

**Alabama Workforce Investment System  
Workforce Development Division**

401 Adams Avenue  
Post Office Box 5690  
Montgomery, Alabama 36103-5690

March 26, 2014

**GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2011-23, Change 2**

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

1. **Purpose:** 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 eligibility of training providers to continue to receive funds after the period of initial eligibility. It also states that submission of the 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. **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 supersedes all previous directives regarding the collection of performance, costs and other information on the Eligible Training Provider List (ETPL) including GWDD No2002-03 through PY2011-23, change 1.

3. **Action:** The reporting period for **ALL approved Training Providers** is the **WIA Program Year 2012 (July 1, 2012 – June 30, 2013).**

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 Eligible Training Provider website ([www.etpl.alabama.gov](http://www.etpl.alabama.gov)), for **each program** by May 16, 2014. The information **must be submitted to Jessica Dent and a copy to your local workforce investment area.** The information will be considered accepted by the Local Workforce Investment Areas unless the Workforce Development Division, State Reporting/Technical Assistance Section is notified otherwise by June 15, 2014.


Training Providers are **required to enter** the requested performance and cost information on the Eligible Training Provider List website. This information will be reviewed every 24 months to ensure that it remains current.

Any Training Provider wishing to be removed from the ETPL website can do so by contacting the local workforce investment area from whom this directive was received.

Any Training Provider who knowingly submits erroneous information for any program, will be removed from the ETPL for a period of not less than two (2) years, after which time the Training Provider may reapply to become an Eligible Training Provider.

Any Training Provider who fails to respond to this performance information request will have their eligibility suspended and programs will be marked in-active until performance has been reported.

4. **Contact:** Any questions regarding this Directive should be addressed to Jessica Dent, Workforce Development Division, (334)353-3256 or [Jessica.dent@adeca.alabama.gov](mailto:Jessica.dent@adeca.alabama.gov).



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Steve Walkley, Division Director  
Workforce Development Division

**ATTACHMENTS:**

1. **INSTRUCTIONS AND GUIDANCE INFORMATION** –no action needed, information only
2. **PROVIDER INFORMATION VERIFICATION FORM** – must be completed and returned
3. **PROVIDER PERFORMANCE AND COST ADJUSTMENT CERTIFICATION FORM**– must be completed and returned

**Eligible Training Provider Instructions and Guidelines**  
**Recertification of Program Performance and Cost Information**

- Due to Jessica Dent and a copy to your Local Workforce Investment Area – **May 16, 2014**  
Local areas should review the updated performance information and report acceptance of the program information and approve recertification to ADECA Workforce Development, State Reporting Section, ATTN: Jessica Dent (334) 353-3256.

**Alabama Workforce Investment Area (65-County Workforce Investment Area)**  
Mickey Hutto, Supervisor  
ADECA, Workforce Development Division, State Reporting  
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

- **Review by Local Workforce Development Areas**  
Failure to provide updated program performance and cost information will result in the program being inactivated until the report is received.

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, including credit and non-credit programs. Programs that have not had activity (requests for WIA enrollment) should be reviewed and considered to be marked inactive from approved programs list. Programs that are requested to be inactivated do not require the submittal of a performance report.

**Note:** *Included in this package is a listing of all programs that require a performance review for PY2012. Please update the information on the ETPL website **and return** the Program Performance and Cost Information Annual Reporting Form;*

In addition to the program performance and cost information; please review all information entered into the ETPL website (including: contact information, program service locations, program/service occupations, and program service skills.

**Note:** *Attached to these instructions is a listing of the ETPL Main Contacts and approved ETPL administrators. Please review the list of administrators and notify ADECA, Workforce Development of ALL individuals that should be removed from administration of the ETPL.*

For assistance with the ETPL website, please contact [Jessica.dent@adeca.alabama.gov](mailto:Jessica.dent@adeca.alabama.gov) or 334-353-3256.