



ELIGIBLE TRAINING PROVIDER LIST APPLICATION

The District of Columbia Workforce Investment Council (WIC) announces its application for the Eligible Training Provider List (ETPL). Applicants are strongly encouraged to read the entire application. Questions about the ETPL or the application may be directed to 202-671-2517.

Applicants include:

- A postsecondary educational institution that is eligible to receive Federal funds under Title IV of the Higher Education Act of 1965 that provides a program that leads to an association degree, baccalaureate degree or certificate;
- An entity that carries out programs under the National Apprenticeship Act through registered apprenticeship sponsored programs; or
- Another public or private provider of a program of training services such as public or private nonprofit or for-profit proprietary institutions and/or non-profit faith- or community-based organizations.

Applications may be transmitted by mail or hand-delivered to:

Workforce Investment Council
4058 Minnesota Ave, NE
Suite 3700
Washington, DC 20019

Important note regarding “Administrative Completeness”:

Please note all items requested in the application must be submitted in order for an application to be “administratively complete” and considered for recommendation to become an Eligible Training Provider. In addition, please note that any materials submitted under prior applications must be resubmitted with the current application. Only those applications accompanied by all required information, explanations, and documentation will be deemed administratively complete and considered. Applications that are not administratively complete will not be considered. **Each program for consideration will require a separate Section 2 in order to be considered administratively complete.**

ELIGIBLE TRAINING PROVIDER LIST APPLICATION

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GUIDELINES

The District of Columbia Workforce Investment Council (WIC), from the Office of the Deputy Mayor for Planning and Economic Development (DMPED), will maintain a list of training providers deemed eligible to provide training services to individuals under the authority of the Workforce Investment Act 1998 and the Wagner-Peyser Act.

Training providers will be selected through an open procurement process which will result in successful applicants entering into a contract with Department of Employment Services (DOES). All eligible training providers must be recertified on an annual basis, except in circumstances in which extensions have been granted or agreements lasting less than one year have been executed.

Application Request: The WIC office provides the Eligible Training Provider List (ETPL) application packet upon request. Application is available year round. For questions pertaining to the ETPL application and/or to request an electronic version, contact Stephanie Tioseco at 202.671.2517 or email to stephanie.tioseco@dc.gov.

The application process will take approximately 45 business days. If the application is not administratively complete, the review process may be delayed or result in the application being denied.

Application process:

- STEP 1. Vendor requests a copy of the application from WIC staff. (Proceed to Step 2)
- STEP 2. Submit complete ETPL application packet to WIC staff. (Proceed to Step 3)
- STEP 3. WIC staff will confirm receipt of the application packet. Each packet will be reviewed by staff in the order they were received. (Proceed to Step 4)
- STEP 4. Upon WIC staff recommendation for approval or denial, WIC will contact you with a status update and next steps.
 - i. If approved – DOES will continue with processing an agreement (Proceed to STEP 5)
 - ii. If denied – notification will be issued with reason for denial and next available steps.
- STEP 5. DOES staff will continue with the agreement processing.
 - i. If approved – DOES will issue an agreement (Proceed to STEP 6)
 - ii. If denied – DOES will notify staff and applicant with reason for denial and next available steps.
- STEP 6. WIC will provide you with online vendor orientation information. The vendor submits the signed copies to the WIC staff. (Proceed to Step 7)
- STEP 7. Welcome to the Eligible Training Provider List!

6. Type of Establishment:
Public _____ Private Proprietary _____ Non-Profit _____ other: _____

7. Date of Establishment _____

8. Federal EIN: _____

9. W-9 Tax Form _____ **(attach copy of form)**

10. Please provide a brief description of the training provider:

11. Provide a copy of the educational license.

License Number: _____

Expiration Date: _____

12. Provide a copy of the business license.

License Number: _____

Expiration Date: _____

13. Is this institution accredited by a governing body? Provide a copy.

Yes _____ Accrediting Body: _____

No _____ Date of Expiration: _____

14. Is this institution licensed by a governing body? Provide a copy.

Yes _____ Licensing Body: _____

No _____ License Number: _____

Date of Expiration: _____

15. Provide a copy of the general liability insurance policy.

Expiration Date: _____ Issuer: _____

Amount of Coverage: _____ Policy Number: _____

16. Provide a copy of last financial audit.

Date of last financial audit: _____

Auditing body: _____

17. Were there any exceptions to this audit? If yes, describe. If needed, use additional pages.

Yes _____ No _____

18. Do your instructors for the training offered have at least three years of experience in their field? Provide copies of names of instructors with resumes, job descriptions, and credentials (degrees, licenses, certificates, etc.).

Yes _____ No _____

19. What is the average student/teacher ratio for your class (es)? _____ to _____

20. Do you have a refund policy?

Yes _____ No _____

SECTION 2: PROGRAM INFORMATION

A SEPARATE FORM MUST BE COMPLETED FOR EACH PROGRAM SEEKING CERTIFICATION

LABEL EACH PROGRAM CLEARLY

1. Provide a title name, short description and cost of program:

2. Provide the SOC code that the proposed training prepares individuals for.

SOC Code: _____

3. Does this program prepare individuals to become accredited or licensed with an industry recognized credential?

Yes _____ Accrediting Body: _____
No _____ Date of Expiration: _____

4. Is this program Pell Grant eligible: Yes _____ No _____

5. Date program first implemented: _____

6. Does this training lead to a Green Job?

Yes _____ No _____

7. Program training provided at:

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Ward: _____

8. Is this training facility Americans with Disabilities Act compliant?

Yes _____ No _____

9. Is the training program open to individuals with disabilities?

Yes _____ No _____

If so, what disabilities are accommodated?: _____

10. Is the training online or web-based?

Yes _____ No _____

Website: _____

11. Acceptance Criteria:

12. Provide a copy of the course catalogs that outline this program and the published price.

SECTION 3: ASSURANCES AND ACKNOWLEDGMENTS

Initial by each item.

The undersigned assures compliance to ALL of the following:

- _____ Eligibility Determination Policy
- _____ Individual Training Account Policy
- _____ Grievance Policy
- _____ Performance Policy
- _____ Record Retention Policy
- _____ Refund Policy
- _____ Reporting Policy
- _____ [American’s with Disabilities Act](#)
- _____ [Civil Rights Act](#)
- _____ [Federal Acquisition Regulations, Subpart 9.4—Debarment, Suspension, and Ineligibility](#)
- _____ [District of Columbia Municipal Regulations \(DCMR\)](#)
- _____ [Drug-Free Workplace Act](#)
- _____ [Language Access Act](#)
- _____ [Workforce Investment Act](#)
- _____ Training provider acknowledges referral of DOES clients is not guaranteed
- _____ Training provider acknowledges that sites visits will be conducted and agrees to cooperate with the monitoring representative(s)
- _____ Training provider assures that they are a business in good standing. If there is any current or previous litigation, provide documentation of all legal actions, taken against this provider, including suits, judgments, and claims

Regarding lobbying, the undersigned certifies, to the best of his or her knowledge and belief, that:

- _____ No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- _____ If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this contract, grant, loan, or cooperative agreement he undersigned shall complete and submit standard Form-LLL, "Disclosure form to Report Lobbying," in accordance with its instructions (available from the Procurement Officer for this agreement).
- _____ This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

SECTION 4: AUTHORIZED SIGNATURE

By signing, I hereby certify that all information contained in this document is accurate as of the date of submission. I also agree to site visits and audits by the Workforce Investment Council or representatives of the Department of Employment Services, and assure the provision of any and all of the above listed documentation upon request. I further certify my understanding that completion of this application does not guarantee selection as a training provider. I also understand that any or all of the items included in the application may be displayed on the Internet as part of the Workforce Investment Act Statewide Consumer Report System and Eligible Training Provider List. I understand that these requirements must continue to be met while my organization is an eligible training provider. **THIS APPLICATION MUST BE NOTARIZED.**

Signature of Authorized Official*: _____

Name of Authorized Official*: _____

Title of Authorized Official*: _____

Name of Organization: _____

Date: _____

*The Authorized Official is the individual or designated representative authorized to enter into legally binding documents.

ELIGIBILITY DETERMINATION POLICY

Legislative References

The Workforce Investment Act of 1998 (Public Law 105-220) Section 134 G (iii)

Eligibility Determination

Training providers that prepare clients for occupations appearing on the Fastest Growing Occupation List* are deemed eligible for consideration to the Eligible Training Provider List.

Training providers that prepare clients for occupations appearing on the Declining Occupation List* are deemed ineligible for consideration to the Eligible Training Provider List.

Training providers that prepare clients for occupations not appearing on either list* are deemed ineligible. They may petition the Workforce Investment Council for a waiver to be deemed eligible for consideration on the Eligible Training Provider List.

The Office of Workforce Investment Council staff will provide instructions to training providers who wish to protest the Workforce Investment Council.

*The Fastest Growing Occupation List and Declining Occupation List are taken from the District of Columbia 2008-2018 Industry and Occupational Projections Report. The report is compiled bi-annually by the D.C. Department of Employment Services, Office of Labor Market Research and Information.

FASTEST GROWING OCCUPATIONS*

11-2022	Sales Managers
13-1041	Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation
13-1071	Employment, Recruitment, and Placement Specialists
13-1072	Compensation, Benefits, and Job Analysis Specialists
13-1073	Training and Development Specialists
13-1081	Logisticians
13-2051	Financial Analysts
13-2052	Personal Financial Advisors
13-2061	Financial Examiners
15-1031	Computer Software Engineers, Applications
15-1032	Computer Software Engineers, Systems Software
15-1051	Computer Systems Analysts
15-1061	Database Administrators
15-1071	Network and Computer Systems Administrators
15-1081	Network Systems and Data Communications Analysts
17-2011	Aerospace Engineers
17-2061	Computer Hardware Engineers
17-2112	Industrial Engineers
17-3023	Electrical and Electronic Engineering Technicians
19-1042	Medical Scientists, Except Epidemiologists
19-3021	Market Research Analysts
19-3022	Survey Researchers
19-3099	Social Scientists and Related Workers, All Other
21-1093	Social and Human Service Assistants
23-2011	Paralegals and Legal Assistants
23-2091	Court Reporters
25-1121	Art, Drama, and Music Teachers, Postsecondary
25-3021	Self-Enrichment Education Teachers
29-1062	Family and General Practitioners
29-1067	Surgeons
29-2021	Dental Hygienists
29-2055	Surgical Technologists
31-1011	Home Health Aides
31-9091	Dental Assistants
31-9092	Medical Assistants
33-3012	Correctional Officers and Jailers
33-3021	Detectives and Criminal Investigators
33-9021	Private Detectives and Investigators
39-9021	Personal and Home Care Aides
39-9031	Fitness Trainers and Aerobics Instructors
43-6012	Legal Secretaries
49-2011	Computer, Automated Teller, and Office Machine Repairers

Note: *District of Columbia 2008-2018 Industry and Occupational Projections

Source: D.C. Department of Employment Services, Office of Labor Market Research and Information

DECLINING OCCUPATIONS*

11-1011 Chief Executives	43-9051 Mail Clerks and Mail Machine Operators, Except Postal Service
11-2011 Advertising and Promotions Managers	43-9071 Office Machine Operators, Except Computer
11-3071 Transportation, Storage, and Distribution Managers	43-9199 Office and Administrative Support Workers, All Other
13-2053 Insurance Underwriters	47-2111 Electricians
19-2043 Hydrologists	47-2152 Plumbers, Pipefitters, and Steamfitters
19-3011 Economists	47-2211 Sheet Metal Workers
19-3093 Historians	47-2221 Structural Iron and Steel Workers
27-1023 Floral Designers	47-3013 Helpers--Electricians
27-2031 Dancers	47-4021 Elevator Installers and Repairers
27-3011 Radio and Television Announcers	47-4041 Hazardous Materials Removal Workers
27-3022 Reporters and Correspondents	49-2022 Telecommunications Equipment Installers and Repairers, Except
27-4012 Broadcast Technicians	49-3021 Automotive Body and Related Repairers
27-4032 Film and Video Editors	49-3023 Automotive Service Technicians and Mechanics
29-1041 Optometrists	49-9012 Control and Valve Installers and Repairers, Except Mechanical Door
29-2011 Medical and Clinical Laboratory Technologists	49-9052 Telecommunications Line Installers and Repairers
29-2054 Respiratory Therapy Technicians	51-1011 First-Line Supervisors/Managers of Production and Operating Workers
29-2081 Opticians, Dispensing	51-3011 Bakers
31-1013 Psychiatric Aides	51-4041 Machinists
33-3041 Parking Enforcement Workers	51-4121 Welders, Cutters, Solderers, and Brazers
35-1011 Chefs and Head Cooks	51-5011 Bindery Workers
41-2022 Parts Salespersons	51-5021 Job Printers
41-9011 Demonstrators and Product Promoters	51-5022 Prepress Technicians and Workers
41-9041 Telemarketers	51-5023 Printing Machine Operators
43-2011 Switchboard Operators, Including Answering Service	51-6011 Laundry and Dry-Cleaning Workers
43-2099 Communications Equipment Operators, All Other	51-6021 Pressers, Textile, Garment, and Related Materials
43-3051 Payroll and Timekeeping Clerks	51-7011 Cabinetmakers and Bench Carpenters
43-4011 Brokerage Clerks	51-8013 Power Plant Operators
43-4021 Correspondence Clerks	51-9111 Packaging and Filling Machine Operators and Tenders
43-4071 File Clerks	51-9132 Photographic Processing Machine Operators
43-4131 Loan Interviewers and Clerks	51-9199 Production Workers, All Other
43-4151 Order Clerks	53-1031 First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators
43-4161 Human Resources Assistants, Except Payroll and Timekeeping	53-3031 Driver/Sales Workers
43-4199 Information and Record Clerks, All Other	53-7061 Cleaners of Vehicles and Equipment
43-5021 Couriers and Messengers	53-7062 Laborers and Freight, Stock, and Material Movers, Hand
43-5032 Dispatchers, Except Police, Fire, and Ambulance	
43-5051 Postal Service Clerks	
43-5053 Postal Service Mail Sorters, Processors, and Processing Machine Operator	
43-5071 Shipping, Receiving, and Traffic Clerks	
43-9021 Data Entry Keyers	
43-9022 Word Processors and Typists	
43-9031 Desktop Publishers	

Note: *District of Columbia 2008-2018 Industry and Occupational Projections

Source: D.C. Department of Employment Services, Office of Labor Market Research and Information

GRIEVANCE POLICY

Legislative and Regulatory References

The Workforce Investment Act of 1998 (Public Law 105-220)
Federal Regulations at 20 CFR Part 652 and Parts 660-671
Section 908 of the District Procurement Practices Act of 1985

Grievance Process

1. Prospective training providers who are found ineligible for entering into a contract with DOES or are denied the annual recertification may file a written request for a hearing with the WIC within 30 calendar days of the finding of ineligibility or the denial of certification.
2. The WIC must hold the hearing within 60 calendar days of the receipt of the written request for a hearing.
3. The hearing must include a written explanation from WIC staff as to the reason(s) for the finding of ineligibility or the denial of recertification and a written appeal from the complainant explaining why the adverse decision should be reversed or a compromise established.
4. An attorney or other representative(s) of choice of the complainant may be present. Witnesses and documentary evidence may be presented. Records and documents relevant to the complaint and maintained by or for the District of Columbia in the course of business may be presented. All witnesses or parties to the issues of the complaint may be questioned.
5. The WIC shall issue a written decision within 120 calendar days of the date of the hearing. The decision may enumerate what steps must be taken by the complainant to establish or reestablish eligibility.
6. If the complainant is not satisfied with the decision of the WIC, a protest may be filed with the District of Columbia Contract Appeals Board pursuant to provisions of Section 908 of the District Procurement Practices Act of 1985, as amended. A copy of the protest shall be sent to the WIC. A protest shall be filed within 10 working days of the date the complaint knew, or should have known, of basis for the protest.

INDIVIDUAL TRAINING ACCOUNT POLICY

The Individual Training Account (ITA) cap is \$4,000. This is the maximum dollar amount that can be paid by the District of Columbia on behalf of an individual seeking occupational skills training. The \$4,000 must include all expenses related to training (books, tuition, fees, exams, etc).

Providers offering programs and training that exceed \$4,000 have the option of supplementing DOES funding with other sources, in order to allow DOES ITA customers to participate in a fully-funded program or training. This supplementary funding must be secured on behalf of the DOES ITA customer prior to start of training.

PERFORMANCE POLICY

Performance and accountability are integral parts of Eligible Training Provider List (ETPL) operations. The following performance measures will be effective as soon as a training agreement has been finalized. Training providers must have a 70% performance in a training related job placement. The training provider shall also maintain a 90% customer satisfaction rating.

The evaluation of the training provider performance shall be based on the information provided in the monthly report and the customer satisfaction survey from DOES clients enrolled in the training provider's program. It will be based on the number of DOES clients that were placed in a training related job as a percentage the number of DOES clients that exited the program. The customer satisfaction survey may be taken at any time by DOES clients.

Failure to maintain a 70% placement rate AND 90% customer satisfaction shall be subject to the following:

- | | |
|----------------|--|
| First Notice: | 30 days - training provider will receive a letter of non-compliance |
| Second Notice: | 60 days - training provider will submit a corrective action plan |
| Third Notice: | 90 days – training provider will be asked to present at the Workforce Investment Council in order to continue providing services. Further action shall be approved by the council. |

RECORDS RETENTION POLICY

Local Workforce Investment Areas are required to maintain and retain records of all fiscal and program activities. With some exceptions, such records shall be available to the public. This policy sets forth the minimum requirements the timeframes for records retention, and the extent to which such records may be made available to the public.

- a. Retain all records pertinent to the grant, grant agreements, interagency agreements, contracts or any other award, including financial, statistical, property, applicant or registrant records, and supporting documentation, for a period of at least three (3) years after submittal of the final expenditure report (closeout) for that funding period to the awarding agency.
- b. Retain all records of non-expendable property for a period of at least three (3) years after final disposition of property.
- c. Retain all records pertinent to applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment for a period of not less than three years from the close of the applicant program year.
- d. Retain records regarding complaints and actions taken on the complaints for a period of not less than 3 years from the date of resolution of the complaint.
- e. After the files have been retained for the three years, refer to your organization's guidelines for destroying confidential information.
- f. Retain all records beyond the required three (3) years if any litigation or audit is begun or a claim is instituted involving the grant or agreement covered by the records. The records shall be retained for an additional three (3) years after the litigation, audit, or claim has been resolved.

In the event of the termination of the relationship between the state and a WIC fiscal agent or other WIA sub recipient, the fiscal agent or sub recipient will be responsible for the maintenance and retention of their own records as well as the records of any sub recipient unable to maintain and retain its own records. The District of Columbia, however, will be responsible for the maintenance and retention of the records of the fiscal agent or sub recipient unable to maintain and retain its own records or those of its sub recipients.

Copies of records made by microfilming, photocopying, or similar methods may be substituted for the original records if they are preserved with integrity and are admissible as evidence.

All records retained beyond the mandatory retention period are subject to audit and/or review.

REFUND POLICY

Occasionally, a student may find it necessary to withdraw from all classes during the training period. Depending upon when this action is taken, the District may be refunded all or part of their tuition and fee charges. If the student is a financial aid recipient, the training provider, as well as the student, may be required to return to the federal government, all or a portion of the aid that had been disbursed to the student and /or the student's account.

The District's Eligible Training Provider List (ETPL) Refund Policy must be consistent with this policy (except for two or four year institutions).

Tuition Refund Criteria:

The District's Tuition Refund Policy requires that training funds are returned in accordance with the following criteria:

- 100% of the tuition and fees must be refunded for a student who withdraws from all classes prior to the 5th day of class.
- 90% of the tuition and fees must be refunded for official or unofficial withdrawals made between the 6th day of class and the 13th day of class.
- 50% of the tuition and fees must be refunded for official or unofficial withdrawals made on or after the 14th day of class but prior to the end of the 21st day of class.

Funds are to be returned to the District within four weeks following the establishment of a student's official or unofficial withdrawal.

The Office of Program Performance Monitoring will provide instructions to ETPL training providers who are required to refund funds to the District government.

REPORTING POLICY

Service providers are required to submit a monthly activity report. The report shall be submitted on the template provided by the 5th business day of each month for the previous month's activities. Monthly activity reports are required for as long as your organization has an active DOES training customer. Any questions regarding this report should be directed to your assigned contract monitor.

The student times and attendance/progress report must be completed by the training provider and contain original signatures. At the end of the month, the report must be returned to the student. The student must be instructed to submit the report to their case manager by the 3rd business day of the month.

Reporting Samples

- a) Activity report for training provider
- b) Student time and attendance/progress report

ACTIVITY REPORT

Provider Name: _____ Contract No. _____

Contact Person: _____ Phone No: _____

Reporting Period: _____ Report Date: _____

Address _____

Contract _____ MOU _____ YOG _____ BPA _____

Statistical Performance Data

Enrollments

- _____ Number planned enrollments (if applicable)
- _____ Number enrolled during this report month
- _____ Number enrolled to date
- _____ Number of carry-ins from last program year (included in total)

Completion

- _____ Number completing the program (cumulative)
- _____ Number of participants receiving GED (cumulative)
- _____ Number of participants received completion certificates (cumulative)

Retention

- _____ Number retained in employment for six (6) months

Credentials

- _____ Number attaining educational credential/certificates this month
- _____ Number attaining occupational skills credential this month
- _____ Number attaining other credentials (Specify): _____

Average Wage at Placement

\$ _____ Average wage at placement

Terminations

- _____ Number terminated during this report month
- _____ Number terminated to date

Reasons for Terminations

- _____ Number placed in unsubsidized employment
- _____ Number terminated for other reasons (Specify) _____

ACTIVITY REPORT (continued)

Youth 14-18 Programs:

- _____ Number to attain Basic, Work Readiness and/or Occupational Skills
- _____ Number to attain Secondary School diplomas or equivalent
- _____ Number placed and retained in Post-Secondary Education/Training,
or placed in Military, Employment, or apprenticeship
- _____ Number terminated to date

<i>Placements Training Related</i>	<i>Employer's Name</i>	<i>Date of Hire</i>	<i>Job Title</i>	<i>Rate of Pay</i>

Program Expenditures

\$ _____ Amount expended this report month
 \$ _____ Year to date costs

Contract Narrative

Program Successes:

Program Obstacles:

Results of Customer Satisfaction Surveys:

Limited English Proficiency (LEP)/ Non-English Proficiency (NEP)

Number: _____ Type of language service provided: _____
 Number: _____ Type of language service provided: _____
 Number: _____ Type of language service provided: _____

Method used to capture LEP/NEP data (i.e. Sign-in sheet):

Program Manager _____ Date Submitted: _____

I certify that the information provided is true and accurate for this period.

Note: For Statistical Performance Data, please provide a spreadsheet of the names with specific information to support the numbers provided.

STUDENT TIME & ATTENDANCE/PROGRESS REPORT

To: Case Manager For: _____ SSN: _____

Training Provider _____

Contract/BPA No: _____

Required Hours Per Week: _____ Required Days Per Week: _____

TIME & ATTENDANCE

WEEK OF	MON	TUES	WED	THURS	FRI	SAT	TOTAL

PROGRESS REPORT

Excellent	Good	Fair	Poor

Comments: _____

 (Print Instructor's Name) (Instructor's Signature) Date

 (Instructor's Telephone Number) (Student's Signature) Date

 (Print Case Manager's Name) (Case Manager's Signature) Date

Note: The Student Time & Attendance/Progress Report should be issued to each customer who has completed all necessary documents and is approved for enrollment.

CHECKLIST

Please note, all items requested in the application must be submitted in order for an application to be “administratively complete” and considered for recommendation to become an Eligible Training Provider. In addition, please note that any materials submitted under prior applications must be resubmitted with the current application. Only those applications accompanied by all required information, explanations, and documentation will be deemed administratively complete and considered. Applications that are not administratively complete will not be considered. **Each program for consideration will require a separate Section 2, in order to be considered administratively complete.**

Label and submit the documents in the order listed below:

Items	Applicant	For Staff Use Only
Checklist - with Initials		
Three (3) signed applications with attachments		
One (1) electronic application with attachments		
Signed Assurances and Acknowledgments		
Copy of Education License. Label Attachment A.		
Copy of Business License. Label Attachment B.		
Proof of commercial general liability insurance. Label Attachment C.		
Copy of most recent certified audit statement from Certified Public Accountant and explanation of any audit exceptions. Label Attachment D.		
Catalogs or brochures that outline the course curriculum for every program offered AND provide proof that costs are customary fees available to the public. Label Attachment E.		
Copy of W 9 Form. Label Attachment F		
Copy of names of instructors with resumes, job descriptions, and credentials (degrees, licenses, certificates, etc. Label Attachment G		
If applicable, any Documentation of all legal actions, if any, taken against this provider, including suits, judgments, and claims. Label Attachment H.		
Copy of Governing Body Accreditation (if applicable). Label Attachment I.		
Copy of Governing Body License (if applicable). Label Attachment J.		
If you are providing anything else, identify the purpose of the document. Label Attachment K.		