



## Policies and Procedures

<b>SECTION:</b> Program Operations	<b>Policy #: OPS-06</b>	<b>PAGE</b> 01 of 12
<b>TITLE:</b> Targeted Occupation List and Training Provider Selection	<b>EFFECTIVE DATE:</b> 11/26/2024	
<b>REPLACES:</b> Eligible Training Provider List Policy <b>Dated:</b> 2/18/2021		

**DISTRIBUTION:** CareerSource North Central Florida (CSNCFL) Staff and Service Providers

### **AUTHORITY:**

Workforce Innovation and Opportunity Act of 2014, Public Law 113-128

20 Code of Federal Regulations (CFR) 680.400 et seq., Subpart D – Eligible Training Providers

Training and Employment Guidance Letter (TEGL) No. 8-19 and TEGL No. 8-19, Change 1

TEGL No. 13-16

TEGL No. 3-18

Section 445.003(7)(b), Florida Statutes (F.S.)

Section 445.004(4)(h), F.S.

Section 1005.21, F.S.

Section 1008.39, F.S.

### **BACKGROUND:**

Workforce Innovation and Opportunity Act (WIOA) Title I training can be provided through a variety of contract mechanisms, or it may be funded through an Individual Training Account (ITA) that is used to purchase training from an Eligible Training Provider (ETP). ETPs are post-secondary providers of training services that are eligible to receive funds from LWDB 26 as

prescribed in Section 133(b) of WIOA. The ETPL is mandated by Section 122 of WIOA, which requires the Governor, through the state workforce development board, CareerSource Florida, Inc. (CSF), to establish criteria, information requirements, and procedures regarding the eligibility of training providers of training services in the State. Additionally, Florida's 2021 Reimagining Education and Career Help (REACH) Act, charges the Florida Department of Commerce (FloridaCommerce) with establishing ETP criteria focused on participant outcomes. The workforce development system established under WIOA emphasizes informed consumer choices, job-driven training, provider performance, and continuous improvement. The quality and selection of training providers and programs of study are vital to achieving these core principles.

**PURPOSE:** To provide local policy and procedures for selecting training providers and identifying and qualifying occupational training programs to be eligible for Workforce Innovation and Opportunity Act (WIOA) and Welfare Transition Program (WTP) funding.

## **II. POLICY:**

An ITA may be used to pay for any allowable type of training if the program of training services (also referred to as a "program of study") is on the ETPL. ETPs are entities that are eligible to receive WIOA Title I-B funds, for adult and dislocated worker participants who enroll in training programs, through ITAs. ITAs may also be used for WIOA Title I Youth funds to provide training to older, out-of-school youth, ages 18-24 and in-school youth, ages 16-21. WIOA requires that each state ensure qualified providers offering a variety of job-driven training programs are available. A training provider must provide a program of study to be included on the ETPL. A. STATE AND LOCAL ETPL FloridaCommerce and the LWDBs must work together to identify ETPs to be included on the state ETPL. LWDB 26 must select approved training providers from the state ETPL. In addition to the criteria outlined in this policy, LWDBs may add additional requirements for training providers, except Registered Apprenticeship Programs (RAPs), that supplement the criteria and information requirements for an ETP or program of study. This will result in training providers that are on the state ETPL that may not be eligible for inclusion on the local ETPL; therefore, the local ETPL will be a subset of the state ETPL. LWDBs that do not establish additional requirements through local policy must include all state ETPs on its local ETPL. Note: All ETPs on a local ETPL must first be on the state ETPL.

State and local ETPLs must be maintained in the state's online labor exchange and case management system, Employ Florida, as later described in this policy. Also, LWDB 26 must make the state ETPL and their local ETPL publicly available through their local websites.

Information included on the state and local ETPLs must be:

1. Accompanied by accurate and timely performance data and cost information for both initial eligibility and continued eligibility at least every two years;
2. Made widely accessible in electronic formats; and
3. Presented in a way that is easily understood.

Because the purpose of the ETPL is to support participants and LWDB staff with making informed choices regarding job-driven training providers, the ETPL must be posted in a conspicuous location and easily available to partners, stakeholders, those interested in training, and those individuals in employment and training activities funded by WIOA. The ETPL must be presented in a format that facilitates comparisons and is searchable, user-friendly, and easily understood by individuals seeking information on training outcomes. Additionally, the ETPL must be accessible to individuals with disabilities.

## **PROVIDER AND PROGRAM ELIGIBILITY UNDER WIOA**

To be eligible to apply for inclusion on the ETPL and to receive training funds under WIOA Section 133(b), the training provider must be one of the following types of entities detailed in 20 CFR 680.410(d):

1. Institutions of higher education such as universities, colleges, or other public or private institutions of higher education that provide programs that lead to a recognized postsecondary credential.
2. RAPs.
3. Other public or private training providers, which may include community based organizations and joint labor-management organizations.
4. Eligible providers of adult education and literacy activities under WIOA Title II, if these activities are provided in combination with training services as described in 20 CFR 680.350.

Additionally, LWDBs may be included on the ETPL if they meet the conditions of WIOA Section 107(g)(1), which states that authority may be permitted to LWDBs to provide training services pursuant to a request from the LWDB if the local board:

1. Submits a request or an application to FloridaCommerce for approval by the CSF Board of Directors, which must include:
  - a. Satisfactory evidence that there is an insufficient number of eligible providers of such a program of training services to meet local demand in the local area;
  - b. Information demonstrating that the LWDB meets the requirements for an eligible provider of training services under WIOA Section 122; and
  - c. Information demonstrating that the program of training services prepares participants for an in-demand industry sector or occupation in the local area; and
2. Makes the proposed request or application available to eligible providers of training services and other interested members of the public for a public comment period of not less than 30 days.

## **PROGRAM OF STUDY**

A program of study is a course, class, or structured regimen that provides training leading to:

1. An industry-recognized postsecondary credential, a secondary school diploma, or equivalent;
2. Employment; or
3. Measurable skills gain leading to one of the above.

Training services may be delivered in person, online, or using a blended method or approach. Online training providers may apply and be considered for inclusion on the state and local ETPLs but are required to meet the same eligibility and performance criteria established for classroom-based instruction providers. Training programs must also be made physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, such as persons with disabilities.

ETPs may offer programs of study that include:

1. Occupational skills training including training for non-traditional

employment;

2. On-the-Job Training (OJT);

3. Incumbent Worker Training (IWT);

4. Programs that combine workplace training with related instruction, which may include cooperative education programs;

5. Private-sector training programs;

6. Skill upgrading and retraining;

7. Entrepreneurial training;

8. Job readiness training provided in combination with training services or transitional jobs;

9. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services provided in the programs listed in numbers 1. through 7., above; and

10. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

### **INITIAL ELIGIBILITY (TRAINING PROVIDERS)**

Initial eligibility for the ETPL applies to all training providers except RAPs registered with the Florida Department of Education (DOE). To be considered for initial eligibility and included on the state ETPL, training providers must submit required information through the process outlined in this policy. Training providers and the programs of study that are approved will receive initial eligibility for a period of one year and will be subject to the continued eligibility requirements subsequent to their initial eligibility period.

The training provider must supply verifiable, program-specific performance information pursuant to the criteria established by federal regulations and state statutes under which the provider applies to become an ETP. The information provided must support the training provider's ability to serve participants.

To meet initial eligibility, a training provider must provide the following:

1. A description of the training or educational institution including the provider's address, email, Federal Employer Identification Number (FEIN), and the name of the contact person;

2. Verification the provider is licensed, certified and/or otherwise authorized under Florida law to provide training services (this applies to in-state and out-of-state providers);

3. A detailed description of each program of training services being submitted for initial eligibility determination;

4. Data supporting the cost of attendance (including, but not limited to, tuition and fees);

5. Verification that the program leads to a credential on the Master Credentials List (MCL) and information on any other associated MCL credentials which can be used as part of a sequence in an individual's career lattice;

6. Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry);

7. Identification of the in-demand industry sectors and occupations that best fit with the training program;

8. A description of prerequisites, skills, and knowledge required prior to the commencement of the training; and

9. Information addressing factors related to the WIOA performance indicators (employment,

median earnings, credentials) but does not include measurable skills gains.

All eligibility determinations are made based on the review of required information submitted through the ETPL portal in Employ Florida, as outlined in this policy. The State ETPL Coordinator will approve or deny the application and will notify the training provider of approval or denial through either Employ Florida or the preferred mode of communication outlined in the application for initial/continued eligibility.

If approved, the ETP will be added to the state ETPL. LWDB 26 may then choose to fund one or more programs of study offered by the ETP if they are consistent with local policy and requested by a suitable WIOA-eligible customer. Alternatively, a training provider may directly contact the LWDB in which it hopes to operate. In these cases, the LWDB may review the application to ensure documentation requirements are met and notify the State ETPL Coordinator that a determination of initial eligibility request has been submitted.

### **INITIAL ELIGIBILITY (PROGRAMS OF STUDY)**

Training providers should contact the State ETPL Coordinator at [ETPL@commerce.fl.gov](mailto:ETPL@commerce.fl.gov) to request that a program of study be included on the state ETPL. A training provider's request for an initial eligibility determination must be accompanied by a request for initial eligibility determination for at least one program of study. A training provider may request initial eligibility determinations for multiple programs of study, but each program of study is reviewed independently. When an ETP with continued eligibility for one or more programs of study requests that a new program of study be added to the ETPL, the new program of study will undergo an initial eligibility determination and may be approved or denied. A determination is made based on the review of all required information, which must be submitted through the ETPL portal in Employ Florida. The State ETPL Coordinator will approve or deny the application and notify the provider of the determination(s) through either Employ Florida or the preferred mode of communication outlined in the application for initial/continued eligibility.

If approved, LWDB 26 may choose to fund the program of study, if it is consistent with local policy and requested by a suitable WIOA-eligible customer. Alternatively, a training provider may directly contact a LWDB in the designated local area or planning region in which it plans to operate. In these cases, the LWDB may review the application to ensure all documentation requirements are met and notify the State ETPL Coordinator that a determination of initial eligibility request has been submitted for the program of study. When conducting a preliminary review of the provider applications because of a request for inclusion on the state ETPL, the LWDB must do so using only the state's criteria. The LWDB should not apply any additional requirements or criteria during the preliminary review process.

### **CONTINUED/SUBSEQUENT ELIGIBILITY**

After a training provider has completed the one-year initial eligibility period, the training provider is required to apply for continued eligibility and recertify their program(s) of study every two years to maintain their eligibility for the ETPL. This process requires submission of performance and cost information for each program of study listed on the state ETPL.

Applications for continued eligibility must be submitted three months prior to the end of their current eligibility period. Training providers applying for continued eligibility of programs of study must log in to the ETPL portal to review and update all required fields and forms for each program of study offered for continued eligibility. The State ETPL Coordinator will review all information

provided and notify the provider of approval or denial through either Employ Florida or the preferred mode of communication outlined in the application for initial/continued eligibility.

Each training provider seeking continued eligibility must supply the following required information:

1. Verification the provider is licensed, certified, or otherwise authorized under Florida law (if applicable) to be a provider of training services. This requirement applies to in-state and out-of-state providers.
2. Information reported to state agencies on federal and state training programs other than WIOA Title I-B programs as listed below:
  - a. The total number of persons enrolled in the program;
  - b. The total number of WIOA participants enrolled in the program;
  - c. The total number of persons completing the program;
  - d. The total number of WIOA participants completing the program;
  - e. Quality<sup>1</sup> of the program of study including a program that leads to a recognized postsecondary credential;
  - f. Provider's ability to offer industry-recognized certificates and credentials;
  - g. The total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable);
  - h. The total number of WIOA participants awarded a Recognized Postsecondary Credential (or other credential, if applicable)
  - i. The total number of persons employed after completing the program;
  - j. The total number of WIOA participants employed after completing the program;
  - k. Data identifying the cost of attendance and costs of tuition and fees, for WIOA participants completing the program;
  - l. Information on recognized postsecondary credentials (or other credential, if applicable) received by WIOA participants;
  - m. Whether the credential can be used in conjunction with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder;
  - n. Description of how the provider will ensure access to programs of study throughout the state, including in rural areas, and using technology (as applicable);
  - o. Description of provider's ability to provide trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities;
  - p. Information reported to state agencies with respect to federal and state programs of study (other than the program carried out under WIOA), including one-stop partner programs;
  - q. Performance on WIOA performance indicators;
  - r. The degree to which programs of study relate to in-demand industry sectors and occupations in the state;
  - s. Timeliness and accuracy of ETP's performance reports; and
  - t. Any additional factors that are determined appropriate within the parameters of WIOA and statutes.

Note: Collection of information to demonstrate compliance must not be unduly burdensome or costly to training providers (20 CFR 680.460(h)(2)).

1 Florida defines quality as training programs that meet the minimum criteria as defined in this policy as well as programs that develop skills valued by priority industry sectors

No later than August 31st of each year, training providers must upload information into the ETPL portal on all enrolled and completer individuals for each program of study being considered for continued eligibility. This student data must be submitted each year for each program of study and must include the social security numbers for each enrolled and completer individual to allow for the calculation of minimum performance levels as required in 20 CFR 680.460(g).

## **REGISTERED APPRENTICESHIP PROGRAMS**

In accordance with the National Apprenticeship Act (NAA) (50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.), entities that carry out RAPs are exempt from the initial and continued eligibility requirements described in this policy. RAPs must be included and maintained on the ETPL until:

1. The RAP notifies FloridaCommerce it no longer wants to be included on the list;
2. The program becomes deregistered under the National Apprenticeship Act;
3. The program is determined to have intentionally supplied inaccurate information; or
4. A determination is made by FloridaCommerce that the RAP substantially violated any provision of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.

Because RAPs are exempt from all initial and continued eligibility requirements, LWDB 26 may not impose additional criteria or information requirements for RAP sponsors except as outlined in Training and Employment Guidance Letter Nos. 08-19 and 08-19, Change 1, and TEGL No. 13-16, Change 1.

A RAP is an ETP if it is registered with DOE, Office of Apprenticeship (OA), or any other state's State Apprenticeship Agency (SAA). Although they are automatically eligible for ETPL inclusion, RAP sponsors seeking to have their apprenticeship programs listed on the ETPL must still "opt-in" by informing the State ETPL Coordinator at [ETPL@commerce.fl.gov](mailto:ETPL@commerce.fl.gov). RAPs opting-in may be referred to the State ETPL Coordinator by CareerSource Florida (CSF), LWDBs, or DOE. If a RAP expresses interest in being on the state ETPL, the ETPL Coordinator must request the RAPs provide the following information:

1. Occupations included in the RAP;
2. The name and address of the RAP sponsor;
3. The name and address of the Related Technical Instruction provider and the location of instruction if different from the program sponsor's address;
4. The method and length of instruction; and
5. The number of active apprentices.

RAPs on the state ETPL must be included on all local ETPLs in the state and shall remain on the ETPLs until removed or upon written request for removal by the RAP sponsor to the ETPL Coordinator at [ETPL@commerce.fl.gov](mailto:ETPL@commerce.fl.gov).

FloridaCommerce will regularly coordinate with USDOL, CSF, and DOE to ensure that necessary updates are made to any information previously provided by RAP sponsors or training providers. FloridaCommerce will also coordinate with DOE to ensure that RAPs registered with the DOE are made aware that they are eligible for placement on the ETPL, and that DOE is informed when a RAP that is registered with USDOL's OA or another state's SAA contacts FloridaCommerce to

opt-in to inclusion on the ETPL.

Apprenticeship programs that are not registered with DOE, OA, or another state's SAA are not considered RAPs and must complete the initial eligibility and continued eligibility procedures. Pre-apprenticeships, including quality registered pre-apprenticeships leading to RAPs, are not automatically approved for inclusion on the ETPL and are not exempt from requirements outlined in this policy. Other programs of training services offered by a RAP sponsor or a RAP's provider of related instruction are likewise not automatically eligible.

### **OUT-OF-LOCAL-AREA AND OUT-OF-STATE PROVIDERS**

State policies and procedures may provide for reciprocal or other agreements established with another state to permit the use of ITAs for ETPs in another state. As such, participants may choose ETPs and programs of study located outside of the state or local area if the program is on the state's ETPL and in accordance with state and local area policies.

Out-of-state postsecondary training institutions that are not operating in Florida are not required to be licensed by the Florida Commission for Independent Education (CIE). However, out-of-state providers must provide the following information:

1. Information needed for initial eligibility or continuing eligibility determination;
2. Evidence that the institution (and applicable programs) is accredited by an accreditation agency approved by the United States Department of Education;
3. Evidence that the institution meets the licensing requirements of its home state; and
4. Evidence that the institution is identified as active on the ETPL in its state of origin or native state. To provide performance information for its programs, out-of-state providers are required to report their student completion data to FloridaCommerce under established reporting mechanisms.

Out-of-local area and out-of-state training providers must request an initial eligibility determination for each program of study to be included on the state ETPL. Out-of-state providers must also provide documentation, uploaded to the ETPL portal, which validates the above-referenced criteria. These training providers must contact the state ETPL Coordinator directly to request their initial eligibility and the initial eligibility of their programs of study.

### **ETPL Portal**

The state-level ETPL is managed by FloridaCommerce and maintained in Employ Florida, the state's online labor exchange and case management system. Employ Florida connects employers and job seekers and provides information about training opportunities available in the state, including training program services eligible for funding under WIOA Section 133(b).

The ETPL portal is the platform used to maintain ETPLs and record consumer information, including, but not limited to, cost and performance information for each approved program of study. The ETPL portal is the mechanism used by FloridaCommerce to manage the ETPL process, and LWDB 26 and training providers to apply for initial eligibility and re-applications for continued eligibility.

The ETPL portal also provides a secure solution for the transmission of Personally Identifiable Information (PII). ETPs, excluding RAP sponsors, must upload student data including the social security numbers and completed training of all individuals enrolled during a specific timeframe as determined by policy. Any transmission of PII shall occur in accordance with FloridaCommerce



security policies and any disclosure of PII from an education record must be carried out in accordance with the Family Education Rights and Privacy Act (FERPA), including provisions related to prior written consent. As allowed pursuant to 34 CFR 99.31, DOE has designated Florida Commerce as an authorized representative to enforce or comply with federal legal requirements relating to WIOA.

The ETPL portal supports WIOA participants in making informed choices regarding ETPs and programs of study and allows FloridaCommerce to disseminate state and local ETPLs to employers, training providers, workforce staff, One-Stop career center partners, and the public, including individuals with disabilities and individuals with limited English proficiency. Consumer choice is ensured by making the state and local ETPLs, accompanied by performance and cost information, widely available and easily accessible. ETPLs must be disseminated in a format that facilitates comparison between programs of study and is searchable, user-friendly, and easily understood by individuals seeking information on training outcomes.

### **PERFORMANCE CRITERIA**

As required by Section 445.003(7)(b), F.S., FloridaCommerce must establish the minimum criteria a training provider must achieve for completion, earnings, and employment rates of eligible participants. Once this criterion is established, training providers will be required to meet at least two of the minimum criteria for subsequent eligibility.

Like the RAP exemption from the eligibility requirements, RAPs also are exempt from ETP performance reporting requirements in WIOA Sections 116(d)(4) and 122, including any additional ETP reporting requirements that have been added by the state or local area.

### **ENFORCEMENT**

#### **(1) Denial**

A program of study that FloridaCommerce determines does not meet the eligibility requirements shall be issued a denial notice within 30 calendar days of Florida Commerce's receipt of the application. A separate denial notice will be issued for each program of study being denied and will include the reason(s) for denial and provide appeal rights, as applicable.

#### **(2) Deactivation**

Once an ETP or program of study is approved, it will remain on the state's ETPL through the continued eligibility period of two years unless removed by Florida Commerce for documented training provider and/or program of study violations. Training providers or programs of study are subject to deactivation if:

1. FloridaCommerce determines the training provider intentionally supplied inaccurate information or substantially violated any provision of Title I of WIOA regulations, including 29 CFR Part 38;
2. The program of study fails to meet the states' minimum performance levels as required in 20 CFR 680.460(g); or
3. The training provider loses its license or accreditation from its accrediting body.

#### **(3) Removal**

A program of study may be removed from the state ETPL if:

1. The training provider fails to supply participant data required for the performance review by the annual due date of August 31st.
2. It is determined that the training provider intentionally supplied inaccurate information or

substantially violated any provisions of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.

2. It is determined that the provider is engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence, irresponsibility, misfeasance, malfeasance, gross mismanagement, waste, nonfeasance, or lack of performance.

#### **(4) Loss of Eligibility**

Programs of study that lose eligibility will also be removed from the state ETPL. FloridaCommerce will electronically send a notice of discontinued eligibility to the LWDB 26 and to the Provider. LWDB 26 should not issue a participant in an ITA for a program of study that is determined to have lost eligibility. LWDB 26 must develop procedures to ensure no enrollments are made after the effective date of the notice of discontinuance. Procedures should also include how any existing eligible participants who are enrolled in the program of study will be handled.

#### **(5) Re-application**

Training providers may reapply under the initial eligibility criteria provided in this policy.

### **APPEALS**

For an appeal from any decision made at the state level, the appellant shall follow the appeals procedure established by FloridaCommerce. For an appeal from any decision made by a LWDB, the appellant shall follow the appeals procedure established in its local plan by the LWDB making the decision.

### **ETPL AND NON-ITA TRAINING SERVICES**

There are exceptions to the required use of the ETPL for ITA-funded training by LWDB 26. In the following situations covered by these exceptions, a contract for services between the LWDB 26 and the training provider may be attained and implemented to ensure services are provided instead of selecting a training provider from the state ETPL.

#### **(1) Work-Based Training**

WIOA supports training and work experience for job seekers through work-based training, which is coordinated by through collaboration with local employers. These activities, like OJT, Customized Training, and IWT do not require inclusion on the ETPL, in accordance with 20 CFR 680.530. Please see Florida Commerce Administrative Policy 100 for additional information regarding work-based training.

#### **(2) Training Contracts**

A program of study may be provided through training contracts instead of ITAs when there is not sufficient availability of eligible training providers in the local area to accomplish the purpose of an ITA. These contracts may be used for cohort training, per TEGL 21-22, Attachment 1, or in one of the other situations prescribed in 20 CFR 680.320. Because training contracts do not use ITAs, the training provider is not required to be included on the state or local ETPL. The determination is made and the process for contracting with the training provider(s).

#### **(3) Non-WIOA**

The ETPL is a requirement of WIOA and only applies to Programs that are supported by WIOA funding. Providers of training services that do not intend to seek WIOA funding do not need to

request or pursue ETPL inclusion.

## **DEFINITIONS**

1. Continued Eligibility: “Continued Eligibility” or “Subsequent Eligibility” is the eligibility determination that allows training providers to remain on the ETPL until the next eligibility determination.
2. Credential: A WIOA indicator consisting of a recognized postsecondary credential (an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree) or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. All credentials must be included on the Master Credentials List and a credential’s inclusion on the Master Credentials List is sufficient to meet the WIOA definition of “credential.”
3. Eligible Training Provider (ETP): A provider of training services or programs of study (as prescribed in 20 CFR 680.410) that has met the eligibility requirements to receive WIOA funds for providing training service programs to eligible individuals.
4. Eligible Training Provider List (ETPL): A statewide or local compilation of ETPs (as prescribed in 20 CFR 680.410) and approved programs of training services or programs of study (as prescribed in 20 CFR 680.420.)
5. Individual Training Account (ITA): A payment agreement with an ETP established on behalf of a WIOA participant for a program of training services or programs of study as prescribed in WIOA section 134(c)(3).
6. Initial Eligibility: The initial determination that allows a training provider and approved program of training services or programs of study onto the state or local ETPL for the first year. An established ETP may also request an initial eligibility determination for a new program of study.
7. Local ETPL: A subset of the state ETPL created when LWDBs establish, through local policy, additional requirements for ETPs and programs of study. All ETPs on a local ETPL are also on the state ETPL, maintained in Employ Florida.
8. Master Credentials List (MCL): Required by the Reimagining Education and Career Help (REACH) Act, the Master Credentials List is a comprehensive list of state-approved degree and non-degree credentials of value that prepare Floridians for in-demand occupations. Credentials on the list satisfy the criteria set forth by the Credentials Review Committee in the Framework of Quality. Programs of study must be on the MCL to be on the state ETPL.
9. Personally Identifiable Information (PII): Information used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information, linked or linkable to a specific individual.
10. Program of Training Services: A “Program of Training Services” or “Program of Study” as

prescribed in 20 CFR 680.420. Such a program consists of one or more courses or classes, or a structured regimen, leading to one or more of the following:

A recognized postsecondary credential, secondary school diploma or its equivalent; employment; or a measurable skills gain toward such a credential or employment.

11. Registered Apprenticeship Program (RAP): A program that is registered with the USDOL Office of Apprenticeship (OA) or any State Apprenticeship Agency (SSA) as prescribed in 20 CFR 680.470(a). Florida's State Apprenticeship Agency is the Florida Department of Education's Office of Apprenticeship.
12. Sponsor (of a Registered Apprenticeship Program): Any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.
13. State ETPL: A list of all Eligible Training Providers and Programs who have been approved to receive WIOA funding through ITAs. It is maintained by Florida Commerce within the state's ETPL MIS portal.
14. Training Provider: A university, college, public or private technical or vocational training institution, a private training company or private instructor, or a company employee that is qualified to provide instruction that leads to a recognized postsecondary credential, license, secondary school diploma or equivalent.

## **OFFICIAL SIGNATURE**

**Phyllis Marty**  
**Chief Executive Officer**