



Montgomery County Workforce Investment Board

Policy: **Use of Approved Training Providers and Process for Approval**

Effective Date: July 1, 2012

Policy Number: 2012-14

SUBJECT: Use of Approved Training Providers and Process for Approval

PURPOSE: Each Governor of a State establishes a procedure determining the eligibility of training providers to be used by local Workforce Investment Boards. This policy describes the process in use by the state of Maryland and how the local workforce investment area is to use eligible training providers.

REFERENCES: Public Law 105-220 - Workforce Investment Act
20 CFR 652 - Workforce Investment Act; Final Rules
Workforce Investment Field Instruction (WIFI) No. 5-00, Change 1
Workforce Investment Field Instruction (WIFI) #11-99

EFFECTIVE DATE: July 1, 2012

ACTION REQUIRED: Within 15 days of the receipt of this policy it is the recipient's responsibility to ensure all staff are informed of the policy and to create an internal process to ensure accountability.

POLICY

USE OF ELIGIBLE TRAINING PROVIDERS

Eligible individuals may use ITA's in exchange for training services for skills in demand occupations from training providers on the approved Maryland Higher Education Commission (MHEC) list www.mhec.state.md.us.

EXCEPTIONS

The WIB may grant a waiver to individuals to be served by training providers that are not on the state list. The reasons for the waivers include:

1. the occupational training provider is offering **unique** programs;
2. the training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve participant populations that face multiple barriers to employment including one or more of the following categories: Individuals with substantial language or cultural barriers; offenders; homeless individuals; or other hard to serve populations that may be identified by DLLR on an annual basis.

Employer verification that they will hire the individual upon completion of the specific training from the specific training provider may be evidence this demand.

The WIB Director must approve all waivers.

APPROVAL OF TRAINING PROVIDERS

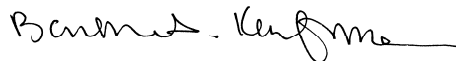
The **State of Maryland's** method for reviewing training provider and program applications for inclusion, and retention, on the Maryland State List of Occupational Training Providers, in accordance with the Workforce Investment Act (WIA) is as follows:

1. Training providers and programs must be nominated to the Maryland State List of Occupational Training Providers by a Local Workforce Investment Board (LWIB). Training providers must meet criteria, including performance standards, for inclusion and retention on the list. The performance standard is a 61% employment rate for all programs that have been in existence for more than a year.
2. For WIA occupational training referrals, occupational training providers and programs must be on the Maryland State List of Occupational Training Providers, with the following 2 *exceptions*: the occupational training provider is offering *unique* programs and *enrolling no more than 2 WIA students per program, per year*; or, the LWIB grants a *waiver* to a customer being served by a training provider not on the list because *there is a demand for the occupation* in the LWIB area, in accordance with WIFI #11-99, Section E. For example, an employer agreeing to hire a customer upon completion of training is evidence of a demand for the occupation. Use of these two *exceptions* shall be documented in the LWIB files.
3. Training providers must track performance for all programs on the Maryland State List of Occupational Training Providers. Maryland State staff will collect performance data annually from all training providers. Results of performance data evaluation will be distributed to the LWIBs and training providers. Programs failing to meet minimum performance standards, or failing to provide performance data will be removed from the list.
4. Training providers may appeal failure to be included on the list, or removal of programs from the list. Should an appeal reach the level of the Department of Labor, Licensing and Regulation (DLLR), DLLR's decision on appeals is final.
5. The procedure to nominate out-of-state training providers to the list was completely revised. A Task Force, comprised of State and Local staff, developed the enclosed procedure.

Approved:

September 12, 2012

Date of Board Approval



Barbara Kaufmann, WIB Director