

Application for Initial ETPL Eligibility Check-list – New Programs

Here is a summary of the information needed to complete Step 1 of the Application for Initial ETPL Eligibility.

Basic Information

- Training provider name
- Employer Identification Number
- Type of entity
- Street address
- City
- State
- County
- Zip code
- Website address of the program
- Contact person
- Telephone
- Email

Training Information

- Date program was established
- Classification of Instructional Programs (CIP) code
- Applicable O*NET Standard Occupation Classification codes
- Training title (Nursing Assistant, Computer Technician, etc.)
- Qualifications required of training staff
- Certificate(s) awarded
- Certification(s) awarded (Security+, MS Certified Systems Engineer, etc.)
- Degree(s) awarded
- Type of licensing graduates are prepared for
- Any work-based learning components
- Any Career services provided
- How is the training delivered? (in-person, online, hybrid, other)
- When is class offered? (day, evening, weekend, other)

Program Cost

- Total tuition
- Fees
- Books
- Supplies
- Other costs
- Is federal financial aid available?

Program Duration and Requirements

- Total credit hours
- Total clock hours
- Number of weeks to complete training
- Scheduled length of training
- Required proprietary entry tests (CASAS, TABE, Accuplacer, etc.)
- Mathematics Level

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Reading Level	<input type="checkbox"/>
Admission requirements (HS diploma or GED, admission test, etc.)	<input type="checkbox"/>
	<input type="checkbox"/>
“In-Demand” Determination	
<hr/>	
Description of your program's existing partnership with Maryland business community	<input type="checkbox"/>
Description of how your services align with industry sectors (see Maryland WIOA Plans)	<input type="checkbox"/>
Data Collection and WIOA Act Assurance	
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Data collection assurance	<input type="checkbox"/>
Nondiscrimination and equal opportunity provisions of WIOA assurance	<input type="checkbox"/>

Here is a summary of the information needed to complete Step 2 of the Application for Initial ETPL Eligibility.

To complete Step 2, you must submit all of the following supplemental documents directly to the WIOA Training Program Manager:

Supplemental Documents

- | | |
|--|--------------------------|
| Copies and/or links to advertisements or promotional materials used to market or recruit for your training program | <input type="checkbox"/> |
| Three (3) letters from employers affirming the value of and need for the program for in-demand occupations | <input type="checkbox"/> |

Initial eligibility for a particular program expires after one year of initial approval, and therefore, providers must apply for continued eligibility within 30 days of the application deadline.

Note: If approved, initial ETPL eligibility expires after one year of initial approval for continued ETPL eligibility; providers must adhere to DLLR's Policy Issuance 2017-09, “WIOA Title I Training and the Eligible Training Provider List.”