

Policy and Procedure

Title:	Eligible Training Provider Policy	Number:	OP-17-01
Effective Date:	May 11, 2017	Revised Date:	

Purpose

This policy provides eligibility criteria for training providers and procedures for implementing the Eligible Training Provider (ETP) requirements in the Workforce Innovation and Opportunity Act (WIOA) of 2014. Additional information is provided on ETP program performance and reporting requirements. This policy is applicable to providers of occupational skills training services for adults, dislocated workers and other populations as defined by WIOA, Title 1-B.

Reference

- Workforce Innovation and Opportunity Act of 2014; Section 122 WIOA Final Rule, 20 CFR Parts 680.400 – 500
- WIOA Labor Final Rules and Regulations Subpart D–Eligible Training Providers
- Code of Virginia, Section 23-276.2
- Virginia Board of Workforce Development Policy No. 404-01, Identification of Eligible Providers of Occupational Skills Training
- Virginia Board of Workforce Development Policy No. 404-02, Registered Apprenticeship Programs
- Virginia Board of Workforce Development VWL No. 16-06

Background

WIOA seeks to promote a training environment that fosters customer choice, performance accountability and continuous improvement in the attainment of skills, credentials, certificates and diplomas that lead to employment in occupations in demand in the local economy and thereby; enhancing quality of life for customers. WIOA sets forth the requirements and general process by which training providers and programs can be included on the state Eligible Training Provider List (ETPL) by validating that all listed providers and their programs have met minimum state standards.

The requirements established by this policy for inclusion on the ETPL only applies to training services funded through the issuance of an Individual Training Account (ITA).

Policy

The Shenandoah Valley Workforce Development Board (SVWDB) has the responsibility for receiving, reviewing and approving applications for training providers and their programs for LWDA 4. The SVWDB ensures that data elements related to initial application, continued eligibility and performance metrics for approved providers and programs are entered into the supported state system of record, VaWC. The SVWDB will use the eligibility criteria, information requirements and procedures for local workforce boards established by the Virginia Board of Workforce Development (VBWD) Policy No. 404-01, Policy No. 404-02 and VWL No. 16-06 in order to assure that programs on the ETPL meet minimum quality standards and deliver industry-recognized skills and credentials to support eligible individuals in meeting their career and employment objectives.

Approval by SVWDB places the training provider and program on the state ETPL but does not guarantee that SVWDB will fund the approved training activity through the issuance of an ITA.

That determination is further based on the relevance of training to occupations that are identified as in-demand in LWDA 4, the availability of local funds and the likelihood that training will support the individual in meeting their career objectives and employment.

Program of Training Services Defined

A program of training services is defined as one or more courses or classes, or a structured regimen that leads to a recognized post-secondary credential, secondary school diploma or equivalent, employment, or measurable skills gains towards a credential or employment.

Program Eligibility

There are five categories of providers who can apply to the SVWDB for consideration to be included on the ETPL:

1. A postsecondary educational institution that is eligible to receive federal funds under Title IV of the Higher Education Act of 1965 and that provides a program that leads to certification or license or college certificate, associate degree or baccalaureate degree.
2. A postsecondary school that offers formal instructional programs with curricula designed primarily for students who have completed the requirements for a high school diploma or its equivalent. Such schools include programs of academic-vocational, vocational and continuing professional education that may lead to a certification or licensure. This category excludes vocational and adult basic education programs.
3. An entity that carries out related instruction under the National Apprenticeship Act that is recognized by the Virginia Department of Labor and Industry (DOLI).
4. A provider of a program of occupational training services that, under Section 23-276 .2 of the Code of Virginia, is exempt from the State Council for Higher Education for Virginia (SCHEV) certification as a postsecondary school in the Commonwealth such as a professional or occupational training program regulated by another state or federal governmental agency other than SCHEV, any school, institute, or course of instruction offered by any trade association or any nonprofit affiliation of a trade association on subjects related to the trade, business or profession represented by such association.
5. A provider of adult education and literacy as defined in Title II of the WIOA, if such activities if approved to the list and utilized, are provided in combination with other occupational skills training and defined in the WIOA.

Appendix A describes certain exceptions to the certification requirements of this policy. Appendix B provides a list of certifying agencies.

Other Considerations

Training providers and programs operating in Virginia under all categories shall submit an application (Attachment A).

Programs and providers under categories 1 and 2 must provide evidence as part of their application that they are certified to operate in Virginia and that they have program accreditation/approval from an applicable state agency in order to be considered for approval by the SVWDB.

Programs and providers under category 3 will be granted approval, if requested, following confirmation by the DOLI that the sponsoring employer and apprenticeship related instruction have been recognized by the state and are active and in good standing. SVWDB follows eligibility criteria and procedures specific to Registered Apprenticeship programs as prescribed in VWDB Policy 404-02. The SVWDB will enter eligible Registered Apprenticeship program information into the VaWC once the application information is verified with the DOLI in writing.

Registered Apprenticeship programs are not subject to state performance requirements.

Other Possible Providers May Include

- A. Distance and Online Training Providers. WIOA funds may be used for programs that are conducted in a completely online format. Online providers must follow the same approval, renewal and reporting process as classroom-based instructional providers.
- B. Out of State Training Providers (In-Person Training). WIOA funds may be used for approved providers and programs from other states only if the provider and programs are listed on the host state's ETPL and the provider meets Virginia's state criteria established for eligibility and performance. An application for approval is not required in Virginia if there is an active reciprocity agreement in place. If SVWDB chooses to utilize an out-of-state training provider and pay for it with WIOA Title I funds, then the following criteria must be met:
 - a. The training provider program must be on the host state's approved training provider programs list; and documentation of this fact, including the eligible time period, must be maintained by the SVWDB.
 - b. The SVWDB must collect sufficient data and add the provider's program to the VaWC system so that the participant can be linked to the program for training service accountability.
 - c. If a WIOA participant is sent to an out-of-state training provider, a detailed case note must be entered into the VaWC system, explaining why the participant went to an out-of-state training program rather than an in-state training program.

Eligible training provider lists in other states can be located here:

http://www.servicelocator.org/program_search.asp?prgcat=1&officeType_1=0&frd=true

Exceptions to the ITA and ETPL Requirements

There are several exceptions to the required use of an ITA for training. In situations covered by these exceptions, a contract for services may be used to provide for training in lieu of the ETPL process. All SVWDB contracts for service under WIOA Title I are awarded using a procurement process in accordance with the Virginia Procurement Act and requirements established by the Department of Labor and the Virginia Community College System and as prescribed in the SVWDB Procurement and Inventory Policy. Exceptions to required use of an ITA for training are:

1. On-the-job training, customized training, incumbent worker training, internships, paid or unpaid work experience and transitional employment are not included in the eligible training provider list and therefore are not subject to the eligibility requirements.
2. Where SVWDB determines there is an insufficient number of eligible providers based on eligible provider and program applications to accomplish the purpose of an ITA.
3. Where SVWDB determines that a community-based organization (CBO) or nonprofit whose primary mission is to serve individuals with barriers to employment provides effective training services to accomplish the purpose of an ITA;
4. Contract training for multiple individuals in in-demand industry sectors or occupations as long as the contract does not limit the individual's consumer choice; and
5. Circumstances in which a pay-for-performance contract is appropriate. SVWDB has no pay-for-performance policy currently in force. The SVWDB remains open to pay-for-performance as a future option.

Application and Review Process

Training providers applying to SVWDB for inclusion on the ETPL must apply using the Commonwealth ETP Application (Attachment A-Part 1). Training program applications must be submitted for each unique "program of training services" sought for approval using the Commonwealth ETP Application (Attachment A-Part 2).

In order to be reviewed and considered, the application must include responses to all questions on the state-provided application, along with associated supporting documentation. The SVWDB reserves the right to deny approval of any training program application that is determined not to meet sufficient occupation demand in LWDA 4.

Training providers may submit application(s) to the SVWDB Operations and Workforce Coordinator at any time. The application is reviewed against requirements of this policy for compliance. ETP applicant information, program information and a staff Decision Brief are sent to the Board for consideration.

The Board approves or denies the request. If the Board elects to deny the training provider's program of Training Services and does not recommend it for inclusion on the ETPL, the Training provider will be notified in writing. A notice of denial will identify the specific program being denied and the reason(s) for denial. The notice will advise the applicant of the right to appeal the decision. The SVWDB will review the applicant's request for reconsideration as outlined in the Appeal Process of this policy.

SVWDB Data Responsibility

ETP applications are entered by SVWDB into the VaWC to ensure transparency and support informed customer choice in the evaluation and selection of training providers. ETP applications must be entered into the VaWC within fourteen (14) days of approval. This will include providers and programs that are denied WIOA approval.

The SVWDB will maintain all documentation received and reviewed for the minimum required retention period of three years, including applications, continued eligibility and performance information for all providers and programs entered into the VaWC, and records regarding ETP related complaints and actions taken on those complaints.

Annual renewal of SVWDB approved providers and programs will be required. SVWDB will notify eligible training providers of the required tracking of program performance indicators to maintain program eligibility. In accordance with WIOA Labor Final Rules and Regulations Subpart D – Eligible Training Providers and VWL 06-06 guidance, initial training provider program applications must provide information addressing required program performance indicators, as described in WIOA section 116(b)(2)(A)(i)(I-IV) and Attachment B WIOA Periods for Reporting Outcomes:

1. The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program;
2. The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;
3. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program; and
4. The percentage of program participants who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program.

Continued Eligibility and Program Performance Reporting

Starting July 1, 2017, following completion of a full year of eligibility, each training provider program will be reviewed by the SVWDB to determine continued program eligibility. As part of the continued eligibility process, eligible training providers will be required to annually certify program performance information for participants whose activities were funded through an ITA. In the absence of performance data, the provider must develop methods for collecting the required program performance information to remain on the ETPL and to be considered for continued eligibility.

To determine continued training provider program eligibility, the SVWDB will consider the State Eligible Training Provider Program Performance Quarterly Report, the program performance data submitted by the eligible training provider as per WIOA, and any additional factors required by state and federal policy that are determined to be appropriate by the SVWDB.

The data that is provided during the performance data collection period will be entered by the SVWDB into the VaWC. Providers of training who fail to provide the verification and performance information within 90 days of request will be removed from the state eligible training provider list.

Registered apprenticeship programs are not subject to the state performance requirements. Any apprenticeship program may remain on the ETPL as long as it remains registered and recognized in good standing by the Virginia Department of Labor and Industry.

State ETPL Performance Requirements:

Beginning in the Program Year 2017 (beginning July 1, 2017), in order to remain on the ETPL, all eligible training providers and programs who receive funding through an ITA must annually provide information (starting with PY16) on the following four outcomes for WIOA Title I participants:

1. Training Completion Rate must meet or exceed 50%
2. Credential Attainment Rate must meet or exceed 65%
3. Entered Employment Rate
4. Post Training Earnings

Outcomes (1) and (2) will be used to evaluate continued inclusion on the ETPL. Detailed examples of performance outcome calculations can be found in VWL 16-06 under a. State ETPL Performance Requirements.

If a provider or program fails to meet the criteria established above, they will be removed from the state ETPL. A letter informing them of that removal will be issued by the SVWDB. Training providers who are removed from the state list may appeal.

Appeal Process:

The following applies to both providers whose initial program application is denied and those that are subsequently removed from the list for performance under Continued Eligibility and Program Performance above.

1. The provider shall have thirty (30) calendar days from the date the denial or removal notification was given to file a request for reconsideration to the Board. The appeal request must be submitted in writing and signed. At a minimum, the appeal must identify the training program and location(s) denied or removed and must clearly state the reason for the appeal.
2. The Board shall review the request and issue a written decision that either upholds or reverses the original decision. Instances for a reversal may include, but shall not be limited

to, an administrative oversight or instances where additional information submitted by the training provider changes the basis on which the original decision was issued.

3. If the Board upholds its original decision, the applicant is entitled to pursue a state-level appeal as outlined in VBWD Policy 404-01.

Accessibility and Non-Discrimination:

Training programs must make every effort to provide training services that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities. Training providers must have written policies and procedures in place to protect against discrimination on the basis of an individuals' race, color, religion, sex, national origin, age, political affiliation or belief.

Accuracy of Information:

The SVWDB has the responsibility for maintaining the ETPL for the training providers and programs that are approved by the SVWDB and assumes final responsibility to ensure that the list of providers approved by SVWDB is accurate and is an honest reflection of the training opportunities available in the region.

1. ACCURACY OF INFORMATION – If the SVWDB determines that an eligible provider or individual supplying information on behalf of the provider intentionally supplies inaccurate information, the SVWDB may terminate the eligibility of the provider or program to receive WIOA funds for any program for a period of time that is not less than two (2) years.
2. NONCOMPLIANCE – If the SVWDB determines that an eligible provider substantially violates any requirement under the WIOA legislation, the SVWDB may terminate the eligibility of such provider or individual program to receive WIOA funds for the program involved or take such other action as the SVWDB determines to be appropriate.
3. REPAYMENT – A provider whose eligibility is terminated under paragraph (1) or (2) for a program shall be liable for repayment of all WIOA funds received for the program during any period of noncompliance. The SVWDB will make reasonable efforts to collect funds. Administrative processes and guidance for associated disallowed costs are established to support SVWDB in those efforts.
4. CONSTRUCTION – These penalties shall be construed to provide remedies and penalties that supplement, but do not supplant, other civil and criminal remedies and penalties.

Attachments:

Attachment A-Part 1: Eligible Training Provider Application

Attachment A-Part 2: Eligible Training Program Application

Attachment B: WIOA Periods for Reporting Outcomes

Date approved by Board:

5/11/17

Signed by:



Jeff Stapel, Chair

Revisions:

Appendix A: Training Providers/Program Exempt from Certification

§ 23-276.2 of the Code of Virginia allows the following exemptions from certification:

- Public institutions of higher education in Virginia
- Educational offerings or activities that meet the following:
 - A nursing education program or curriculum regulated by the Board of Nursing;
 - A professional or occupational training program regulated by another other state or federal government agency
 - Those courses or programs of instruction given by or approved by any professional body that are principally for continuing or professional education and for which no degree credit is awarded;
 - Those courses or programs offered through approved multistate compacts, including, but not limited to, the Southern Regional Education Board's Electronic Campus;
 - Those courses offered and delivered by a postsecondary school that is accredited by an entity recognized by the U.S. Department of Education for accrediting purposes, if such courses are provided, solely on a contractual basis for which no individual is charged tuition and for which there is no advertising for open enrollment;
 - Any school, institute or course of instruction offered by any trade association or any nonprofit affiliate of a trade association on subjects related to the trade, business or profession represented by such association;
 - Any public or private high school accredited or recognized by the Board of Education;
 - Tutorial instruction delivered and designed to supplement regular classes for students enrolled in any public or private school or to prepare an individual for an examination for professional practice or higher education;
 - Religious Institutions whose primary purpose is to provide religious or theological education.
- § 23-276.4 C of the Code of Virginia states that institutions of higher education are not required to obtain further certification if they (i) were formed, chartered or established in the Commonwealth; (ii) have maintained a main campus continuously in the Commonwealth for at least 20 calendar years under their current ownership; (iii) were continuously approved or authorized to confer or grant academic or professional degrees by the Council during those 20 years; and (iv) are fully accredited by an accrediting agency that is recognized by the United States Department of Education.
- Postsecondary institutions that do not meet the requirements of § 23-276.2 or § 23-276.4 (C) above are required to obtain certification in accordance with Appendix B.

Appendix B: List of Certifying State Agencies

The following State agencies can provide approval for Occupational Skills Training programs (please note this is not an all-inclusive list):

- Criminal Justice Services Department
- Department of Health Professions (DHP)
- Department of Medical Assistance Services (DMAS)
- Department of Motor Vehicles
- Department of Professional and Occupational Regulation (DPOR)
 - Board for Barbers and Cosmetology
 - Board for Contractors
 - Fair Housing Board
 - Real Estate Board
 - Real Estate Appraisers Board
 - Tradesmen
 - Board for Waste Management Facility Operators
 - Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals
- State Council of Higher Education for Virginia (SCHEV)
- Virginia Board of Pharmacy
- Virginia Board of Nursing



Training Provider Application

1. Name of Training Organization		2. Federal Tax ID#	
3. Mailing Address	4. City	5. State	6. Zip
7. Physical Address	8. City	9. State	10. Zip
11. Name & Title of Contact Person:			
12. Email Address of Contact Person:		13. Phone Number of Contact Person:	
14. Mailing Address of Contact Person (if different from above)			
15. Year Established		16. Website Address:	
17. Type of Entity			
Other (please Describe) _____			
18. Does your organization provide job search assistance or placement services? (if yes, please describe)		Yes	No
19. What types of financial aid are available to students?			
20. Does your organization have a tuition refund policy? (if yes, please attach the policy including time frames and percentage of reimbursement)		Yes	No
21. Name of Financial Aid Contact Person		22. Email Address of Financial Aid Contact Person	

Training Provider Application

23. Please provide three customer references including contact information:
1.
2.
3.

SUPPLEMENTAL INFORMATION

In addition to the attachments associated with the previous sections of this application, copies of the following documents **MUST** be included:

- _____ 1. Copy of Virginia oversight documentation (SCHEV, VA School of Nursing, etc.)
- _____ 2. Copy of License to Conduct Business in Virginia
- _____ 3. Copy of Training Provider Non-discrimination Policy
- _____ 4. Copy of Training Provider Grievance Procedure for individuals with complaints on issues, such as discrimination, accessibility, etc.
- _____ 5. Suspension/Debarment Certification (included in packet)
- _____ 6. Anti-Discrimination Certification (included in packet)
- _____ 7. For each training program, fill out training program application (included in packet) and provide documentation which includes:
 - 1) Training Program description, 2) Outline of the Program, 3) Skills to be obtained.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

(1) The prospective lower tier subcontract proposer certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier subcontract proposer is unable to certify to any of the statements in this certification, such prospective subcontract proposer shall attach an explanation to this proposal.

Organization

Authorized Signature

Date

Printed Name and Title

Anti-Discrimination Certification

The training provider certifies that it will comply fully with all non-discrimination and equal opportunity provisions of the laws listed below:

- 1) Nondiscrimination provisions of WIOA Section 188, and its implementing regulations at 29 CFR part 38, which prohibit discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity.
- 2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- 3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- 4) Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
- 5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- 6) Title II, Subpart A of the Americans with Disabilities Act of 1990, as amended, which prohibits discrimination on the basis of disability.
- 7) Genetic Information and Nondiscrimination Act of 2008, which prohibits discrimination on the basis of genetic information with respect to health insurance and employment.

The training provider also certifies that it will:

- 1) Will collect and maintain data necessary to show compliance with the non-discrimination provisions of the WIOA Sec. 188, as provided in the regulations.
- 2) Will state in all solicitations or advertisements for employees placed by or on behalf of the provider, that the provider is an equal opportunity employer.
- 3) Notices, advertisement and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 4) Make any and all reasonable accommodations to provide access and equity of services to disabled persons applying to or enrolled in any approved program of study.

Organization

Authorized Signature

Certification and Representation

I, _____ (Name) as _____ (Title) of
_____ (Applicant Agency), hereby
certify and represent the following:

1. That the information contained in this application and all attachments is true and correct to the best of my knowledge and belief; and
2. That _____ (Applicant Entity) will permit representatives of the Workforce Development Board and the Commonwealth of Virginia access to its facilities, staff, and records for the purpose of verifying information contained in this application and for collecting any additional information related to its qualifications as a provider of training services under the WIOA.
3. I understand that approval by a LWDB places the provider and program on the state Eligible Training Provider List but does not guarantee a local area will fund the approved training activity through the issuances of an ITA. That determination is further based on local policy which must include, at minimum, relevance of training to demand occupations that are in demand regionally, availability of local funds, and likelihood that training will support the individual in meeting their career objectives and employment. The selection of a training provider is based on participant choice.

Signed this _____ day of _____, _____

Signature _____

Telephone Number _____

Email Address _____

FOR LWDB OFFICE USE ONLY			
Date Received by /W DB	Date Approved by /W DB	Date /W DB Submitted to State	Authorized /W DB Signature



Equal Opportunity and Nondiscrimination Review Questionnaire

Recruitment Practices

Please provide information on the chart below for faculty/staff composition by gender, race, ethnicity, and disability (if disclosed).

Staff Positions	Total staff		White		Black		Asian		Amer. In or Alaska N.		Nat. Hawaiian or Pacific Islander		Hispanic /Latino		Not Hispanic/Latino		Ind. w/ Disability	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Please provide information on the chart below on the student population by gender, race, ethnicity, and disability.

Students	Total Students		White		Black		Asian		Amer. In or Alaska N.		Nat. Hawaiian or Pacific Islander		Hispanic /Latino		Not Hispanic/Latino		Ind. w/ Disability	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

- Describe efforts to ensure diverse recruitment and/or hiring practices.
- Do any training programs have selective admissions or academic requirements?
- If yes, describe efforts to ensure that those requirements do not create disparate enrollment in those programs.

Grievances/Complaints

- Is someone assigned to receive and investigate discrimination complaints?
- Please describe the grievance or complaint procedure or provide policy.
- Have there been any discrimination complaints within the last year? If so, what were the complaints and resolutions?

Continuous Notification

- Do you have a nondiscrimination statement on your website and in all outreach and marketing materials?

Promotional materials

- Do promotional materials convey a message of inclusion and diversity?
- What outreach is done with the community to educate students with disabilities on services available to them?

Diversity Services

- Is someone assigned to assist individuals with disabilities and provide accommodations if requested?
- Is there a letter or document that is provided to students explaining how they may be able to receive accommodations, if needed?
- Is assistive technology available to students? Please describe the types of assistive technology that is available.
- Is sign language interpretation or foreign language interpretation services offered to students?
- Is TTY/TDD or Relay Services available for use?

Website/ On-line course accessibility

- Has the provider website been reviewed for accessibility?
- Is the website accessible?
- If the website is not accessible, does the provider have a plan to achieve website accessibility?

	Yes	No	Comments
Is the content laid out in a clear, consistent, and organized way?			
Are the fonts large, bold, and on uncluttered pages with plain backgrounds?			
Are pages designed so they can be viewed with the color and font sizes set in users' web browsers and operating systems?			Users with low vision must be able to specify the text and background colors as well as the font sizes needed to view webpage content.
Are color combinations high contrast that can be read by those who are colorblind?			
Do the pages include blinking, flashing, or other distracting features? If they must be included, can the objects be paused or stopped by the user?			
If sounds automatically play, does the page include visual notification and transcripts of the sounds?			
Are pages designed to operate with the keyboard alone, without the need of a mouse?			
If content is presented in images, is it also provided in alternative text?			
Is descriptive wording used for hyperlink text, i.e. "DO-IT Knowledge Base" vs. "click here"?			

Is there a “skip navigation” link at the top of the page that allows users who use screen readers to ignore navigation links and skip directly to webpage content?			
If pages include online forms and tables, are those elements labeled with a descriptive HTML tag for each control, including buttons, check boxes, drop-down menus, and text fields?			
Are videos both captioned and transcribed to audio for both the vision and hearing impaired?			
Does the site use PDFs? Can the PDFs be copied, pasted and machine-read as if they were text?			Offer text-based alternatives.

On-site Course Accessibility

- Are courses offered in buildings and rooms that are accessible to individuals with disabilities?
- What happens if a student with a disability registers for a course that is held in a building or classroom that is not accessible?
- Do you serve students with Limited English Proficiency?
- How are courses offered for students with Limited English Proficiency?
- Are faculty required/encouraged to include a statement in their syllabus instructing students on how they may receive accommodations?

Facility Accessibility

- Does the facility comply with the physical accessibility requirements of the Americans with Disabilities Act?
- How often are the facilities reviewed to ensure accessibility?

	Yes	No	Comments
Parking			
Are there sufficient parking spaces for persons with disabilities?			
Total # of Parking Spaces	Min # of Accessible spaces		Min # of Van-Accessible spaces (1 for every 6 accessible spaces)
1 to 25	1		1
26 to 50	2		1
51 to 75	3		1
76 to 100	4		1
101 to 150	5		1
151 to 200	6		1
201 to 300	7		2
301 to 400	8		2

401 to 500	9	2
501 to 1000	2% of total parking provided in each lot or structure	1/6 of accessible spaces
1001 and over	20 plus 1 for each 100 over 1000	1/6 of accessible spaces
Are accessible parking spaces marked with proper signage?		
Are 8-foot wide spaces, with minimum 8-foot wide access aisles and 98 inches of vertical clearance available for lift-equipped vans?		
Are the accessible spaces located closest to the accessible entrance?		
Accessible Routes		
Is there a route of travel that does not require the use of stairs?		
Is the route of travel stable, firm, and slip resistant?		
Is the route of travel 36" wide?		
Can objects protruding into the path of travel be detected by a person with a visual disability? <i>(to be detectable by a cane, an object must be within 27 inches of the ground)</i>		
Do curbs on the route have curb cuts at drives, parking, and drop-off?		
If there are ramps, is the slope of the ramps no greater than 1:12 <i>(For every 12 inches along the base of the ramp, the height increases 1 inch)</i> .		
Is the ramp rise no more than 30 inches between landings?		
Do ramps longer than 6 feet have sturdy railings? (34-38 inches high)		
Are the ramps non-slip?		
If there are stairs, is there also a ramp or lift?		
If a lift is available, can it be used without assistance?		
Is there at least 30-48 inches of clear space for a person in a wheelchair to reach the lift controls?		
If carpeting or mats are used, are they low pile, smooth, and secured to prevent tripping?		
Rooms and Spaces		
Are all entryways, aisles, and pathway routes at least 36 inches wide?		
Are doorway thresholds no more than ½ inch high?		

Is there a 5-foot circle or T shaped space for a person using a wheelchair to change direction?			
Are obstacles detectable by a person with a visual disability? <i>(to be detectable by a cane, an object must be within 27 inches of the ground, higher than 80 inches, or protruding less than 4 inches from the wall)</i>			
Are the aisles between fixed seating at least 36 inches?			
Is there space for wheelchair seating?			
Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?			
If there are counters in public spaces, is there counter that is no more than 36 inches high or is there a space at the side to accommodate passing items to customers having difficulty reaching over a counter?			
Signage			
Do inaccessible entrances have signs indicating the accessible entrance?			
Are rooms/ restrooms properly marked with signs? (Raised characters between 5/8 and 2 inches tall, with high contrast and braille text of same information?)			
Are signs mounted with the centerline of the sign 60 inches from the floor?			
Are signs mounted on a wall adjacent to the latch side of the door? (or as close as possible)			
Doorways and Passages			
Are doorways at least 32 inches clear?			
Are doors equipped with an electronic door opener?			
If opened manually, can the doors be opened without too much force? (8.5 max lbs. for exterior doors/5 lbs. for interior doors)			
If the door has a closer, does it take at least 5 seconds to close?			
Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?			
Does entry configuration provide adequate maneuvering space for a person using a wheelchair? (36 inches for forward movement,			

5-foot diameter or T-shape space to make turns)			
Rest rooms			
Is there at least one accessible restroom (either one for each sex or unisex)?			
Are there signs at the inaccessible restrooms that give direction to the accessible ones?			
Is there a wheelchair accessible stall with at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but better than a typical stall (36 by 69 inches or 48 by 69 inches)?			
Is the toilet seat 17-19 inches from the floor?			
Is the lavatory rim no higher than 34 inches?			
Space under sinks and countertops is clear of debris?			
Can faucets be used with a closed fist?			
Are soap and other dispensers and hand dryers within reach ranges (no higher than 48 inches) and usable with a closed fist)?			
Is the mirror mounted with the bottom edge of the reflecting surface no more than 40 inches from the floor?			



Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization			
2. Contact Person – Name & Title			
3. Training Program or stand-alone course name			
4. Program or course description			
5. Year Program Established	6. Total Credit or Curriculum Hours	7. Number of training weeks or hours	8. Minimum Class Size
9. Is curriculum certified by an accrediting agency or similar national standardization program:			
Yes (if yes specify)		No	
10. Description of training and skills to be obtained – <i>Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.</i>			
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual , as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation.			
12. Does training lead to an industry recognized credential, diploma, license, or degree? <i>If yes, indicate which.</i>			
Yes		No	
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder?			
Yes		No	
14. Was this training developed in partnership with a business?			
Yes		No	
If yes, Name of Business(s):			

15. List Businesses that support this training program:

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$
19. Tuition (check all items included in Tuition)	\$
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

22. Is a High School Diploma or GED required: Yes No

Attachment B

VWL No. 16-06, Eligible Training Providers and Programs List

WIOA Periods for Reporting Outcomes

Time Periods for Reporting Performance Information on the WIOA Annual Report

Program Year 2016 (PY 2016) Annual Report	
Report Due Date:	October 1, 2017
Number Served (Reportable Individual)	7/1/2016 to 6/30/2017
Number Exited (Reportable Individual)	7/1/2016 to 3/31/2017
Funds Expended	7/1/2016 to 6/30/2017
Number Served (Participants)	7/1/2016 to 6/30/2017
Number Exited (Participants)	7/1/2016 to 3/31/2017
Employment Rate Second Quarter after Exit	Data Not Available
Employment Rate Fourth Quarter after Exit	Data Not Available
Median Earnings Second Quarter after Exit	Data Not Available
Credential Attainment Rate	Data Not Available
Measurable Skill Gains	7/1/2016 to 6/30/2017
Effectiveness in Serving Employers	Data Not Available
Veterans Priority of Service	7/1/2016 to 6/30/2017

Program Year 2017 (PY 2017) Annual Report	
Report Due Date:	October 1, 2018
Number Served (Reportable Individual)	7/1/2017 to 6/30/2018
Number Exited (Reportable Individual)	4/1/2017 to 3/31/2018
Funds Expended	7/1/2017 to 6/30/2018
Number Served (Participants)	7/1/2017 to 6/30/2018
Number Exited (Participants)	4/1/2017 to 3/31/2018
Employment Rate Second Quarter after Exit	7/1/2016 to 6/30/2017
Employment Rate Fourth Quarter after Exit	7/1/2016 to 12/31/2016
Median Earnings Second Quarter after Exit	7/1/2016 to 6/30/2017
Credential Attainment Rate	7/1/2016 to 12/31/2016
Measurable Skill Gains	7/1/2017 to 6/30/2018
Effectiveness in Serving Employers	7/1/2016 to 6/30/2017
Veterans Priority of Service	7/1/2017 to 6/30/2018

Program Year 2018 (PY 2018) Annual Report	
Report Due Date:	October 1, 2019
Number Served (Reportable Individual)	7/1/2018 to 6/30/2019
Number Exited (Reportable Individual)	4/1/2018 to 3/31/2019
Funds Expended	7/1/2018 to 6/30/2019
Number Served (Participants)	7/1/2018 to 6/30/2019
Number Exited (Participants)	4/1/2018 to 3/31/2019
Employment Rate Second Quarter after Exit	7/1/2017 to 6/30/2018
Employment Rate Fourth Quarter after Exit	1/1/2017 to 12/31/2017

Median Earnings Second Quarter after Exit	7/1/2017 to 3/30/2018
Credential Attainment Rate	1/1/2017 to 12/31/2017
Measurable Skill Gains	7/1/2018 to 6/30/2019
Effectiveness in Serving Employers	7/1/2017 to 6/30/2018
Veterans Priority of Service	7/1/2018 to 6/30/2019

Program Year 2019 (PY 2019) Annual Report	
Report Due Date:	October 1, 2020
Number Served (Reportable Individual)	7/1/2019 to 6/30/2020
Number Exited (Reportable Individual)	4/1/2019 to 3/31/2020
Funds Expended	7/1/2019 to 6/30/2020
Number Served (Participants)	7/1/2019 to 6/30/2020
Number Exited (Participants)	4/1/2019 to 3/31/2020
Employment Rate Second Quarter after Exit	7/1/2018 to 3/17/2019
Employment Rate Fourth Quarter after Exit	1/1/2018 to 12/31/2018
Median Earnings Second Quarter after Exit	7/1/2018 to 6/30/2019
Credential Attainment Rate	1/1/2018 to 12/31/2018
Measurable Skill Gains	7/1/2019 to 6/30/2020
Effectiveness in Serving Employers	4/1/2018 to 3/31/2019
Veterans Priority of Service	7/1/2019 to 6/30/2020

Note:

Periods highlighted in yellow indicate when a full year of information will be available.
Periods that do not have a date indicate that no report can be generated for that outcome during that time frame.