

Rick Scott
GOVERNOR




Cissy Proctor
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: June 15, 2016

TO: Local Workforce Board Executive Directors

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support 

SUBJECT: Eligible Training Provider List (ETPL) Continued Eligibility

[CareerSource Florida Administrative Policy Number 90](#) regarding requirements related to the Eligible Training Provider List (ETPL) was adopted on March 1, 2016. The guidance requires all local boards to establish a local ETPL policy in compliance with the Administrative Policy. The guidance also requires all training providers previously determined eligible under the Workforce Investment Act (WIA) to submit and have an application for continued eligibility approved under the new local ETPL policy established pursuant to the Administrative Policy.

This is a reminder that the approval for continued eligibility for training providers previously approved under WIA must be done prior to July 1, 2016. As indicated in the Administrative Policy, CareerSource Florida and the Department of Economic Opportunity (DEO) continues to work on a single online resource for training providers to submit their application for initial eligibility or continued eligibility. Until that resource is available, local boards must follow their own application process as was done previously under WIA.

We understand that local boards may not have fully implemented the requirements of Administrative Policy 90 and we will work with you to ensure that the requirements are met. If you already have established your new ETPL policy and will have approved applications for continued eligibility from your currently approved training providers completed by June 30, 2016, please let us know with a reply email to this message. If you anticipate that you will not complete this process by that date, please provide us with a description of where you are in the process and a timetable for completing the approval process. Your status information should be sent to the [WIOA Transition Email box](#), Attention: Kirk Brown.

Thank you for your attention to this matter. Please contact us if you have any questions/comments relative to the implementation of the new ETPL requirements.

LAS/ocn

cc: Michelle Dennard Micheal Lynch Trina Travis Shila Salem