

Instructions For Completing The Worksource Middle Georgia ETP Application

Updated: August 17, 2023

Criteria for ETP Application Submission:

- Application must be completed by responding to all questions.
NOTE: Additional criteria not listed must also be completed and submitted.
- Training programs included in the application must exist at the time of application.
- Must be approved by the Nonpublic Postsecondary Education Commission (NPEC) requirements must be met.
- Programs must be currently available to the general public and not offered exclusively to WIOA customers.
- Must meet at least four (2) of the six “Worksource Middle Georgia’s Minimum Standards for ETPL Qualification” listed.
- Newly formed programs who haven’t had at least five (5) student to complete a program should wait to apply.
- New programs without documented completion and employment records will not be reviewed.
- The name of the training institution is the legal name of the entity.
- The contact person is the individual who may answer questions concerning the application.
- An application must be submitted for each program or course of study.
- If the application is submitted via e-mail, please mail the provider certification as well as a catalog of courses of study, or reference website, if available online.
- Criteria also includes all items included in the "Provider/Program Application Responsiveness Checklist" requirements and the "Training Program Criteria", which are listed on the following page.
- Detailed Eligible Training Provider Policies may be found in Section 4.4 of Technical College System of Georgia's Workforce Policies and Procedure Manual.

PROVIDER/PROGRAM APPLICATION RESPONSIVENESS CHECKLIST

IF ORGANIZATION IS UNABLE TO MEET ANY REQUIREMENTS OF THE RESPONSIVENESS CRITERIA LISTED BELOW, THE PROGRAMS WILL NOT BE REVIEWED AND WILL BE CONSIDERED NON-RESPONSIVE.

REQUIREMENTS

- Must be in statutory compliance with the laws of this state as related to its operation as a training or educational institution
- Must have been in business for at least six months prior to initial application and must maintain legal active status to conduct business, evidenced by a current business license and/or proof of active compliance with the Secretary of State Corporations Division (attach to application).
- Must supply certification from accounting/tax firm of current tax standing regarding Federal and State taxes, including Unemployment Insurance (UI) taxes.
- Must be in good standing with the Better Business Bureau with no outstanding complaints.
- Must not be found in fault in criminal, civil, or administrative proceeding related to performance as a training or educational institution. Must disclose any pending criminal, civil or administrative proceeding as either a defendant or a respondent (sign Debarment Statement, Attachment A).
- Must disclose any and all conflicts of interest with state, or local LWDB staff or Board Members, including, but not limited to family ties, (spouse, child, parent), fiduciary roles, employment, or ownership interests in common.
- All applications must include the current federal tax identification number (the number used to file employee income taxes with the Internal Revenue Service).
- To be considered for review, each program must have at least five students who have completed the program and obtained training related employment, with documentation available on employment status. Newly formed programs should wait to apply until this has occurred. New programs without documented completion and employment records will not be reviewed.

TRAINING PROGRAM CRITERIA

- I Training skills are specific and in demand in the labor market.
- I A recognized post-secondary credential is attained after program completion.
- I The program/s are in existent, ongoing and continuous.
- I The training programs are open to the general public, have published catalog price structures and are not solely dedicated/availed to WIOA customers.
- I Job search and/or placement assistance is provided by the organization.
- I The organization does not appear on current federal, state or local debarment and suspension lists.
- I The provider assures that the proposed training facility is handicapped accessible or are reasonable accommodations made for provision of services to handicapped individuals.

NPEC AND/OR OTHER ACCREDITATION/AUTHORIZATION

- | **All program requests must be currently approved by NPEC
(Include copy of NPEC certification for each program)**

Proprietary colleges or schools operating in Georgia are required by the Nonpublic Post-Secondary Educational Institutions Act of 1990 (NPEIA) to have a certificate of authorization from the Georgia Nonpublic Post-Secondary Education Commission (NPEC) before beginning operation or advertising in the state. This certificate must be renewed annually. The NPECs' primary purpose is to ensure that each authorized college or school is educationally sound and financially stable.

Nonpublic Degree Granting Post-Secondary Educational Institutions in Georgia - The Nonpublic Post-Secondary Educational Institutions Act of 1990 provides that a post-secondary educational institution must apply for and be granted a Certificate of Authorization before beginning operation or advertising in Georgia. NPEC must authorize each degree program. Following initial authorization, the institution's Certificate must be renewed annually. Any institution operating or advertising to begin operation without acquiring the necessary Certificate of Authorization is in violation of Georgia law, and shall be subject to civil penalties.

Nonpublic Non-Degree Granting Post-Secondary Institutions in Georgia – Any instructional program defined as a proprietary school according to the Nonpublic Post-Secondary Educational Institutions Act of 1990 must apply for and be granted a Certificate of Authorization before beginning operation or advertising in Georgia. Following initial authorization, the institution's Certificate must be renewed annually. Any institution operation or advertising to begin operation without acquiring the necessary Certificate of Authorization is in violation of Georgia law, and shall be subject to civil penalties.

NPEC allows exemptions when another governmental agency is providing oversight. For example, the Georgia Department of Safety provides oversight of Truck Driver Training Programs. Proprietary schools interested in becoming a WIOA ITA provider will need to contact NPEC to begin the authorization process.

For additional information concerning NPEC, please contact:

Laura S. Vieth, Deputy Director
Nonpublic Post-Secondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084
(770) 414-3300
<http://www.gnpec.georgia.gov>

Check below the agency/agencies providing accreditation/authorization for your organization and attach a copy of the certification document.

Nonpublic Post-Secondary Education Commission (NPEC)	
Georgia Healthcare Partnership (GHP/GMCF)	
Department of Public Safety (DPS)	
Other(s): _____	

- | Provide licensure documentation if another governmental agency is providing oversight (i.e., GA Public Safety or GA Medical Care Foundation).
- | Attach a copy of the credential and a confirming statement that graduates of the program may sit for the Credential Examination.

ATTACHMENTS TO APPLICATION

The following items have been included as an attachment to the application:

- | Program Description(s)
- | Signed EEO and Conflict of Interest Assurances
- | Catalog or Brochure
- | Current Business License *
- | Schedule of Classes
- | NPEC Certification *
- | Debarment Form
- | Accreditation/Authorization Documents (Include authorizing agency description)*

- | Copies of credential(s) to be received by students
- | Published Course Price Listing (Copy of catalog or website page, if price included)
- | Training Provider Relationship Disclosure

*Please attach if applicable to your organization.

Worksource Middle Georgia's Minimum Standards for ETPL Qualification

STUDENTS PAST PERFORMANCE INFORMATION - PAST 12 MONTHS PERIOD

Must Meet at Least 2 of the Six Measures	Minimum Standard	Definition
Median Earnings After Placement (median weekly earnings of program completers placed in unsubsidized employment during the second quarter after exit from the program)	\$11.50 per hour	The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program
Average Wage at Placement (average wage at placement of completers obtaining employment during the past 12 months)	\$10.70 per hour	Average wage at placement of completers obtaining employment during the above period
Attainment of Post-Secondary Credential (number and percent of completers exiting the program who obtained a recognized post-secondary credential (diploma, certificate or license) during participation in or within 1 year after exit from the program)	60%	The percentage of program participants who obtain a recognized post-secondary credential or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program
Completion Rate (number and percent of total students exiting during the last 12 months who met the program's completion requisites)	70%	Program completion rate for student completing all coursework and exams
Employment Rate (number and percent of completers exiting the program during the last 12 months who obtained employment)	70%	Employment rate for all students completing the program coursework
Training-Related Employment (number and percent of completers exiting the program during the last 12 months who have obtained training related employment)	70%	Percent of completers exiting the program who have obtained training related employment

WorkSource Middle Georgia Individual Training Account (ITA) Provider/Program Application

Updated August 18, 2023

Clear Form

ITA Provider Information

Training Provider Name	
Address	
City	
State	
Zip	
County	
Website (URL)	
Authorization/Accreditation	
Federal Tax ID Number	
Year Business Established	
Contact Name and Title	
Phone Number	
Fax Number	
Email	

Financial Aid

Pell Grant	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Deselect
Hope Scholarship	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Deselect
Other, Please Specify (Title IV, Sallie Mae, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Deselect

Program Information

Program Title	
Program Description Describe. Please complete. You may also attach a catalog to support the description entered.	
Program Specific Authorization/Accreditation	
Name of Credential Earned	
Address and Contact Information of Organization Granting Credential	

Published Program Cost (as advertised to the general public via website & catalog)

Item		Cost		
Supplies (List each supply and its cost)				
Supplies Total		\$ 0.00		
Books Required (List on separate page, if necessary)				
Name of Book				
ISBN Number				
Name of Book				
ISBN Number				
Books Total		\$ 0.00		
Test Fees (List Name of each Exam, List on separate page, if necessary)				
Test Fees Total		\$ 0.00		
Other Fees (List all other fees, excluding test/exam fees)				
Other Fees Total				
Tuition				
Total Cost of Training		\$ 0.00		
Program Duration				
Number of Weeks	(Classroom) Curriculum Hours	Other (Specify Internship/Externship Hours Separately)		
Entry Criteria: Tests of Adult Basic Education (TABE) assesses basic reading, math and language skills and provides Grade equivalent scores.				
High School Diploma Required	Reading Level	Math Level	Language Level	Other Entry Requirement(s) (Please List)
Yes <input type="checkbox"/> No <input type="checkbox"/>				

CERTIFICATION

I hereby certify that the information provided in this Application package is true and correct. I also understand that my organization may be subject to an on-site review of training and facilities, and may be asked to provide supporting documentation before the final execution of an agreement. I assure that proposed training facilities are disabled accessible or reasonable accommodations will be made for the provision of services to disabled individuals. I assure that costs as described are the same as those published for the general public.

[Redacted Signature Area]

Name (Printed) and Title

Signature Date

EEO ASSURANCES

As a condition to the award of financial assistance from the Technical College System of Georgia, Office of Workforce Development, under WIOA, the applicant assures that it will comply with the nondiscrimination and equal opportunity provisions of the following laws:

The U.S. Department of Labor (Department) is issuing nondiscrimination and equal opportunity regulations to implement Section 188 of the Workforce Innovation and Opportunity Act (WIOA). Under Section 188(e) of WIOA, Congress required the Department to issue regulations implementing Section 188 no later than one year after enactment of WIOA. The Department's publication of this final rule complies with the statutory mandate. This final rule creates a new part in the CFR, which mirrors the regulations published in the CFR in 1999 to implement Section 188 of WIA. The Department has made no substantive changes in this final rule; the changes are technical in nature. This final rule adopts the Department's regulatory scheme for Section 188 of WIA verbatim, with technical revisions to conform to WIOA. Specifically, the Department has: Replaced references to the "Workforce Investment Act of 1998" or "WIA" with "Workforce Innovation and Opportunity Act" or "WIOA" to reflect the proper statutory authority; and updated section numbers in the text of the regulation to reflect its new location.

Section 188 of WIA prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of age, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

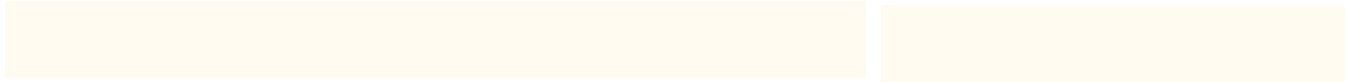
[Redacted Signature Area]

Name (Printed) and Title

Signature Date

STANDARDS OF CONDUCT ASSURANCE:

The Training Provider agrees that in administering Workforce Innovation and Opportunity Act funded training services, it will comply with standards of conduct that maintain the integrity of the program in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias, or special interest.



Signature

Date

**Standard Certifications Regarding Debarment, Suspension, Ineligibility
And Voluntary Exclusion Form**

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- 1) The prospective primary certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining; attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach and explanation to this proposal.

Name and Title of Authorized Representative

Signature

Instructions for Certification Regarding Debarment

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is proving the certification as set below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal Funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Georgia Department of Economic Development, Workforce Division (WFD) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person”, primary covered transaction”, “principle”, proposal”, “voluntarily excluded”, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier that covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the US Department of Labor.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be constructed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.