

Dear Training Provider

You are receiving this notification because your organization has a training program listed on Vermont's Eligible Training Provider List (ETPL). **As of June 30, 2022, all programs will be removed from Vermont's ETPL and a new application process and reporting requirements will take effect.**

The Vermont Department of Labor (VDOL) has been out of compliance with federal requirements to collect performance data from providers during their initial application, and annually thereafter for every person enrolled in your training program. We fully acknowledge the burden that coming into compliance will place on training providers who wish to be included on the ETPL but have no choice but to enforce this requirement to remain in good standing with the US Department of Labor.

As a reminder, training providers apply to be listed on the ETPL initially for one year, and thereafter every two years. VDOL reviews initial and continued applications to ensure the program and provider meet all requirements to be listed. Once listed, jobseekers that we support who are eligible for WIOA Title I training funds use the list to select programs they would like to enroll in. We are able to use federal WIOA funds to pay tuition and associated costs for programs on the list. In short, "being on the list" means we can spend federal dollars paying for trainings. If you are not on the list, we must use non-federal funding sources to help pay for tuition and associated costs.

This federal requirement is intended to cause states to develop robust training lists that include a lot of information – including performance information – that helps consumers make choices about their career pathways. The performance information you will be required to submit initially and annually thereafter includes the following metrics:

1. The total number of students in the program of study;
2. The total number of students exiting the program of study and their completion status (completed/did not complete);
3. The total number who were in unsubsidized employment during the second quarter after program exit;
4. The total number who were in unsubsidized employment during the fourth quarter after program exit;
5. The median earnings of those in unsubsidized employment during the second quarter after program exit;
6. The average earnings of those in unsubsidized employment during the second quarter after program exit;

7. The average earnings of those in unsubsidized employment during the fourth quarter after program exit; and
8. The total number who attained a recognized post-secondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within 1 year after exit from the program.

We recognize that this data collection and reporting requirement may cause training providers to choose not to re-apply for inclusion on the list. We have voiced concerns with our federal partners about the impact this will have for our customers – namely, that federal training funds will go unspent because of a lack of listed providers and state training funding ability is inconsistent. We will be monitoring the impact of this change and will be sure to notify you if we learn that the federal government will allow new waivers for this requirement.

The attached Administrative Memo 034 outlines the new process that training providers will use to apply to be listed on the ETPL and report performance information as of July 1, 2022. The application process will now be digitized through ProviderLink – a program management platform. After July 1, providers should follow the steps below to create an account and begin submitting applications for each training program you would like to have considered for listing. We will process applications quickly. Links to more information about the ETPL, federal regulations, approved state procedures, and more are included in the attached memo

Creating a ProviderLink Account

Step 1: Provider must create a ProviderLink username and password

<https://www.vermontjoblink.com/training>

Apply to have Training Programs Listed

Step 2: Provider must complete an application for each program, for each location it is offered.

Comply with data collection and reporting requirements.

Step 3: Applications reviewed by VDOL and applicants are notified about their status in about 15 days. Once approved, programs must begin collecting tracking data described below for all students and all sections of the program to be reported annually.

Performance Reporting

Providers are required to submit accurate and timely performance information on **ALL** students enrolled in all sections by August 15th (beginning in 2023) on an annual basis. **Providers must submit at least one of these data points (below) in the initial application to be successful.**

VDOL will provide a form on July 1 that providers must use to report all data points each year.

1. The total number of students in the program of study;
2. The total number of students exiting the program of study and their completion status (completed/did not complete);
3. The total number who were in unsubsidized employment during the second quarter after program exit;
4. The total number who were in unsubsidized employment during the fourth quarter after program exit;
5. The median earnings of those in unsubsidized employment during the second quarter after program exit;
6. The average earnings of those in unsubsidized employment during the second quarter after program exit;
7. The average earnings of those in unsubsidized employment during the fourth quarter after program exit; and
8. The total number who attained a recognized post-secondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within 1 year after exit from the program.

Training & Resources

Attached, you will also find a step-by-step guide to assist you in creating your Providerlink Account and applying for your programs to be listed. VDOL will offer one live training session to providers who would like more assistance on how to create an account and apply initially for ETPL inclusion on **Wednesday, June 29th 2022 from 1pm-2:30pm**. A registration link will be available at labor.vermont.gov by Friday June 17th. A video of the training will be posted on the VDOL site after it occurs.

Additionally, VDOL staff will be available for technical assistance after these trainings if you require further assistance. Please send an email to tracy.verge@vermont.gov. Thank you for your attention to this email and your cooperation in our transition to a compliant system. If you have any questions, please feel free to contact Tracy Verge at (802) 535-5332.

Sincerely,

Tracy Verge

WIOA Title I & Vermont Youth Employment Program Manager

Vermont Department of Labor