



Montana Department of LABOR & INDUSTRY

Steve Bullock, Governor | Pam Bucy, Commissioner

WORKFORCE SERVICES DIVISION

March 3, 2017

TO: Potential Training Provider

FROM: Job Service Operations

RE: Eligible Training Provider Applications

The Workforce Innovations and Opportunity Act (WIOA) of 2014 is designed to provide job-training services to adults, youth, and dislocated workers. WIOA establishes a workforce investment system that emphasizes informed customer choice, system performance, and continuous improvement.

Eligible training providers may be postsecondary educational institutions, entities carrying out registered apprenticeship programs, or they may be community-based organizations or other public or private providers of a program of training services.

To apply to be an eligible training provider, please complete a State of Montana Supplemental W-9 found on our site at: The W-9 verifies FEIN; sets up pay information in the system; and grants access to create an online portal account for submission of program applications.

Training provider eligibility will be based on performance and cost information regarding each individual course of study. Those providers meeting the qualifications will be placed on the list for one year. The list is available to all customers in Montana and other states, seeking information on approved training providers and their programs of study. Programs appear on the list for one calendar year and have an annual renewal.

If your application is approved, your organization will then be placed on the Eligible Training Provider list, which is made available to all WIOA customers who will be making training plans for the subsequent academic year.

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Job Service Operations

Training providers applying for initial program eligibility must provide the following information to be considered for Montana's ETPL:

- A description of each program of training services to be offered;
- Information on cost of attendance; including costs of tuition and fees;
- Whether the training program leads to an industry recognized certificate or credential, including recognized post-secondary credentials;
- Whether the certificate or credential can be stacked with other credentials over time as part of a sequence to move an individual along a career pathway or up a career ladder;
- Whether the provider has developed the training in partnership with a business and if so, which business;
- Which in-demand industry sectors and occupations best fit with the training program;
- A description of the prerequisites or skill and knowledge required prior to the commencement of training;
- Social Security Numbers for all students, regardless of funding source; and
- The degree to which training programs relate to in-demand industry sectors and occupations in the state.
- Social Security numbers must be provided for all students, by program of study, for the previous two calendar years (January 1 through December 31). Training providers that have not been in existence for at least two years will be required to provide student data for the time period available.

Continued Eligibility for all Training Providers except Registered Apprenticeship Programs:

After the initial eligibility period of one year the training provider must submit an application for continued eligibility. Training providers must submit applications for continued program eligibility every two years and will expire two years from the approval date. The continued eligibility application is required for any program that has previously been on the list. Dropping off the lists for a period of time does not return a program to an initial eligibility status.

- Applications for continued eligibility must show the training program has the appropriate state licensure to operate a training program. The application must include the following (in addition to updating the information provided for initial eligibility):
 - The total number of participants enrolled in the program;
 - The total number of participants completing the program;
 - The total number of participants exiting the program;
 - Information on recognized post-secondary credentials received by program participants;
 - Information on the program completion rate for such participants;
 - Description of how the provider will ensure access to training services throughout the state, including rural areas and through the use of technology;
 - Description of how training is provided to individuals who are employed and/or individuals with barriers to employment; and
 - Information reported to state agencies on training programs other than programs within WIOA.