



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

POLICY ISSUANCE

Date: March 20, 2026 Number: 2026-04

ELIGIBLE TRAINING PROVIDER LIST (ETPL) POLICY

INTRODUCTION

This policy provides guidance to the Workforce Development Board (WDB) of Solano County and prospective ETPL vendors in the development and selection of eligible training providers in our local area. The quality and selection of providers and programs of training services, including Registered Apprenticeship programs and others, is vital for enrolled Workforce Innovation and Opportunity Act (WIOA) participants in achieving their individual training goals and subsequent employment. The ETPL and the related eligibility procedures ensure the accountability, quality, and labor-market relevance of programs of training providers that receive funds through WIOA Title I. WIOA requires the State to establish eligibility criteria and procedures for a State Eligible Training Provider List (ETPL), who in turn outlines local workforce area responsibilities regarding eligible training providers.

QUESTIONS

Questions relating to this policy should be directed to Cynthia Seals-Roper, Industry & Training Relations Manager, at croper@solanowdb.org or (707) 863-3591.

RECISSIONS

This policy replaces and cancels the 2019-11 Eligible Training Provider List (ETPL) Policy.

POLICY

This policy outlines the requirements and process to become an eligible training provider, including organizational requirements and eligibility criteria, as well as guidelines for maintaining ETPL status. The workforce development system established under WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement.

An eligible training provider is a provider of training services who has met the eligibility requirements to receive WIOA Title I Adult, Dislocated Worker, and Youth funds via an Individual Training Account (ITA) to provide training services to eligible individuals. ITAs are permitted for older out-of-school youth, ages 18-24, when appropriate. To provide WIOA-funded training through an ITA, both the training provider and each training funded must be registered on the ETPL. All training providers shall comply with the respective criteria, information requirements, and procedures established within this policy. All training providers must qualify as eligible providers, except for those training services exempt from eligibility requirements as outlined in the WDB policy on ITAs.

Training services funded under WIOA Title I Adult, Dislocated Worker, and eligible Out-of-School Youth programs shall be provided in a manner that maximizes informed consumer choice. Eligible participants, in consultation with a career planner, may select training programs from providers listed on the ETPL that align with their employment goals and career pathway.

STATE VS. LOCAL RESPONSIBILITY

State Responsibility

The State of California is responsible for establishing ETPL criteria, information requirements, and procedures that govern the eligibility of providers and programs on the ETPL. The State is also responsible for maintaining the California Eligible Training Provider List (list of providers and programs, accompanied by performance and cost information per program) and ensuring programs meet the criteria, eligibility, and performance levels for eligible training providers as established by the state. The State has authority to remove programs from the ETPL that don't meet program criteria or performance levels, as well as to take appropriate enforcement actions against providers regarding fraud.

Local Responsibility

The WDB is responsible locally for carrying out the ETPL procedures prescribed by State. The WDB is also responsible for working with the State to ensure sufficient numbers and types of providers of training services locally, including eligible providers with expertise in serving individuals with disabilities and eligible providers with expertise in serving adults in need of adult education and literacy activities. Staff are responsible for ensuring dissemination and appropriate use of the state's ETPL throughout the local one-stop service delivery system, including providing formats accessible to individuals with disabilities. The WDB is also responsible for ensuring compliance of locally used ETPL providers.

The WDB will designate a Local ETPL Coordinator responsible for carrying out responsibilities related to the administration of the ETPL and for providing technical assistance to training providers regarding ETPL requirements.

The WDB has authority to supplement criteria and information required by the State for programs used within the local area to support informed consumer choice and the achievement of local performance indicators, with the exception of Registered Apprenticeship programs. Supplemental criteria and information may include information on programs of training services linked to occupations in demand, performance and cost information, information that shows how programs are responsive to local requirements, and other appropriate information. Any supplemental criteria and information required at the local level will be outlined in procedures and posted on the WDB website (<https://solanoemployment.org>).

ETPL TRAINING ELIGIBILITY

Training Providers

To be an eligible training provider on the ETPL, an entity must qualify as one of the following:

1. An institution of higher education that provides a program leading to a recognized post-secondary credential;

2. An entity that carries out programs registered under the National Apprenticeship Act. Registered Apprenticeship Programs registered with the U.S. Department of Labor Office of Apprenticeship or a recognized State Apprenticeship Agency are automatically eligible for inclusion on the ETPL. These programs are not subject to the same initial eligibility application requirements as other training providers; however, the program sponsor must consent to be listed on the ETPL; or
3. A public or private provider of a program of training services, which may include joint labor-management organizations, community-based organizations, and eligible providers of adult education and literacy activities under WIOA Title II, if such activities are provided in combination with occupational skills training.

Training providers must be a legal entity registered to do business in California and offer training programs that prepare participants for employment opportunities. Training providers must also meet California operating requirements applicable to the type of institution, including accreditation requirements for institutions of higher education or approval to operate by the California Bureau for Private Postsecondary Education (BPPE), when applicable. Training providers must also be able to show compliance with the requirements at time of new provider registration:

1. Have the ability to:
 - a. Offer programs that lead to recognized postsecondary credentials;
 - b. Meet the needs of local employers and participants; and
 - c. Serve individuals with barriers to employment.
2. Have refund policies specifying when refunds for tuition and other costs associated with the training program will be allowed. Refund policies must be written and published so students are aware of how to request a refund;
3. Have a grievance policy which provides for due process for students to file complaints with an organization against faculty, staff, or other employees. Grievance policies must be written and published so that students are aware of how to file a complaint;
4. Be financially stable;
5. Must be able to maintain WIOA training participant records and make those records available for monitoring or auditing purposes;
6. Must comply with non-discrimination and equal opportunity provisions of the following laws:
 - Regulations under Section 188 of the Workforce Innovation and Opportunity Act
 - 29 CFR 37, Title VI of the Civil Rights Act of 1964;
 - Age Discrimination Act of 1998;
 - Sections 504 and 508 of the Rehabilitation Act of 1973;
 - Title IX of the Education Amendments of 1972;
 - Title II Subpart A of the American with Disabilities Act of 1990; and

- The Genetic Information Nondiscrimination Act of 2008.

Training providers must post Equal Employment Opportunity and Non-Discrimination procedures at their facilities.

7. Not be currently debarred by the state or federal government.
8. Provide required performance and program information for each approved training program in accordance with state reporting requirements for the ETPL.

The WDB must ensure that there are no conflicts of interest between the WDB and the training provider, including a prohibition on payment of referral fees by training providers to WDB or America's Job Centers of California (AJCC) staff.

Training Programs

Eligible training on the ETPL is defined as one or more courses or classes, or a structured regimen that leads to:

Training programs must demonstrate alignment with in-demand industry sectors or occupations based on labor market information.

1. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the state or the federal government, an associate or baccalaureate degree;
2. A secondary school diploma or its equivalent if provided concurrently or in combination with occupational skills training;
3. Employment; or
4. Measurable skill gains toward a credential.

Examples of training services required to be on the ETPL include:

1. Occupational skills training, including training for nontraditional employment;
2. Skills upgrading and retraining;
3. Entrepreneurial training;
4. Job readiness training provided in combination with services listed in this section;
5. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with training services listed in this section;

Examples of training services that do not require inclusion on the Eligible Training Provider List include:

1. Short-term pre-vocational training;
2. Workforce preparation training, as defined by 20 CFR 678.430 (b.08);
3. Avocational training (for fun, recreation, or non-job-related);

4. Subscription or membership fee based self-paced training; and
5. Training that consists only of materials purchased for a fee and is self-paced.

ETPL APPLICATION PROCESS

New Training Providers

All providers that have not previously been eligible to provide training services under WIOA Sec. 122, except for registered apprenticeship programs, must submit required information to be considered for initial eligibility. The requirements to become an eligible provider of training services apply to all organizations providing WIOA Title I training to adults and dislocated workers. Registered Apprenticeship programs registered with the U.S. Department of Labor Office of Apprenticeship or a recognized State Apprenticeship Agency are automatically eligible for inclusion on the ETPL upon request and will remain on the list as long as the program remains registered.

Private post-secondary training providers are required to meet the Bureau of Private Postsecondary Education (BPPE) standards to become and remain eligible under the Directory of Approved Institutions. For additional information about the BPPE requirements, log on to: <https://www.bppe.ca.gov/>. Private post-secondary training providers must submit an "Approval to Operate" from the BPPE as part of their initial application process.

Training providers seeking eligibility must submit their provider and training program applications through the CalJOBS ETPL module. Upon registration, the WDB ETPL Coordinator will review and give the training provider access to enter course information for their respective training programs.

Training Programs

An initial eligibility determination will be conducted for each training provider on a program-by-program basis; there is no blanket approval for all programs offered by a provider. Training providers applying to have their programs be considered eligible must provide the following information for each training program:

1. A description of the training program;
2. Program cost information, including tuition and fees;
3. Evidence of state licensure requirements of training providers, and licensing status of providers of training services, as applicable;
4. Labor market information identifying the occupation or employment opportunities for which the training program prepares participants;
5. Information on whether the training provider has partnerships with business and connects the training program to employment opportunities. The information may include whether the training program is offered or was designed as a result of the partnership, or may include a list of employers that have committed to hire graduates from the training program;
6. Information regarding how successful completion of the program results in or leads to a federally or locally recognized credential;

7. Description of the accessibility of training services (i.e., is this program of study a facility-based training, or is it accessible throughout the state, to individuals in rural areas, through the use of technology);
8. Description of the program's demonstrated effectiveness in serving employed individuals and individuals with barriers to employment; and
9. Performance information required for the ETPL, as defined by state reporting requirements.

The WIOA Training Provider Application (which can be found on the WDB's website) is designed to capture all relevant information about the provider and training program. The ETPL Coordinator listed on the website will provide assistance and guidance to training providers on the application process. The ETPL Coordinator will maintain documentation related to provider and program eligibility determinations in accordance with applicable record retention requirements.

Training providers must submit ETPL applications in accordance with the state assignment process. The Local Board where the training provider's headquarters is located is responsible for reviewing and nominating the provider's profile. If the training provider's headquarters is located out of state, the Local Board where the training program is physically located must review and nominate the provider's profile. The Local Board where the training program is physically located must conduct the eligibility review for the program(s), including programs delivered online, and ensure the application is complete and the program meets state eligibility requirements prior to approving the application for state review. Local Boards are not responsible for eligibility determinations for Registered Apprenticeship Programs (RAPs) or out-of-state training providers.

MAINTAINING ETPL STATUS

All training providers on the ETPL will be evaluated to ensure they continue to meet eligibility to be retained on the ETPL. Initial eligibility for a program expires within one year of approval, and the first continued eligibility review must occur within one year to avoid a lapse in approval. Continued eligibility may be granted for up to two years in accordance with state ETPL requirements. To determine continued eligibility, the WDB ETPL Coordinator and the State will verify that the training provider continues to meet state eligibility requirements for inclusion on the ETPL. The performance calculations for each program are based on WIOA-funded participants only and is verified using the federal ETP report published by the state. Training providers must submit required performance information in accordance with state reporting requirements for the ETPL.

The WDB will conduct oversight and monitoring of locally utilized Eligible Training Providers to ensure compliance with applicable federal and state requirements. Monitoring activities will be conducted in accordance with established procedures.

DENIALS AND REMOVALS FROM THE ETPL

A training provider or training program may be denied initial or continued eligibility or removed from the ETPL by the State or the WDB for the following reasons:

1. The application is not complete, or information was not provided in a timely manner;
2. The training program does not meet the definition of training services as defined in this policy;
3. Required performance information is not provided or does not meet applicable state reporting requirements;
4. The training provider is not in compliance with WIOA regulations, or any agreement executed under WIOA;
5. The training program does not meet the eligibility requirements as outlined in this policy; or
6. It is determined that the training provider intentionally supplied inaccurate information.

Providers determined to have intentionally supplied inaccurate information or to have substantially violated any provision of Title I of WIOA or the WIOA regulations, including 29 CFR part 38, will be removed from the state list of eligible training providers and programs for not less than 2 years and is liable to repay all youth, adult, and dislocated worker training funds it received during the period of noncompliance. When a program of training is removed from the state ETPL, WIOA participants currently enrolled in the program with the support of an ITA may complete their training unless the provider or program has lost state licensure, certification, or authorization to operate by the appropriate state oversight agency.

The WDB may temporarily suspend a training provider or training program from the ETPL while concerns regarding compliance, accuracy of information, or other eligibility requirements are reviewed. During a period of suspension, the provider or program may not receive new WIOA-funded participants until the issue has been resolved.

If the WDB denies a training provider or training program for inclusion on the ETPL or removes a training provider or training program from the ETPL, the ETPL Coordinator will inform the training provider in writing within 30 days of the application and include the reason(s) for the denial, as well as provide information on the local appeal process. If the State denies a training provider's listing, they will notify the WDB within 30 days of receipt of the nomination, who in turn will notify the training provider within 30 days of notification from the State.

If a training provider becomes unable to continue delivering training services due to closure, loss of licensure, or other operational failure, the WDB will work with affected participants to identify comparable training opportunities with other ETPL providers and ensure continuity of services to the extent possible.

Requests for Appeal

Training providers may file appeals with the WDB regarding the denial of a provider's application for initial or continued eligibility, the suspension of eligibility, or the removal of a provider or program from the ETPL.

All appeals must be submitted in writing within 30 calendar days from the date of the rejection notice or notice of suspension of eligibility. The request for an appeal hearing must include:

- A statement of the desire to appeal;
- The name, address, and telephone number of the training provider;
- A description of the adverse action; and
- Detailed explanation of the reasons claimed that the denial or removal was erroneous.

Such appeals must be addressed to:

Workforce Development Board of Solano County
c/o ETPL Coordinator
500 Chadbourne Rd, Suite A
Fairfield, CA 94534

An appeals resolution will be scheduled within 60 days of the date the appeal request was received.

REFERENCES

Law

- Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law (Pub. L.) 113-128, enacted July 22, 2014

Federal Guidance

- Training and Employment Guidance Letter (TEGL) 41-14 – WIOA Title I Training Provider Eligibility and TEGL 41-14, Change 1
- WIOA Title I Sections 116, 122, and 134(c)(3)(G)
- 20 CFR Part 680 Subpart D – Eligible Training Providers (§680.400-680.530)
- 20 CFR §680.340 Consumer Choice Requirements

State Guidance

- Workforce Services Directive (WSD) 25-02 – Eligible Training Provider List

Approved by

Workforce Development Board of Solano County



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FOR:
ELIGIBLE TRAINING PROVIDER LIST (ETPL) POLICY
(Issued March 20, 2026)

The Workforce Development Board (WDB) of Solano County's Eligible Training Provider List (ETPL) Policy contains important information pertaining to my employment and duties at the WDB.

A copy of this policy has been given to me to retain for future reference, and I have been provided with the location on the Shared Drive for the policy where I can obtain an electronic copy.

Since the information and policies described in the policy are necessarily subject to change, I acknowledge that revisions to the policy may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the Eligible Training Provider List (ETPL) Policy, and I understand that it is my responsibility to read and comply with the information contained in this policy and any revisions made to it.

I understand that I should consult my supervisor if I have any questions about the information contained in the policy. I understand that failure to comply with the information contained in the policy could lead to disciplinary action or termination.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____