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Area 11: Local Policy  
Eligible Training Provider Process

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**PURPOSE:**

This policy provides guidance for the initial and subsequent determination of eligible training provider (ETP) eligibility, the federal and state requirements for training providers, performance standards, and data reporting.

**I. BACKGROUND**

A program of training services is one or more courses or classes or a structured regimen that provides the services that are listed in 20 C.F.R. 680.200 and leads to:

- A.** An industry-recognized certificate or certification, a certification of completion of a registered apprenticeship, a license recognized by Ohio or the Federal government, or an associate or baccalaureate degree;
- B.** A secondary school diploma or its equivalent;
- C.** Employment; or
- D.** Measurable skill gains toward a credential.

**II. ELIGIBILITY REQUIREMENTS FOR ETPs**

ETPs may include:

- A.** Accredited institutions of higher education that provide programs which lead to recognized postsecondary credentials;
- B.** Entities carrying out programs registered under the National Apprenticeship Act (29 U.S.C. 50); or
- C.** Public or private for-profit providers of training services, which may include but are not limited to:
  - 1. Community-based organizations;
  - 2. Joint labor-management organizations;
  - 3. Nonprofit organizations providing workforce-related training; and

4. Eligible providers of adult education and literacy activities under title II of WIOA (in Ohio, known as Aspire) if such activities are provided in combination with occupational skills training.

Ohio may approve training providers who do not have a physical training location in Ohio, if the provider meets all other eligibility and performance reporting criteria.

### **III. TRAINING PROVIDER INITIAL ELIGIBILITY REQUIREMENTS**

Any provider offering a training services program to be funded through WIOA using ITAs must be included on the State ETP list, [Workforce Inventory of Education and Training](#) (WIET). Except for registered apprenticeship programs, all providers must first apply for consideration by submitting all required information in the State's designated online system for managing the State ETP list (WIET).

To qualify as an ETP in Ohio, a provider of training services must meet the following criteria:

- A. remained in business for two years or longer;
  1. As indicated by the date upon which the provider initially registered with the Ohio (or other state) Secretary of State.
- B. Registered with the Ohio Secretary of State to do business in Ohio, is exempted from such registration, or registered to do business in another state if the provider does not have a significant presence in Ohio;
- C. Is not debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in transactions by USDOL or the State of Ohio;
- D. Does not owe any outstanding tax liability to the State or Federal government more than six months past due; and
- E. Does not owe any outstanding civil, criminal, or administrative fines or penalties at the State or Federal level.

ETPs applying to the state of Ohio's WIET list, should reference [WIOAPL 16-02.2](#) Eligible Training Providers for additional initial and continued eligibility criteria.

### **IV. LOCAL (AREA 11) INITIAL TRAINING PROVIDER ELIGIBILITY**

#### **A. Initial Eligibility Requirements**

1. Any provider offering a program of training services in Area 11 to be funded through WIOA using ITAs per [WIOAPL 16-02.2](#) must register as a training provider in Ohio by visiting the state's WIET website at <https://owcms.ohio.gov/wiet/index.xhtml> and complete the registration process. Please note that WIET registration is a two-step process.

- i. First, the learning institution must be approved as an eligible training provider by meeting all the required State of Ohio information.
  - ii. Second, once approved as a training provider, the contact or authorized staff must log in to add the program offerings. Please note that the provider cannot cut and paste a link to the course catalog when adding programs. Each program must be separately entered as they are approved individually.
2. Area 11 Can not review any application or approve training for a job seeker if the Training Provider is not first approved by the State of Ohio.

## **B. Industry Prioritization**

WIOA requires Workforce Boards to prioritize training dollars to align with in-demand occupations and industries for economic development activities in the service area. Therefore, Aspyr (which houses the workforce board for Franklin County) emphasizes individual training accounts (ITA), which provide training opportunities to participants that lead to employment in an in-demand occupation/job.

The following are the industry sectors prioritized for training investments recognized for the Fiscal Years 2018 – 2028. Aspyr will apply these industry sector priorities through June 2028, as below or subsequently amended. ***Please reference the Area 11 ITA policy for additional information about industry prioritization.***

1. Advanced Manufacturing
2. Business/Administrative Support/ Finance/Insurance Professions
3. Construction and Skilled Trades
4. Healthcare and Healthcare Support
5. Leisure and Hospitality
6. Information Technology
7. Transportation, Distribution, and Logistics (Supply Chain)

## **C. Area 11 Top Jobs**

Aspyr evaluates training programs to ensure they prepare individuals for self-sustainable careers within the local/regional economy. These programs align with current labor market information and focus on high-growth, high-demand industry sectors and occupational clusters. Additionally, they address skills shortages and contribute to the vitality of the regional economy.

Annually, Aspyr conducts an updated analysis to identify occupations in Franklin County that meet these criteria. It's important to note that DOL and ODJFS registered apprenticeships are automatically included, as they are exempt from the criteria per [Ohio WIOA Policy letter 16-02.2](#).

In order to be eligible as a training provider on the Area 11 Approved Training Provider List, training programs must train WIOA-eligible participants for jobs in occupations that meet one of the following classifications and corresponding criteria unless approved as a contracted training-only provider (**Reference Area 11 Contracted Training Policy**)

A full list of approved occupations can be found in **Attachment A: Area 11 Priority Occupations**.

### **Priority Occupation Classification:**

**Growth:** Annual growth in the number of jobs higher than the Columbus MSA of 21;

**Experience:** Requires “none ” or less than “considerable (Job Zone Four)” preparation (of work experience in a related occupation, according to the governor’s Office of Workforce Transformation.

**Wage:** The 50th percentile wage (median) is at least \$22.37 per hour. In other words, at least 50% of workers in the occupation earn \$22.37 or more.

**Education:** The typical education needed for entry is no more than an Associate’s Degree

**Note:** In alignment with its strategic priorities, Aspyr reserves the right to modify the prioritization criteria by adding or removing occupations that do not meet the specified standards.

### **D. Additional Local Performance Requirements for Initial and Continued Eligibility**

Area 11 is not required to provide WIOA funding to a training provider listed on the State ETP list. Area 11 reserves the right to establish additional eligibility regarding how ETPs will be utilized locally. **Please note that registering and being listed as registered by the State of Ohio as a training provider does NOT mean a training provider is approved to obtain training funds in Area 11. In addition, being listed on the Area 11 ETP list does not guarantee local funding.**

1. Area 11 places a higher emphasis on performance outcomes; therefore, following your registration with WIET and the required performance reporting from the State of Ohio, Aspyr requires that the training provider indicates in their application that:
  - i. 75% of students/customers completed training;
  - ii. 75% of students/customers receive an industry-recognized credential (**Reference attachment B**);
2. As a part of their application, Training providers must also provide at a minimum:

- i. Total number of persons enrolled in training;
- ii. Total number of persons that received employment six months (two quarters) after completion of the training program.

The training provider must justify their charges as a legitimate public value based on a price analysis for training costs. If a training provider cannot meet Aspyr performance outcomes listed above during the review process period, Aspyr may allow the training provider to be listed on the Area 11 approved training provider list for a probationary period. Upon the end of the probationary period, Aspyr will evaluate the ETP's performance and determine if they will remain on the Area 11 approved training provider list.

***Note: If applicable, please provide the data above for the most recent program year.***

The training provider must participate willingly and promptly in data resolution, verifications, problem resolution, contracting, and other documentation necessary to evaluate satisfactory performance for the use of public workforce training investments. The training provider must be conveniently located to serve Franklin County customers, and public transit access will be prioritized

#### **E. Credentials, Certificates, Licenses, or Degrees**

Training must result in the awarding of an industry-recognized credential, national or state certificate, or degree, including all industry-appropriate competencies, licensing, and/or certification requirements (***Reference attachment A***).

Regardless of whether the Training Provider's program requires a third-party certification for credential attainment/national or state certificate award, the Training Provider is responsible for appropriately reporting such attainment OhioMeansJobs Columbus-Franklin County. Copies of credentials/certificates must be made available to Aspyr or OhioMeansJobs if requested.

#### **F. Accreditation Requirements**

Accreditation status will be considered as part of the eligibility review process for Area 11 Approved Training Providers. Training providers must disclose their accreditation status in the application, including whether the institution is accredited, the type of accrediting body (e.g., national, regional, or program-specific), and which specific programs hold accreditation, along with the name of each accrediting organization.

Aspyr may consult with employers to identify preferred accreditations that align with in-demand occupations and industries. When employer input is used to inform

accreditation relevance, Aspyr will seek feedback from a minimum of three employers or reference current labor market data showing at least 20 open positions within the targeted occupation or industry, as applicable. This feedback will be used to assess the value and relevance of specific accreditations in the context of regional workforce needs.

Accreditation status, including the type and relevance of accreditation, may influence the decision to approve or deny a provider's eligibility. Providers must confirm their understanding of how accreditation is considered by initialing a designated acknowledgment section during the application process.

## **V. STATE OF OHIO CONTINUED ELIGIBILITY REQUIREMENTS**

Per **WIOAPL 16-02.2**, To remain active on the State ETP list and continue to receive WIOA funding, an ETP must renew its provider status in the State's designated system for managing the State ETP list at least once every 12 months following the date of the previous approval. The provider renewal process requires an update of basic provider information.

The State will review all submitted renewal requests and will terminate and remove providers that fail to meet the criteria necessary to remain eligible. The training provider will be notified via e-mail when its status has either been renewed or terminated.

If an ETP does not renew its provider status within 90 days following the 12-month renewal date, the provider will be terminated and removed from the State ETP list. The training provider will no longer be permitted to provide ITA services funded by WIOA until completing the initial eligibility process described above and obtaining ODJFS approval.

## **VI. LOCAL CONTINUED ELIGIBILITY REQUIREMENTS**

To remain an Area 11 Approved Training Provider following the expiration of its initial approval period, a provider must participate in the local continued eligibility review process. Providers in the continued eligibility category will be required to complete and submit the designated Continued Eligibility Microsoft Form, available at <https://aspyrworkforce.org/>, during the communicated review period. Through this form, providers will have the opportunity to update relevant program information, organizational details, performance outcomes, and any other additions or changes to information previously submitted to Aspyr. As part of the continued eligibility process, providers must:

1. Submit updated program information for each approved program through the designated Continued Eligibility Microsoft Form;
2. Submit updated performance information as required in Section IV.D.1 and IV.D.2 of this policy; and

Provide any updates regarding accreditation status or any issues related to accreditation. Failure to submit the required information by the communicated deadline may result in removal from the Area 11 Approved Training Provider List.

Important Note: Providers enter the continued eligibility category following the expiration of their initial two-year approval period

## **VII. TRAINING PROGRAM UPDATE POLICY AND PROCESS**

1. Training Providers may update locations for their programs at any time by adding/deleting locations on their WIET Profile. Other program information may be updated on WIET in order to provide accurate information to the OhioMeansJobs Staff and/or participants at any time throughout the program term.
2. Program cost updates will only be allowed on an annual basis during the annual review period. The annual review period will begin on or about May 1<sup>st</sup> and end July 1<sup>st</sup>. Updates made during the annual review period will be effective July 1<sup>st</sup>. Course fees and tuition must remain the same for the entire term of the program eligibility to ensure accuracy. Inquiries for exceptions to this policy must be submitted in writing to [\*\*kscott@Aspyrworkforce.org\*\*](mailto:kscott@Aspyrworkforce.org) and approved by the Area 11 Director of Policy and Research before changes are made and submitted to Aspyr for review.
3. The original cost of the training program submitted with the approved program application must be used for the duration of the program year, unless otherwise approved in writing. If a Training Provider makes a price change without approval, Aspyr reserves the right to delist the program or limit reimbursement to the previously approved cost.

## **VIII. STANDARDIZED ASSESSMENT**

WIOA staff must determine, through evaluation or assessment of the individual, that the individual has the skills and qualifications to participate successfully and complete training. Including:

1. Adult and Dislocated Workers must have English reading, writing, or computing skills at or above the 6<sup>th</sup>-grade level on a generally accepted standardized test; and
2. Adult and Dislocated Workers must have math skills at or above the 6<sup>th</sup>-grade level on a generally accepted standardized test; or
3. Can compute or solve problems, read, write, or speak English at a level necessary to function on the job and pass standard certification tests.

If an ETP has an assessment that can be used in place of the locally used assessment, it must be submitted with the application for review and approval; otherwise, the local assessment used for appropriateness will be used.

## **IX. ELIGIBILITY EXCEPTIONS**

### **A. Work-based Training Programs**

While work-based training programs may apply to be considered for the State of Ohio's ETP list, per WIOA, certain work-based training programs do not meet ETP eligibility requirements. These programs may be eligible for WIOA funding utilizing a direct contract in lieu of being listed on the ETPL. These programs include:

1. On-the-Job Training (OJT)
2. Incumbent Worker Training (IWT)
3. Customized Training (this includes State Earn and Learn)
4. Internships
5. Transitional Employment
6. Paid or Unpaid Work Experience Opportunities

### **B. Registered Apprenticeship Programs**

Registered apprenticeship programs, upon approval by ODJFS, are given the opportunity to be included on the State ETP list. Sponsors may request to be excluded. When applying to become a registered apprenticeship program, the sponsor will be informed of this opportunity and the benefits of inclusion on the State ETP list.

Once included on the State ETP list, registered apprenticeship programs will remain on the list until they are deregistered or until the registered apprenticeship program notifies ODJFS that it no longer wishes to be included on the list. All registered apprenticeship programs listed on the statewide ETP list must also be located on the Area 11 Approved Training Provider List.

National Apprenticeship programs are automatically eligible for inclusion on the State ETP list and the subsequent Area 11 Approved Training Provider List. National programs are not required to register their program in the State of Ohio in order to gain inclusion on the ETP list.

Inclusion of a registered apprenticeship program on the State ETP list allows eligible adults, dislocated workers, and youth who are authorized to receive ITAs to use WIOA funds to cover the costs of classroom training provided as part of the apprenticeship program, subject to policy limitations by ODJFS or Aspyr. All registered apprenticeship programs are considered to be in demand.

**X. REFUND POLICY AND PROCESS REFUND POLICY**

Training providers are required to offer refunds for all or part of the training cost if a participant fails to complete the program or if there is an overpayment. If a training provider implements a tiered refund system, where full or partial refunds are offered based on the program completion percentage, and this system is accessible to all prospective students, it may be utilized. However, a copy of this refund policy must be submitted to Aspyr during the provider’s applicable initial or continued eligibility review cycle, or sooner upon request by Aspyr.

- A. If the Training Provider does not have a drop and refund policy in place and/or the drop and refund policy is not tiered (i.e., does not allow for full and/or partial refunds depending on the portion of the program completed), the provider must adopt and publish the below refund policy:

Status	Refund Level
Registered but did not start the program	No payment will be made to provider
Attended 7 days or fewer or program (prior to drop date)	Full refund – due to WIOA organization in which invoice was paid within 45 days of planned course start
Attended less than 75% of the program	A partial refund, pro-rated based on hours attended due to WIOA organization in which invoice was paid within 45 days of discontinuation.
Attended 76% - 100% of the program	No refund required

***Important Note:*** Failure to appropriately refund the WIOA partner organization or significant delays in issuing refunds may result in removal from both the Area 11 Approved Training Provider List and the risk of future approval.

For purposes of this policy, “initial eligibility” refers to the review and approval of a new applicant or provider seeking inclusion on the Area 11 Approved Training Provider List. Providers approved through the initial eligibility process will remain approved for two (2) years. “Continued eligibility” refers to the review process required for a provider to maintain approved status after the expiration of its initial approval period or any subsequent approval period.

**XI. ANNUAL ETP REVIEW**

- A. State Requirements
  - 1. Please reference sec. III (B) on how to remain active on the State of Ohio ETP list
- B. Local Requirements

1. Aspyr will review applications for initial eligibility once annually.
2. Providers approved through the initial eligibility process will remain approved for a period of two (2) years.
3. Following the expiration of the initial approval period, providers seeking to remain on the Area 11 Approved Training Provider List must complete the continued eligibility review process once every two (2) years.
4. The deadline for each review cycle's eligible training provider responses will be established and communicated in advance, with all requested data due by that time.
5. Aspyr will conduct its ETP evaluation review process following the response deadline.
6. ETPs will be notified of their status after the evaluation review and will have a defined period to appeal Aspyr's decision.

Aspyr will publish the final Area 11 Approved Training Provider List after the appeal period concludes.

The Area 11 Approved Training Provider List will become active at the start of the new program year. Aspyr will not review an ETP's application for initial eligibility or continued eligibility if the required data is not submitted by the communicated deadline for the applicable review cycle. Any applications or review materials submitted afterward may not be reviewed, and the ETP may not be considered or continued as an Area 11 Approved Training Provider.

Area 11 reserves the right to conduct site visits to assess provider quality and report on the findings randomly or as part of the initial or continued eligibility review process.

**Area 11 reserves the right to add, remove, or delist any approved training provider from the locally approved training provider list at any time. Upon removal, a written decision will be provided to the training provider.**

## **XII. PUBLISHING AREA 11 APPROVED PROVIDERS**

When a training provider has been determined to be eligible and approved by Aspyr, they and their selected training programs are added to the local list. The locally approved training providers are posted on the <https://aspyrworkforce.org/> and <https://ohiomeansjobs.ohio.gov/wps/portal/gov/omj/> website for easy access by participants and the public.

## **XIII. ETP DECISION APPEALS**

All applications submitted to Aspyr will be given fair and unbiased consideration. If a training provider applicant contests the decision not to award eligibility, the applicant may protest the Board's decision to the CEO of Aspyr. Training Providers may also contest a delisting in the event a written notice of delisting is sent to a Training Provider.

The CEO will send all appeals to Aspyr’s Job Center Committee, a committee of the Aspyr Board of Directors and the Committee will attempt to resolve all such disputes in a reasonable manner. Upon completion of the Committee’s review, a written decision will be provided to the applicant.

**References:**

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Workforce Innovation and Opportunity Act, §§ 122, 123, 129, 134, and 188, Public Law 113-128.

20 C.F.R. §§ 680.340, and 680.400 through 680.510.

29 C.F.R Part 38

O.A.C. 5101:14-1-02(E)(4).

ODJFS, Workforce Innovation and Opportunity Act Policy Letter No. 15-09.1, Training Services for Adults and Dislocated Workers (January 8, 2018).

ODJFS, Workforce Innovation and Opportunity Act Policy Letter No. 15-10, Youth Program Services (July 15, 2015).

ODJFS, Workforce Innovation and Opportunity Act Policy Letter No. 15-11.3, Use of Individual Training Accounts (ITA) (September 27,2021).

ODJFS, Workforce Innovation and Opportunity Act Policy Letter No. 17-04.1, Waivers for Implementation of the Comprehensive Case Management and Employment Program (October 14,2020).

USDOL, Training and Employment Guidance Letter (TEGL) No. 8-19, Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs, (January 2, 2020).

USDOL, Training and Employment Guidance Letter (TEGL) No. 8-19 Change 1, Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (WIOA), (May 17, 2021).

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