

**ALABAMA WORKFORCE INVESTMENT SYSTEM**  
**Workforce Development Division**  
**401 Adams Avenue**  
**Post Office Box 5690**  
**Montgomery, Alabama 36103-5690**

June 13, 2012

**GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2011-23**

**SUBJECT:** Recertification of Program Performance and Cost Information for Eligible Training Providers

1. Purpose. The purpose of this directive 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. Discussion. WIA Section 122 (c) states that the Governor of a State shall establish a procedure for use by the local workforce boards to determine the eligibility of training providers to continue to receive funds after the period of initial eligibility. It also states that submission of performance, program costs, and any additional information required for each individual WIA-certified program must be submitted annually to the appropriate local workforce investment area at such time and in such manner as may be required by their procedures. This is to provide customers with the most up-to-date information available for them to be able to make informed decisions in selecting training programs. It is the responsibility of local workforce investment areas to collect program information from all WIA Eligible Training Providers who provide services to WIA participants in Alabama. This Directive supercedes all previous directives regarding the collection of performance, costs and other information on the ETPL including GWDD No. PY2002-03 through PY2002-03, change 5.
  
3. Action. The reporting period for all training providers is the WIA Program Year 2011 (July 1, 2011 - June 30, 2012).

Attached are instructions, guidance information and forms to use in the collection and reporting of performance and cost information for each WIA- certified program, both credit and non-credit. The requested information is to be entered on the website, [www.ETPL.alabama.gov](http://www.ETPL.alabama.gov), for each program by June 15, 2012; and the information must be submitted to your local workforce investment area. Local workforce investment areas are to review the performance information for all programs and notify the Workforce Development Division, State Reporting/Technical Assistance section of acceptance by July 15, 2012. Training providers are required to enter the requested performance and cost information on the Eligible Training Provider List website. Training providers are strongly encouraged to keep the performance information listed on the ETPL website up-to-date. This information will be reviewed every 24 months to ensure that it remains current.

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Any training provider, who wishes to be removed from Alabama's Eligible Training Provider 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 for review and consideration. Also, any training provider, who intentionally fails to respond to this performance information request, will have their eligibility suspended, with the possibility of removal from the list.

4. Contact. Any questions regarding this Directive should be addressed to Tammy Farmer, Workforce Development Division, at (334) 242-5154.

  
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

Program performance information is due to local workforce investment areas no later than June 15, 2012. Local areas should review the updated performance information and report acceptance of the program information to Workforce Development Division, State Reporting and Technical Assistance Section no later than July 15, 2012.

The Eligible Training Provider List (ETPL) website, [www.ETPL.alabama.gov](http://www.ETPL.alabama.gov), should be updated to reflect the requested performance and cost information for all WIA certified programs listed, both credit and non-credit. If you have programs that have not had activity (requests for WIA enrollment), you may consider requesting that such programs be removed. Programs that are to be removed do not require the submittal of a performance report. However, updated program information will have to be submitted if you request a program be re-certified.

A performance and cost report, a request to inactivate a program, or a request for a program to be removed from the ETPL should be submitted for each program to your Local Area. Failure to provide updated performance and cost information for a program will result in a program being suspended until the report is received, or the program may be removed from the Eligible Training Provider List should the information not be provided as requested by the Workforce Development Division.

The reporting period for all Eligible Training Providers is Program Year 2011 (July 1, 2011 through June 30, 2012). Program information is to be sent to your Local Workforce Investment Area by June 15, 2012. The Local Workforce Investment Areas will need to submit their acceptance of the requested information to the Workforce Development Division, State Reporting and Technical Assistance section by July 15, 2012.

The two forms, "Annual Program Performance Information" and "WIA Program Cost Information", provided with this Directive have the questions that are listed on the Eligible Training Provider List website. The forms will need to be completed and sent to your Local Workforce Investment Area and the website updated with the requested information. Should the program cost information remain the same, please indicate this on the form. Listed below are the local workforce investment areas and their contact person.

Alabama Workforce Investment Area (65-county Workforce Investment Area)  
Mickey Hutto, Supervisor  
ADECA, Workforce Development Division  
401 Adams Avenue  
P O Box 5690  
Montgomery, Alabama 36103-5690

Jefferson County Workforce Investment Area  
Keith Strother, Manager  
3420 3<sup>rd</sup> Avenue South  
Birmingham, Alabama 35203

Mobile Works, Inc.  
Sydney Raine, President  
P O Box 889  
Mobile, Alabama 36601

**WORKFORCE INVESTMENT ACT (WIA) ELIGIBLE TRAINING PROVIDERS LIST**

Annual Program Performance Information

As shown on [www.ETPL.alabama.gov](http://www.ETPL.alabama.gov)

Training Provider: \_\_\_\_\_

Program Title: \_\_\_\_\_

(If the program title needs to be changed, please indicate it on the line above. Show the old/new title)

Program Length: \_\_\_\_\_

(Indicate semesters, hours, weeks, or months)

Program Completer is a participant that earned a degree, diploma, certificate or other recognized credential or a participant who exited the training program early due to obtaining full-time, unsubsidized training-related employment.

**Program Year is 2011.**

**Program Performance Summary**

(This information pertains to the overall program, which includes WIA and non-WIA participants.)

- 1. Total number of program participants who exited (completed the program, dropped out, etc.) the program during the program year (7/1 – 6/30). \_\_\_\_\_
- 2. Total number of program participants who completed (earned a certificate, diploma, etc.) the program in the program year. \_\_\_\_\_
- 3. Total number of program exiters who obtained unsubsidized employment after completion of the program. \_\_\_\_\_
- 4. Total number of program completers who obtained unsubsidized employment in a related area after completion of the program. \_\_\_\_\_
- 5. Average hourly wage of all completers employed in the calendar quarter following their completion quarter. \$ \_\_\_\_\_

**WIA Program/Service Performance Summary**

- 1. Total number of WIA program participants who exited from the program during the program year. \_\_\_\_\_
- 2. Total number of WIA program participants who completed (earned certificate, diploma, etc.) the program in the program year. \_\_\_\_\_
- 3. Total number of WIA program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment after completion of the program. \_\_\_\_\_
- 4. Total number of WIA program completers who obtained unsubsidized employment in a related area after completion of the program. \_\_\_\_\_
- 5. Average hourly wage of all WIA completers employed in the calendar quarter following their completion quarter. \$ \_\_\_\_\_
- 6. Describe your method used to determine performance.

**WORKFORCE INVESTMENT ACT (WIA) ELIGIBLE TRAINING PROVIDERS LIST**

WIA Program Cost Information

As shown on [www.ETPL.alabama.gov](http://www.ETPL.alabama.gov)

Training Provider: \_\_\_\_\_

Program Title: \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

Tuition \$ \_\_\_\_\_

Fees \$ \_\_\_\_\_

Books \$ \_\_\_\_\_

Tools \$ \_\_\_\_\_

Other:	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____