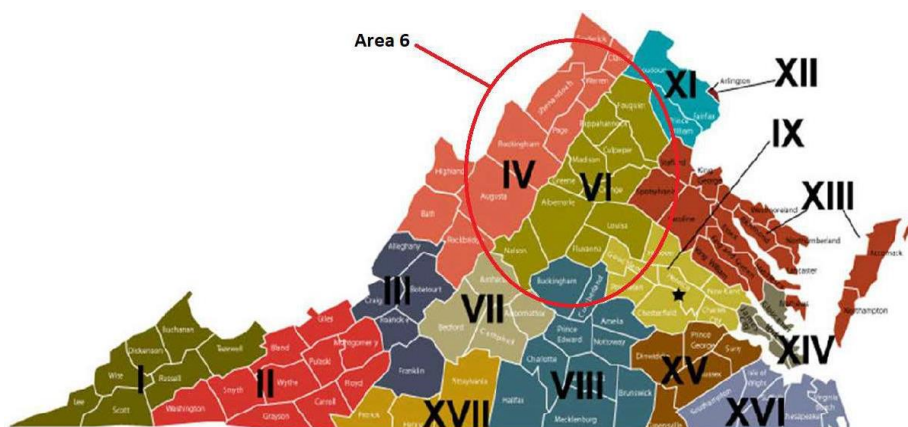

Eligible Training Provider Application Process Timeline Virginia Career Works – Piedmont Region

How does the Workforce Innovation and Opportunity Act System work in the Piedmont area?

The Workforce Innovation and Opportunity Act (WIOA) is a Federal program sponsored by the Department of Labor that offers an integrated and comprehensive range of services consisting of workforce development activities benefiting job seekers – adults, dislocated workers, youth, incumbent workers, new entrants to the workforce, veterans, individuals with disabilities – and employers. WIOA’s objective is to meet employers’ needs by increasing employment, job retention, earnings, and occupational skills among all job seeker populations.

The Virginia Community College System (VCCS) oversees the WIOA program in the Commonwealth of Virginia. There are 15 workforce areas in the Commonwealth. The Piedmont area is designated as Area #6 (VI) which is represented by the Piedmont Workforce Development Board (PWDB). Area VI covers Albemarle County, City of Charlottesville, Culpeper County, Fauquier County, Fluvanna County, Greene County, Louisa County, Madison County, Nelson County, Orange County, and Rappahannock County.



Virginia Career Works-Piedmont Region (VCW-Piedmont) is one of 15 local workforce development areas in the Commonwealth of Virginia committed to helping citizens understand their merit, value, and worth, while building community wealth. Additionally, VCW-Piedmont continues to provide services to unemployed, underemployed, businesses, individuals with disabilities, Veterans, youth, and many other diverse groups to mitigate workforce gaps and barriers, workplace inequities, lack of economic equity, and cultural competence, while building community wealth.

Potential WIOA customers must visit our One-Stop Centers to determine eligibility. Once a client is determined to be eligible to receive WIOA benefits, they, along with their case manager, work together to decide the next best steps to gain employment; this may or may not include training. The eligibility process must take place before any potential WIOA customer enters into a contract with an Eligible Training Provider (ETP).

I. What is the role of an ETP?

The main role of an ETP is to provide the skills necessary for a WIOA customer to obtain meaningful employment in their desired career field. An ETP program of training services leads to

a certificate, an associate degree, a baccalaureate degree or the skills or competencies needed for a specific job or generally for many types of jobs. An ideal training program will result in a recognized certification within a short time period.

II. There are four main steps to the process of becoming an Eligible Training Provider:

1. Submitting an application – There are two applications to complete: the training provider application and the training program application. Both applications for ETPs are located on our website at: <https://vcwpiedmont.com/about/eligible-training-providers/>. The application can be downloaded as a Microsoft Word or PDF file to your computer. There is a section for:
 - **General Information, including but not limited to:**
 - ETP Name
 - Address
 - Federal Tax ID Number
 - Contact Person
 - Accrediting, Certifying, or Licensing Agency
 - Examples: State Council of Higher Education for Virginia (SCHEV), Virginia Department of Professional and Occupational Regulation (DPOR), Virginia Board of Nursing
 - Business license, etc.
 - **Program Description - details the program. If you intend to have more than one specific program approved, then you must fill out the Program Description for each program for which you wish to apply.**
 - Training Program Name
 - Location
 - Duration
 - Curriculum
 - References
 - Performance Measures (Outcomes)
 - Program Cost

If there is a question that does not apply to you, please do not leave blank or respond with solely “not applicable” in the box. Please explain further why the section does not apply with your organization. If there is a section you do not understand or you have other questions, the VCW-Piedmont Board Staff is available to assist.

Timeline: Within one week of receiving the application – The VCW-P Board Staff will send an email receipt of the application. If the training provider does not have confirmation of receipt after one week of submission, please contact Stephanie McNamara, smcnamara@vcwpiedmont.com.

2. **Review:** After receipt confirmation, the VCW-P Board Staff will review the application. They then will contact you with any questions or comments, follow up with the references listed in the application, and also inform the applicant of information needed in order to fully prepare their application.

Timeline: Varies. Average review time is four (4) to six (6) weeks but may vary depending on particular circumstances for each application.

- 3. WIOA Committee: If there are no problems with the application, then the VCW-P Board Staff will present the training provider applications to the WIOA Committee. The WIOA committee will discuss the new programs with the VCW-P Board Staff and then decide whether or not to recommend them to the Piedmont Workforce Development Board for final approval.**

Timeline: Quarterly, *Important* Only applications received six (6) weeks or earlier than the PWDB meeting will be considered for the most current round. In order to thoroughly review the application and all related materials, any applications received after the six-week deadline, they will be considered at the following quarterly meeting. Note quarterly PWDB meetings take place the second Wednesday in March, June, September, and December.

- 4. Approval Notice: If approved, the training providers are notified. The new programs are listed on our Eligible Training Provider List online on the VCW-P website, in the One-Stop centers, and on the statewide Virginia Workforce Connection database. Being on the state database allows any WIOA client in the Commonwealth of Virginia to be able to choose a program on our local list.**