

DATE: November 26, 2018
TO: Existing Training Providers
FROM: WorkSource Georgia Mountains
SUBJECT: Requests for additional NEW programs (without performance history)

All requests for additional NEW programs without performance history must be submitted to WorkSource Georgia Mountains (WSGM) using the following instructions.

PLEASE NOTE:

Training Providers submitting additional NEW programs to WSGMs should carefully review the ETPL Training Provider Applicant packet which includes:

- WIOA Glossary and General Information
- Instructions for completing the application
- Initial Eligibility for new providers
- Provider/Program responsiveness checklist
- Eligible Training Provider/Program Application
- Individual Training Account Policy

Please submit the request to:

WorkSource Georgia Mountains
1856 Thompson Bridge Road, Suite 3
Gainesville, GA 30501

Questions regarding the submission may be addressed to WSGM at 770-538-2727.

All new programs are subject to WSGM review and approval. The provider will be notified with five days of approval/non-approval. Recommended programs will be forwarded to the Technical College System of Georgia Office of Workforce Development (TCSG OWD) for acceptance and inclusion on the State Eligible Training Provider/Program List. If the program is accepted by the TCSG OWD, a revised provider agreement may be submitted to the provider for signature.

Instructions for Currently Approved Eligible Training Providers proposing new training programs (with no performance history)

Approved Training Providers proposing new training programs shall follow the procedure below in order to qualify for one year of initial eligibility. Approved Training Providers seeking initial eligibility for a new program shall provide the WSGM a narrative application, which must include the following verifiable program specific performance information:

1. Provide information on a substantially similar training program (in the same industry) indicating whether than program satisfied the following indicators of performance:
 - a. unsubsidized employment during the second quarter after exit,
 - b. unsubsidized employment during the fourth quarter after exit,
 - c. median earnings,
 - d. credential attainment,
 - e. average wage at placement, and,
 - f. training related employment rate.
2. A descriptive narrative with information on the proposed training program's ability to satisfy the following indicators of performance:
 - a. unsubsidized employment during the second quarter after exit,
 - b. unsubsidized employment during the fourth quarter after exit,

- c. median earnings,
 - d. credential attainment,
 - e. average wage at placement, and,
 - f. training related employment rate.
3. Information concerning whether the provider is in a partnership with business. This could include information about the quality and quantity of employer partnerships.
 4. Information that addresses alignment of the training services with in-demand industry sectors and occupations, to the extent possible.

LWDA's must re-verify that the Approved Training Provider's proposed new program complies with the following to be considered for one-year inclusion on the State ETPL.

1. Approved Training Provider must have been in business for at least six months prior to the initial application and must have a current business license or proof of active compliance with the Secretary of State Corporations Division;
2. Training programs must be available to the general public and have published catalog price structures;
3. Training facilities must comply with ADA requirements for accessibility and reasonable accommodation;
4. Approved Training Providers must be current on all federal and State taxes (must supply certification from accounting/tax firm of current tax standing regarding federal and State taxes, including Unemployment Insurance taxes);
5. Approved Training Providers must be in statutory compliance with the laws of the State related to operation as a training education institution. Proprietary colleges or schools operating in Georgia are required by the Nonpublic Post-Secondary Educational Institution Act of 1990 to have a certificate of authorization from the NPEC before beginning operation or advertising in the state;
6. Approved Training Providers must provide documentation of current accreditation/authorization;
7. Approved Training Providers must not have been found at fault in criminal, civil or administrative proceedings related to its performance as a training or educational institution and must disclose any pending criminal, civil or administrative proceeding as either a defendant or a respondent;
8. Approved Training Providers must disclose any and all conflicts of interest with State or LWDB staff or board members including, but not limited to family ties (spouse, child and parent), fiduciary roles and employment or ownership interests in common, and
9. All applications must include a current federal tax identification number.

All information detailed above will be reviewed and verified by the WSGM, in a manner detailed in local policy to determine whether or not the proposed program shall be granted initial one-year eligibility.

At the conclusion of the initial year, the program shall provide such required data as outlined and detailed below for the State to determine whether the program shall remain on the ETPL or be removed. Each required measure's data shall be collected and submitted by the LWDA. The Approved Training Provider may continue enrolling WIOA funded students into the initially approved program until such time as the State issues a determination regarding continued eligibility and subsequent placement on the ETPL.

After receiving the program's data from the WSGM, the State shall perform its review of the program. If the necessary data is not received by the State in a timely manner, the Program shall not receive continued eligibility or be placed on the ETPL. The program must satisfy the following factors in order to be determined eligible for placement on the ETPL:

1. The program must enroll at least ten (10) students during the 12-month initial eligibility period, and;
2. The program must satisfy two or more of the six factors identified in the table below.

If the program fails to satisfy either of the two requirements listed above, the Approved Training Provider's program under review will be removed in accordance with Section 4.4.7 (II)