




WIOA ADMINISTRATION

MEMO: AP 16 - 02

DATE: June 10, 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 for New York Entities

Purpose: This AP establishes the process by which entities headquartered in New York may apply for Connecticut's WIOA Eligible Training Provider List (ETPL).

Policy: Entities headquartered in New York may apply for the Connecticut WIOA ETPL by completing the Connecticut Department of Labor's (CTDOL) WIOA ETP Application and submitting it to either the Northwest or Southwest 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:

- Access the New York State Education Department's (NYSED) "School Directory" via NYSED's Bureau of Proprietary School Supervision's (BPSS) website at <http://eservices.nysed.gov/bpss/bpsspublic/BPSSPublicSearch.do> to confirm the entity holds a valid license. Select "school" or other appropriate category at the search criteria dropdown, type the entity's name, and click on "search." Click on the green icon at "Action" on the resulting page. Print a copy of the next resulting page and place it with the hardcopy of the WIOA ETP Application. Review the information. If the information does not show that the license is valid ("issued") and current, the board may not approve the WIOA ETP Application. If there are fines displayed, the board must further inquire with the entity and NYSED 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.

AND

- Confirm the entity is approved for the **WIOA ETPL** in New York by accessing New York State's ETPL at <https://applications.labor.ny.gov/ETPL/> and further verifying the entity's