ALABAMA WORKFORCE INVESTMENT SYSTEM

Office of Workforce Development
401 Adams Avenue
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May 8, 2008
GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2002-03, Change 5

SUBJECT: **Certification of Eligible Training Providers**

1. <u>Purpose.</u>   The purpose is to provide instructions for the collection of program performance and cost information from Workforce Investment Act (WIA) Eligible Training Providers in order to continue eligibility and to provide customers with the most recent information available to be used in selecting training programs.

2. <u>Discussion.</u>   WIA Section 122 (c) states that the Governor of a State shall establish a procedure for use by the local workforce boards in determining the eligibility of training providers to continue to receive funds after an initial eligibility period has ended. It also states that submission of performance information, program cost information, and any additional information required for each, individual WIA-certified program must be submitted annually to the appropriate local board at such time and in such manner as may be required. In order to provide customers with the most up-to-date information available for them to be able to make informed decisions in determining training programs, annual submission of program performance and cost information is required.

It is the responsibility of local boards to collect program information from all Alabama WIA Eligible Training Providers.

3. <u>Action.</u>   The reporting period for training providers who are part of the two-year college system will cover the period of May 2007-April/May 2008 or first day summer semester 2007-last day of spring semester 2008. This is the time period used by the two-year college system in reporting performance for the Alabama College System Annual College Career/Technical Education Performance Data Report (Perkins Data Report) which is due October 15, 2008. The use of this time period should result in more accurate and timely performance information. Providers that are not part of the two-year college system are encouraged to use WIA Program Year 2007 which is July 1, 2007-June 30, 2008.

Attached are instructions and guidance information and two standardized forms for use in the collection and reporting of performance and cost information for **each, individual** WIA- certified program, both credit and non-credit. The requested information is due to local boards by **November 3, 2008**.   Local boards are to review and report the performance information for all programs to the Workforce Development Division: State Planning Section by **December 1, 2008.**

Training providers are **strongly encouraged** to submit the requested performance and cost information to local boards as soon as possible so that the information can be entered into the Alabama Eligible Training Providers List Database as soon as possible.

Any training provider who wishes to be removed from Alabama's Eligible Training Providers List can do so by contacting the local workforce investment area from whom you received this directive. Any training provider who knowingly submits erroneous information for any program will be removed from the Eligible Training Providers List for a period of not less than two (2) years after which time a new application may be submitted. Also, any training provider who intentionally fails to respond to this performance information request will have their eligibility reviewed, with the possibility of removal from the list.

4. **Contact.**   Any questions regarding this Directive should be addressed to Robert Lee, Workforce Development Division, at (334) 242-5890.

Steve Walkley, Division Director
Workforce Development Division

Attachment 1: Instructions and Guidance Information
Attachment 2: Annual Program Performance Information
Attachment 3: Annual Program Cost Information

Instructions and Guidance
Please <u>read</u> and <u>follow</u> instructions and guidance information.

Program information is due to local boards not later than **November 3, 2008.** Local boards should review and report program information to Workforce Development Division: State Planning not later than **December 1, 2008.**

Performance and cost information should be collected and reported on **each, individual** WIA certified program at **each, individual** training location. Reports should be **complete** addressing all questions on report.

Performance and cost information should be reported separately for **each, individual** WIA certified program when a particular program has more that one (1) WIA certified training time length, e.g. 26 weeks welding program, 52 weeks welding program, and 104 weeks welding program. Each report should contain performance and cost information related to that **particular, individual** program only.

Performance and cost information should be reported on both **credit and non-credit** WIA certified programs.

Reports should include information covering the **total of all** WIA completers for each program regardless of funding source such as youth, adult, dislocated worker, and governor's set aside rapid response.

Reports should include information covering the **total of all** WIA completers for each program regardless of local area or career center that sponsored enrollments.

Please review Eligible Training Providers List (ETPL) website, **http://www2.dir.state.al.us/alcrs**, listing of WIA certified programs to assure you submit report for **each, individual WIA certified** training program. *If you have programs that have never had activity (requests for WIA enrollment), you might want to consider requesting that such program(s) be placed on hold. Many providers have numerous programs that have never been requested by WIA enrollees. Programs placed on hold would not have to have a performance report submitted at this time. However, updated program information would have to be submitted should you ever request program(s) be re-certified.*

A performance and cost report, request to be placed on hold, or a request to be removed **(no longer offered)** from ETPL **should** be submitted for **each, individual** program listed, i.e. 16 listings would mean 16 reports and/or requests.

Failure to provide performance and cost information for a program <u>could</u> result in program being placed on hold until report is received.

Reporting Period: In order to obtain more accurate and up-to-date information and to maximize use of the Alabama College System Annual College Career/Technical Education Performance Data Report (Perkins Data Report), the time period of May 2007-April/May 2008 (first day summer semester 2007-last day spring semester 2008) will be used by training providers in the two-year college system to report performance and cost information and will be designated 2007. Providers **not** in the two-year college system are encouraged to use WIA Program Year 2007 which is July 1, 2007-June 30, 2008. Program information is due to local boards by **November 3, 2008.**

<u>All</u> training providers are **strongly encouraged** to report program information to local boards as soon as possible for review and submission to WDD State Planning so that the information can be entered into the Alabama Eligible Training Providers List Database as soon as possible.

WORKFORCE INVESTMENT ACT (WIA) ELIGIBLE TRAINING PROVIDERS PROGRAM
Annual Program Performance Information

Training Provider:_____

Program Title Update: _____
(If program title needs updating, please indicate so on above line. Show old/new title.)

Program Length (which one: semesters, semester hours, weeks, etc):_____

Please read and follow instructions detailed in instructions and guidance information.

Program Completer: Participant that earned a degree, diploma, certificate or other recognized as credential or a participant that exited training program early due to obtaining full time unsubsidized training related employment can be counted as a completer.

Unsubsidized Employment: Employment performed for wages that is not contingent on a subsidy such as on-the-job training reimbursements to the employer.

A suggestion in answering sequence is: 6, 7, 9, 8, 10, 11, 1, 2, 4, 3, 5 since WIA participant information will be included into ALL participant information.

1. Total number of **ALL** (include WIA #6) program participants who exited program during reporting period (number enrolled at beginning of reporting period plus new enrollees during reporting period minus number enrolled at end of reporting period).   _____

2. Total number of **ALL** (include WIA #7) program participants who completed program (earned credential **or** exited early into unsubsidized training related employment during reporting period).   _____

3. Total number of **ALL** (include WIA #8) program completers who obtained unsubsidized employment after completion of program. (include # in #4)   _____

4. Total number of **ALL** (include WIA #9) program completers who obtained training related unsubsidized employment after completion of program.   _____

5. Average hourly placement wage of **ALL** (include WIA #10) program completers who obtained training related unsubsidized employment after completion of program.   _____

6. Total number of **WIA** participants who exited program during reporting period (number enrolled at beginning of reporting period plus new enrollees during reporting period minus number enrolled at end of reporting period).   _____

7. Total number of **WIA** participants who completed program (earned credential **or** exited early into unsubsidized training related employment) during reporting period).   _____

8. Total number of **WIA** completers who obtained unsubsidized employment after completion of program. (include # in #9) _____

9. Total number of **WIA** completers who obtained <u>training related</u> unsubsidized employment after completion of program. _____

10. Average hourly placement wage of **WIA** completers who obtained <u>training related</u> unsubsidized employment after completion of program. _____

11. Total number of **WIA** completers of reporting period who obtained credential (degree, diploma, certificate, or other recognized as credential). _____

Methodology Used To Collect Information:

_____

_____

_____

Contact Person: Name:_____

Telephone:_____

Email:_____

Annual Program Cost Information
Do not send pages from catalogs. Please prepare and send this cost information sheet.

For **each** program, please report any <u>program</u> information/cost changes to a program that needs updating **or** submit cost information sheet stating that no changes are necessary.

Training Provider: _____

Program Title/*Length (semesters, semester hours, hours, weeks, etc):* _____

Reporting Period:_____

Program Description: (prepare this section only if there has been a significant change in program description)

_____

_____

_____

_____

_____

Program Cost: (please report <u>TOTAL PROGRAM COST</u>-not term cost)

Tuition (In-State)   **Total** $_____

Tools   **Total** $_____

Other: books, uniforms, fees, etc.
Books $_____
Equipment $_____
Supplies $_____
Uniforms $_____
Required fee (type: _____) $_____
Required fee (type: _____) $_____
Required fee (type: _____) $_____
Required fee (type: _____) $_____
Required fee (type: _____) $_____
Other (type: _____) $_____
Other (type: _____) $_____
Other (type: _____) $_____

                            Total Other $_____

                    TOTAL PROGRAM COST $_____