



**COUNTY OF SAN BERNARDINO  
Workforce Investment Board  
POLICY MANUAL**

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By

EFFECTIVE 9/8/08

SUBJECT

ETPL Policies / Procedures

APPROVED

*Michael J. Gallo, Chairman*

**POLICY STATEMENT:** The federal Workforce Investment Act (WIA) requires that vocational training be provided to qualified WIA clients. The vocational training must be offered through the use of eligible training providers such as educational institutions, community-based organizations, non-profit organizations, and for-profit businesses. WIA also specifies the process that the Local Workforce Investment Board, on the behalf of the County, must use to identify potential vocational training providers.

**References:**

- WIA Section 122: Identification of Eligible Providers of Training Services
- Title 20 CFR Section 663.500: Eligible Training Providers
- Workforce Investment Act Directive: WIAD06-15: Eligible Training Provider List
- Workforce Investment Act Directive: WIAD06-21: Workforce Training Act (SB 293) Implementation Guidance
- Unemployment Insurance Code 14230(a)(5)
- WIB Policy #4, Title I, Priority of Services
- WIB Policy #8, Standard for Achieving Self-Sufficiency in the LWIA
- WIB Policy #10, Individual Training Accounts

**Vocational Training Provider Application Process:**

1. Potential and existing vocational training providers may submit initial applications or changes to existing certified training programs for certification/re-certification to EDD on an as needed basis.
2. The Department of Workforce Development (WDD) staff will review and verify each application according to the policy and procedure guidelines established in WIAD06-15 for entry into the JTA system and submission to the California Employment Development Department (EDD) for certification and placement on the state Eligible Training Provider List (ETPL). Job placement rate must equal or be greater than that established by the State of California.
3. The listing of applications that are to be submitted to EDD will be presented to the LWIB Contracts and Performance Committee for review and acceptance.
4. Upon recommendation of the Contracts and Performance Committee, the listing is presented to the full WIB for recommendation to accept and submit to EDD for certification and placement on the State ETPL.
5. In the event the State requires Local Workforce Investment Areas to submit performance information regarding ETP credential and job placement rates, WDD staff will report the results to the Contracts and Performance Committee prior to submission to the State.