



Minnesota's Eligible Training Provider List (ETPL)

November 2020

- The Eligible Training Provider List (ETPL) has two components:
 - the **Career and Education Explorer**, the public-facing website which will be able to be accessed and searched by the general public, and
 - the **Training Provider Portal**, which is a secure website for training providers to add and edit information about their trainings.

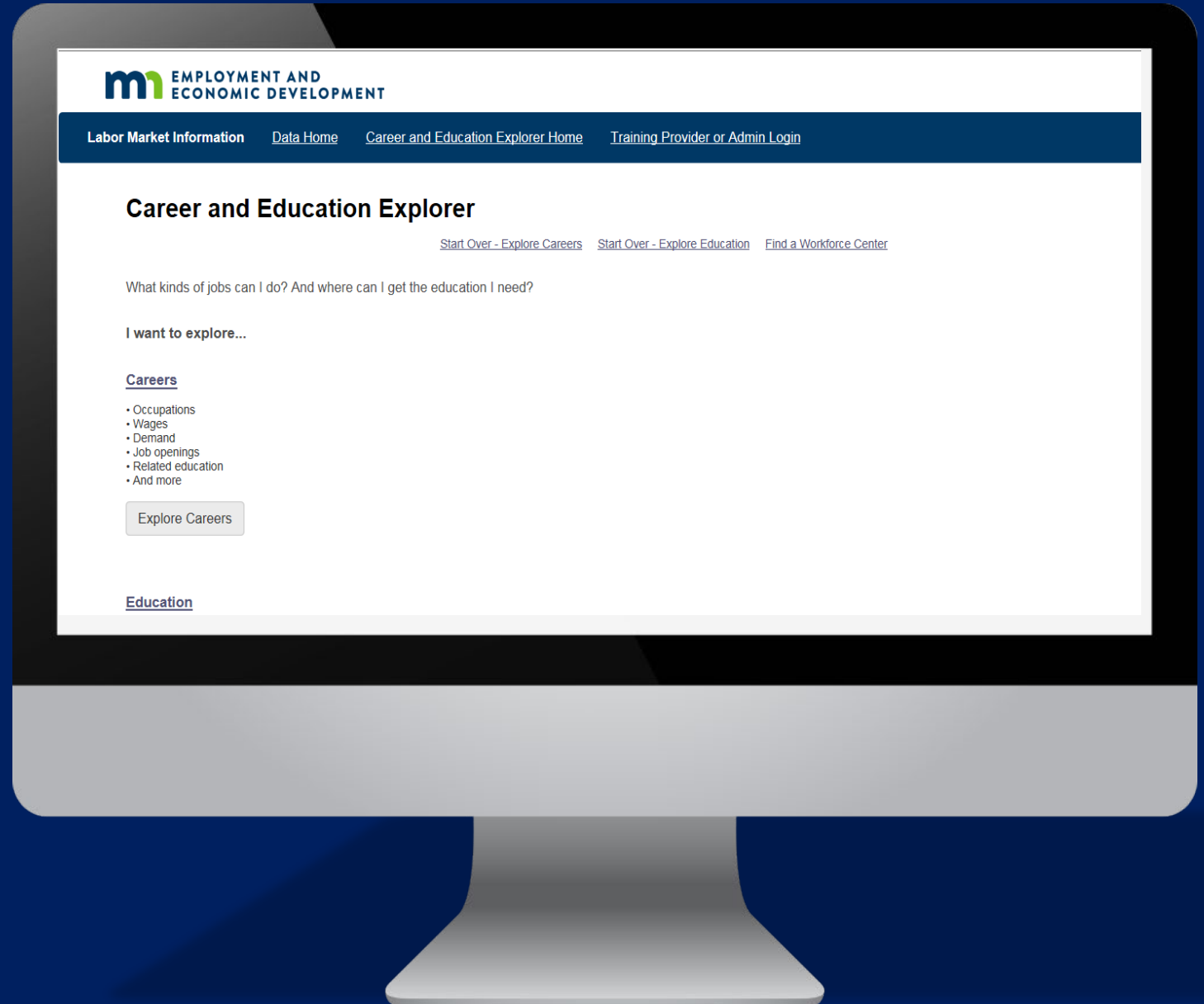
Introduction (cont.)

- Under federal WIOA law, all states are required to maintain a list of eligible training providers. In Minnesota, the Department of Employment and Economic Development (DEED) administers this list.
- The ETPL is **required** for WIOA Title I (Adult, Dislocated Worker and Youth) program.

Who's on the ETPL?

Check out the Career
and Education
Explorer data tool for a
current list of
institutions:

mn.gov/deed/careers



What's on the ETPL?

Program customers can find course and program information, including:

- A description of the training
- Length of training
- Credits or contact hours needed for completion
- Tuition and fees
- Award or credential issued after completion of training
- WIOA certification or non-credentialed training designation for each program
- In Planning Stages: Increased performance information about courses and programs

How a School Becomes an Eligible Training Provider

Step 1: Institution must meet and submit initial eligibility criteria

Step 2: Institution representative creates user profile in the ETPL
Provider Portal

PAUSE: ETPL Administration activates user account

Step 3: Institution submits information about programs and courses

PAUSE: ETPL Administration approves each training listed on the ETPL

Step 4: Institution must continue to meet eligibility requirements

Step 1: Institution must submit initial eligibility criteria

- No training provider is required to be listed on the ETPL. It is completely voluntary.
- In Minnesota, a training provider must meet two requirements to be listed:
 - Have a public, physical location in Minnesota
 - The institution must be licensed, registered, or legally exempted by the Minnesota Office of Higher Education (OHE), with a few exceptions based on specific occupations.
 - Examples of training organization that OHE does not regulate include CDL/truck driving, flight school some medical training, and state or national registered apprenticeship programs.
- State- or federally-approved registered apprenticeship programs (RAPs) are automatically eligible to join the ETPL. However, RAPs opt-in to being listed.

If the training institution is on Minnesota's ETPL...

- It is licensed, registered or exempt with the Office of Higher Education.
- It has been vetted with the appropriate state agency who regulates that occupational training.
- It is a state or national registered apprenticeship program.


NOTE: If using WIOA Title I training funds, the program must be listed on the ETPL. Just seeing the training institution on the ETPL is not enough.

Step 1 (detour) What does OHE do?

- OHE leads the process to license, register, or temporarily exempt (from licensure) trainings offered by institutions in Minnesota, with a few exceptions based on specific occupations.
- This licensure and exemption process has a purpose; it ensures that the public in Minnesota is protected if a training provider closes.
 - This process of licensure or exemption can be a lengthy process.

Step 2: Institution representative creates user profile

- Each school needs a contact.
- Institutions must sign up for an account through the ETPL Provider Portal.

 **ETPL Provider Portal**

Training Provider Log-In

User name

Password

[Forgot username or password](#)

Don't have an account yet? Or closed before completing a new account? [Create account](#)

<https://apps.deed.state.mn.us/lmi/Etpl/>

Step 3: Institution submits training information

- Approved Users in the ETPL Provider Portal submit program and course information
- Approval happens at the level of programs and courses
- Not all trainings offered by a training provider may be eligible

WIOA-certification & non-credentialed training flags

- The ETPL includes courses, programs and registered apprenticeships, which may or may not have a “WIOA-certification” or “Non-credential” training designation.
 - WIOA certification = credentialled training
- Training institutions must request that a program be considered for WIOA certification.
- If a training does not end in an industry-recognized credential but is occupation specific, DEED issues it a “Non-credentialed training” designation.

Another note about WIOA-certification

- “WIOA-certification” is largely a term only used in Minnesota.
- We do not WIOA-certify training institutions. Only courses, programs, and registered apprenticeships can be WIOA-certified if they result in an industry-recognized credential.
- DEED administers WIOA Title I funds to 16 Local Workforce Development Area (LWDA) Boards. They may have their own policies, which can include only funding training programs that are WIOA-certified.
 - If you are a counselor, please check your local policies.

Step 4: Continuing Eligibility

- ETPL participation is not permanent
- DEED's Program Monitoring team strongly recommends that counselors print the ETPL page showing the institution and whether it's WIOA or non—credentialed and place print out in file

Step 4: Continuing Eligibility

1. Maintain initial eligibility criteria
 - Location in Minnesota
 - Appropriate approval from state agency (e.g. exemption renewal)
2. Updates to training listings on the ETPL – required every 24 months
3. Performance reporting
 - Minnesota utilizes SLEDS to decrease reporting burden
4. States are required to utilize performance criteria in evaluating continuing eligibility. ETPL Administration is revising appropriate measures.

VALIDATION and DOCUMENTATION

Recap: Using WIOA Dislocated Worker and Adult funds

- If a program/course **IS NOT** on the ETPL, WIOA training funds cannot be used to pay for the training.
- If a program/course is on the ETPL then WIOA training funds can be used. However,
 - **IF the training is WIOA-certified**, then it would be considered credential training.
 - **IF the training is Non-Credentialed training**, then it would be considered non-credentialed training.
 - **IF the training is neither**, then WIOA training funds cannot be used. Other support or career service funds could fund this training.
- Minnesota observes ETPL reciprocity with other states, so WIOA training funds could be used with an out-of-state training institution if the program/course in question is on another state's ETPL. Validation is required in the counselor's case file.

Reciprocity

- Minnesota observes reciprocity with other state ETPLs.
- This means that if a training program is not offered in Minnesota, but is on another state's ETPL, you can connect your customer to that training.
- Please print out web page that lists the training institution and the training program on other state's ETPL.
 - In WF1, you'll need to select "School Not in Minnesota" drop-down option.
 - In the WIOA Certification Status field within that same activity you will select "Certified Outside of MN".

Recap: Using State Dislocated Worker funds

- If using State Dislocated Worker funds, the training institution does not need to be listed on the ETPL, however the training does need to meet the eligibility criteria.
- The training institution DOES need to be registered, licensed, or exempt by OHE:
 - You can find lists of [registered training institutions](#) and [licensed career schools](#) on OHE's website. And out-of-state institutions recognized by OHE on [SARA](#).
 - There is not an online list of exemptions, as exemption letters issued by OHE expire two years after issuance.
- Proof of registered (print out from OHE website or SARA), licensed (print out from OHE website), or exemption status is required in the case file.

How DEED works with the Minnesota State System

- DEED receives bulk uploads from the Minnesota State Colleges and Universities monthly.
 - The bulk upload is for-credit offerings.
- The MinnState requests WIOA-certification for all for-credit programs.
- Non-credit training updates are manual and decentralized. Each campus may designate someone on the non-credit side to have access to the Training Provider Portal to add/update and request WIOA-certification for non-credit courses.
- Third party training providers are not allowed on the ETPL.

How DEED Works with University of Minnesota

- Currently all University of Minnesota offerings are manual.
- DEED is planning with the University of Minnesota's Office of Institutional Research to establish a bulk uploads process for their for-credit programs.

COMMON QUESTIONS

Common questions we get from counselors

- What about certification/credentialing tests?
 - Tests are not training and won't be on the ETPL. Organizations that provide training AND access to a test for certification/credential may be listed on the ETPL.
- Can I use this training provider?
 - For State Dislocated Worker: yes, if they are registered, licensed or exemption with OHE or on another state's ETPL or listed on SARA (for State Dislocated Worker). For WIOA Title I: yes, if the program is on the ETPL in Minnesota or another state.
- Can you call this training provider and get them through the OHE process or join the ETPL?
 - Sure, but we can't make them.
- Can I get a printed copy of the ETPL?
 - No, it changes daily.

Questions we get from participants

- I'm a Dislocated Worker participant; and I want this training. Can you help?
 - Sure, I'll try. And I'll be reaching out to your employment counselor to let them know that we've spoken.
- I heard that I can get WIOA money for fund my training; how do I do that?
 - Let me connect you to your local CareerForce location. They can help determine if you are eligible for WIOA or another workforce training program that might help funding training.

What we tell training providers

- All workforce training programs with training are eligibility-based.
 - This means there are enrollment requirements a customer must meet.
- WIOA program participants work with their employment counselors to set an employment plan, which may include training to help them reach their goal.
- It's very important that the employment counselor drives the relationship with the client.
 - WIOA Title I mandates that customers are provided with training options (like the ETPL) to make an informed choice.

Thank you!



ETPL Administrator
etpl.deed@state.mn.us