Application for Initial ETPL Eligibility Check-list

Here is a summary of the information needed to complete the Application for Initial ETPL Eligibility.

Basic Information	
Training provider name	☐
Employer Identification Number	☐
Type of entity	☐
Street address	☐
City	☐
State	☐
County	☐
Zip code	☐
Website address of the program	☐
Contact person	☐
Telephone	☐
Email	☐
Training Information	
Date program was established	☐
Classification of Instructional Programs (CIP) code	☐
Applicable O*NET Standard Occupation Classification codes	☐
Training title (Nursing Assistant, Computer Technician, etc.)	☐
Qualifications required of training staff	☐
Certificate(s) awarded	☐
Certification(s) awarded (Security+, MS Certified Systems Engineer, etc.)	☐
Degree(s) awarded	☐
Type of licensing graduates are prepared for	☐
Any work-based learning components	☐
Any Career services provided	☐
How is the training delivered? (in-person, online, hybrid, other)	☐
When is class offered? (day, evening, weekend, other)	☐
Program Cost	
Total tuition	☐
Fees	☐
Books	☐
Supplies	☐

Other costs	☐
Is federal financial aid available?	☐
Program Duration and Requirements	
Total credit hours	☐
Total clock hours	☐
Number of weeks to complete training	☐
Scheduled length of training	☐
Required proprietary entry tests (CASAS, TABE, Accuplacer, etc.)	☐
Mathematics Level	☐
Reading Level	☐
Admission requirements (HS diploma or GED, admission test, minimum age, etc.)	☐
"In-Demand" Determination	
Description of your program's existing partnership with Maryland business community	☐
Description of how your services align with industry sectors (see Maryland WIOA Plans)	☐
Data Collection and WIOA Act Assurance	
Data collection assurance	☐
Nondiscrimination and equal opportunity provisions of WIOA assurance	☐
Supplemental Documents	
Copies and/or links to advertisements or promotional materials used to market or recruit for your training program	☐
Verifiable performance data for quality assurance purposes	☐
OPTIONAL: Three (3) letters from employers affirming the value and quality of the program and describing how your training program prepares individuals for employment in in-demand occupations	☐
OPTIONAL: One (1) letter or review from a customer completing and working in the industry of training	☐

Note: If approved, providers must apply for continued eligibility each year alongside annual reporting. For continued ETPL eligibility, providers must adhere to MD Labor's Policy Issuance 2021-07, WIOA Title I Training and the Eligible Training Provider List: http://www.labor.maryland.gov/employment/mpi/.