

PRINCE GEORGE'S COUNTY WORKFORCE DEVELOPMENT BOARD

Local Training Provider List Policy

POLICY NUMBER:	1.4000.100.028
EFFECTIVE DATE:	April 20, 2022
APPROVING AUTHORITY:	Board Chair Prince George's County Workforce Development Board
RESPONSIBLE STAFF:	All Career Services Providers
RESPONSIBLE OFFICE:	Operations Division

PURPOSE:

This policy provides guidance on the process by which organizations qualify to receive Prince George's County Workforce Development Board Federal, State, Local, Foundation and Discretionary funds (other than Workforce Innovation and Opportunity Act funds) to deliver traditional and non-traditional training services, including apprenticeship programming, to job seekers engaged in workforce programming authorized by the Prince George's County Workforce Development Board (WDB) and administered by Employ Prince George's, Inc. (Employ Prince George's) using the Local Training Provider List.

BACKGROUND:

Programs administered by the Prince George's County Workforce Development Board are designed to help job seekers secure livable wage employment, which may include opportunities for skill development in education and training programs. The Local Training Provider List (LTPL), created by the WDB and managed by Employ Prince George's, provides training providers an opportunity to become an approved training provider by completing a standardized application process as described in the *Local Training Providers for Short Term Occupational Skill Training RFP*.

The LTPL is a comprehensive listing of all locally approved, non-Workforce Innovation and Opportunity Act (WIOA) eligible funded, training programs that are compiled to provide participants with a full array of training opportunities that align with the region's in-demand career pathways and economic needs. The LTPL also serves as a tool for job seekers to quickly compare programs elements to promote informed customer choice concerning training providers and programs.

The WDB has implemented the LTPL to establish an open, transparent, and consistent process for training providers to apply and access training funds, other than WIOA, awarded to the Prince George's County Workforce Development Board and administered by Employ Prince George's. Only approved providers and programs listed on the WDB LTPL will be utilized for training activities supported by non-WIOA funds. The LTPL is housed on the Prince George's County American Job Center Community Network website at: <https://pgcajc.com/ltpl-search/>.

POLICY:

A Local Training Provider (LTP) is an entity that has met the eligibility requirements to receive funding from programs authorized by the WDB and administered by Employ Prince George's. All LTP's shall comply with the criteria and requirements established within this policy.

Local Training Provider Requirements

All training providers must meet the following criteria for their training programs to be eligible for inclusion on the LTPL.

1. Qualify as one of the following:
 - a. Institution of higher education that provides a program of training that leads to a recognized postsecondary credential
 - b. Entity that carries out apprenticeship programming
 - c. Public or private training provider, including community-based organizations, labor organizations, employers, and faith-based entities
 - d. Provider of adult education and literacy activities, if such activities are provided concurrently or in combination with other training services
2. Is a legal entity
3. Is registered or licensed by the appropriate governing board or agency prior to applying for the LTPL
4. Has the ability to do all of the following:
 - a. Offer programs that lead to recognized credentials, certifications or demonstrated skills attainment
 - b. Meet the needs of local employers and participants
 - c. Service individuals with barriers to employment
5. Have a refund policy specifying when refunds for tuition will be allowed
6. Have a written grievance policy for students to file complaints within an organization against faculty, staff, or other employees
7. Comply with all applicable non-discrimination and equal opportunity provisions

LTP's must complete one of the following scenarios to be eligible for inclusion on the LTPL.

Scenario One: Training Provider who is not active on a state Eligible Training Provider List (ETPL)

1. Review the *Local Training Providers for Short Term Occupational Skill Training RFP*, create an account in the Employ Prince George's online grant portal, complete and submit **Phase I** of the response package via the Employ Prince George's online grant portal. The following information is required:
 - a. Organization Information
 - i. Organization Name
 - ii. Organization Type
 - iii. Tax ID
 - iv. Address
 - v. Website
 - b. Organization Details
 - i. Fiscal Contact (if applicable)
 - ii. Organization Contacts
 - c. Experience
 - d. Authorizations
 - e. Attachments: key forms and financial documents
2. The WDB has authorized Employ Prince George's Board Staff to internally review and evaluate **Phase I** applications for content and completion. Training Providers who submit a satisfactory **Phase I** application will receive an invitation by email to complete **Phase II** of the response package. **Phase II** of the application collects information that is specific to each individual program that the training provider seeks to place on the LTPL. Therefore, **Phase II** application will be completed for each training program individually, which could result in multiple **Phase II** applications for the same training provider. Each program submitted for consideration under the **Phase II** application will be assessed, scored, approved or rejected separately based on the information received. The following information is required:
 - a. Organization Information
 - b. Key Contacts
 - c. Program Elements
 - i. Program Name

- ii. Program Description
- iii. Business Partners (if applicable)
- iv. Program Format
- v. Accreditations
- vi. Credentials
- d. Program Pricing
 - i. FAFSA/Pell Eligibility
 - ii. Tuition
 - iii. Supportive Services Costs
 - 1. Books
 - 2. Tools & Equipment
 - 3. Uniforms
 - 4. National/State Certifications
 - 5. Other Costs
- e. Performance Tracking Statement
- f. Innovation Statement
- g. Authorizations
- h. Attachments

Scenario Two: Training Provider who is active on a state Eligible Training Provider List (ETPL) OR has a state or United States Department of Labor Registered Apprenticeship program

1. **Training Providers** who have active training programs on a state ETPL or has a state or United States Department of Labor Registered Apprenticeship Program may “opt-in” to the LTPL by completing **Phase II** of the online LTPL application. **Phase II** of the application collects information that is specific to each individual program that the training provider seeks to place on the LTPL. Therefore, **Phase II** application will be completed for each training program individually, which could result in multiple **Phase II** applications for the same training provider. Each program submitted for consideration under the **Phase II** application will be assessed, scored, approved or rejected separately based on the information received. The following information is required:
 - a. Organization Information
 - b. Key Contacts
 - c. Program Elements
 - i. Program Name
 - ii. Program Description
 - iii. Business Partners (if applicable)
 - iv. Program Format
 - v. Accreditations
 - vi. Credentials
 - d. Program Pricing
 - i. FAFSA/Pell Eligibility
 - ii. Tuition
 - iii. Supportive Services Costs
 1. Books
 2. Tools & Equipment
 3. Uniforms
 4. National/State Certifications
 5. Other Costs
 - e. Performance Tracking Statement
 - f. Innovation Statement
 - g. Authorizations
 - h. Attachments

The WDB has authorized Employ Prince George’s Board Staff to internally review and evaluate **Phase I and Phase II** applications for content and completion. Employ Prince George’s Board staff are authorized by the WDB to approve all training provider, apprenticeship providers and associated programs for the LTPL. All approved programs will be added to the LTPL and will be eligible to receive non-WIOA training funds to support job seekers who select their program(s) for training.

All Training Providers approved for the LTPL must complete an American Job Center Community Network Partnership Agreement. Additionally, Training Providers must execute a Fiscal Agreement with each Service Provider that agrees to send program participants to the provider for training. A Fiscal Agreement must be executed and active to receive non-WIOA training funds.

TRAINING PROGRAM REQUIREMENTS

A training provider must provide a program (or sequence of programs) that lead to:

- An industry-recognized certificate or certification, a certificate of completion, a certification of completion of a registered apprenticeship, and/or a license recognized by a State or National Organization
- Employment

Training programs may be delivered as stackable services and can be provided in-person, online or in a blended approach. Credentials must be recognized industry specific skills. Credentials awarded for job readiness training are not considered industry specific certificates.

Registered Apprenticeships

Registered Apprenticeship Programs with the United States Department of Labor (USDOL), Maryland Department of Labor (MD DOL), or an entity acting as the Registered Apprenticeship regulator in an Office of Apprenticeship (OA) State are automatically eligible to be included on the LTPL and will only be required to complete Phase II of the online application. Registered Apprenticeship Programs are not subject to the same eligibility, performance or reporting requirements due to the extensive application, vetting and monitoring process of USDOL, MD DOL or the respective OA State.

Pre-Apprenticeship Programs

Pre-Apprenticeship programs do not have the same automatic “opt-in” status as Registered Apprenticeships and are required to go through the same vetting process and performance requirements as all other training providers who are seeking approval for the LTPL.

CONTINUED ELIGIBILITY PROCESS

After the initial eligibility period of two years, the training provider, with the exception of Registered Apprenticeship programs, must apply for continued eligibility for each program of training, and resubmit an application every two years thereafter. The continued eligibility application requirement ensures that training provider and program information is accurate. Training Providers will receive an email to the provider’s listed point of contact 90 days prior to the expiration of a program’s approval status. It is the responsibility of the LTP to keep their point of contact updated.

The WDB has authorized Employ Prince George’s Board Staff to internally review and evaluate LTP’s for continued eligibility. Employ Prince George’s will consider the following elements when considering continued eligibility.

- a. Program Completion Rate
- b. Program Credential Attainment Rate
- c. Program Licensure Pass Rate (if applicable)
- d. Documentation of compliance with all state licensure requirements and current licensing status, if applicable

- e. Evidence of the LTP’s ability to provide training that is physically and programmatically accessible for individuals who are employed and individuals with barriers to employment
- f. Evidence that the training program leads to employment in aligned career pathway

Employ Prince George’s Board Staff will monitor training providers annually to assess the completion rates and compliance criteria listed above. LTP’s, other than apprenticeship providers, are subject to monitoring and compliance that aligns with the Workforce Development Board’s Monitoring Policy. Employ Prince George’s will provide a quarterly LTPL approval, denial, and removal report to the WDB.

DENIAL OR REMOVAL OF A TRAINING PROVIDER OR PROGRAM

A training provider must deliver results and provide accurate information to retain its status as an approved LTP. The WDB and/or the Administrator of the WDB can deny or remove a training provider and/or its program(s) from the LTPL for the following reasons:

- a. The application submitted is incomplete
- b. The training does not lead to a recognized industry-recognized certificate or credential
- c. The training provider intentionally supplies inaccurate or falsified information
- d. The training provider loses its licensure or accreditation
- e. The training provider fails to comply with the continued eligibility process

Providers and/or programs that have been removed from the LTPL may be reinstated after the identified compliance issue has been resolved. Repeated compliance failures may result in a long-term suspension or termination from the LTPL. Training Providers who fall out of compliance with LTPL guidelines are liable to repay training funds received during the period of noncompliance.

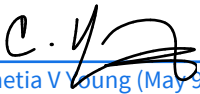
EXCLUSIONS TO THE POLICY:

None

FORMS:

None

APPROVING SIGNATURES:


 Charnetia V. Young (May 9, 2022 11:14 EDT)

May 9, 2022

Board Chair
 Prince George's County Workforce Development Board

Date