ELIGIBLE TRAINING PROVIDER LIST (ETPL)

ETPL PROGRAMS FREQUENTLY ASKED QUESTIONS (FAQ)

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What is the Eligible Training Provider List (ETPL)?

The ETPL, which is mandated by both State and Federal laws, is a comprehensive list of training providers and training programs that the New Jersey Department of Labor & Workforce Development has determined eligible to receive publicly funded tuition assistance and is maintained on the NJTOPPS website.

New Jersey State Law (C:34:15C-10.2) states that "[n]o training provider who is not an approved training provider included on the [ETPL] shall receive any federal job training funds or State job training funds." Job training is defined as occupational training, remedial instruction or occupational safety and health training. Any training provider seeking to receive state or federal job training funds must be listed on the ETPL and any student seeking to obtain state or federal job training funds through the One-Stop Career Center system must select a program from the ETPL. PELL Grants applied to postsecondary non-degree programs MUST have a minimum of 600 semester clock hours, 15 weeks in length, and accredited.

What is a *Program of Training Services*?

Program of Training Services is defined as one or more courses or classes, or a structured regimen conducted in person, online, hybrid or both that leads to:

- Industry-recognized certificate or certification
- Certificate of completion of a registered apprenticeship.
- License recognized by the State involved or the Federal government.
- Associate or baccalaureate Secondary school diploma or its equivalent; employment; or measurable skill gains toward a credential.

What programs MUST be listed on the ETPL?

- All Private Career Schools MUST be listed on the ETPL.

The following program types that receive state or federal public funding MUST be listed on the ETPL:

- All occupational skills training programs that prepare a student for employment and wage outcomes MUST be listed on the ETPL. E.g.: paid and unpaid internships, Division of Vocational Rehabilitation Services pre-employment transition services - work based learning experiences.

ELIGIBLE TRAINING PROVIDER LIST (ETPL)

ETPL PROGRAMS FREQUENTLY ASKED QUESTIONS (FAQ)

- Occupational skills training programs that result in a credential <u>MUST</u> be listed on the on the ETPL. E.g.: apprenticeships, licensures, certifications, certificates, vocational skills training.

- All Apprenticeship programs funded by NJDOL. Please see note below about procedures for Apprenticeship programs, which differ from other ETPL applicants.

- All Literacy Programs funded through Title II of the Workforce Innovation and Opportunity Act (WIOA).

- All training programs with a grant from NJDOL to provide training services.

- NJDOL <u>encourages</u> all private career schools, for profit and not for profit, to register on Intelligrants (IGX) system https://njdol.intelligrants.com as a Private Career School. When you are approved, your organization and programs will be listed on the ETPL and will be visible to prospective students.

What programs <u>SHOULD</u> be listed on the ETPL?

Skills training programs that could be considered as preparation for employment <u>SHOULD</u> be listed on the ETPL. E.g.: paid and unpaid internships, Division of Vocational Rehabilitation Services; pre-employment transition services - work based learning experiences.

What program types <u>DO NOT</u> belong on the ETPL and will be removed altogether?

- Programs or services that strictly speaking, are not skills training, or:
- Programs or services that do not have a defined end point after which an employment outcome cannot be measured.

Examples of programs or services that do not belong on the ETPL:

- All diagnostics, e.g.: psychological, psychiatric; evaluations, e.g.: vocational evaluations, community-based work evaluations.
- Individualized adult and youth career service programs, e.g.: career readiness, career counseling, post-secondary planning; self-advocacy instruction.
- Enrichment and life-long learning programs.

ELIGIBLE TRAINING PROVIDER LIST (ETPL)

ETPL PROGRAMS FREQUENTLY ASKED QUESTIONS (FAQ)

What Training Services are <u>EXEMPT</u> from ETPL eligibility procedures?

a. Registered Apprenticeship Programs

Registered Apprenticeship programs registered under the National Apprenticeship Act are not subject to the same ETPL application requirements as all other training providers. Registered Apprenticeship program sponsors that request to be listed on the ETPL are automatically included on the list and will remain if the program is registered or until the program sponsor notifies the State that it no longer wants to be included on the list. Registered apprenticeship programs may also be removed from the ETPL if COEI determines a program has intentionally supplied inaccurate information or substantially violated any provision of title I of WIOA.

COEI will work directly with the federal Office of Apprenticeship State Director to semiannually obtain a listing of all newly Registered Apprenticeship programs in New Jersey. COEI will contact all Registered Apprenticeship programs on the list to obtain the programs' interest in ETPL placement. Contacted Registered Apprenticeship programs who wish to be listed on the ETPL must provide the following information to COEI using the Registered Apprenticeship application on the Intelligrants (IGX) system https://njdol.intelligrants.com

> a. Occupations included within the Registered Apprenticeship program.
>
> b. The name and address of the Registered Apprenticeship program sponsor.
>
> c. The name and address of the Related Technical Instruction provider, and the location of instruction if different from the program sponsor's address.
>
> d. The method and length of instruction.
>
> e. The cost of instruction.
>
> f. The number of active apprentices

COEI shall work directly with the federal Office of Apprenticeship State Director to obtain a listing of all deregistered apprenticeship programs and verify the registration status of all currently registered apprenticeship programs at least every two years. Any programs actively listed on the ETPL that are no longer registered with the federal Office of Apprenticeship will be removed from the ETPL.

Pre-apprenticeship programs do not have the same automatic ETPL status under WIOA as do Registered Apprenticeship programs and must follow the initial eligibility procedures to obtain ETPL placement.

ELIGIBLE TRAINING PROVIDER LIST (ETPL)

ETPL PROGRAMS FREQUENTLY ASKED QUESTIONS (FAQ)

b. Employer-Led Customized Training

According to State law (C:34:15D-5), "[a]n employer who directly provides training and employment services to his own employees shall not be regarded as a service provider and shall not be subject to any requirement to obtain approval by the State as a service provider, including the requirements of section 13 of P.L.2005, c.354 (C.34:15C- 10.1) to be approved as a qualifying school or the requirements of section 14 of P.L.2005, c.354 (C.34:15C-10.2) to be included on the State Eligible Training Provider List." Training providers that are contracted by employers to provide customized training services must be listed on the ETPL.

ETPL INFORMATION FOR PROVIDERS

How can my school/organization become an approved provider listed on the ETPL?

Step 1: All training providers seeking ETPL placement must first obtain approval from a qualified government agency to offer training programs. A qualified government agency is an agency authorized by law or regulation to approve a training program. Only after this approval is obtained can a training provider apply for ETPL placement. Schools that are not PCSs must apply separately for the ETPL.

Currently, the following agencies are qualified to approve providers and training programs for schools and organizations located in the State of New Jersey:

- Board of Cosmetology
- Board of Nursing
- Office of the Secretary of Higher Education
- Department of Banking and Insurance: Insurance Licensing
- Department of Banking and Insurance: Real Estate Commission
- Department of Labor & Workforce Development, Training Evaluation Unit (TEU)
- Department of Labor & Workforce Development - grantees for customized training, youth services programs, and Division of Vocational Rehabilitation Services (DVRS) programs
- Department of Education, Public Schools
- Department of Environmental Protection (Radiology/X-ray Programs)
- Department of Health – Long-Term Care Facilities Licensing
- Department of Health - Indoor Environments Program

ELIGIBLE TRAINING PROVIDER LIST (ETPL)

ETPL PROGRAMS FREQUENTLY ASKED QUESTIONS (FAQ)

- Department of Health - NJ Office of Emergency Medical Services
- Federal Aviation Administration
- Motor Vehicle Commission
- NJ Board of Real Estate Appraisers
- NJ State Police - Security Officer Training (SORA)
- ProLiteracy

If you are governed by NJDOL and NJDOE, you are a private career school (PCS). Otherwise, you are an Eligible Training Provider. Approved PCSs are automatically placed on the Eligible Training Provider List.

Step 2: Follow these instructions: to register on the Intelligrants (IGX) system, the new system of record for programs listed on the ETPL

- Go to: https://njdol.intelligrants.com.
- Below the log-in button, click "*New User? Click here*".
- Register your school.

- Fill out the registration form – including your Username and Password - and submit. A message will appear on the screen that will inform you it can take up to 3 days to process your initial registration.
- If you forget your Username and Password in the future, IGX will allow you to reset them.
- An automated email will notify you that your registration is complete.
- After your initial registration is approved, you will be an 'Authorized Official' for the school. The Authorized Official may register and assign other users as needed.
- If you have been on the ETPL – whether you're a private career school or governed by one of the other agencies listed above – NJDOL will link you with your existing documents.
- If you are a new school, please follow instructions for an INITIAL APPLICATION.
- If you need additional help, there are Training Videos and a User Manual available on IGX.

Step 3: New providers seeking initial eligibility must provide a certification included in the Initial Eligibility Application indicating whether student record data pertaining only to the programs included in the ETPL application exists for the provider's last enrollment cycle.

If student record data is available and COEI determines that the provider meets all other eligibility criteria, the provider will be granted provisional placement on the ETPL for a period of 30 days.

Step 4: The provider is required to upload the available student data into the Intelligrants (IGX) system https://njdol.intelligrants.com within the 30-day period to be granted final ETPL approval. If the provider fails to upload the student records within the 30-day period, the provider's provisional placement on the ETPL will be revoked.

If the provider certifies that no student record data is available because the provider has not previously offered the courses included in the ETPL initial application, the initial student record reporting requirement is waived and COEI will determine ETPL eligibility based on the remainder of the provider's application. If approved, the provider will be required to report student record data for all students enrolled in the programs listed on the ETPL, regardless of funding source, according to the reporting deadlines listed below.

What are the ETPL performance reporting requirements?

All providers seeking initial ETPL placement or renewal are required to submit student record data. New providers must report or certify that no student record data exists.

Although WIOA does not require Registered Apprenticeship programs to submit program performance information to be placed on or remain eligible for ETPL placement, the submission of student information is required by New Jersey state law. Any Registered Apprenticeship program electing to be added to the ETPL must agree to and adhere to the student record reporting requirements contained in N.J.S.A. 34:15C-10.2.d.

What are the data requirements that training providers need to report about all students enrolled in their programs to comply with the Quality Assurance approach?

Each quarter, every ETPL provider is required to upload data about all students who enrolled in that quarter (entrants) and all students who completed or left training during that quarter (exiters). The entrants and exiters files require the following information fields for all students enrolled in the program, underline including private pay students.

- Student First name(correct spelling)
- Student Last name (correct spelling)
- Student Social Security number
- Student DOB

- Student Address
- Student Address (2)
- Student City
- Student State
- Student County
- Student Zip Code
- Driver License or non-driver ID number
- Program Student is Enrolled
- Enrollment Date
- Did Student Complete the Program
- Completion of Study Date
- Exit Date
- Credential Earned
- WIOA Participant (Y/N)
- Gender
- Student's Hispanic Ethnicity
- Student's Race
- English Language Learner
- Formerly Incarcerated
- Unhoused
- Disability Status
- Exhausted TANF
- Foster Care Youth

What are the ETPL reporting deadlines?

All training providers submitting student records into the ETPL system must do so on a quarterly basis following the schedule outlined below:

Time Period	Reporting Deadline
January 1 - March 31	April 15
April 1 - June 30	July 15
July – September 30	October 15
October 1 – December 31	January 15

ELIGIBLE TRAINING PROVIDER LIST (ETPL)

ETPL PROGRAMS FREQUENTLY ASKED QUESTIONS (FAQ)

What are ETPL provider alternate reporting systems?

Some providers such as colleges, universities, and Adult Basic Education Services (Title II) providers report student records into systems other than Intelligrants (IGX) system. Providers reporting student records into the systems listed below are considered to meet the ETPL reporting requirement:

a. National Reporting System for Adult Education (NRS) is the accountability system for the Federally funded adult education program, authorized by Section 212 of the Workforce Innovation and Opportunity Act (WIOA).

b. New Jersey Higher Education (NJHE) degrees conferred files (SURE reporting system)

c. New Jersey Department of Education (NJDOE) Vocational Education Data System (VEDS)

d. Literacy, Adult and Community Education System (LACES) National Reporting System for Adult Education (NRS), as required by all states receiving WIOA Title II funding.

Where can existing ETPL providers submit program renewals?

Providers that are already listed on the ETPL and seeking ETPL renewal are required to have up-to-date student records uploaded into the Intelligrants (IGX) system https://njdol.intelligrants.com at the time the renewal application is submitted. Failure to do so will result in the denial of the ETPL renewal application. Providers are required to report student record data for all students enrolled in the programs listed on the ETPL, regardless of funding source, during the enrollment cycles covered in the provider's ETPL approval period. If renewed, the provider will be required to report student record data for all students enrolled in the programs listed on the ETPL, regardless of funding source, by the end of the provider's renewal period.

When is a training provider and/or its program removed from the ETPL?

A training provider and/or its program(s) may be deemed ineligible for ETPL placement, or removed from the ETPL for the following reasons:

a. A training provider does not possess; fails to submit; or loses its certificate/letter of approval from a qualified government agency.

b. The initial and/or renewal application was not completed, was not completed by the established due date, or failed to contain all the required information.

c. A training provider failed to submit timely and accurate performance data.

d. A training provider failed to meet required performance outcomes.

e. A training provider intentionally supplied inaccurate or false information.

f. A training provider substantially violated a provision of Title I of WIOA or its implementation regulations.

A provider COEI deems ineligible during the initial or renewal application process will be notified by email within the specified determination period. If COEI revokes a training provider's eligibility status during a period of initial, transitional or renewal approval, COEI must notify the provider by email within 14 calendar days of the decision, including the justification for the removal from the ETPL. WIOA students currently enrolled in a program removed from the ETPL will be allowed to complete the program unless the provider or program has lost state licensing, certification, or authorization to operate by the appropriate qualified government agency.

How do training providers appeal their decisions?

If a training provider appeals COEI's decision to remove the provider or program from the ETPL, the listing will remain active until the appeal is concluded. If a provider is removed from the ETPL, the provider may be reinstated upon COEI's receipt of all required information. If a provider is removed from the ETPL pursuant to items e-f above, the provider shall be removed for a period of not less than 2 years. Providers are liable to repay all adult and dislocated worker funds received during the period of non-compliance. No training provider debarred by the Federal Government may be permitted to be placed or remain on the ETPL.

A provider may appeal COEI's denial or removal of ETPL eligibility within 30 calendar days of the issuance of said denial or removal. The provider must submit the Application for Appeal on the Intelligrants (IGX) system https://njdol.intelligrants.com and must include the following:

a. A statement of the training provider's desire to appeal.

b. Specification of the program in question

c. Grounds on which the denial or removal of ETPL eligibility was erroneous.

COEI will not consider any facts or arguments not included in the appeal documentation. COEI will determine whether a fact-finding hearing is necessary. The hearing board will consist of, at a minimum, a COEI staff member, a representative from the State Employment and Training Commission and a representative from the local workforce investment board. COEI may request additional members of the hearing board as it deems necessary. COEI will render a final decision

within 30 calendar days from date of receipt of the appeal if no hearing is required, or within 30 calendar days from the date of the hearing.

What is the Consumer Report Card for Quality Assurance?

The student record data submitted by providers populates the Consumer Report Card (CRC). The Consumer Report Card was restructured in July 2021 as the Quality Assurance Scorecard measuring equity in training and employment outcomes for labor market demand, education and training, employment and wage outcomes, and financial impact. The quality assurance scorecard aims to add a critical layer of consumer protection for NJ's current and future students and encourage a culture of continuous program quality and improvement for NJ's eligible training providers.

The CRC allows students to search for information and program outcomes for training providers. The search results provide information on the various programs offered by each approved training provider and allow the user to compare programs and providers based on information such as the location and length of training, the costs and any special services that may be offered, as well employment outcomes and student comments.

What are the data requirements that training providers need to report to comply with Quality Assurance?

Training providers are required to report the following data for all participants:

- Student First Name (correct spelling)
- Student Last name (correct spelling)
- Student Social Security number
- Student DOB
- Student Address
- Student Address (2)
- Student City
- Student State
- Student County
- Student Zip Code
- Driver License or non-driver ID number
- Program Student is Enrolled
- Enrollment Date
- Did Student Complete the Program

ELIGIBLE TRAINING PROVIDER LIST (ETPL)

ETPL PROGRAMS FREQUENTLY ASKED QUESTIONS (FAQ)

- Completion of Study Date
- Exit Date
- Credential Earned
- WIOA Participant (Y/N)
- Gender
- Student's Hispanic Ethnicity
- Student's Race
- English Language Learner
- Formerly Incarcerated
- Unhoused
- Disability Status
- Exhausted TANF
- Foster Care Youth

ELIGIBLE TRAINING PROVIDER LIST (ETPL)

ETPL PROGRAMS FREQUENTLY ASKED QUESTIONS (FAQ)

Why are training providers listed on the ETPL required to collect student/trainees' Social Security numbers and other personal identifying information (PII) data as part of the ETPL reports?

Training providers listed on the ETPL are required to provide student/trainees' Social Security numbers and other personal identifying data in accordance to State Eligible Training Provider List, New Jersey Stat.§ 34:15C-10.2 5d

How will NJ DOL ensure data confidentiality for all participant data in the new IGX training provider platform?

All data will be used in aggregate form only and significant efforts are made to ensure the data displayed or reported cannot be traced to any individual.

Understanding acquisition and use of a student records containing the student's SSN is sensitive information, it will be governed by the provisions of the Social Security Act, 42 U.S.C. §406, Privacy Act, 5 U.S.C. §522a, and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g. Federal law does not prohibit a State or local agency from requesting voluntary disclosure by an individual to provide his/her SSN as long as the requests for disclosure are made in accordance with the Privacy Act.

What is the Federal Educational Rights and Privacy Act (FERPA) and what is the New Jersey Department of Labor's status that allows the use of a waiver to collect personal identifiable information (PII)?

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA allows disclosure of PII from education records to state and local authorities to audit or evaluate a Federal or State supported education program. * *https://ptac.ed.gov

ETPL INFORMATION FOR STUDENTS

Where can I find information about New Jersey's ETPL training providers and programs?

You can find information about New Jersey's training providers and programs on the New Jersey Training Explorer New Jersey Training Explorer . This tool allows career seekers to explore training programs that meet their professional goals and personal requirements.

ELIGIBLE TRAINING PROVIDER LIST (ETPL)

ETPL PROGRAMS FREQUENTLY ASKED QUESTIONS (FAQ)

New Jersey Training Explorer is also part of New Jersey Career Central njcareercentral.gov the digital portal. You can also access NJ Career Navigator, an AI-powered recommendation engine to help career seekers identify jobs, career changes, and training programs that maximize their economic mobility. This is an authenticated experience that requires users to log in and provide information about their education and work experience.

How do I enroll in a program listed on the ETPL?

For questions regarding a specific program or to enroll in a specific program you must contact the school or organization directly. Contact information for each program is available by clicking on the "Provider Description" tab within each program listing. This website is for information purposes only.

How can I receive federal or state tuition assistance to attend a training program?

Deciding whether to pursue additional education or training often relies on one's ability to receiving financial aid or tuition assistance. New Jersey offers many options for tuition assistance for those who qualify. For more information go to New Jersey Training Explorer (njcareers.org) and click *For Training Seekers*.

What is the process for students to submit a complaint?

(a)   Each private career school shall have a student complaint resolution procedure, which includes, at a minimum: 1. A method for students to file a complaint; 2. A staff person designated as responsible for overseeing complaints; 3. A set length of time permitted for the school to respond to complaint; and 4. A method for students to file an appeal.

(b)   Each complaint filed by a student shall be documented in writing by the school and retained in the student's file.

(c)   Each private career school shall publish its complaint resolution procedure in the school catalog and in the School and *Program Information* form N.J.A.C. 12:41-4.2 (2017) § 12:41-4.2 (See N.J.A.C. 12:41-4.3).

What happens if my school closes?

(a) At least 60 calendar days prior to closure of the school or the cessation of instructional activity at the school, the school owner will submit a completed *Close-Out* form to the NJDOL COEI.

(b) The *Close-Out* form includes the closing school owner's plan to protect the educational and financial interests of students enrolled at the school. The closing school owner may submit a *Teach-Out plan*, which details how the closing school owner will ensure the completion of the educational programs of enrollees, whether by completion of the program(s) by the closing school following official closure of the school or by finding another private career school(s) to accept the enrollees as students for the purpose of completing the program(s) for which they were enrolled at the closing school.

(c) The closing school owner submits an electronic version of each enrolled student's transcript.

(d) The closing school owner completes a *Refund Calculation* form for each enrolled student affected by the school closure.

(e) The closing school owner provides a completed *Refund Calculation* form, signed, and dated by a school representative, to NJDOL COEI, and to each student affected by the school closure.

N.J.A.C. 12:41-4.7 (2017) § 12:41-4.7 (2017)

How can I obtain my student transcripts?

Private career schools that closed after 2016 are required to provide all student transcripts to NJDOL. While it is requested that schools either name a custodian of records or maintain student records, in many instances no information is available. We will search our files and provide you with whatever information is available.

If none of the situations below apply to you, please download the Adult Private Career School and Training Provider Student Transcript Request Form (PDF) and email it to: trainingevaluationunit.nj.gov

N.J.A.C. 12:41-1.2 (2017)
Please note, the Department of Labor and Workforce Development will not have a copy of your transcripts if:

- You attended a school that closed more than seven years ago.

- You attended a high school or elementary school that closed. Contact the local school district to determine the location of the records.

- You attended a school that is still in operation. You must contact that school, even if it has changed location.

- You attended a degree granting college or university that closed. If the college or university was in New Jersey, contact the Office of the Secretary of Higher Education for the location of the records.

- You attended a 4-year nursing program.

- You attended a school that was not licensed or registered by the State of New Jersey.

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ELIGIBLE TRAINING PROVIDER LIST (ETPL)

ETPL PROGRAMS FREQUENTLY ASKED QUESTIONS (FAQ)

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Resources
NJ Department of Labor - Center for Occupational Employment Information
trainingevaluationunit.nj.gov

IGX Help Line
IGXHelp@dol.nj.gov

NJ Training Explorer
mycareer.nj.gov/training