

**MAY 18, 2020**

**TO:** All Western Piedmont Workforce Development Area Title One Contractors

**SUBJECT:** Approval of Additional Training Providers/Programs

**EFFECTIVE DATE:** Immediately

**EXPIRATION DATE:** Indefinite

**CONTACT:** Workforce Development Administrator

*Wendy Johnson*

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Wendy Johnson  
Workforce Development Director

## APPROVAL OF ADDITIONAL TRAINING PROVIDERS/PROGRAMS

**PURPOSE:** To transmit the procedure for requesting approval for additional training programs. *To rescind WPWDA Policy Statement dated July 1, 2015.*

**BACKGROUND:** Annually the Western Piedmont Workforce Development Area (WPWDA) distributes to the Workforce Development Board and Title 1 Contractors a list of approved occupations the WPWDA's Workforce Innovation and Opportunity Act (WIOA) funding will sponsor. The WIOA legislation requires a list of eligible training providers for WIOA funds. Each Workforce Development Board approves the training providers/programs for their area. The decision to approve a training provider/program is based on the local job market, past performance, cost and proximity. Approved training providers/programs are recorded in NCWorks.

As the economy, job market, educational availability and training options continue to change, WPWDA must be adaptable to meet the current needs of job seekers and employers. Title 1 Contractors periodically request additional areas of training to be added to the approved list.

**PROCEDURE:** All requests will be submitted to the Workforce Development Administrator. To request approval for an additional training area, the Title 1 Contractor will follow the process outlined below.

**Step 1:** The Title 1 Contractor must check WPWDA's current occupational training list to assure the training program is not already on the list.

**Step 2:** The Title 1 Contractor must research the training program occupation for the current outlook for employment specific to WPWDA to determine the viability of the training.

**Step 3:** The Title 1 Contractor must check ncworks.gov to determine whether or not the training program is available and what training providers are already offering the training.

**Step 4:** If the training program is listed in ncworks.gov, the Title 1 Contractor must confirm it has been approved for WIOA. If approved for WIOA, the Title 1 Contractor may proceed with enrollment of the participant.

**Step 5:** If the training program is not listed in ncworks.gov, the Title 1 Contractor must complete the "New WIOA Training Provider/Program Request" form (Attachment A) and submit to the Workforce Development Administrator (email is acceptable and preferred). Only forms that provide accurate and complete information will be considered. Allow 5 business days for a response. Once a decision has been made, the

Workforce Development Administrator or Workforce Development Program Coordinator will notify the Title 1 Contractor by email of the decision.

**Step 6:** If the training provider/program is approved, the Workforce Development Program Coordinator will enter the training provider/program in ncworks.gov and Gazelle.

**NEW WIOA TRAINING PROVIDER/PROGRAM REQUEST**

Training Program requested to be added: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Is Training Program in ncworks.gov? \_\_\_\_\_

Continuing Ed/Short Term Training: \_\_\_\_\_ Curriculum: \_\_\_\_\_

Length of training: \_\_\_\_\_ Certificate/Diploma: \_\_\_\_\_

Credit hours and costs should be computed based on total program.

Credit hours: \_\_\_\_\_

Tuition: \_\_\_\_\_

Fees: \_\_\_\_\_

Books: \_\_\_\_\_

Tools of Trade: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Additional information (as applicable):

\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Email to [Donna.Gilbert@wpcog.org](mailto:Donna.Gilbert@wpcog.org)

***This section to be completed by WPWDA Staff***

Decision: \_\_\_\_\_ Date: \_\_\_\_\_

Recorded in ncworks.gov: \_\_\_\_\_ Date: \_\_\_\_\_

Recorded in Gazelle: \_\_\_\_\_ Date: \_\_\_\_\_






# Additional Training Providers-Programs Policy - Final - 5-18-20

Final Audit Report

2020-05-12

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