

Alaska Department of Labor and Workforce Development Employment and Training Services

Eligible Training Provider and Program Application

Workforce Innovation and Opportunity Act (WIOA)
Adult and Dislocated Worker and Youth Programs

This application is for "initial eligibility" for training providers who are applying to have their training programs listed on Alaska's Eligible Training Provider and Program list (ETP).

A. Training Provider Information

1. Name of Training Provider/Educational Institution: _____

Mailing Address: _____

Physical Address: _____

Website: _____

2. Contact person for this application:

Name: _____ Title: _____

Telephone: _____ Email: _____

3. Contact person for **Completer Data**: (Completer Date definition resides in the ETPL Procedural Guide):

Name: _____ Title: _____

Telephone: _____ Email: _____

4. Federal Employer Identification Number: _____

5. Business License Number: _____

Submittal Information

Important: Please refer to the Department of Labor and Workforce Development (DOLWD), Division of Employment and Training Services (DETS) website, Eligible Training Provider (ETP) page for provider responsibilities and information on regulations and definitions at: <http://www.labor.alaska.gov/bp/etpl.htm>.

Submit completed applications and attachments to:

Eligible Training Provider List
DOLWD/DETS
PO Box 115509
Juneau, AK 99811-5509
Email: DOL.ETPL@alaska.gov

Scanned copies of the completed application are acceptable.

B. Training Program Information

Complete this section for **each training program** for which you are seeking ETP status.

1. Name of training program or training services: _____
2. Is this an **existing** training program ☐ OR, is it new ☐ program? *(Please read definition)*
 - If it is an **existing** training program of the training provider, please submit (with this application) the past three calendar years of student data including student name, birth date or social security number, training start date, training end date, and indicate if training was completed and credential or degree attained.
 - If it is an training program that is **new** to the training provider, please explain the partnership with business, meaning the training being provided is required by an employer(s).
3. Training sites where training services are conducted: (if a different curriculum is used, then a separate application must be completed for each site with a different curriculum.) (✓ check all that apply):

Training Site address: _____

Delivery method: ☐ Classroom ☐ Online, E-learning, or Distance Learning
☐ Hybrid or Blended Program

4. Program Prerequisite (e.g. High School Diploma): _____
5. Does this program result in a (✓ check all that apply):
 - ☐ Associate degree? Name of the degree: _____
 - ☐ Bachelor degree? Name of the degree: _____
 - ☐ Credential, such as an industry recognized certificate or endorsement?
Name of organization certifying the credential: _____
Name/type of credential to be attained: _____
 - ☐ Professional Licensure? Name of the license: _____
 - ☐ Other (describe) _____
6. Is this program accredited? _____ Name of Accrediting Agency _____
7. Training Program Costs: Tuition: _____ Books & Supplies: _____
Fees: _____
Other required costs e.g. tools/meals/housing: _____
8. Training program length in clock hours _____ and weeks _____ for full-time enrollment.
Is part-time enrollment permitted? ☐
9. Provide a narrative that describes the program, attendance, grading policy and costs. You may attach the narrative to this application *or* provide it electronically through a web link.

C. Standard Assurances

The Division of Employment and Training Services will not approve Eligible Training Provider status if the training provider fails to accept the Standard Assurances contained in this section.

In performing its responsibilities as an Eligible Training Provider, the training provider hereby assures that it will fully comply with the following:

1. The training provider assures the State it will assume responsibility for complying with applicable federal and state rules, regulations, policies, procedures, and directives concerning eligible training provider requirements.
2. The training provider assures the State it will maintain current status with the Alaska Commission on Postsecondary Education (ACPE).
3. The training provider assures the State that they are not debarred from conducting business with the State of Alaska or the government of the United States of America.
4. The training provider assures the State that it does not discriminate against nor deny employment or services to any person on the grounds 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--financially assisted program or activity as specified in 29 CFR 37.20 -.22.
5. The training provider assures the State that it is in compliance with the 1990 Americans with Disabilities Act.
6. Training provider agrees to provide access to relevant financial and WIOA participant's attendance records to be reviewed by state or federal monitoring staff to ensure compliance with funding requirements.
7. Training provider assures the State that it will annually provide the Department of Labor and Workforce Development, Division of Employment and Training Services key data on **ALL** ETP approved training program participants. This key data includes a participant's **Social Security Number and Date of Birth** necessary to conduct an annual program performance review.
8. The training provider assures the State that it has a complaint policy, grievance policy and refund policy.
9. The training provider assures the State that it will submit a revised application if there is a program name, curriculum, or policy change.
10. The training provider assures that State it will retain all ETP related student records for a period of six years.

I hereby certify, as an authorized representative of the said training institution, that the above assurances and all information included in this application are accurate and true.

Authorized Signature

Date

Printed Name