




## WIOA ADMINISTRATION

**MEMO:** AP 16 - 03

**DATE:** June 29, 2016

**TO:** AJC Directors  
WDB Directors  
WDB Chairpersons  
Grant Recipients

**FROM:** Laurie Colbourn   
Operational Support Manager  
WIOA Administration

**SUBJECT:** WIOA Eligible Training Provider (ETP) Application Process - Massachusetts Entities

**Purpose:** This AP establishes the process by which **private, non-degree granting post-secondary occupational schools** headquartered in Massachusetts may apply for Connecticut's WIOA Eligible Training Provider List (ETPL).

**Policy:** Entities headquartered in Massachusetts may apply for the Connecticut WIOA ETPL by completing the Connecticut Department of Labor's (CTDOL) WIOA ETP Application and submitting it to the Northwest, North Central, or Eastern Workforce Development Board, whichever is the closest geographically to the headquarters.

Upon receipt of the Application, in addition to the usual review as to form and content, the board must:

- Verify the entity applying for the WIOA ETPL in Connecticut is licensed by the Massachusetts Division of Professional Licensure (DPL) by accessing DPL's website at <http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/schools/licensure/listings.html>. DPL, an agency within the Office of Consumer Affairs and Business Regulation, is responsible for ensuring regulatory compliance and the integrity of the licensing process.
- Check the "Look Up Licensee Discipline: Occupational Schools" website to review whether disciplinary action has been taken against the entity by either DPL (after 8/1/12) or by the Massachusetts Department of Elementary and Secondary Education (prior to 8/1/12): <http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/schools/licensure/suspension.html>. All links to disciplinary action must be reviewed at this page.
- Print a copy of any pertinent information and place the information with the hardcopy of the WIOA ETP Application.

AND

- Confirm the entity is listed as an approved **WIOA** ETP in Massachusetts at <http://jobquest.detma.org/JobQuest/Training.aspx> and further verify the entity's WIOA ETPL status (if the site does not clearly indicate **WIOA** approval) by contacting Massachusetts' ETPL staff.

If the information gathered via the required steps above does not confirm a valid, current license is held by the Massachusetts entity, the board may not approve the WIOA ETP Application. If there is a record of discipline, fines, etc., the board must further inquire with the entity and DPL as to the status of the resolution or settlement of the issue(s) before further considering the application for approval. Boards must take into consideration whether fines remain (1) unpaid or (2) raise implications that would be grounds for denial under ETPL policy.

Board staff responsible for authorizing ITAs must verify the status of the entity via the requirements above **each time an ITA is completed**. If the Massachusetts entity is no longer on Massachusetts' ETPL or is no longer licensed per DPL, the ITA may not be authorized and the board must remove the entity from the ETPL and advise both the entity and CTDOL of the action. No appeal will be offered, but if the entity is later reinstated to Massachusetts' ETPL and/or the DPL list, the entity may reapply for Connecticut's ETPL via the process described above.

If the entity is approved for the ETPL, board staff should advise any WIOA participant planning to attend training with the entity to consider entering into an enrollment contract (if the entity has not already offered or required this legal agreement.) The student will need to have an enrollment contract in order to seek a tuition refund for a covered event.

Questions regarding this policy may be directed to Mary Ziomek in CTDOL's WIOA Administration Unit at (860)263-6596 or by email at [mary.ziomek@ct.gov](mailto:mary.ziomek@ct.gov).