

Idaho State Policy for WIA Eligible Training Provider Eligibility

Reference: WIA Section 122(a)(2)(A) and (D)
20 CFR 663.515(c)(1)-(3)

Introduction:

The Workforce Investment Act requires states to approve training providers before WIA funds can be used to pay for occupational training. The Idaho Workforce Development Council is charged with developing the process for determining how training providers may qualify for inclusion on Idaho's Eligible Training Provider List (ETPL).

Approved Changes to the State's Current ETPL Process Beginning July 1, 2014

On June 13, 2013, the Workforce Development Council approved additional criteria for training providers to present program performance information to the state as part of the application process for inclusion to the state's ETPL, in accordance with the Workforce Investment Act requirements for eligible training providers. The new approval process directs training providers to provide the following outcome-based criteria:

- The number of students enrolled in a proposed program;
- The number of students completing those programs;
- The entered employment rate of these students; and
- The average earnings of these students once employed.

On March 6, 2014, the Workforce Development Council recommended the adoption of minimum standards for all non-exempt training providers which are listed below:

- Training program must be in existence for a minimum of one year
- 75% Completion Rate (number of students completing the program divided by the number of students participating in the program)
- 75% Employment Rate (number of students employed divided by the number of students completing the program)
- \$8.25 Average Hourly Wage at Placement

State Policy for Initial Eligibility

All applications for the Eligible Training Provider List must be submitted to the Idaho Department of Labor, the Workforce Development Council's designee, for tentative approval. Those tentatively approved will be submitted to the State Workforce Development Council for formal approval of training providers for inclusion to the State Eligible Training Provider List (ETPL).

Institutions

For a training provider to be included on Idaho's Eligible Training Provider List, training providers shall:

- Complete an application with general information about their institution.
- Provide a copy of the institution's refund policy.
- Certify compliance with debarment and nondiscrimination policies.
- Per Idaho Code, all proprietary schools operating in the State of Idaho must register and hold a valid certificate of compliance issued by the State Board of Education.

Programs

To have a program included on the list, the training providers shall provide the following for **each** training program:

- Complete an application with general information about the program, specific program cost and fees.
- Submit program-specific performance information for all students enrolled in the program.
- Meet minimum performance standards as established by the Workforce Development Council.

Programs that lead to an associate degree, baccalaureate degree or certificate and are eligible to receive federal funds under Title IV of the Higher Education Act are exempt from providing performance information for initial eligibility. Apprenticeship programs registered under the National Apprenticeship Act are also exempt from this requirement for initial eligibility.

State Policy for Subsequent Eligibility

Subsequent eligibility requires that all training providers submit performance information and meet minimum performance levels annually in order to remain an eligible training provider.

Idaho has no state policy for subsequent eligibility because it is operating under a waiver of WIA regulations at 20 CFR 663.530 of the time limit on the period of initial eligibility for training providers. There is currently no requirement to conduct subsequent eligibility.

Formal Hearing-Appeal

Within 14 calendar days after receipt of the department's determination of ineligibility or termination, the training provider may file a written request to receive an appeal by formal hearing. A provider will have the option of presenting their case to a Hearing Officer or the appropriate committee of the Workforce Development Council. An appeal overseen by a Hearing Officer will be scheduled within 90 calendar days from the receipt of the request for a hearing. An appeal overseen by the Council committee will be scheduled at the time of the next Workforce Development Council meeting, provided there is at least 14 days before the next meeting. The hearing shall include an opportunity for the applicant to submit written and verbal information to the presiding entity. The presiding entity will issue a decision within 60 calendar days from the date the hearing takes place. The decision of the presiding entity shall be final.

Frequently Asked Questions

My program submits similar information for accreditation purposes. May I use that instead?

Yes. Program-specific performance information consistent with the requirements for eligibility under title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) from a provider may be accepted if substantially similar to the information otherwise required.

What is a CIP code?

Classification of Instructional Programs (CIP) assigns standard codes for programs of study. For example, truck driving school would be classified as 49.0205 – Truck and Bus Driver/Commercial Vehicle Operator and Instructor. Please see the National Center for Education Statistics for information on how to identify your program: <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

Do I only need to track performance information on WIA participants?

No. The law requires that the information be reported for every student in the program.

How will I know whether my program completers are employed and what they make?

Some programs already collect this information for accreditation purposes, usually through graduate surveys.

Idaho public post-secondary institutions may use the Idaho Statewide Longitudinal Data System to report this information.

Idaho private and proprietary schools may opt into the Idaho Statewide Longitudinal Data System to report this information.

Assistance is also available from the Idaho Department of Labor for calculating these performance measures using unemployment insurance tax records. Due to confidentiality concerns, only cohorts of 5 or larger may be used for these calculations. The only information that will be provided back to the school is the percent employed and the average hourly wage for the cohort. Individual records will not be released under any circumstances.