

STATE OF IDAHO
WORKFORCE INVESTMENT AND OPPORTUNITY ACT
ELIGIBLE TRAINING PROVIDER APPLICATION

The information on this page and subsequent pages must be supplied by each training provider interested in providing services under the WIOA program in the state of Idaho. The Idaho Department of Labor is the Workforce Development Council's designee for tentative approval of training providers for inclusion to the state eligible training provider list. Please see the state ETP policy for more information: <http://labor.idaho.gov/pdf/ETP-policy-PY2015.pdf>

Institution Information

Name of School: _____

Home Office Address: _____

Local School Address: _____

Phone: _____

General Email: _____

Website Address: _____

Employer Identification Number (EIN): _____

Contact Person: _____

Contact
Address: _____

Contact Phone: _____

Contact Email: _____

Does your school have institution-wide accreditation? Yes / No

If yes, accredited by: _____

Idaho Code requires that 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.

Does your school hold such a certificate of compliance? Yes / No / Exempt

If the school cancels or refunds any portion of the total cost of a course when a student fails to complete the course, list the refund schedule and attach a copy of the school's refund policy (must meet or exceed the State Board of Education's minimum refund policy-see attached).

Certification Regarding Debarment, Suspension, Ineligibility, Voluntary Exclusion and Nondiscrimination

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

- (1) The prospective recipient of federal funds certifies, by submission of this certificate, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in the delivery of services by any federal department or agency.
- (2) Where the prospective recipient of federal assistance funds is unable to certify any of the statements in this certification, such prospective recipient shall attach an explanation to this document and return it to the granting agency.
- (3) The prospective recipient also certifies that the organization listed, along with its principals, shall comply with the provisions of nondiscrimination outlined in the Workforce Investment Act regulations at 29 CFR 37.

Name of Authorized Provider Representative

Title

Signature

Date

**State of Idaho Department of Labor
Workforce Innovation and Opportunity Act
Training Provider Financial Acknowledgement**

Training provider acknowledges the policies below when providing all WIOA services authorized through an approved WIOA Form 04, WIOA Purchase Agreement, in accordance with state rules, state policies, and federal regulations.

The training provider may receive reimbursement from the WIOA administrative entity (Idaho Department of Labor) in an amount not to exceed the budgets contained in the approved WIOA Form 04.

Reimbursement claims for approved costs shall be submitted under the following guidelines:

1. Costs incurred for tuition/fees must be submitted after the refund period has expired and no later than 45 days following the institutional enrollment date.
2. Costs incurred for books/supplies, uniforms and tools must be submitted no later than 60 days following the date of purchase.
3. All refunds due as a result of trainee withdrawal will be processed in accordance with the institution's policy.
4. Final reimbursement claims will be submitted no later than the June 30 of the program year in which the activity takes place. (Program year is July 1 – June 30)

I hereby acknowledge and agree that the WIOA administrative entity reserves the right to deny payment for reimbursement claims not submitted in accordance with the above guidelines.

Training Provider Representative

Date

Training Institution or Entity

**REFUND POLICY
of the
IDAHO STATE BOARD OF EDUCATION**

Idaho's Second Session of the Forty-first Legislature amended Section 33-2400 of Idaho Code, Correspondence and Other Private Courses.

One amendment authorized the State Board of Education to establish a minimum refund policy.

The resolution passed by the State Board of Education at the May, 1972, meeting became effective July 2, 1972, and reads:

"An applicant student may cancel his enrollment within 72 hours after midnight of the day on which the enrollment agreement is signed and receive a full refund of all monies paid to the school or its representative. The applicant student will receive a minimum of seven days in which to cancel the enrollment agreement and the seller may retain not more than \$50.

"For a student requesting cancellation of his enrollment after he has started the course, the charge made will be based on lessons completed or time spent and shall be computed on the following prorated basis:

50% retention during the first quarter*
75% retention during the second quarter
100% retention during the third and fourth quarters.

* Quarter means time reasonably expected for completion of one-fourth of the course.

"In the case of student illness or accident, death in the family, or other circumstances beyond the control of the student, the student shall be entitled to consideration and the school shall make a settlement which is reasonable to both."

This office is interpreting the above policy to mean:

- 1) All money shall be refunded to the student if his notice of cancellation is dated before 72 hours after signing the contract.
- 2) All but \$50 shall be refunded to the student if notice of cancellation is dated after 72 hours but before seven days after signing the contract.
- 3) Fifty percent of the total cost of the course shall be refunded to the student if the date of cancellation occurs during the first quarter of the course.
- 4) Twenty-five percent of the total cost shall be refunded to the student if the date of cancellation occurs after the first quarter but before the first half of the course is completed.
- 5) No refund will be made to the student after the first half of the course is completed.
- 6) A reasonable agreement shall be made if, for any circumstances beyond the control of the student, the course is canceled at any time before the course is completed.

PROGRAM INFORMATION (Please complete this section for each individual program.)

Program Name: _____

Has this program been in existence for at least one year? Yes / No

Please select: Single Class / Multiple Course Training Program

Program Synopsis: _____

Total Credit or Curriculum Hours: _____

Type of Attainment (e.g., degree, certificate, credential): _____

Program CIP Code (if known): _____

Is the proposed curriculum currently certified by an accrediting agency or similar standardization program? Yes / No

If yes, please name the authorizing entity: _____

Is it intended that satisfactory completion of a course would qualify the student for a specific occupation? Yes / No

What is the title of the occupation(s)? _____

Please indicate any necessary certification, licensing, credentials or approval required prior to employment. _____

Training Location: _____

Type of Financial Aid Offered: _____

Program Cost Items

Tuition: _____

Registration Fee: _____

Books: _____

Supplies/Materials/Hand Tools: _____

Other Fees: _____

Program Performance

All programs (except Registered Apprenticeship programs) are required by WIOA to provide verifiable program-specific performance information.

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| <p>Program Performance for All Students</p> <p>Begin Date: _____ End Date: _____</p> <p>Number of students participating in program: _____ Number of students completing program: _____ OR Completion Percent: _____</p> <p>*Number of students employed after leaving the program: _____ OR Employed Percent: _____</p> <p>*Median hourly wage at placement: _____</p> <p>*Assistance is available from the Idaho Department of Labor for calculating these performance measures.</p> <p><i>New for WIOA:</i> Number of students obtaining a credential after completing the program: _____ OR Estimated percent of credential attainment: _____ Credential = A recognized postsecondary credential or secondary school diploma or its equivalent</p> |
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New for WIOA Questions

Please describe if this training program or your institution is in partnership with business.

Examples may include business advisor or advisory council. _____

Please describe how this program provides high quality training services, including leading to a recognized postsecondary credential. _____

Please describe alignment of training services with in-demand industry sectors and occupations.
