



LWIB Policy
WSI Policy

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New Revision

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Topic: Eligible Training Provider List Exceptions

Affected Programs: Adult and Dislocated Worker

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Purpose

This policy will provide guidance for WIA service providers in the event a customer seeks to secure training that is not on the Oregon Eligible Training Provider List (ETPL).

References

Workforce Investment Act Section 122(e)(4) and (e)(5). 20 CFR §663.585; State of Oregon Department of Community Colleges and Workforce Development Policy Number 589-30.6, effective January 1, 2002.

Policy

Use of Out-of-State Training Providers

It is the policy of the State of Oregon not to include out-of-state training providers on the Statewide ETPL. Oregon Region 2 service providers may authorize participants to use WIA Title 1B funded Individual Training Accounts (ITA) to purchase training from out-of-state providers who are not on the Statewide ETPL when the following conditions are met:

- ◆ The availability of training in the particular program or course of study is limited within the Region.
- ◆ Executive Directors (or equivalent) of each service organizations are required to approve all out-of-state or distance learning/correspondence course trainings.
- ◆ Out of state eligible training providers are required to meet appropriate Oregon certification or licensing requirements (example: Oregon State Board of Nursing).
- ◆ The training provider is included on the state ETPL where the provider is located and the specific training program or course of study is included on the same ETPL.
- ◆ The conditions above are verified and documented in the participant file, along with the standard conditions outlined in the service providers required ITA Training policies and procedures which should include, but is not limited to:
 - A reasonable expectation of employment after completion of training, including a Labor Market Review researched by the participant.
 - The training meets the needs of the participant and is compatible within the participant's training plan and capabilities.
 - All other available financial aid and resources have been applied for or secured prior to use of the ITA funds.

The service provider must follow appropriate procurement procedures to ensure the price for the training services is reasonable.

In-State Training Providers

Programs of training shall appear on the ETPL in order for an Individual Training Account (ITA) to be offered to a participant. However, in exceptional circumstances, it may not be possible to follow the necessary procedures to put a training program on the ETPL. These exceptional circumstances include:

- ◆ An element of urgency or exigency exists that would result in the participant's losing the opportunity (e.g., time-limited job is waiting for a client if instruction is complete); and
- ◆ a unique, one-time, non-duplicated set of individual circumstances affects an individual participant; and
- ◆ the training has been researched to assure a reasonable opportunity for completion and that the training is of sufficient quality to meet participant's needs.

In such circumstances, training may be offered to a single participant through an ITA for a program not on the ETPL, as long as that training is:

- ◆ A program that is state licensed, approved, or authorized; or
- ◆ Sponsored or offered by a bona fide trade, business, professional or fraternal organization or by a business solely for the organization's membership or the business's employees or prospective employees, with a bona fide job offer, dependent on the training to be received.

In all cases justification of such exceptions shall be clearly documented, including:

- A reasonable expectation of employment after completion of training, including a Labor Market Review researched by the participant.
- The training meets the needs of the participant and is compatible with the participant's training plan and capabilities.
- All other available financial aid and resources have been applied for or secured prior to use of the ITA funds

The service provider must follow appropriate procurement procedures to ensure the price for the courses is reasonable.