**SAN DIEGO WORKFORCE PARTNERSHIP, INC.**

**3910 University Avenue, Suite 400**

**San Diego, CA 92105**

**(619) 228-2900**

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| **OPERATIONS ISSUANCE** |

###### OPERATIONS ISSUANCE NO. 2016-07

**DATE:** January 28, 2016

**TO:** Current and Prospective Eligible Training Providers

**FROM:** Tina Ngo Bartel, Director of Business Programs and Research

**SUBJECT: Eligible Training Provider List Policy and Procedures and Changes For Training Program Approval**

## PURPOSE

The San Diego Workforce Partnership (SDWP) has revised the local Eligible Training Provider List (ETPL) approval policy. This change reflects SDWP’s efforts to increase the responsiveness of the local training system while increasing the ability of the Workforce Development Board (WDB) to make data-informed policy decisions in San Diego.

## BACKGROUND

This policy aligns with the priorities and requirements of the Workforce Innovation and Opportunity Act (WIOA) and ETPL Policy and Procedures developed by the Employment Development Department (EDD) and the California Workforce Development Board (State Board).

Based on the EDD and State Board’s ETPL Policy and Procedures, training programs must meet Federal, state and local initial and subsequent eligibility before they are approved and published on the local ETPL. Initial and subsequent eligibility requirements can be found in the EDD Workforce Services Directive, [WSD15-07](http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd15-07.pdf).

## ACTION/IMPLEMENTATION

The ETPL Policy and Procedures will be updated to fall in with the California State Workforce Development Board’s (State Board) WIOA ETPL Policy and Procedures. This policy will reinforce the state required initial eligibility and subsequent eligibility for private postsecondary education, public training and apprenticeship/pre-apprenticeship programs.

SDWP’s boards and committees will no longer approve individual providers and programs applications. By removing this step, the time it takes for new providers and programs to be added to the local ETPL will decrease by approximately two months. This change will increase the response rate of SDWP and its funded providers meet the constantly evolving skill needs of San Diego businesses. Additionally, due to the removal of physical applications, the training providers will sign an ETPL Training Provider Acknowledgement Form.

Going forward, the WDB will review training provider and program completion, placement and retention rates, continue to set Individualized Training Account (ITA) caps, set wage targets and occupational growth requirements, and enact other policies through the CalJOBS module to ensure the programs added to the ETPL lead to meaningful careers in San Diego’s growing occupations and sectors.

SDWP staff will continue to verify programs’ outcomes and operations, using methods such as onsite visits or analysis of U.S. Bureau of Labor Statistics (BLS) data. The procedure for inclusion to the ETPL is detailed in the ETPL Process Maps.

## ATTACHMENTS

[Attachment K – ETPL Policy and Procedures](http://www.workforce.org/sites/default/files/attachment_k_-_etpl_policy_and_procedures_2016-1-21.pdf)

[Exhibit K-1 – ETPL Training Provider Acknowledgement Form](http://www.workforce.org/sites/default/files/exhibit_k-1_-_etpl_training_provider_acknowledgement_form_2.pdf)

[Exhibit K-2 – ETPL Process Maps](http://www.workorce.org/sites/default/files/exhibit_k-2_-_etpl_process_maps.pdf)

cc: SDWP Internal Distribution List

 Simpson & Simpson