	West Central Region Local Policy		
	Subject: Local Eligible Training Provider Selection Policy	**OWD Approval Date:** 8/28/25	**Board Approval Date:** 9/24/25
	Reference: OWD Policy 04-2025	**Revision:** 6	**Effective Date:** 9/24/25

PURPOSE

This local policy establishes the criteria for selecting and approving eligible training providers (ETP) for the West Central Region and also addresses accountability and compliance with WIOA, procedures for Pell Grant reimbursement to WIOA for tuition, and specific terms and expectations of the ETPs.

BACKGROUND

As required by WIOA sec. 122, States, in partnership with Local Boards, must identify eligible training providers that are qualified to receive WIOA Title I funds to train adults and dislocated workers, and youth, including those with disabilities. Therefore, WIOA requires that each State must maintain a list of eligible training providers and their eligible training programs. The list must be accompanied by relevant performance and cost information and must be made widely available, including in electronic formats, and presented in a way that is easily understood, in order to maximize informed consumer choice and serve all significant population groups.

STRATEGY

The approved list of eligible training providers can serve as an important tool for participants seeking training to identify appropriate providers, and relevant information such as cost and program outcomes. Using the list of eligible training providers, case managers in one-stop job centers can assist participants in identifying training and training providers in high demand industries that result in positive outcomes and recognized credentials. The WDB may be subject to questioned costs if staff enrolls WIOA participants in a training institution *not authorized* to conduct business in Missouri.

Training must lead to a certificate, an associate, or baccalaureate degree, competency or skill recognized by employers; and be at least one of the following: accredited, approved, certified, licensed, or registered by an authorizing agency or organization.

Participants eligible for training will select a training provider from the State's approved provider list. Job Center staff will ensure the program is approved and in good standing on the Missouri's Eligible Training Provider System (ETPS). An approved ETP does not automatically have every class/course approved.

LOCAL SELECTION/APPROVAL OF ETPS PROVIDERS/PROGRAMS

The following criteria will be used to determine approval on the local list of eligible training providers/programs:

1. The Workforce Development Board of Western Missouri, Inc. (WDB) will select/approve providers for the ETPS list based on justification that the training is for in-demand industry sectors and

occupations in the West Central Region and occupations have a Grade A or B per Meric. To determine current and emerging in-demand sectors and occupations the WDB will use relevant labor market information from sources such as MERIC and ONET. Per MERIC data, the West Central Region recognizes the following in-demand sectors:

- Healthcare/Social Assistance
- Manufacturing
- Retail Trade
- Food Production

Any training for occupations outside of these in-demand sectors or for occupations that are Grade C or below will be evaluated on a case-by-case basis and will require approval of the WDB Executive Director.

2. The number of WIOA participants completing the program can be no less than 50% of the number of participants that started the program.
3. Employment rate, retention rate, and median earnings must meet or exceed the WDB's performance rates.
4. Cost to complete the program is not higher than twice the amount of completing the equivalent program at other local training providers within a reasonable distance on the ETPS.

Eligible training providers will complete the local approval form and provide the requested information. The information on this form will be used in conjunction with other information such as labor market information and participant completion rate. This information will be reviewed to ensure the provider meets the criteria and approval/denial will be given. Each quarter, the providers/programs that have been approved will be reported to the Planning and Operations Committee of the WDB. For those approval requests for occupations outside of in-demand sectors or Grade C or below will be submitted to the Executive Director for approval.

The WDB designated reviewer (s) will approve/reject providers/programs within ten (10) business days of receiving request for local approval.

An entity that carries out programs registered under the Act of August 16, 1937 (commonly known as the "National Apprenticeship Act"; 50 Stat. 664, Chapter 663; 29 U.S.C. 50 et seq.), also may qualify for eligibility. Registered Apprenticeships that request to be included on the ETPS list are automatically approved with no further vetting by the State. A registered Apprenticeship will remain on the list of eligible training providers (ETP) indefinitely if the provider remains registered with the U.S. Department of Labor, Office of Apprenticeship

RENEWING OF ELIGIBLE TRAINING PROVIDERS

Provider/programs will be reviewed annually. After one year the school will complete the process of the original approval for subsequent approval.

If at any time the WDB determines the training provider is no longer adhering to the terms and expectations listed in this document, the approval will be disqualified and the training provider notified. The WDB may grant a probationary period for corrective action before disqualifying the program for local approval.

TERMINATION OF ELIGIBLE TRAINING PROVIDER

Removal of an ETP approved by the West Central Region may be based on:

1. Failure to provide required data
2. Failure to notify of program changes including, but not limited to – costs, location of training, or a change in the program any time after its original approval
3. Failure to meet established criteria
4. Intentionally supplying inaccurate information
5. Substantial violations of any provisions of federal, state, or local statutes, regulations, policies or procedures.

Training programs removed from the ETP list due to failure in performance shall remain off the locally approved list for a period of not less than one year, at which time it may reapply for continued eligibility.

TRAINING PROVIDER APPEAL PROCESS

Training providers can choose to appeal the rejection of their program for inclusion on the ETP list by submitting in writing the justification for their appeal to the local WDB. The appeal must be submitted within 14 days after notification of the local decision. A copy of the appeal will be sent to the Missouri Division of Workforce Development's Performance and Research unit for review.

PROCEDURES FOR PELL GRANT REIMBURSEMENT FOR WIOA TUITION

Participants must be unable to obtain other grant assistance or require assistance beyond the assistance made available, including Federal PELL Grants - WIOA is funding of last resort. Training providers agree to adhere to the requirements set forth in the West Central Training Provider Administrative Procedures regarding reimbursement due to PELL and other grants.

TERMS AND EXPECTATIONS OF ELIGIBLE TRAINING PROVIDERS

Monitoring

The Training Provider will be informed that the Workforce Development Board, Division of Workforce Development, U.S. Department of Labor, or other such related agencies may monitor the ETP to ensure compliance with rules and regulations. **The ETP must allow monitoring visits for WIOA compliance, EO compliance and participant progress.**

Nondiscrimination and Equal Opportunity

Eligible Training Providers must guarantee that the required nondiscrimination and equal opportunity language listed below will be included in all grants, cooperative agreements, plans, contracts, and other similar documents as noted in 29 CFR Part 38. Eligible Training Providers agree to comply fully with all nondiscrimination and equal opportunity provisions of the following laws:

- WIOA Section 188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title 1 financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
- Title II Subpart A of the American with Disabilities Act of 1990, as amended, which state in part, “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity; and
- Genetic Information Nondiscrimination Act of 2008, which prohibits discrimination on the basis of genetic information with respect to health insurance and employment;
- The Training Provider also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the Eligible Training Provider’s operation of the WIOA Title 1-financially assisted program or activity, and

to all agreements the provider makes to carry out the WIOA Title 1-financially assisted program or activity. The Eligible Training Provider understands that the United States government has the right to seek judicial enforcement of this assurance.

Workforce Innovation and Opportunity Act

Eligible Training Providers must agree to follow all requirements of the Workforce Innovation and Opportunity Act (WIOA), including:

1. The ETP should have an EO Officer or a staff person that deals with nondiscrimination and equal opportunity policies and regulations.
2. The Missouri Division of Workforce Development's "Equal Opportunity is the Law" poster shall be posted in the facility.
3. Contract agreements shall contain nondiscrimination and equal opportunity provisions.
4. The ETP shall advertise to underserved populations.
5. The ETP shall have an accommodations policy.
6. The ETP must have a process for analyzing equal opportunity demographics for students that attend the institution. The following data may be requested during an EO monitoring visit:
   - Training program applications by demographics.
   - Training program selection outcomes by demographics.
   - Training program graduation/completed outcomes by demographics.
   - Training program incompletions outcome by demographics.
   - Training program placement wage outcomes by demographics.
7. The ETP shall have a confidentiality policy regarding the process for collecting confidential data.
8. The Training Provider shall have a written EO complaint policy. Additionally, the ETP must allow monitoring visits for EO compliance.

WEST CENTRAL REGION ASSURANCES

The WDB agrees to:

1. Carry out the login and online procedures to the State's electronic ETPS
2. Determine and approve initial eligibility.
3. Renew the eligibility of providers and programs.
4. Terminate ETPS or programs, when necessary due to poor performance or violation of WIOA requirements.

ANNUAL REVIEW OF LOCAL ETPS POLICY

Per OWD Issuance 22-2019 this policy will be reviewed no less than annually, with any revised policies sent to OWD for review by May 15 of each year. This will ensure the most recent policy is applied consistently each Program Year (July through June).