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## **PROCUREMENT, APPROVAL AND MAINTENANCE OF TRAINING PROVIDERS AND PROGRAMS**

I. Purpose and Application:

To establish a process for the procurement, approval and maintenance of educational institutions for the provision of Occupational Skills Training Programs for Targeted Occupations available to customers enrolled in Workforce Investment Act & TANF programs managed by CareerSource Tampa Bay. This directive will serve as guidance for CareerSource Tampa Bay Administrative and Program staff, Board members, Partners, Training Providers and Service Training Providers.

II. Background:

Pursuant to the 1998 Workforce Investment Act (WIA), section 134(d)(4)(D): Title I adult and dislocated worker training services must be acquired through the use of Individual Training Accounts, hereinafter referred to as "Individual Training Accounts" (ITA). ITAs can be used to access training from eligible Training Providers who have been approved by the Board of Directors. Those Training Providers that do not meet the criteria included in this policy can be utilized based on approval by the President & CEO or designee.

The Board of CareerSource Tampa Bay is responsible for approving Training Providers of occupational skills training services and related training programs for the region's targeted occupations. The Board wishes to define a process for application, contracting, and maintaining a list of Training Providers that is consistent and impartial.

An "Eligible Training Providers and Programs and Approved Course List" (ETPL) for Region 15 will be maintained and updated throughout the program year. This list will be made available to customers and staff in the CareerSource Tampa Bay One Stop Centers and on-line at [www.careersourcetampabay.com](http://www.careersourcetampabay.com).

The Board reserves the right to withhold approval on any program applications deemed incomplete, or on programs considered unsuccessful based on cost, reported completion and outcome rates.

The Board reserves the right to allow the CEO & President or designee the right to suspend enrollment and/or terminate any relationship with an approved training institution based on failure to comply with the terms and conditions provided within this policy and/or Training Provider agreement. Suspension of enrollment may also be based on programs considered unsuccessful due to a significant number of students obtaining employment outside of the field of study and/or completion/outcome rates. This information will be presented to the Workforce Solutions Committee or the CareerSource Tampa Bay Executive Committee for final determination and action.

### III. Directive:

1. In order for a Training Provider to provide such training services, an educational entity must meet the requirements of WIA section 122, 20 CFR 663.500, et seq. as well as comply with any federal, state or local guidance. Such entities include: postsecondary educational institutions, entities that carry out programs under the National Apprenticeship Act and other organizations that provide training services as defined by WIA. In order for a Training Provider to be determined eligible to provide training in targeted occupations it will first be established that an institution falls into one of the following two categories:

#### A. Automatically Eligible Training Providers:

- 1) Post-secondary educational institutions eligible to receive Federal funds under Title IV of the Higher Education Act of 1965 and that provide programs leading to associate degrees, baccalaureate degrees or certificates. This includes accredited universities and community colleges as well as some technical institutes.
- 2) Entities that carry out programs under the National Apprenticeship Act.

#### B. Other Public or Private Training Providers:

Entities that do not fall under the above criteria must apply for listing on the ETPL through the appropriate local board(s). Note. When a postsecondary educational institution or an entity providing registered apprenticeships offers training services that do not meet the requirements under the criteria listed above (i.e. not degree or certificate-based, or not a registered apprenticeship), they must also apply through the appropriate local board(s).

#### C. Out of state Training Providers:

Out-of-state postsecondary institutions that are not operating within the State of Florida and are not required to be licensed by CIE must provide the following information to TBWA if it wishes to do business in this region:

- 1) Performance information for each program for which it seeks approval, AND
- 2) Evidence that the institution (and applicable programs) is accredited by an accreditation agency approved by the United States Department of Education, AND
- 3) Evidence that the institution meets the licensing requirements of its home state, AND
- 4) Evidence that the institution is on its state's ETPL.

In order to provide performance information for its programs, out-of-state providers are required to report their student completer data to FETPIP to the extent feasible under established reporting mechanisms.

2. Required Data Reporting to the Florida Education & Training Placement Information Program (FETPIP): Florida law requires that educational and workforce Training Providers report student/participant performance data for each of their training programs to FETPIP. Florida school districts, community colleges and state universities report their data directly to FETPIP. Any other institution that wishes to be approved as a WIA Training Provider must

become licensed with the Commission of Independent Education (CIE), which coordinates the gathering and analysis of student performance data with FETPIP.

3. Advertising the local Training Provider application and approval process.  
The region shall advertise the Training Provider application and approval process on its' website.
4. Criteria for initial inclusion on the local ETPL includes the following:
  - A. The Training Provider must submit a Training Provider application which is complete and accurate with all required attachments.
  - B. The Training Provider must agree to report student data for each approved program to the FETPIP in a timely manner. FS 445.004(9)(e).
  - C. The Training Provider must agree to refund TBWA any tuition costs, fees, etc., based on the Training Provider's established written policy in the event a TBWA funded student exits prior to completion.
  - D. The Training Provider must agree not to offer unlawful remuneration to attract students. FS 445.009(8)(b).
  - E. The Training Provider must submit up to date information on tuition, fees, and other charges made for each approved program. WIA 122(d) & (e).
  - F. The Training Provider must agree to engage in price negotiations with TBWA. FS 445.009(8)(b).
  - G. The Training Provider must agree to not subcontract the delivery of the training and shall be directly responsible for provision of training.
  - H. Unless approved, the Training Provider must agree that it will not approach customers within any CareerSource Tampa Bay facility to solicit enrollment.
  - I. The Training Provider shall not be debarred or suspended as a Training Provider thru education programs offered by the U.S. Department of Veterans Affairs
  - J. The Training Provider must have been in business in the State of Florida for at least two years
  - K. The Training Provider may propose only programs that are (1) on the regional targeted occupations list, and (2) allow the issuance of credentials upon training completion (certificate, degree, diploma).
  - L. The Training Provider must post all program costs on the institution's website for public view. These costs must clearly define tuition, fees and other associated costs.
  - M. The Training Provider must be able to demonstrate fiscal solvency.
  - N. The Training Provider must allow a site visit prior to final approval and meet ADA requirements
  - O. The Training Provider must not submit programs for consideration that directly lead to degrees that require more than 2 years to achieve.
  - P. The Training Provider must agree that the price charged to CareerSource Tampa Bay by the Training Provider shall not be more than that charged to the general public or any other workforce region in Florida.
  - Q. The Training Provider must not create programs that target CareerSource Tampa Bay program participants unless requested to do so by CareerSource Tampa Bay.
  - R. The Training Provider must agree that all CareerSource Tampa Bay participants will be afforded the same information on financial aid options, scholarship opportunities and educational/tuition discounts.
  - S. The Training Provider must agree to provide Pell Program information, if applicable.
  - T. The Training Provider must agree to track and supply program completion and placement information upon demand.

5. TBWA will conduct annual eligibility reviews to ensure that Training Providers and their programs continue to meet the initial criteria shown above as well as the following criteria for continued inclusion on the local ETPL:
  - A. The Training Provider must continue to meet State and local performance standards.
  - B. The Training Provider must report any changes in the acceptance of federal financial aid, cost information, refund practice, etc. to TBWA in a timely manner.
  - C. The Training Provider must assist CareerSource Tampa Bay in the verification of employment within 180 days from the end of training for enrolled students receiving funding from CareerSource Tampa Bay.
  - D. The Training Provider must report out-of-state employment of students to CareerSource Tampa Bay.
  - E. The Training Provider must maintain all required licensing standards and proper accreditation and inform CareerSource Tampa Bay within 7 business days of any changes.
  - F. The Training Provider must remain in good standing with the requirements outlined in the Training Provider Agreement.
  - G. The Training Provider must maintain compliance according to all federal, state and local performance requirements.
  - H. The Training Provider must not create programs that target CareerSource Tampa Bay program participants unless requested to do so by CareerSource Tampa Bay.
  - I. The Training Provider must supply program completion and placement rates upon demand by TBWA.
  - J. The Training Provider must respond to renewal applications annually. A specific due date for completed applications will be included, and applications received after that due date may not be considered. The institution may be immediately suspended from the approved list by administrative staff and this information brought to the appropriate committee of the Board for review and formal action.

6. Performance Standards for inclusion and retention of programs and Training Providers on this region's ETPL:

Every year, in preparation for the annual eligibility review of training programs, this region will analyze performance data received from FETPIP, the approved training providers, as well as information contained in the State Management Information Systems. These analyses shall be conducted for all program completers as well as WIA participants and will include as available:

- Number enrolled in each training program
- Completion rate
- Number and percentage of those that obtain training related employment
- Employment rate in related occupation at one year
- Percentage of individuals who obtain unsubsidized employment
- Wages at placement in employment
- Retention rate in unsubsidized employment at six months after employment
- Wages at six months after employment
- Rate of licensure
- Cost per participant

Upon conclusion of these analyses, and taking into account State and local labor market and demographic data, this region will establish annual performance criteria that Training

Provider's and their approved programs must meet to remain on the approved local ETPL. This region's performance standards shall be published on the region's website. Currently, the Board approved performance criteria includes the following:

- A. Each program will maintain an 80% rate of employment for all students that received CareerSource Tampa Bay funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.
  - B. The Training Provider understands that TBWA will review and analyze information supplied by the Training Provider and other information available to TBWA to determine if gainful employment within the chosen field of study/program is occurring. Programs with an institution that are identified as being unsuccessful in resulting in employment within the defined occupation/industry will be subject to enrollment suspension.
7. Addition of New Programs/Agreement Modifications:  
The Training Provider shall submit the following if they are requesting new programs be added to their agreements:
- A. A complete course description and new fee schedule; and
  - B. A copy of license that includes the course or program being added.
8. Deletions of programs and/or Training Providers:  
Deletions of programs and/or approved Training Providers from the local ETPL shall occur when:
- A. A Training Provider and/or training program fails to meet accreditation, licensure, and/or required levels of performance.
  - B. A Training Provider fails to provide student performance data to FETPIP and/or CIE as required.
  - C. A Training Provider is determined to have supplied inaccurate information or to have violated any provision of the Workforce Investment Act. A provider whose eligibility is terminated under these conditions may be liable to repay all WIA adult, dislocated worker and youth training funds received during the period of noncompliance.
  - D. A Training Provider does not respond to TBWA's request for an annual renewal application.
9. Enrollments and Revenues:
- A. CareerSource Tampa Bay will utilize the regional Targeted Occupational List to determine the number of students that will be enrolled within any specific program. This number will not exceed 25% of the listed annual openings for the region in each occupation. This number can be modified by the President & CEO based on industry/employer demand.
  - B. The Training Provider shall maintain a 51% non-CareerSource Tampa Bay general public enrollment for each approved program. No more than 49% of the Training Providers revenues as a whole shall be received from CareerSource Tampa Bay. Training Provider's compliance with either the enrollment or revenue requirement stated shall be evidenced by:
    - 1) A written letter from a licensed Certified Public Accountant (CPA) firm stating that at the conclusion of the contract term June 30 the Training Provider maintained a 51% non-CareerSource Tampa Bay general public enrollment for each approved program;

or

- 2) No more than 49% of the Training Provider's revenue as a whole was received from CareerSource Tampa Bay during the contract term.
- 3) In Lieu of the CPA firm letter, subject to the approval and at the sole discretion of the President/CEO of CareerSource Tampa Bay. Training Provider may submit the Training Providers certified audit prepared and signed by a CPA firm Training Providers tax return prepared and signed by a CPA firm that clearly states the Training Provider met the 49% revenue requirement stated herein at the conclusion of the contract term June 30.
- 4) The CPA firm letter or certified audit or tax return shall be submitted to CareerSource Tampa Bay no later than 90 days after the contract expiration or September 30. During the contract term CareerSource Tampa Bay will verify compliance of the enrollment requirement through on site monitoring. Monitoring may include, but is not limited to, observation of classes, observation of attendance supported by the Training Providers documentation where applicable and Training Providers student files.

#### 10. Program Cancellations:

In the event a program or class is canceled the Training Provider shall notify CareerSource Tampa Bay two weeks in advance of the date the program will no longer be available.

#### 11. Targeted Occupations List:

- A. Upon receipt of the annual "Preliminary Targeted Occupations" list for Region 15 provided by the Department of Economic Opportunity, CareerSource Tampa Bay will disseminate the list to public educational institutions and interested private institutions, to solicit and receive comments as to possible additions or deletions using a prescribed format.
- B. Actions related to the occupational list will be presented to the Workforce Solutions Committee as an information item.

#### 12. Availability of related information:

- A. Policies relating to the approval of Training Providers and programs are made available by posting on the region's website following approval by the Board.
- B. The list of approved Training Providers and programs as well as the State ETPL are made available by posting on the region's website following approval by the Board.

#### Legal Reference:

- WIA, Sections 122, 134
- WIA Regulations, 20CFR 663, et seq., Subpart E- Eligible Training Providers
- FL Statutes, Chapter 445- Workforce Innovation
- FAC28-106- Decisions Determining Substantial Interests
- FS Chapter 1005-Nonpublic Postsecondary Education
- FAC6E-Commission for Independent Education
- FS Chapter 1008- Assessment and Accountability
- FAC 6A-10.0341&10.0342-re: Vocational Education Performance
- DEO Policy #FG OSPS-77, "Selection and Retention of Training Providers Under the Workforce Investment Act of 1998 and Florida Statutes" issued on May 31, 2013