

	NCWorks Commission
	NCWorks Commission Policy Statement Number: CPS 11-2021, Change 2
	Date: November 19, 2025
	Subject: Eligible Training Provider Guidelines, Penalties, Appeal Process and Performance Reporting
	From: <hr style="width: 30%; margin: auto;"/> <p style="text-align: center;">Tom B. Rabon, Jr. Chair, NCWorks Commission</p>

Purpose: To provide eligibility criteria, biennial certification procedures, penalties, and appeals processes for implementing Eligible Training Provider (ETP) requirements in accordance with the Workforce Innovation and Opportunity Act (WIOA) of 2014. These guidelines are applicable to providers of occupational skills training services for adults, dislocated workers, youth, and other populations as defined by WIOA Title 1-B. Additionally, to encourage greater alignment with the NC Workforce Credentials list where and when possible.

This Change includes the following updates:

- the addition of language to Part I – Roles and Responsibilities of the State and Local Area WDBs, section B, Roles of the Local Area WDBs, stating all Registered Apprenticeships listed on the ETPL are to be certified by all WDBs;
- the addition of language to Part II – Eligible Training Provider Determination Process, section A, 2, Business Requirements, stating all Providers must collect and report SSNs annually for all participants engaged in their training programs to remain eligible beginning with participants served on or after July 1, 2026;
- the addition of language to Part II – Eligible Training Provider Determination Process, sections 3a, Necessary Documentation for Eligibility Determination and D, Registered Apprenticeships & Industry Recognized Apprenticeship Programs, for Registered Apprenticeships to clarify the documentation requirements needed for listing on the ETPL;
- Part VI – Notice of Ineligibility, Suspension, Termination of Eligible Training Providers, and Complaints from Participants against Training Providers, section B, Initial Eligibility Registration Status, is renamed to explain the communication procedures for initial provider registrations; and

- Part VI – Notice of Ineligibility, Suspension, Termination of Eligible Training Providers, and Complaints from Participants against Training Providers, section D, Program Rejection Notification Status, has been created to explain the communication procedures for Programs that may be potentially added to the ETPL.
- The renaming of Part II Section D to Registered Apprenticeships (RA) and the removal of all language in this section involving Industry Recognized Apprenticeship Programs (IRAPs), due to US Dept. of Labor rescinding the guidance as of November 2022.
- The renaming of Part IV section B to Continuing Eligibility Review for Registered Apprenticeship (RA) and the removal of all language in this section regarding Industry Recognized Apprenticeship Programs (IRAPs).

This Commission Policy Statement rescinds CPS 11-2021, Change 1. The procedures herein supersede all previous policy, procedures, and guidelines regarding Eligible Training Providers.

Background: WIOA seeks to promote an environment that fosters customer choice in education and training through data transparency in performance accountability. Such an environment will enhance the quality of customers' choices in the attainment of skills, credentials, certificates, and diplomas that will lead to employment in occupations that are in demand in the local economy. WIOA sets forth the requirements and general processes by which training providers and programs can be included on the State Eligible Training Provider List (ETPL) by validating that all listed providers and their programs meet minimum State standards.

Action: Effective immediately, Local Area Workforce Development Boards (WDBs) should utilize the attached guidelines in the review and approval of training providers and their programs of study. In addition, all WDBs shall create or update existing policy to ensure compliance with this policy.

Effective Date: Immediately

Expiration: Indefinite

Contact: DWS Director of Performance or ETP Program Coordinator

Attachment: Eligible Training Provider Guidelines