



A proud partner of the America's Job Center network of California



# SAN JOAQUIN COUNTY WORKNET EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT POLICIES AND PROCEDURES DIRECTIVE

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
25-21	February 23, 2026	CMD, GMD, FMD	1 of 6
SUBJECT: <b>ELIGIBLE TRAINING PROVIDER LIST</b>			

## I. PURPOSE

The purpose of this directive is to establish the San Joaquin County Employment and Economic Development Department's (EDD) policies and procedures for implementing the Eligible Training Provider List (ETPL) requirements in accordance with EDD Workforce Services Directive [WSD25-02](#). This directive outlines EDD responsibilities for reviewing, recommending, and maintaining Eligible Training Providers (ETPs) and Eligible Training Programs for inclusion on the statewide ETPL.

## II. GENERAL INFORMATION

[WIOA Section 122](#) requires states to establish and maintain a list of training providers who are eligible to receive WIOA Title I, subtitle B funds for training services. An America's Job Center of California (AJCC) may issue an Individual Training Account (ITA) to a WIOA Title I, subtitle B eligible individual (adult, dislocated worker, or out-of-school youth age 16-24) to fund training services.

The Employment Development Department (EDD) is responsible for administering and maintaining California's Eligible Training Provider List (ETPL). This includes establishing and enforcing initial and continued eligibility requirements; setting and verifying performance and cost reporting standards; determining program eligibility; providing technical assistance and conducting eligibility reviews for out-of-state providers and Registered Apprenticeship Programs; removing programs that fail to meet state or federal requirements; and taking enforcement action when violations of WIOA occur. EDD publishes and maintains the statewide ETPL as a publicly accessible, searchable database in CalJOBS, ensuring statewide access to training opportunities for all learners, including individuals with disabilities and individuals with barriers to employment. EDD also calculates required WIOA-funded student data and submits the annual WIOA Eligible Training Provider report to the U.S. Department of Labor.

EEDD is responsible for carrying out the procedures outlined by EDD; working with the state to ensure there are sufficient numbers and types of providers of training services with expertise in assisting individuals with disabilities, and adults in need of adult education and literacy activities; developing and maintaining a local ETPL; and ensuring the dissemination of the CA and San Joaquin County ETPLs through the AJCCs, including in formats accessible to individuals with disabilities.

This directive applies to all training providers submitting applications for inclusion on the ETPL and to EEDD staff responsible for reviewing ETPL submissions, ongoing provider compliance, and coordination related to training funded through Individual Training Accounts (ITAs).

This directive supersedes PPD 24-27 Eligible Training Provider List, May 1, 2025.

#### Definitions:

**ETPL:** The complete list of training providers and programs on California's ETPL.

**Eligible Training Program:** A program of training services is one or more courses/classes, or a structured plan that leads to one or more of the following:

- a) An industry-recognized certificate or certification.
- b) A certificate of completion of a registered apprenticeship.
- c) A license recognized by the State involved or the Federal government.
- d) An associate degree.
- e) A baccalaureate degree.
- f) A secondary school diploma or its equivalent.
- g) Employment.
- h) Measurable skill gains toward a credential or employment.

Programs offered at several locations by the same training provider are the same program if they have the same name, description, outcome, and format.

Reference *Performance Guidance* ([WSD24-07](#)) for more information on what qualifies as an industry-recognized credential or certificate.

#### **Eligible Training Provider (ETP):**

- a) The only type of entity that receives funding for training services through an ITA.
- b) Included on the CA ETPL.
- c) Provides a program of training services.
- d) Must be one of the following types of entities:
  - 1) Institutions of higher education that provide a program that leads to a recognized postsecondary credential.
  - 2) Entities that carry out programs registered under the [National Apprenticeship Act \(29 U.S.C. 50 et seq.\)](#).

- 3) Other public or private providers of training services, which may include:
  - i. Community-based organizations.
  - ii. Joint labor-management organizations.
  - iii. Eligible providers of adult education and literacy activities under Title II of WIOA. Adult education and literacy activities must be provided in combination with training services.

**Individual Training Account (ITA):** An ITA is a payment agreement made on behalf of a participant with an ETP to cover the cost of training.

## REFERENCES

- [WIOA \(Public Law 113-128\), Section 122](#)
- [Title 20 Code of Federal Regulations \(CFR\) Part 677](#): "Performance Accountability Under Title I of the Workforce Innovation and Opportunity Act" (Uniform Guidance), Sections 677.150 and 677.230
- [Title 20 CFR Part 680](#): "Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act" (DOL Exceptions), Sections 680.200-680.230, 680.300-680.350, 680.410, 680.420-680.500, 680.520, and 680.530
- [WSD25-02](#) - ETPL Policy and Procedures, February 23, 2026
- [WSD19-10](#) - Recovery of WIOA Tuition and Training Refunds, February 20, 2020

## III. POLICY

This policy establishes the requirements for developing and maintaining the ETPL in San Joaquin County, specifically: requirements for programs leading to credentials or certificates or training-related employment, initial and continued eligibility review, delisting training providers or programs, and coordinating appeals related to the ETPL. EEDD adopts the State of California's ETPL requirements as defined in Workforce Services Directive [WSD25-02](#) and imposes no additional local eligibility requirements for ETPL providers or programs.

EEDD recognizes CalJOBS as the official and authoritative system of record for California's Eligible Training Provider List (ETPL). All verification of ETPL provider and program eligibility must be conducted through CalJOBS. EEDD staff, service providers, and partner agencies shall not create, maintain, distribute, or rely upon separate or supplemental lists of Eligible Training Providers or training programs outside of CalJOBS. Any ETPL listings generated outside of CalJOBS are considered unofficial and may not be used for eligibility determination, participant choice, or ITA approval.

All training providers and programs operating in San Joaquin County and serving EEDD program participants must:

1. Meet all California ETPL provider and program eligibility, reporting, and continued eligibility requirements; and
2. Comply with the EEDD Individual Training Account (ITA) and the Oversight and Monitoring Policies and Procedures Directive when serving ITA-funded participants.

EEDD designates specific Grants Management Unit (GMU) staff to serve as the Local Workforce Development Area (LWDA) Eligible Training Provider List (ETPL) Coordinators. These designated staff act as the primary local point of contact for ETPL-related activities and are responsible for ensuring local compliance with all state and federal ETPL requirements. The LWDA ETPL Coordinators are responsible for implementing the State of California's ETPL requirements as established in Workforce Services Directive [WSD25-02](#), including local review, coordination, monitoring, and communication functions related to ETPL provider and program eligibility.

EEDD's role is to verify that applications are complete, accurate, and compliant with California ETPL requirements during the local review process and to forward eligible applications to EDD for final determination. GMU staff will conduct annual monitoring of all training providers and programs used by EEDD program participants, in accordance with the EEDD ITA Policy and Oversight and Monitoring Policies and Procedures Directives.

#### IV. PROCEDURE

##### **A. Communication of Requirements**

EEDD Client Management Division (CMD) staff should inform participants and other interested parties that CalJOBS is the sole verified source for ETPL provider and program information and provide guidance on how to access and search ETPL listings within CalJOBS.

GMU designated staff is responsible for implementing the state's ETPL requirements by conducting local review, monitoring provider compliance, and coordinating with the Employment Development Department (EDD) on eligibility determinations. As part of its responsibilities, the LWDB communicates state and local requirements to training providers, including ETPL application instructions, documentation expectations, and the distinction between ETPL eligibility and ITA funding eligibility under the Local Area's ITA Policy and Procedures Directive.

Designated GMU staff serving as the Local Workforce Development Area (LWDA) ETPL Coordinators are responsible for implementing the state's ETPL requirements by conducting local eligibility reviews, monitoring provider compliance, and coordinating with the Employment Development Department (EDD) on ETPL eligibility determinations.

As part of these responsibilities, the LWDA ETPL Coordinators communicate applicable state and local requirements to training providers, including but not limited to:

- ETPL application and continued eligibility instructions;
- Required documentation and reporting expectations; and
- The distinction between ETPL eligibility and Individual Training Account (ITA) funding eligibility under the EEDD ITA Policy and Procedures Directive.

The LWDA ETPL Coordinators also serve as the primary local resource for technical assistance related to ETPL participation and ensure consistent messaging across EEDD staff, AJCC partners, and training providers.

## **B. Initial Eligibility Review**

For initial eligibility, EEDD staff review each ETPL application to ensure completeness, accuracy, and alignment with all requirements established in [WSD25-02](#). This includes confirming that the provider meets state eligibility criteria such as required approvals, accreditation, program validity, and performance data submission. Applications that meet all requirements are forwarded to EDD for final determination and statewide listing. Prior to sending WIOA participants, staff also verify through CalJOBS that providers understand and can comply with the EEDD ITA policy, including any requirements related to training documentation, funding caps, priority populations, and alignment with occupations identified in the ITA policy.

## **C. Continued Eligibility Review**

For continued eligibility, designated EEDD staff conduct reviews of provider-submitted documentation according to the timelines established in [WSD25-02](#). Review includes evaluating performance data for accuracy and completeness and verifying consistency with reporting periods. Staff also assess provider compliance with the EDD ITA policy when ETPL programs have served local ITA-funded participants during the prior eligibility cycle. Providers are notified of missing or incomplete information and are given appropriate opportunities to correct deficiencies. When all state and local requirements are met, designated EEDD staff recommends continued eligibility to EDD.

**D. Monitoring and Compliance**

EEDD also carries out monitoring and compliance responsibilities to ensure that all ETPL providers within San Joaquin County meet state, federal, and local policy requirements. Monitoring activities include verifying the accuracy of ETPL data submissions, reviewing documentation for ITA-funded participants, and assessing adherence to all applicable regulations. Any issues identified are documented and communicated to providers, and EEDD works with EDD when corrective action or potential delisting is warranted.

**E. Delisting and Appeals Coordination**

If a program is subject to delisting, EEDD assists EDD in notifying the provider and ensures the provider understands the state's appeals process as outlined in [WSD25-02](#). During delisting or appeal proceedings, EEDD ensures that no new ITA-funded enrollments occur in programs that have been delisted or are pending removal. Throughout all procedures, EEDD maintains clear communication with providers and offers technical assistance to support compliance and continued participation in the ETPL.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



PATRICIA VIRGEN  
EXECUTIVE DIRECTOR

PV:jl