who assist participants eligible for training services.

3. **Informed Customer Choice** – The ETPL includes locally approved training programs that lead to self-sustainable careers in the local/regional economy, as supported by current labor market information identifying industry sectors and occupational clusters that are high-growth, high-demand, projecting skills shortages, and/or vital to the regional economy.
4. **Training Delivery Flexibility** – Develop policies and procedures that foster and support the inclusion of various types training delivery that expand opportunities for customer choice.
5. **Quality** – Ensures a comprehensive list of quality training programs that meet the minimum performance standards and provide industry-valued skills in priority industry sectors. Information must be accurate, transparent, accessible, and user-friendly.
6. **Respect for Local Autonomy** – The policy should remain supportive of the autonomy that WIOA has otherwise granted to the Local Boards.

For information on terms and vocabulary used throughout this Directive, please review the *CA ETPL Definitions* (Attachment 1).

POLICY AND PROCEDURES

This policy establishes: CA's eligibility criteria and procedures for initial and subsequent determination for CA ETPL training providers and programs, the federally mandated Eligible Training Provider Performance Report (ETP Report), and the roles and responsibilities of the Local Areas and the EDD in maintaining the integrity of the CA ETPL. A Local Workforce Development Board (Local Board) may establish criteria and information requirements in addition to the requirements established in this Directive.

ETPL Application Process Overview

For a provider to be listed on the CA ETPL, the provider must have its information entered into the CalJOBS ETPL module. It is the Local ETPL Coordinator's role to provide assistance and guidance to training providers who register in CalJOBS. Once all necessary information is entered, the Local ETPL Coordinator must review and authorize the training provider and/or program(s) for inclusion on the ETPL ensuring that all information provided is complete, accurate, and current, and is in alignment with State Board and their Local Board policy.

Each Local Board shall develop local policies that provide sufficient consumer protection and oversight of training providers. Such policies shall include, but are not be limited to, processes that achieve the following:

- Checking the instructor's credentials or experience.
- Ensuring the financial stability of the organization.
- Requiring that participants can avail themselves of, and are made aware of, grievance/complaint procedures.
- Maintaining participant records.
- Annually inspecting the schools or training programs.

- Providing comparable training opportunities if the training provider goes out of business.
- Ensuring that actual instruction is taking place.
- Ensuring that instructional equipment and instruction meet current industry standards.
- Ensure that training programs provide credentials, certificates and/or skills that are valued by employers within priority industry sectors identified in the state or local strategic plan.
- Verifying participant attendance.
- Requiring providers to maintain sufficient records and to make these records available for monitoring or audit by either the Local Board or the state.
- Ensuring that there are no conflicts of interest between the Local Board and the community institution offering the training, including a prohibition on the payment of referral fees by training providers to Local Board staff, including AJCC operator staff.

The EDD will accept and approve applications for the CA ETPL from Local Boards within 30 days of receipt.

Local Boards may delegate their responsibility of the ETPL to another Local Board to act on their behalf in making determinations for initial and/or subsequent eligibility of training providers and programs. To delegate or cancel an existing delegation, please complete and submit the *CA ETPL Local Board Appointment and Cancellation Form* (Attachment 2). Due to the signature requirement, this form should be scanned and emailed as an attachment.

ETPL Application Process by Provider Type

1. In-state Training Provider

All training providers headquartered and/or that have training site(s) in CA and wish to be listed on the CA ETPL are required to be registered in CalJOBS. The training provider shall provide all the training program information required in the CalJOBS ETPL module. The training provider must submit a signed *CA ETP Assurances Form* (Attachment 3) to the Local ETPL Coordinator.

Training providers that offer programs in multiple Local Areas must apply to the Local Board in the area where their headquarters is located. The training providers' program location(s) are listed under the main headquarters' location.

2. Apprenticeships Located in CA

Department of Labor (DOL) registered Apprenticeships and California Department of Industrial Relations, Division of Apprenticeship Standards (DIR DAS) approved Apprenticeships are automatically eligible for the CA ETPL, and will be placed on the ETPL by the state. *The state will not enter information on pre-apprenticeship training programs; this information will be entered by Local Boards, if necessary.*

3. Out-of-State Training Providers

All training providers that are headquartered and/or have training sites located only outside of CA may provide training services through a Local Board if the training provider is listed on the ETPL in the state in which they are located. Out-of-state training

providers cannot be listed on the CA ETPL.

4. Distance Education Training Providers

All distance education training providers that desire to list their training programs on the CA ETPL are required to be registered in CalJOBS. Once approved by the EDD, the training provider shall provide all the training program information required in the CalJOBS ETPL module. The training provider must submit the *CA ETP Assurances Form* (Attachment 3) to the [State ETPL Coordinator](#).

Please reference the *CalJOBS ETPL Module Flowchart* (Attachment 4) for detailed information on the CalJOBS process for registering new training providers.

Training Provider Initial Eligibility Criteria

The initial eligibility process for training providers is based on the following:

1. Adult Education Secondary Schools

Training providers issuing secondary school diplomas must meet the definition outlined in the *CA ETPL Definitions* (Attachment 1). Secondary school diplomas must be offered concurrently, or in combination with, occupational skills training.

2. Private Postsecondary Schools (profit or non-profit)

Training providers must have current Bureau for Private Postsecondary Education (BPPE) Approval to Operate, or current Verification of Exemption by BPPE. For more information regarding BPPE Approval to Operate, or current Verification of Exemption, please visit the [BPPE Applications](#) web page.

For a list of all exemptions, refer to [CEC Section 94874](#). A training provider that does not award degrees and solely provides educational programs for total charges of \$2,500, or less, when no part of the total charges is paid from state or federal student financial aid programs does not qualify as a eligible training provider for the ETPL.

3. Public Postsecondary Community Colleges

Training providers must be accredited by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges (ACCJC). For public postsecondary community colleges that are not WASC ACCJC accredited, but are currently in the initial accreditation process, the State Board and the EDD will determine whether the community college meets the training provider initial eligibility criteria.

4. CA State University (CSU) and University of CA (UC)

Providers must be accredited by the WASC Senior College and University Commission (WASC SCUC).

5. Pre-apprenticeship Training Provider

Providers must have a letter of commitment from a DOL registered or DIR DAS approved Apprenticeship program. To be listed on the CA ETPL, the pre-apprenticeship program must be offered in combination with occupational skill training.

Pre-apprenticeship programs that are not offered in coordination with occupational

skills training cannot be listed on the ETPL; however, those pre-apprenticeship programs that do offer an occupational skills training component, such as the Multi-Craft Core Curriculum, can be listed on the ETPL and used in conjunction with an ITA. The State Board and each Local Board must ensure that federal WIOA funds awarded for pre-apprenticeship training in the building and construction trades fund programs and services that follow the Multi-Craft Core Curriculum implemented by the State Department of Education and that develop a plan to help increase the representation of women in those trades.

6. DOL Registered Apprenticeships and DIR DAS Approved Apprenticeships

All DOL registered Apprenticeship, and DIR DAS approved Apprenticeships are automatically eligible for the ETPL. The state is responsible for listing Apprenticeship programs on the CA ETPL.

In addition, all training providers are subject to the Equal Opportunity and Nondiscrimination requirements found in Section 188 of WIOA, which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity. All Local Boards must ensure that a training provider is in compliance prior to approving the training provider to be on the ETPL. Equal Employment Opportunity and Non-Discrimination procedures should be posted at the AJCCs and approved training providers facilities, and provided to each participant upon enrollment. For more information, refer to [WSD17-01 Nondiscrimination and Equal Opportunity Procedures](#).

The training provider's request to be on the CA ETPL will be denied if the training provider fails to provide complete information, intentionally provides inaccurate information, or the training provider has substantially violated any WIOA requirement(s). If the EDD, in consultation with the nominating Local Board, determines that a training provider intentionally supplied inaccurate information, the EDD or the Local Board shall terminate the eligibility of the training provider, remove them from the CA ETPL, and deny their eligibility to receive any WIOA funds for at least two years. Similarly, if it is determined that the training provider substantially violated any WIOA requirement(s), the EDD or the Local Board working with the EDD shall terminate the eligibility of the training provider for at least two years, or take other such action as deemed appropriate.

If a Local Board denies a training provider's initial application for listing on the ETPL, the Local Board must inform the training provider in writing and include the reason(s) for the denial and provide information on the local appeal process within 30 days of receipt of the application.

If EDD denies a training provider's program listing on the ETPL, the EDD must inform the Local Board of the denial and the reason(s) for the denial within 30 days of receipt of the nomination. The Local Board must in turn inform the training provider in writing and include the reason(s) for the denial and provide information on the appeal process within 30 days of receipt of the EDD's decision.

An AJCC may also contract with a training provider for cohort training if the following occurs:

- The Local Board determines it would facilitate the training of multiple individuals in in-demand industry sectors or occupations.
- The contract does not limit consumer choice.

Local Areas are required to keep all training provider eligibility documents.

Training Program Initial Eligibility Criteria

After a training provider has met the training provider initial eligibility criteria listed above, and has been approved by their Local Board, each individual training program must meet the following requirements to be listed on the CA ETPL:

- The training program must be for occupations in in-demand industry sectors identified by the state, region, or Local Board. In-demand or priority industry sector information must be verified with the State Board and/or Local Board.
- The training program must result in the awarding of an industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and/or certification requirements.

Since the ETP Report only contains performance of training programs listed on the ETPL, the initial program eligibility approval is not subject to a performance review. Additionally, Apprenticeship programs are not subject to program initial eligibility criteria and approval.

For more information regarding the training provider and program initial eligibility process, please refer to the *CA ETPL Training Provider and Program Determination Flowchart* (Attachment 5).

Training Provider Subsequent Eligibility Criteria

All training providers on the CA ETPL will be evaluated annually, by the Local Board and EDD, to ensure they continue to meet eligibility to be retained on the CA ETPL beyond the period of initial eligibility. To determine subsequent eligibility, Local ETPL Coordinators and EDD must verify the training provider continues to meet the requirements outlined in the Training Provider Initial Eligibility Criteria section listed in this Directive.

Training Program Subsequent Eligibility Criteria

All training programs on the CA ETPL will be evaluated annually, by the Local Board and EDD, to ensure they continue to meet eligibility to be retained on the CA ETPL beyond the period of initial eligibility.

The State Board will negotiate with DOL to establish yearly performance goals based on the WIOA primary indicators of performance. For subsequent eligibility, CA ETPL training programs (with the exception of Apprenticeship programs) must meet or exceed the negotiated state-level Title I Adult performance goals for Employment Rate - 2nd Quarter, Credential Attainment, and Measurable Skill Gains. The performance calculations for each program is

based on WIOA funded participants only, and is verified using the federal ETP Report published annually by the state. The EDD will publish the state-level negotiated performance goals in a Workforce Services Directive located on the EDD [Active Directives](#) web page.

For subsequent eligibility, Apprenticeship programs must meet or exceed the negotiated state-level Title I Adult performance goal for only the Measurable Skill Gains indicator.

When the number of WIOA participants in a training program is less than ten during a program year (July 1 – June 30), subsequent eligibility will be based on two consecutive program years.

For detailed information regarding the definitions and calculations of the WIOA primary indicators of performance, please see [WSDD-185](#), *Performance Guidance for WIOA Title I and III Programs*.

Please refer to the *CA ETPL Training Provider and Program Determination Flowchart* (Attachment 5) to determine if a training provider and its program(s) meet the subsequent eligibility criteria to remain on the CA ETPL.

Subsequent Eligibility Program Performance Waiver

Through their Local Board, training providers may receive a one-time only, single year subsequent eligibility waiver for a training program that does not meet the negotiated state-level Title I Adult performance goals. If the Local Board chooses to apply for a waiver, the training program must be inactivated until the State Board has decided to approve the waiver request.

To approve a waiver for a training program, the Local Board shall ensure the program meets WIOA provisions, which allow for consideration of the characteristics of the population served, availability of training providers in rural areas, and relevant economic conditions. In addition, the training program must also meet, or exceed, 80% of the negotiated state-level Title I Adult performance goals.

The Local Board shall complete the *CA ETPL Subsequent Eligibility Program Performance Waiver Request* (Attachment 6) and send the request to the attention of the State Board. The request must be supported by a publicly noticed Action of the Local Board. In addition, the waiver request form must explain the reason why the training provider is unable to achieve the negotiated state-level Title I Adult performance goals, and actions the Local Board will take to ensure the continuous improvement of these rates during the waiver period.

CA ETPL Subsequent Eligibility Program Performance Waiver Request forms shall be submitted via one of the following methods:

MAIL	ETPL Waiver Coordinator CA Workforce Development Board, MIC 45 P.O. Box 826880 Sacramento, CA 94280-0001
E-MAIL	waiver.request@cwdb.ca.gov

If the waiver request is submitted through email, the completed request must be scanned and attached due to the signature requirement. The State Board will review and approve or deny the waiver request, and forward the decision to the EDD. If the State Board approves the waiver, the EDD will activate the training program within CalJOBS, and notify the Local Board's ETPL Coordinator. If the waiver request is denied, the training program will remain inactive, and EDD will notify the Local Board's ETPL Coordinator.

During the period of an approved waiver, the training program must continue to meet all other requirements, including the following:

- Must continue to meet CA ETPL training provider eligibility requirements as outlined in this policy.
- Submit ETP Report data to EDD.
- Provide training for occupations in demand in the local/regional area.
- Award credentials that are valued by the local/regional employers.

Delisting of Training Providers/Programs

A training provider and/or program(s) will be removed from the CA ETPL for any of the following:

- A private postsecondary training provider approved by BPPE has not complied with the BPPE Annual Performance Reporting requirement(s).
- A WIOA participant has not enrolled in the training program during the previous two program years (July 1 through June 30).
- The training provider has lost its accreditation.
- The private secondary training provider did not file the annual Private School Affidavit with the CDE.
- The nonprofit Community Based Organization no longer qualifies under Section 501(c)(3) of the Federal Internal Revenue Code.
- The Apprenticeship program is no longer registered with the DOL under the National Apprenticeship Act or is approved by DIR DAS.
- The pre-apprenticeship program no longer has a Letter of Commitment from a DOL registered or DIR DAS approved Apprenticeship program.
- The training program has not achieved the minimum performance criteria for subsequent eligibility, and has not been approved for a waiver of subsequent eligibility by the State Board.
- The state identifies that the Local Area and training provider are participating in pay-to-play activities that include, but are not limited to: the Local Area received monetary or gift exchanges for (or in the hope for) referrals to a specific training provider; and/or exchanges of money or gifts to have the training provider listed on ETPL. If, as part of the annual on-site monitoring of Local Areas, it is determined that the Local Area is engaging in pay-to-play activities, a corrective action is required, and failure to take timely action to be in compliance may result in decertification of the Local Board involved.
- The training provider has not demonstrated a good faith effort in providing the ETP

Report data to EDD.

- The training provider is listed as an Ineligible Cal Grant School by the CA Student Aid Commission, or has provided documentation of graduation rate exceeding 30 percent and student default rate below 15.5 percent in recent academic years.

Reactivating Training Providers/Programs Removed from the CA ETPL

All requests listed below must be submitted through the Local Board, and be supported with publicly available information that validates that the performance goals or eligibility criteria have been met.

- Low Performance
The training provider can request that the program be reactivated once the program has met the minimum performance standards approved by the State Board (or upon approval of a waiver request).
- Loss of Credential, Accreditation, or Letter of Commitment
The training provider can request to be reactivated once the training provider has met the initial eligibility requirements.
- No WIOA Enrollments
The training provider, or Local Area, can request the training provider/program be reactivated so a WIOA student can be enrolled. The training provider/program must have continued to meet all other eligibility requirements.
- ETP Report Data Not Provided
The training provider must demonstrate a good faith effort in providing the ETP Report data to EDD.

Appeals to Local Board

Each Local Board must have a written appeal process that includes the following required provisions:

1. Instructions for a training provider wishing to appeal a decision. The training provider must appeal to the Local Board in writing within 30 days of the issuance of the denial notice. The appeal must include a statement of the desire to appeal, specification of the training program in question, the reason(s) for the appeal (i.e. grounds), documentation supporting the grounds for the appeal, and the signature of the appropriate training provider official.
2. Initial informal meeting between the Local Board staff and the training provider. The purpose of this meeting is to identify if there is a simple solution to resolve the dispute.
3. Opportunity for training providers to have a hearing. The hearing officer shall be an impartial person. The hearing officer shall provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days in advance of the scheduled hearing. Both parties shall have the opportunity to present oral and written testimony under oath, to call and question witnesses, request documents relevant to the proceedings, and have legal representation.
4. Hearing officer's final decisions must be made within 60 days of receipt of the appeal and the training provider and the Local Board notified in writing of the final decision.

Appeals to EDD

A training provider may appeal to the EDD only if it has exhausted the local appeal process and is dissatisfied with the Local Board's final decision.

1. A training provider wishing to appeal a Local Board's decision must submit a written appeal to the EDD within 30 days from the date of the Local Board's final decision. The request for appeal must include a statement of the desire to appeal; specification of the training program in question, the reason(s) for the appeal (i.e. grounds), Local Board's final decision document and the signature of the appropriate training provider official.

The appeal should be addressed to the following:

MAIL	Employment Development Department Central Office Workforce Services Division, MIC 50 Attn: ETPL APPEAL P.O. Box 826880 Sacramento, CA 94280-0001
EMAIL	wsbetpl@edd.ca.gov

2. The EDD will promptly notify the appropriate Local Board when the EDD receives a request for appeal and when a final decision has been rendered.
3. The EDD will review appeals received, make a decision, and notify the training provider.

Maintenance of the CA ETPL

The EDD is responsible for the maintenance and publishing of the CA ETPL. Local Boards, in turn, are responsible for ensuring that all of their AJCC locations have access to the most recent version of the ETPL. Local Boards may including additional performance, occupational, and/or industry data to augment the CA ETPL listings.

Local Boards shall provide CA ETPL access to participants eligible for an ITA. ITAs may be issued for training programs that support a career pathway for the participant in growing, in-demand, and/or priority industry sectors that result in increased earnings and identified in the local plans. Training programs approved for inclusion on the CA ETPL are available for selection by all eligible participants from any Local Area. The selected training program must either be linked to employment opportunities in the local or regional area or in another area to which the individual is willing to relocate.

Local Boards, job seekers and training providers have access to the CA ETPL through the [CalJOBS](#) website by clicking the *Access CA's Only ETPL and Apprenticeship Providers* link from the CalJOBS homepage or by clicking "More Career Services," and then "Education Services" section.

ETP Report

Each October, the WIOA requires the state to submit an ETP Report with the federal WIOA Annual Performance report utilizing a template developed jointly by the DOL and U.S.

Department of Education. This report includes all WIOA and non-WIOA participants served by each training program, excluding Apprenticeship programs, listed on the CA ETPL.

The ETP Report gathers critical information, including the employment, earnings, and credential obtained by participants in the training program. This information will be widely disseminated to assist participants and members of the general public in identifying effective training providers and programs. This information will also benefit the training provider by providing awareness to their program, and serving as a tool to potentially enhance their programs.

All training providers are required to electronically submit the program participant data outlined in the *CA ETP Assurances Form* (Attachment 3). The state recognizes the reporting burden this causes, and understands the data limitations, so the state will work with training providers based on the available data that is provided. Additionally, to ease the reporting burden, the state will conduct employment and wage matching for training providers that provide a valid social security number for their program participants.

Data reporting for the Annual ETP Performance Report will be a phased approach with the state working collaboratively with Local Areas, and training providers to obtain the required information. Training providers that demonstrate a good faith effort in providing data will not be subject to removal from the ETPL; however, failure to provide any data may result in removal from the ETPL. Performance data from the ETP Report will be used for subsequent eligibility review of all training programs, excluding DOL registered or DIR DAS approved Apprenticeships.

The EDD will publish additional guidance on the ETP Report once the DOL provides finalized reporting requirements.

Technical Assistance and Resources

Technical assistance will be provided by BPPE, DIR DAS, Local ETPL Coordinators, and EDD on application processes, compliance requirements, and reporting documents. Each Local Area must identify an ETPL Coordinator(s) using the *Local ETPL Coordinator Contact Form* (Attachment 7). The Local Area must provide an updated form if the Local ETPL Coordinator changes, or their information changes.

- **Training Providers**

Training providers may contact the Local ETPL Coordinator in their area with questions regarding the application process and eligibility (initial and subsequent). For basic ETPL information and a list of Local ETPL Coordinators, refer to the EDD's [Eligible Training Provider List](#) web page.

Private post-secondary training providers can obtain assistance from the BPPE through technical assistance workshops (BPPE Application Workshop and BPPE Compliance Workshop) which assist training providers in completing the BPPE Annual Reports, and on-line reporting tools.

Apprenticeship training providers may contact the DIR DAS for technical assistance to become a recognized Apprenticeship program, and list DIR DAS approved Apprenticeship

programs on the CA ETPL. For more information, refer to the [DIR DAS Resources for Program Sponsors](#) webpage.

- Local ETPL Coordinators

Local ETPL Coordinators can communicate with the [EDD State ETPL Coordinator](#) by email.

The EDD will coordinate webinars and break-out sessions at CalJOBS User Group meetings when necessary. Announcements will be made in Workforce Services Information Notices and posted to the [EDD](#) website.

The *Provider Services User Guide* available in the Staff Online Resources section of CalJOBS provides detailed instructions to assist Local Boards and training providers in entering programs into the CalJOBS ETPL module. The CalJOBS system includes data entry screens and reports, and is the mandatory method to be used by training providers and Local Boards for transmitting this data to the state.

For a list of CalJOBS activity codes that align with CA ETPL training services, please reference *CalJOBS ETPL Activity Codes and Exclusions* (Attachment 8). For a full list of CalJOBS Activity Codes, please see [WSIN17-09, CalJOBS Activity Codes](#).

ACTION

The information contained in this directive should be shared with all Local Area staff involved in the administration of the ETPL.

INQUIRIES

If you have any questions, contact your Regional Advisor at 916-654-7799.

/S/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

1. [CA ETPL Definitions](#)
2. [CA ETPL Local Board Appointment and Cancellation Form](#)
3. [CA ETPL Assurances Form](#)
4. [CalJOBS ETPL Module Flowchart](#)
5. [CA ETPL Training Provider and Program Determination Flowchart](#)
6. [CA ETPL Subsequent Eligibility Program Performance Waiver Request](#)
7. [Local ETPL Coordinator Contact Form](#)
8. [CalJOBS ETPL Activity Codes and Exclusions](#)