

**EASTBAY Works APPLICATION FOR THE**  
**STATE OF CALIFORNIA ELIGIBLE TRAINING PROVIDER LIST**

# START HERE...

1. Please read pages 1-4. This will help you determine if you qualify to be listed on the State of California Eligible Training Provider List (ETPL), and will help ensure that you submit all required documents with your completed application.

2. Instructions:
  - a. **Submit one original and one copy.** The **cover letter on your business letterhead** must be **signed and dated**, and specify the training program(s) you are submitting for consideration.
  - b. Include a brief description (with sources documented) of the local labor market outlook for the proposed occupations for training.
  - c. Do not submit any programs that have already been approved on the State of California Eligible Training Provider List (ETPL) through another Local Workforce Investment Area.

For CIP codes, go to <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165>.  
<http://www.bls.gov/soc/home.htm>.

For O\*NET codes go to <http://online.onetcenter.org>.

3. Applications should be typed and returned in the original format, in sequence, with original signatures. **Place supportive documents behind the application.** All applicable sections of the application must be completed.

4. **To expedite the processing of your application, follow the above guidelines and submit the required documentation.**

For questions or comments, please call:  
**Denise Wong** at (510) 768-4470 or email [dwong@oaklandpic.org](mailto:dwong@oaklandpic.org)

Please mail applications and attachments to:  
**EASTBAY Works (Attention: Denise Wong)**  
**1212 Broadway, Suite 300**  
**Oakland, CA 94612**

## I. APPLICATION PROCESS

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When your application is submitted, the EASTBAY Works ETPL Application process includes:

- A. Initial evaluation by EASTBAY Works **ETPL** Administrative Staff.
- B. Site visit by EASTBAY Works **ETPL** Administrative Staff and an industry expert (contingent upon availability) in the field of intended training(s), if application is complete.
- C. State of California Eligible Training Provider List (ETPL) approval.
  1. If site is approved, training provider and program(s) are submitted to the State of California Eligible Training Provider List (ETPL) for State of California approval, which may take up to 30 days.
  2. If site visit is not satisfactory, you will be informed in writing. The declined applicant has the option of requesting, in writing, an appeal of the decision to the EASTBAY Works Procurement Team. When the appeal request letter has been received and reviewed by EASTBAY Works **ETPL** staff, you will be notified of the time, date and place of your required attendance at the Procurement Team meeting. During the meeting, you will have an opportunity to present argument and justification for approval. If you do not agree with the decision of the Team, you may appeal to the EASTBAY Works Coordinating Committee. The determination of the EASTBAY Works Coordinating Committee will be final.

Once State approval is verified, you will be eligible to accept WIA customers in the approved programs, and customers may access training.

## II. SELECTION CRITERIA

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**All training programs must be legally authorized to operate in the State of California.**

### A. Initial Eligibility Policy and Procedures

Providers must meet one of the following criteria in order to have their program(s) listed on the ETPL:

1. Postsecondary institutions eligible under Title IV of the Higher Education Act and offering programs leading to an associate degree, baccalaureate degree or certificate [WIA Section 122(a)(2)(A)]. Complete applications for these programs are deemed initially eligible.
2. Providers that are registered under the National Apprenticeship Act of August 16, 1937, or provide on-the-job training in the construction industry in accordance with WIA Section 122(h), and are approved by the Bureau of Apprenticeship and Training (BAT), for those programs that operate in California under the jurisdiction of BAT, and have a certificate of approval from the California Apprenticeship Council. Complete applications filed under this provision are deemed eligible.
3. Accreditation by an institution recognized by the federal Department of Education [WIA Section 122(a)(2)(C)].
4. Approval by the California Department of Education [WIA Section 122(a)(2)(c)].
5. Approval by the Chancellor's Office of the California Community Colleges [WIA Section 122(a)(2)(C)].
6. Approval, temporary approval, registration or exemption of the program(s) by the Bureau of Private Postsecondary and Vocational Education (BPPVE) [WIA Section 122(a)(2)(C)].

## B. Minimum Requirements for Qualified Bidders

1. Training providers must be legally organized to conduct business in California and be in good standing with the IRS and the State of California.
2. Training providers must complete a **Training Provider Application**. In addition, a separate **Training Program Application** must be completed for each training program offered for consideration. A program of training services is defined as:
  - a. One or more courses or classes that, upon successful completion leads to:
    - A certificate, an associate degree, or baccalaureate degree, or
    - A competency or skill recognized by employers, or
    - A training regimen that provides individuals with additional skills or competencies generally recognized by employers.
  - b. In addition to the above, each program of training services is unique based on its:
    - Goals
    - Curriculum
    - Mode of delivery (e.g. classroom, Internet, and correspondence.)

**If any of these three factors differ from one program of training services to the next, the program is considered unique, and a separate program application should be completed.**
3. Occupations for training are determined by the needs and interests of WIA-eligible participants and must be Demand Occupations as defined by the Employment Development Department. (Information on demand occupations may be found at <http://www.labormarketinfo.edd.ca.gov/>)

## C. Agency Ability to Perform

Agencies must meet the standard defined below:

1. Pre-Award review and site visit covering administrative systems and staff qualifications
2. Classroom training programs offered must meet the training definitions under the Workforce Investment Act (WIA) of 1998.