



**Department of Labor and Training**

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## **WORKFORCE INVESTMENT NOTICE: 10-25, change 1**

**TO:** WORKFORCE INVESTMENT AREAS

**FROM:** David Tremblay, Administrator-State Workforce Investment Office

**SUBJECT:** WIA Certification Process for Eligible Training Programs / Providers

**DATE:** June 29, 2012

- 1. Purpose.** To provide additional guidance regarding WIA certificates and training programs. The original purpose of Workforce Investment Notice 10-25 was to provide ongoing information and guidance to Local Workforce Investment Areas, training providers and other netWORKri partners. For Program Year 2011, a new Eligible Training Provider application was developed that replaced the one referenced in WIN #99-21 (change 2). While most of the questions remained the same, applicants are now asked to provide additional information, such as job placement activities and the qualifications of staff. The new application can be accessed by clicking [here](#). The change to WIN 10-25 which is effective with the issuance of WIN 10-25, change 1 is indicated in bold below.
- 2. References.** Workforce Investment Act (WIA) of 1998; WIA Final Rules 20 CFR Part 652 et al., dated August 11, 2000; U.S. Department of Labor approval of the waiver of the provision at 20 CFR 663.530 that prescribes a time limit on the period of initial eligibility for training providers.
- 3. Background.** The Eligible Training Provider List (ETPL) is the primary vehicle for delivering training services funded by WIA and is described in Section 122 of the Act and further discussed in Sections 663.500 – 663.515 of the final rules. In addition, training services must be “directly linked to the employment opportunities in the local area” (final rules §663.310 (c)). WIN #10-25.
- 4. Changes.** WIA “emphasizes informed customer choice, system performance and continuous improvement” (final rules §663.500). In order for Rhode Island’s workforce

investment system to meet these goals, the following enhancements will be made to the ETPL process:

- As stated above, training services must be directly linked to local employment opportunities. The training must lead to a job that is included on the “In-Demand Occupations List”. Recently, this list has been refined by DLT’s Labor Market Information Unit to reflect only those occupations with a below-average rate of unemployment, thereby showing a current need for workers. The list can be updated by LMI as market conditions warrant. In addition, the Industry Partnerships were consulted to ensure that those occupations identified in their skill gap studies or through employer associations were included as well.
- The State Workforce Investment Office (SWIO) will continue to receive all applications from training providers and distribute the applications, in an equitable manner, to the local workforce boards for approval. Once the local board approves the application, SWIO will be notified, review the offering and place the program on the ETPL. The list is required, by regulation, to be developed, maintained and disseminated by the State. The original applications will be maintained by the local boards.
- Only training programs that lead to a certificate, as defined by WIA in Training and Guidance Employment Letter #17-05 and WIN 06-15, will be approved. **However, the State Workforce Investment Office reserves the right to approve training programs that do not lead to a WIA certificate but have been determined to address specific needs of participants and employers.**
- The purpose of the WIA Program is to provide the participant with the job skills that are necessary to become employed. Organizations approved for the Eligible Training Provider List will be expected to achieve positive employment outcomes for those enrolled in their programs. These outcomes will assist the Local Workforce Investment Boards, and ultimately the State of Rhode Island, in meeting performance standards which are set by the US Department of Labor. Training providers will be required to report the following outcomes to the State Workforce Investment Office when requested:
  1. Number of WIA participants enrolled in the training
  2. Number of WIA participants completing the training
  3. Number of WIA participants entering employment following the training
  4. Of those participants who entered employment, the number who entered training related employment

These outcomes will be part of the criteria used to determine if a training program should remain on the ETPL.

**5. Action Required.** Local areas are requested to widely distribute copies of this issuance to partners within your local area.

**6. Inquiries.** Questions regarding this WIN may be directed to the Administrator at 462-8812 ([dtremblay@dlt.ri.gov](mailto:dtremblay@dlt.ri.gov)).