

## State of Rhode Island's Eligible Training Provider List ETPL Application Process Overview

Determining ETPL eligibility is a two-step process. First, the training provider must be an eligible entity based on the "General Eligibility Requirements" criteria located on page 2. Once it is determined that all criteria is met, an application on the State's website to become a provider must be submitted along with required documentation. Secondly, the training programs offered by the training provider must meet eligibility and performance criteria to be listed on the ETPL.

### Application Process Outline

Below are the steps necessary to complete the ETPL eligibility process in its entirety:

1. The Training Provider must complete a Training Provider Application along with the required supporting documents. The application can be found at <https://form.jotform.us/71445725020145>

Please use the below checklist to ensure all documents are submitted (a detailed explanation of all items is on page 3):

- Training Provider Application
  - Approval or Exemption Letter from Oversight Agency
  - Financial Statements
  - Certificate of Liability of Insurance
  - Refund Policy
  - Grievance Policy
  - Published Course Catalog or Program Brochure
  - W-9 Form
2. An initial review of the Training Provider Application and documentation is conducted by the State's ETPL Coordinator to determine if the Training Provider is an eligible entity.
  3. After the initial review of the Training Provider application and documentation has been completed, a site visit will be conducted of the Training Provider facility to discuss all documentation that was submitted.
  4. Once deemed eligible, the Training Provider will receive log-on credentials for the State's virtual one-stop system, EmployRI, which will be used to submit the program information for approval.
  5. The Training Provider will then be instructed to submit each desired program for approval through EmployRI.
  6. The program applications are then scored by the ETPL Application Team through the use of a standard ETPL Rubric. Rubric components include factors determining quality of a training program such as, but not limited to:
    - Performance Data
    - Partnership(s) with Employer(s)
    - In-Demand Occupation/Industry
    - Credential obtained upon completion
    - Accessibility of Program
  7. A determination of eligibility letter will be sent to the training provider. If approved, a WIOA Eligible Training Provider Agreement and Approved Program List Addendum is sent by the State's ETPL Coordinator to the provider within 30 days of the provider application submittal. If denied, the training provider has the right to appeal or reapply when ready.
  8. Once the contract is signed by all required parties, the State will disseminate the new program listing on the State's virtual one-stop system.

## General Eligibility Requirements

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Under WIOA Title 1-B, a training provider must provide verifiable program-specific performance information based on criteria established by the State. Before applying for the ETPL initial eligibility for a training program, a training provider must meet all of the below following criteria:

- Be at least one of the following eligible entities:
  - Institution of Higher Education that provide a program which leads to a recognized post-secondary credential.
  - An entity that carries out programs registered under the National Apprenticeship Act (29 U.S.C. 50 *et seq*)
  - Other public or private providers of a program of training services
- Be registered as a business in the State of Rhode Island and have been in business as a training provider for at least 1 year
- Be appropriately accredited to provide training
- Have a grievance and refund policy established
- Have general liability insurance
- Be able to provide financial documents if you identify as “other public or private providers of a program of training services”
  - Unless an Initial, Conditional, or Annual Approval letter from the Office of Higher Education is submitted
- Be able to provide detailed program information
- Be able to supply performance information when due
- Agree to the terms and conditions of a contract prior to being placed on the list
- Be able to provide proof of the costs for the program through published sources or official documents
- Must comply with non-discrimination and equal opportunity provisions of all federal and state applicable laws

## Required Documentation Details

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### **Approval or Exemption Letter from Oversight Agency**

Pursuant to WIOA sec 122(b)(1), state licensing and accreditation status or providers are a required state criteria in determining an eligible entity. An approval or exemption letter from oversight agency must be supplied at time of application. For example: A private postsecondary institute must be approved or exempted by the RI Office of Post-Secondary Commission/RI Office of Higher Education.

### **Financial Statements**

If you submit an Approval Letter from the Office of Higher Education you are not required to submit financial statements with your Provider Application as this will satisfy the Financial Review. One of the main goals for WIOA is to provide informed choice and quality training. To evaluate the quality and integrity of an organization prior to being placed on the ETPL we must determine its financial soundness and stability. The determination will consist of checking liquidity and solvency ratios over 2-years' time or in relation to assets and liabilities. A copy of your Profit and Loss Statement, Balance Sheet or Statement of Financial Position, A Financial Audit, or other financial document that would detail the financial soundness of the organization will be accepted. If your revenues are \$700,000 or more you are required to submit your A133 Audited Financial Statements.

### **Certificate of Liability of Insurance**

General Liability insurance is defined as a standard insurance policy issued to business organization to protect against liability claims for bodily injury (BI) and property damage (PD) arising out of premises, operations, products, and completed operations; and advertising and personal injury (PI) liability. If the nature of your organization is "all other Public or Private Provider of Training", this certificate must be current and provide "insurance coverage as may be required by any federal or state applicable laws and/or the Workforce arising out of the operation of this agreement." Upon expiration of the certificate, the provider must submit a new certificate.

### **Refund Policy**

The term Refund refers to the compensation paid to the customer, in this case a student or the State of Rhode Island, for over-invoicing or for services not provided. A refund policy must establish general guidelines, document circumstances in which a refund will be given for tuition, fees, or other costs, and clearly define the refund process. Your organization must submit an official refund policy with your application.

### **Grievance Policy**

Your organization must have an established grievance policy to provide a process for the effective management and resolution of concerns, disagreements or complaints arising out of premises, operations, products, and completed operations. A copy of an official grievance policy must be submitted with your application.

### **Published Course Catalog or Program Brochure**

This MUST include the costs for the program and a description of the program. This document must be available to the general public.

### **W-9 Form**

The purpose for obtaining a W-9 form with this application is to file your Tax Payer Identification Number and Certification in case a 1099 MISC is required at the end of the tax year. This form can be found at

<http://www.purchasing.ri.gov/RIVIP/publicdocuments/fw9.pdf>

In general, when a business pays an independent contractor \$600 or more over the course of a tax year, it is required to report these payments to the IRS on an information return called form 1099-MISC. Businesses use the name, address, and Social Security or tax identification number from form W-9 to complete form 1099-MISC.