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BACKGROUND and PURPOSE

This policy explains how the Mohave/La Paz Workforce Development Area (LWDA), in partnership with the Arizona Department of Economic Security (DES), identifies and approves training providers for Arizona's Eligible Training Provider List (ETPL), as required by the Workforce Innovation and Opportunity Act (WIOA).

The ETPL is a statewide list of approved training programs and providers that are eligible to receive WIOA Title I-B funding to serve youth, adults, and dislocated workers. It includes important information such as program costs, credentials offered, and performance outcomes. The ETPL is available to the public through the Arizona Job Connection (AJC) website at www.azjobconnection.gov.

WIOA is designed to help individuals make informed training choices by focusing on programs that are aligned with in-demand jobs, demonstrate strong performance, and support continuous improvement. To be included on the ETPL, training programs must meet both state and local requirements, including leading to a recognized credential and preparing participants for in-demand industries and occupations in Arizona.

The ETPL is used throughout the workforce system to connect individuals with approved training opportunities. This policy does not apply to youth training providers under contract, on-the-job training (OJT), or customized training providers, as these are not required to be listed on the ETPL.

POLICY

- A. ARIZONA@WORK Mohave/La Paz and training providers share responsibility for administering the Eligible Training Provider List (ETPL) process in accordance with state and federal requirements. Providers interested in participation are encouraged to review the [State ETPL Policy](#).
- B. Training providers must meet all state and local eligibility requirements, including proper licensure or approval by the appropriate authority. Registered Apprenticeships must be registered with the Arizona Office of Apprenticeship.
- C. Training programs are approved individually based on established criteria. Approval by both the Local Workforce Development Area (LWDA) and the State ETPL Coordinator is required for programs to serve WIOA participants.
- D. Programs are subject to initial eligibility and continued eligibility review every two (2) years. Training providers must submit required performance data for all participants in accordance with WIOA reporting requirements. The LWDB may establish additional performance standards.
- E. The LWDA will notify providers of denial decisions. Providers denied for reasons other than incomplete information must wait six (6) months before reapplying. All denial notices will include appeal rights, with a 30-day timeframe to file. Appeals will follow established state and local procedures.

- F. Approved providers may partner with third parties but are responsible for ensuring compliance and reporting requirements are met.
- G. The Arizona ETPL is the primary source for training referrals. Out-of-state programs may be used only when comparable in-state options are unavailable, **and a reciprocal agreement exists**.
- H. The LWDA will promote access to training, including technology-based programs, and conduct outreach to align training with in-demand industries and workforce priorities.
- I. The LWDA will monitor training providers at least every two (2) years, with program-level review conducted annually. Review of the LWDA Monitoring Policy for guidance on anticipated timelines. J. This policy will be provided to the State ETPL Coordinator upon request.

PROCEDURES

A. Roles and Responsibilities

ARIZONA@WORK Mohave/La Paz is responsible for managing the training provider eligibility process, including:

1. Distributing and overseeing the use of the ETPL through the LWDA One-Stop system.
2. Assisting with initial eligibility determination for training providers and programs.
3. Coordinating with DES to ensure timely placement of approved programs on the statewide ETPL.
4. Monitoring providers for compliance, performance, and adherence to WIOA requirements.
5. Collecting required program data, including costs and performance outcomes.
6. Evaluating program performance for continued eligibility and verifying minimum standards.
7. Consulting with the State ETPL Coordinator regarding potential termination of providers.
8. Removing programs that fail to meet ETPL or WIOA standards.
9. Notifying providers and the State ETPL Coordinator of program denials at the local level and ensuring appeal rights, including hearings and DES appeal options.
10. Ensuring sufficient training services and providers to support local workforce needs, including specialized services for individuals with disabilities and adult education participants.
11. Provide Annual review and training of local ETPL requirements and expectations.

Training providers are responsible for the following:

1. Review and confirm knowledge of the requirements of the [State ETPL Policy](#).
2. Complete and submit the online ETPL application on the Arizona Job Connection (AJC) website (www.azjobconnection.gov) according to ARIZONA@WORK Mohave/La Paz requirements.
3. Submit the Training Provider Assurances Form to the State ETPL Coordinator.
4. Provide any supplemental documents requested by the ETPL Coordinator or Mohave/La Paz ETPL Approver.

5. Submit initial performance data and annual Training Provider Performance Reports.
6. Collect and report information on all students enrolled in training programs for performance measurement purposes.
7. Update program information in the AJC system promptly whenever changes occur.
8. Provide periodic updates on WIOA participants, including credentials and transcripts, as requested by the LWDA.
9. Notify the LWDB of any changes such as point of contact, program location, or ownership, including school sale or closure, and ensure records are updated.

B. Performance Measures and Reports

Performance Standards for WIOA Participants

All WIOA training programs must meet the following performance standards:

1. **Program Completion Rate:** At least 50% of participants must complete the program.
2. **Employment Rate – Q2:** At least 50% of participants must be employed during the second quarter after program exit.
3. **Employment Rate – Q4:** At least 65% of participants must be employed during the fourth quarter after program exit.
4. **Median Earnings:** Participants in unsubsidized employment during the second quarter after exit must earn at least 70% of the Lower Living Standard Income Level (LLSIL) for a one-person family in the current year within the LWDA.
5. **Credential Attainment:** At least 50% of participants must earn a recognized credential, if applicable.

Performance Measures Calculated by the WIOA Program

The WIOA program calculates the following performance measures:

1. The total number of participants receiving training services through the Adult and Dislocated Worker programs, disaggregated by the type of training provider.
2. The total number of participants exiting training services, disaggregated by provider type, for the current and preceding three program years.
3. The average cost per participant for those receiving training services, disaggregated by provider type, for the most recent program year and the preceding three program years.
4. The number of individuals with barriers to employment served through the Adult and Dislocated Worker programs, as well as by race, sex, and age.
 - A secondary school diploma or its equivalent is only counted in this measure if the participants has retained or obtained employment or are in an education or training program leading to a recognized credential within 1 year after exit.

Performance Data Submitted by Training Providers

Training providers must submit the following performance data for each program:

1. The percentage of participants employed in unsubsidized positions during the second quarter after program exit.
2. The percentage of participants employed in unsubsidized positions during the fourth quarter after program exit.
3. The median earnings of participants employed in unsubsidized positions during the second quarter after program exit.
4. The percentage of participants who earn a recognized credential, secondary school diploma, or equivalent during participation or within one year after exit.
 - o A secondary school diploma or equivalent counts only if the participant is employed or enrolled in an education or training program leading to a recognized credential within one year after exit.
5. The total number of participants who successfully complete the program of study or its equivalent.

Performance Measures for Continued Eligibility

To maintain continued eligibility on the ETPL, training programs must meet the following performance measures for participants served through the Adult or Dislocated Worker programs:

1. The percentage of participants employed in unsubsidized positions during the second quarter after program exit.
2. The percentage of participants employed in unsubsidized positions during the fourth quarter after program exit.
3. The median earnings of participants employed in unsubsidized positions during the second quarter after program exit.
4. The percentage of participants who earn a recognized credential, secondary school diploma, or equivalent during participation or within one year after exit.
 - o A secondary school diploma or equivalent is counted only if the participant is employed or enrolled in an education or training program leading to a recognized credential within one year after exit.

C. Monitoring

The State Quality Assurance and Integrity Administration (QAIA) and LWDA monitoring the Providers & training programs within the respective county. Expectations of the monitoring process include:

1. Review of the required tools provided by QAIA for monitoring found within the [State website](#).
2. Monitoring of 15% of the LWDA programs.
3. Review of the local area Monitoring Policy for additional information and resources.