

WIAB 04-06

DATE: September 13, 2006  
TO: All Local Workforce Investment Areas  
FROM: Leandra Burns, Administrator, Employment and Training  
SUBJECT: Executrain Courses/ETP List

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Idaho Code, through the Idaho Department of Education, requires that proprietary schools submit a refund policy for all their course offerings. WIA must follow this state law and ensure that covered training providers abide by this requirement as well.

It was recently learned that Executrain will not offer refunds for its on-line courses, since they are provided and administered through a third party who does not offer refunds to Executrain. Because of this, the state has updated the Eligible Training Provider (ETP) list by including Executrain's most current course offerings and removing their on-line courses.

If you have a participant who needs just one class offered by Executrain and the class is not on the State ETP list, it may already be included under one of their currently listed programs of study.

Please contact your grants manager or Jerry Riley at 332-3570, ext. 3309 if you have any questions.

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