



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

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Important Information for Training Providers

RONALD L. WALKER, II
SECRETARY

ALICE L. SWEENEY
DIRECTOR

June 15, 2016

Dear School Administrator,

This letter is to inform you of several new procedures related to the review and approval of applications to provide training services to workforce program participants. These new procedures are consistent with regulations under the Workforce Innovation and Opportunity Act of 2014 (WIOA) and with requirements of the Trade Adjustment Assistance Program (TAA) and the Massachusetts Training Opportunities Program (TOP/Section 30) as described below.

Training providers will continue to use the TrainingPro application to apply to be on the Massachusetts Eligible Training Provider List (MA ETPL). Training providers and their courses/programs will be approved in a two phase process comprising evaluation of the provider's programmatic and financial capacity and evaluation of the provider's courses/programs of study. The Departments of Career Services (DCS) and Unemployment Assistance (DUA), and the local Workforce Boards will continue to be involved in the initial eligibility review/approval process and the subsequent eligibility process.

The Department of Career Services (DCS) maintains the Statewide List of Eligible Training Service Providers/Courses and is responsible for evaluating and approving training providers based on their programmatic, financial capacity and debarment status as outlined below.

Programmatic Capacity is satisfied with licensure and oversight/accreditation as indicated below:

- a. Massachusetts public colleges or universities accredited by the Massachusetts Department of Higher Education that offers training programs leading to a recognized post-secondary credential.
- b. Institutions of higher education accredited by the Commission on Institutions of Higher Education, New England Association of Schools and Colleges that offers training programs leading to a recognized post-secondary credential.
- c. Vocational or public schools accredited by the Massachusetts Department of Elementary and Secondary Education offering training programs leading to a recognized post-secondary credential.

- d. Private providers of training services licensed or exempted from licensure by the MA Division of Professional Licensure's Office of Private Occupational School Education (DPL) or other authorizing or accrediting board or agency.
- e. Private providers of training services that have documented exemption from licensure.
- f. Entities that carry out programs registered under the National Apprenticeship Act (29 U.S.C. 50 at seq.).
- g. Non-Massachusetts based providers licensed and/or accredited in the state of business registration (home state) or appearing on the home state's Eligible Training Provider List.

Financial Stability and Capacity to administer funding following accepted accounting practices is demonstrated by the following:

- a. Registered and in good standing with the Massachusetts Department of Unemployment Assistance (DUA).
- b. No outstanding citations from the Office of the Attorney General, Fair Labor Practice or Consumer Protection Division within the prior 5 years.
- c. No willful or repeat violations issued by the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA).
- d. An active workers' compensation insurance policy.
- e. A Certificate of Good Standing from the Massachusetts Department of Revenue.

Debarment status is clear on the following lists.

- a. Federal Government's Excluded Parties List System
- b. Division of Capital Asset Management and Maintenance Debarred Contractor's List
- c. Businesses Issued Stop Work Orders by the Department of Industrial Accidents
- d. Office of the Attorney General Vendor Debarment List
- e. Contractors Suspended or Debarred by MassDOT

Local Workforce Boards are responsible for verifying and approving course information and performance. Training providers must provide the most recent available and verifiable performance data on course participants. At a minimum, outcome data must be from performance within the previous two (2) years. Training providers must give sufficient explanation if performance data are not available (for example, course was not offered previously). The minimum criteria for performance are given below:

- Completion Rate: 70%
- Entered Employment/Placement Rate*: 60%
- Placement Wage: \$10.00/hour (State minimum wage)

*TOP/Section 30 Only – entered employment/placement rate is 70%.

Updating Information in [Training Pro \(https://web.detma.org/provider/prl.asp\)](https://web.detma.org/provider/prl.asp)

Training providers are requested to update their information in TrainingPro. Please review and update your contact information including mailing and email address. Also, make sure your accredited/licensing agency and license information is current. We strongly recommend that training providers visit the web site of the Division for Professional Licensure (DPL) to determine if they are required to be licensed by DPL (<http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/>) or if they are exempted. The licensing process can be lengthy.

Questions

Please email questions or comments concerning information in this letter to trainingprovider@massmail.state.ma.us.

Sincerely,

A handwritten signature in cursive script that reads "Alice Sweeney". The signature is written in black ink and is positioned above the printed name.

Alice Sweeney