



## WIOA ADMINISTRATION

**MEMO:** AP 18 - 01

**DATE:** February 16, 2018

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

**FROM:** Mark Polzella  
Operational Support Manager  
WIOA Administration

**SUBJECT:** WIOA Eligible Training Provider (ETP) Application Process – Rhode Island Entities

**Purpose:** This AP establishes the process by which entities headquartered in Rhode Island may apply for Connecticut’s WIOA Eligible Training Provider List (ETPL).

**Policy:** Entities headquartered in Rhode Island may apply for the Connecticut WIOA ETPL by completing the Connecticut Department of Labor’s (CTDOL) WIOA ETP Application and submitting it to the Eastern Workforce Development Board, the closest (WDB) geographically to Rhode Island.

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

- Confirm the entity is listed as an approved WIOA ETP in Rhode Island at <http://www.dlt.ri.gov/wio/programs.htm>. At this web page, click on the link that is provided to access the ETPL. You will be redirected to the state’s virtual One-Stop site, EmployRI, where you will be able to sort the list by column headings. Sort by “Provider” and then, for each program the entity is applying for in Connecticut, click on the corresponding, identical Rhode Island program (details) listing to ensure all data is identical to the information stated on the Connecticut WIOA ETP application and verify that the following is stated at the top of the program detail page:

**This program is eligible for financial assistance under the Workforce Innovation & Opportunity Act (WIOA)**

- If the statement above does not appear for that program or if the program applied for in Connecticut by the Rhode Island entity does not appear with the exact name on the Rhode Island ETPL, the program application may not be accepted by the board for consideration of approval for the Connecticut ETPL.

- If there are any discrepancies between the program information stated on the Rhode Island ETPL site and the Connecticut WIOA ETP Application, the application may not be accepted for review until the entity has been advised and a revised Connecticut application is received from the entity that matches Rhode Island's approval identically.
- Print a copy of all pertinent information, including the approved program information from the Rhode Island ETPL site, and place the information with the hardcopy of the Connecticut WIOA ETP Application.

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 Rhode Island entity is no longer on Rhode Island's ETPL, the ITA may not be authorized and the board must remove the entity from the Connecticut ETPL and advise both the entity and CTDOL of the action. No appeal will be offered, but if the entity is later reinstated to Rhode Island's ETPL, 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).