



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF SOCIAL SERVICES
WORKFORCE DEVELOPMENT BOARD

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POLICY NO: 16-19
TO: Training Providers and Service Providers
FROM: Department of Social Services
EFFECTIVE: September 25, 2025 | REVISED May 07, 2026
SUBJECT: Eligible Training Provider List (ETPL)

REFERENCES:

- WIOA Section 122
- WIOA Section 188
- EDD Directive WSD 17-01 – Nondiscrimination and Equal Opportunity Procedures
- EDD Directive WSD 18-05 – Grievance and Complaint Procedures
- EDD Directive WSD 19-10 – Recovery of WIOA Funds
- EDD Directive WSD 25-02 – Eligible Training Provider List
- Local Policy 29-19
- California Education Code § 94874
- BPPE Office of Student Assistance and Relief (OSAR)

PURPOSE:

This policy establishes the Workforce Development Board of San Luis Obispo County (WDBSLO) procedures for implementing the Eligible Training Provider List (ETPL) in compliance with WIOA and applicable state and federal requirements.

- Consumer protection for participants
- Informed customer choice
- Accountability of training providers
- Local oversight
- Alignment with labor market demand

BACKGROUND:

Under the WIOA Section 122, each state must maintain an Eligible Training Provider List (ETPL) of providers and programs approved to receive WIOA Title I training funds.

In California, the Employment Development Department (EDD) administers the statewide ETPL. Local Workforce Development Boards are responsible for implementing state policy, nominating providers, maintaining a local ETPL, and ensuring access to high-quality training aligned with workforce needs.

WDBSLO establishes local procedures to supplement state requirements and ensure training services lead to measurable employment outcomes.

POLICY:

This policy delineates the WDBSLO's local requirements and processes, supplementing state guidance and ensuring compliance with federal and state regulations. The provisions below describe how WDBSLO implements these requirements at the local level.

1. Scope

This policy applies to all training providers seeking inclusion or maintaining eligibility on the California ETPL and the WDBSLO Local ETPL as well as WIOA Title I service providers responsible for referring participants to training service.

2. ETPL Coordinator Responsibilities

WDBSLO will ensure ETPL administration functions are carried out, including:

- Providing technical assistance to training providers seeking to apply for or maintain inclusion on the ETPL.
- Conducting timely reviews of provider applications for initial and continued eligibility, using both state and local criteria.
- Issuing written notifications to providers regarding application approvals, denials, or removals, including justification and appeal information.
- Ensuring all provider and program information in CalJOBS is accurate, complete, and updated regularly.

3. Delegation of ETPL Responsibility

WDBSLO may delegate its ETPL responsibilities to another Local Workforce Development Board in accordance with state policy, if necessary. Any delegation must be formally documented and comply with EDD requirements.

4. Consumer Choice

The ETPL is a critical tool for ensuring participants have access to high-quality, market aligned training. The full ETPL must be made accessible to all eligible WIOA participants. Participants, in consultation with a career coach, may select any eligible provider and program that meets their career goals. Individual Training Accounts (ITAs) must be issued to fund training and are subject to local funding availability. Information on alternative training options, such as On-the-Job Training (OJT), Customized Training, and Incumbent Worker Training (IWT) must also be made available to participants.

5. Consumer and Fiscal Protections

Grievance Procedures: Participants must be informed of their rights under Local Policy 31-19 and WSD 18-05. Training providers must disclose grievance procedures and comply with resolution processes.

Comparable Provider: In the event a training provider ceases operations or discontinues a program, WDBSLO will take proactive steps to support affected participants.

WDBSLO will coordinate with the Bureau for Private Postsecondary Education (BPPE) and its Office of Student Assistance and Relief (OSAR) when applicable, to ensure participants are offered access to comparable training opportunities with minimal disruption to their educational and career progress.

Recovery of Training Funds: WDBSLO shall recover funds in accordance with Local Policy 29-19 and WSD 19-10, including situations where participants withdraw or providers cancel training.

6. Conflict of Interest

Referral fees, incentives, or commissions offered by training providers to WDBSLO staff, AJCC personnel, or affiliated individuals are strictly prohibited. All ETPL-related decisions must adhere to the conflict-of-interest requirements outlined in WIOA Section 107(h) , state policy and SLOWDB Policy 32-19

7. Application Process

WDBSLO follows a structured process for reviewing training provider applications to ensure consistency and compliance. Providers must submit their applications through the CalJOBS ETPL module. The ETPL Coordinator will review the application for completeness, accuracy, and alignment with eligibility criteria. Complete and eligible applications will be submitted to EDD within 30 calendar days of receipt. EDD will make final determinations within 30 days of receiving the nomination.

8. Eligibility Review

All providers and programs must undergo eligibility review prior to inclusion or continued participation on the ETPL. All eligibility determinations must be documented and retained in accordance with monitoring requirements.

Initial Eligibility

The WDBSLO ETPL Coordinator will review applications to ensure compliance with WSD 25-02, including:

- Provider meets ETP definition
- Program meets Eligible Training Program definition
- Complete and accurate CalJOBS information
- Alignment with in-demand occupations
- Reasonable cost
- Required approvals/licensure verified
- Performance data reviewed (if available)

Timeline: Within 30 calendar days of receipt of a complete application. Provider may submit an initial eligibility application to the CA ETPL at any time during the year.

Review Basis: State criteria first, followed by local requirements.

Continued Eligibility

Providers must demonstrate ongoing compliance with WSD 25-02 and all other applicable regulations, including:

- Updated and accurate program information
- Submission of required performance data within established state timelines
- Meeting state performance benchmarks
- Continued alignment with labor market demand
- Good standing with regulatory agencies

Timeline: CA ETPL, reviewed annually in accordance with WSD 25-02. Local ETPL, reviewed at least once every two years. WDBSLO reserves the right to conduct interim reviews at any time, particularly in response to concerns related to performance, compliance, or participant outcomes.

9. Program Quality Standards

Programs must result in one or more of the following:

- A post-secondary credential or certificate that is recognized and valued by employers, or

- Training-related employment with verifiable, job-specific technical skills.

Programs without credential outcomes will undergo additional review due to potential performance impacts.

10. Local Eligibility Requirements

In addition to meeting the state requirements, WDBSLO may consider the following factors when evaluating providers:

- Location within the Local Area or accessible via distance learning.
- Evidence of performance outcomes that meet or exceed state and local benchmarks.
- Costs that are reasonable compared to similar programs.

11. Exempt Providers (CEC §94874, Not regionally accredited)

For training providers exempt under California Education Code §94874 and not regionally accredited, WDBSLO will implement additional safeguards to ensure program quality, including

- Verification of instructor qualifications or relevant industry experience
- Annual site reviews to assess safety and instructional delivery
- Evaluation of financial stability
- Confirmation that equipment, facilities, and instruction meet industry standards.

12. Delisting Providers

Providers may be removed for, including but not limited to:

- Failure to meet performance benchmarks
- Loss of licensure or accreditation
- Submission of falsified information
- Noncompliance with federal, state, or local policies.

Providers subject to removal will receive written notice outlining the reasons for delisting and their right to appeal the decision, in accordance with the appeals process described in this policy.

13. Attendance, Documentation and Recordkeeping

Training providers must verify and report participant attendance at least quarterly (monthly is preferred by the WDBSLO).

All attendance, performance, eligibility, compliance and financial records must be maintained for a minimum of three (3) years and made available for monitoring or auditing purposes.

WDBSLO must maintain accurate documentation to support provider eligibility and ongoing compliance. All required documentation, whether physical or electronic, must be organized, readily accessible, and submitted to EDD within five (5) business days upon request.

14. Monitoring and Compliance

WDBSLO will monitor all ETPL providers at least once annually. Monitoring may include desk reviews, onsite reviews, and evaluation of performance, documentation and participant outcomes.

Monitoring will also include compliance with Equal Employment Opportunity (EEO) requirements in accordance with EDD Workforce Services Directive WSD 17-01 (Nondiscrimination and Equal Opportunity Procedures) and WIOA Section 188. Identified issues may result in corrective action, technical assistance, or removal from the ETPL, depending on the nature and severity of the noncompliance.

15. Appeals

Training providers have the right to appeal a denial of initial eligibility or removal (delisting) from the Eligible Training Provider List (ETPL). The following procedures apply:

Appeal Submission Requirements

Appeals will be processed in accordance with must Local Policy 31-19 (Grievance and Complaint Procedures). All appeals must be submitted in writing.

ACTION:

All DSS WDB staff, ETPL training providers, and WIOA service providers shall comply with this policy. This policy will remain in effect from the date of issue until such time that a revision is required.

INQUIRIES:

Any questions regarding this policy may be directed to the DSS WIOA Program Manager at 805-781-1838.

Workforce Development Board (WDB) Approval Required? Yes No X