

# **GLOW Workforce Development Board (WDB) Policy**

Under the Workforce Innovation and Opportunity Act (WIOA)

**Name of Policy:** **GLOW Eligible Training Providers List (ETPL) Policy**

**Approval Date:** **~~1/15/19~~, 3/17/26**

**Effective Date:** **~~1/15/19~~, 3/18/26**

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## **About The New York State (NYS) Eligible Training Provider List (ETPL)**

The NYS ETPL was established in compliance with the Workforce Investment Act of 1998 and continues under the Workforce Innovation and Opportunity Act (WIOA). The purpose of the ETPL is to present a broad and diverse selection of training programs and providers to support employment goals of individuals.

Inclusion on the NYS ETPL, in itself, does not guarantee that WIOA funds are available for enrollment in an eligible offering. The availability of WIOA funding for enrollment is based on many factors including assessment of an individual's employment needs. Individuals who are interested in determining if they qualify for WIOA training funding must contact a NYS Career Center.

## **GLOW Priority Occupations**

For GLOW Individual Training Account (ITA) trainings, occupations/skills need to be in occupations on the Finger Lakes Regional In-Demand Occupations List under for the GLOW Local Workforce Development Area (LWDA), found at: <https://dol.ny.gov/lmi-workforce-planning>. Requests for training in any other occupation/skill not on this list will need to follow the GLOW WDB ITA Exception process by completing the GLOW ITA Exception Form. Approval will be at the discretion of the GLOW Workforce Development Board (WDB) Executive Director. In-demand occupations will be identified by NYS Department of Labor, local employers, and service providers. *The In-Demand Occupations List for the GLOW LWDA will be reviewed and approved by the GLOW WDB annually.*

## **NYS ETPL Process**

The ITA must also be with a training provider on the NYS ETPL. This is auto loaded into the One-Stop Operating System (OSOS) for a training service to count positively. If a training provider or course offering is not listed on the ETPL, please contact Michelle Williams at [michelle.williams@geneseeny.gov](mailto:michelle.williams@geneseeny.gov) or Tracy VanVleck at [tracy.vanvleck@geneseeny.gov](mailto:tracy.vanvleck@geneseeny.gov) to request the training provider or course offering be added on the ETPL. The GLOW WDB will contact the training provider and request that they submit their training course offerings by providing them with the ETPL Provider User Guide.

*If using a provider from outside the local area - please use the outside provider tab -*

*<https://dol.ny.gov/system/files/documents/2025/08/eligible-training-provider-list-provider-user-guide.pdf> page 31*

The Outside Provider tab allows an ETP to request their training course offerings to be displayed in an LWDA they are not physically present in. Becoming an outside provider expands the visibility of the ETP and increases the number of available trainings to students across NYS. To apply to be an outside provider, navigate to the Outside Provider tab on the Provider Home Page and select the LWDA(s) the ETP wishes to be displayed in. Click Save.

## **Initial Eligibility**

Initial Eligibility is based on the training provider/offering's authority or authorization to operate as determined by the WDB.

- a. Period of Initial Eligibility: 12 months from the date the training provider/course offering is first approved for listing on the ETPL.
- b. Training Providers Eligible to Receive Funding: An institution of higher education that provides a program that leads to a recognized postsecondary credential; an entity that carries out programs under the National Apprenticeship Act; other public or private providers of a program of training services, including community-based organizations and joint labor-management organizations; and eligible providers of adult education and literacy activities under Title II if activities are provided in combination with one or more of the following training services:
  - Occupational skills training;
    - On-the-job training (OJT);
  - Incumbent worker training;
  - Programs that combine workplace training and related instruction, which may include cooperative education programs;
  - Training programs operated by the private sector;
  - Skill upgrading or retraining; or
  - Entrepreneurial training.
- c. Courses: Approved providers are not required to list their entire course catalog on the ETPL. A single course offering (can be generic) should be submitted to gain entry to the ETPL with additional course offerings added when a WIOA participant wishes to enroll in a specific course.
- d. WIOA Funding: Inclusion of a provider on the ETPL does not entitle or assure that the provider will receive funding from a WDB. Course offerings being funded must provide training for an occupation identified by the WDB as an in-demand occupation in the LWDA. Training providers not listed on the ETPL may receive WIOA training funds if the training is considered OJT, customized training, incumbent worker training, or transitional employment.
- e. Out-of-State Providers: Providers that do not have a training facility in NYS may apply to any WDB that is willing to approve out-of-state providers. If approved, the provider will be added to the ETPL.

During the Initial Eligibility review process, WDBs are responsible for the following:

- a. Notifying providers of the opportunity to apply to be on the ETPL;
- b. Acting on a training provider's offering application within 30 days of receipt;
- c. Setting levels of expected program-specific performance;
- d. Ensuring that training providers submit for consideration performance and cost information for each course offering.; and
- e. Requiring that training providers comply with State laws by having a current license, certification, registration, approval or exemption from the appropriate State and/or federal oversight agency.

More information regarding the eligibility process can be found in the ETPL Provider User Guide location on the New York State Department of Labor (NYS DOL) website:

[Workforce Professionals Tools | Department of Labor](#)

### **Continued Eligibility**

After a training provider has reached the end of the 12-month period of Initial Eligibility, WDBs must perform a Continued Eligibility review of the provider:

- a. Training Provider Requirements: Training providers must complete performance and program cost information for offerings that have been on the ETPL for 12 months.
- b. WDB Review: WDBs must review the information provided and make a determination to approve the training provider for a period of Continued Eligibility, or remove it from the ETPL.
- c. Approval: If approved, the period of Continued Eligibility is 24 months from the date the training provider/offering is reviewed and granted Continued Eligibility.
- d. Future eligibility: A Continued Eligibility review must be performed at least once every 24 months thereafter.

When recommending a training provider and its offering(s) remain on the ETPL, the WDB must consider the following:

- a. Specific economic, geographic and demographic factors in the local area and the characteristics of the population to be served.
- b. Program-specific performance information and attainment submitted by the training provider.
- c. Program-specific cost information, including tuition and fees.
- d. Compliance with the license, certification, registration, approval or exemption required by the appropriate State and/or federal oversight agency to provide the training.
- e. WDB experience with the training provider.
- f. Ways in which the criteria can encourage training providers to use industry-recognized certificates and postsecondary credentials.
- g. Training needs of the local area.
- h. Any other information that may be relevant in determining Continued Eligibility status.

Additional information on WDB considerations can be found in the Eligible Training Provider List Local Workforce Development Board User Guide, located on the NYSDOL website.

### **Apprenticeship Programs on the ETPL**

WIOA grants Registered Apprenticeship programs registered with the U.S. Department of Labor, Office of Apprenticeship, or NYSDOL, automatic eligibility to the NYS ETPL. Additionally, Registered Apprenticeship programs are subject to an abbreviated application to be placed on the ETPL. Registered Apprenticeship Program Sponsors must provide the following for inclusion on the ETPL:

- a. The occupation(s) included within the Registered Apprenticeship program;
- b. The name and address of the sponsor;
- c. The name and address of Related Instruction Provider;
- d. Method/Training Approach (Time-based, Competency-based or Hybrid)
- e. Length of instruction; and
- f. Number of apprentices.

### **Retention of Initial and Continued Eligibility**

To retain Initial and Continued Eligibility, a training provider must deliver results and provide accurate information to NYSDOL. Eligibility may be denied/terminated for the following reasons:

- a. The training provider does not have appropriate State and/or federal approval to operate;

- b. The application is not complete;
- c. The offering does not meet the definition of WIOA training services;
- d. Required performance data is not included with the application or the performance data does not meet established performance levels;
- e. The training provider is delinquent in delivery of reports, payment of debt, or otherwise out of compliance with WIOA or any agreement executed under WIOA;
- f. The training provider is not current in the payment of unemployment insurance contributions or reimbursements, or is in violation of State Labor Law, or any other requirement for the training program under WIOA is not met;
- g. The training provider intentionally supplied inaccurate information;
- h. The training provider violated any requirement under WIOA; or
- i. The training provider failed to demonstrate the business capacity or integrity to successfully deliver training.

**Denial of Eligibility**

The recommendation to deny the eligibility of an offering may originate from either the WDB or NYSDOL. Training providers will be notified of a decision to deny eligibility status for an offering. If an offering is denied eligibility, the training provider may take the following steps:

- a. Training providers have the right to appeal denial of eligibility status. A training provider has 15 business days from the date of a denial notice in which to file an appeal. The request for appeal must be in writing, signed by an authorized agent of the training provider, and be submitted to both the WDB and NYSDOL.
- b. The WDB and NYSDOL may reverse their original denial if an administrative error was made or if additional information submitted by the training provider changes the basis on which the original decision was issued.
- c. If the WDB and NYSDOL do not reverse their original denial, the training provider will not be able to reapply to the ETPL until after a specified waiting period. The length of the waiting period will be determined by the WDB and NYSDOL based on the reason for the denial, up to a maximum of 24 months. Each case will be reviewed individually, and the waiting period will be calculated from the original date of the denial.

**References**

Workforce Innovation and Opportunity Act of 2014 §122 and §134(c)(3)(F) and (G).  
 Regulations: Workforce Innovation and Opportunity Act, Part 680 Subparts C and D.  
 NYSDOL’s ETPL TA, #18-02.6.

**Inquiries**

Questions regarding this policy:

- 1. first go to the ETPL Admin

may be directed to [ETP@labor.ny.gov](mailto:ETP@labor.ny.gov).