

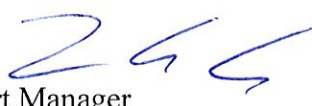


WIOA ADMINISTRATION

MEMO: AP 16 - 04

DATE: July 28, 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
Connecticut Training Entities With Out-of-State Headquarters

Purpose: This AP establishes the process by which training entities that are located in Connecticut but have out-of-state headquarters may apply for Connecticut's WIOA Eligible Training Provider List (ETPL).

Policy: Entities with headquarters in a state other than Connecticut, but a permanent physical presence in Connecticut at which training is offered, may apply for the ETPL contingent upon the following:

- The entity applying for the Connecticut WIOA ETPL is approved by the Office of Higher Education (OHE).

AND

- The entity's training site location (address) and program(s) stated in the WIOA ETP Application match those approved by OHE.

The entity may apply for the Connecticut WIOA ETPL by completing the Connecticut Department of Labor's (CTDOL) WIOA ETP Application and submitting it to the Workforce Development Board for the area in which the Connecticut training site exists. If there is more than one Connecticut site, the entity must indicate which will be considered the "primary" site location and the board for that site's area will be considered the lead board for application purposes. A WIOA ETP Application must be sent to any other (secondary) board for the entity's other sites (see page two of the WIOA ETP Application for mailing instructions).

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 1) approved by OHE and 2) the entity's training site location (address) and program(s) stated in the WIOA ETP Application match those approved by OHE by checking OHE's website at <http://www.ctohe.org/HEWeb/POSAList.asp> or any other applicable OHE web page.

AND

- Print a copy of any pertinent information and place the information with the hardcopy of the 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 entity is no longer approved by OHE, 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 approved again by OHE, the entity may reapply for Connecticut's ETPL via the process described above.

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.