

***IdahoWorks* Eligible Training Provider Assurances**

The Workforce Innovation and Opportunity Act of 2014 (WIOA) requires that states approve and maintain a list of training providers before WIOA funds can be used to pay for occupational training for WIOA participants. To become a WIOA eligible training provider (ETP), all training providers must complete this application, agree to program requirements and certify the assurances below. Idaho Department of Labor staff will review your application and determine approval on behalf of the Governor's Workforce Development Council (WDC).

Please note that programs in basic skill training, basic computer software training, and general preparatory services are exempted from these requirements. Appropriate WIOA participants will be able to access these services in accordance with federal and state program guidelines. Providers of these services do not need to complete the application process to be eligible to provide these basic services.

The initial application is to determine eligibility to become an approved WIOA occupational training provider. Approved training providers included on the state's Eligible Training Provider list are eligible to provide training services for WIOA participants for 12 months. For subsequent eligibility, WIOA requires that training entities provide program outcome information on all students served through the approved programs.

Program Requirements

In addition to completing this electronic application, training providers must certify to provide the Idaho Department of Labor with the following items to complete their application for consideration of inclusion to the state's Eligible Training Provider list:

- Provide and allow for the display of performance and cost information on IdahoWorks about their training/educational institution and programs to individuals seeking such information, as required by WIOA and the (WDC);
- Certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by any Federal department or agency, and that the federal government has the right to seek judicial enforcement of this assurance.
- Idaho Code requires that all proprietary schools operating in the State of Idaho register and hold a valid certificate of compliance issued by the State Board of

Education (SBOE). The Idaho Department of Labor requires a copy of this certification to complete a training provider's application. Training providers exempted from this requirement under Idaho Statute 33-2402 need not apply with the SBOE. Providers are strongly encouraged to contact the SBOE to ensure compliance. They may be contacted at (208) 332-1587 or visit: <https://boardofed.idaho.gov/higher-education-private/proprietary-schools-non-degree-granting/>

- The state also requires training providers to submit a copy of their refund policy that is equal to or exceeds the minimums established by the Idaho State Board of Education.

Applicants must submit these additional documents to the following address:

Idaho Department of Labor
ETP/Workforce Systems Bureau
317 W. Main St.
Boise, ID 83735-0790

Or email attachments to: WIOAETP@labor.idaho.gov

Fiscal Agreement

For training programs approved for the WIOA ETP list, the training provider further agrees to accept the WIOA Purchase Agreement, in accordance with State Rules, State Policies and federal regulations, as method of payment utilizing the process as outlined below:

Reimbursement claims for approved costs shall be submitted under the following guidelines:

- Costs incurred for tuition/fees will be billed after the refund period has expired but will be submitted no later than 180 days following the institutional enrollment date.
- All refunds due as a result of trainee withdrawal will be processed in accordance with the institutional policy.
- Costs incurred for books/supplies, uniforms, and tools will be billed no later than 180 days following the date of purchase.
- In all instances, final reimbursement claims will be submitted no later than June 30th of the year in which the activity takes place.
- The training provider acknowledges and agrees that the WIOA Administrative Entity reserves the right to deny payment for reimbursement claims not submitted in accordance with the above guidelines.

Assurances

Training providers must assure that it and all its employees responsible for providing training services will comply fully with all nondiscrimination and equal opportunity provisions of the laws listed below:

- Federal Title 29 (Labor) Part 37 and WIOA Section 188 prohibit discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities
- The Americans with Disabilities ACT (ADA) of 1990 which prohibits discrimination against qualified people with disabilities based on disability
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs
- The Idaho Acts Prohibiting Discrimination (Title 67 Chapter 59 & Title 44, Chapter 17)

The undersigned training provider and/or its agent certifies that in submitting a training program application for approval as a WIOA-ETP, these assurances and requirements apply to the provider's operation and all agreements to carry out the WIOA Title I financially assisted program or activity. The undersigned also acknowledges the Idaho Department of Labor, as agent of the WDC, has the right to remove the training provider's record and information from IdahoWorks for non-compliance with these requirements and/or assurances.

Name of Training Provider: _____

Provider Signature: _____

Printed Name: _____

Date: _____