CAREER DEVELOPMENT
ACQUISITION OF NON-ITA TRAINING SERVICES

POLICY NUMBER: 2.400.500-002
EFFECTIVE: September 1, 2016
APPROVING AUTHORITY: Conrad Samuels, Board Chair
Prince George's County Workforce Development Board
RESPONSIBLE STAFF: All Staff
RESPONSIBLE OFFICE: WIOA Service Providers

SUMMARY:
Training institutions, programs or courses that are not Workforce Innovation and Opportunity Act (WIOA) certified by the Division of Labor, Licensing and Regulation (DLLR) nor included on the Eligible Training Providers List (ETPL) may also be funded through the WIOA training dollars under special circumstances. This is allowable through WIOA Title I-B Section 122.

This document provides the format and organization of the Prince George's County Workforce Development Board's (LWDB) policy pertaining to the training mechanisms used other than Individual Training Account Authorizations (ITA) to provide training services. The Prince George's County Workforce Development Board will administer this policy to ensure that high-quality trainings are offered to program participants in high demand sectors without prohibiting customer choice.

POLICY:
The LWDB will acquire Non-ITA training through current Workforce Innovation and Opportunity Act policies and regulations, as it relates to the authorization of WIOA funds for all training.
Exceptions to Using ITA’s and the ETPL:

This pertains to circumstances described at WIOA Section 134(c)(3)(G)(ii), where the Local Board determines the following exceptions:

**Exception # 1**

**On-the-Job Training (OJT)** - Training by an employer that is provided to a participant while they are engaged in productive work for which they are being paid to conduct. The training should provide knowledge and skills essential to the full and adequate performance of the job and is made available through the OJT program.

**Customized Training** – Trainings, including Pre-Apprenticeship Training, that are used to meet the special requirements of an employer or group of employers who have committed to employing individuals who have successfully completed the training.

Programs must meet the following requirements to be considered a Customized Training:

1. Training that is designed to meet the specific requirements of an employer (including a group of employers).
2. That is conducted with a commitment by the employer to employ an individual upon successful completion of the training;
3. and, for which the employer:
   (a) Pays a significant portion of the cost of training, as determined by the local board, taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities; and,
   (b) In the case of customized training involving an employer located in multiple local areas in the State, a significant portion of the training cost, as determined by the Governor, takes into account the size of the employer and other factors as the Governor determines to be appropriate.

**Incumbent Worker Training** - Training designed to assist workers in obtaining the skills necessary to retain employment or avert layoff. The training must increase both a participant’s and company’s competitiveness.

**Transitional Employment** - Time-limited work experiences combined with comprehensive employment and supportive services, training designed to help individuals establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into unsubsidized
employment. In accordance with WIOA Section 134 no more than 10% of the funds allocated to Prince George’s County under Title 1B can be used to fund Transitional jobs.

**Internships and Work Experience** - Planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector.

In the case of Exceptions 2, 3 and 4 training providers must first apply to DLLR’s ETPL and submit their letter of denial or exemption to the LWDB to be considered for approval to be added to the local area ETPL.

**Exception # 2**

The WDB determines that there are an insufficient number of eligible training providers in the local area to accomplish the purpose of a system of ITA’s.

In this instance the LWDB will default to the (DLLR) which in accordance with 20 CFR 680.320 will hold a 30-day public comment period to solicit additional training providers and encourage them to apply for inclusion on the ETPL.

**Exception # 3**

There is a training services program with demonstrated effectiveness offered in the local area by a community-based organization or other private organization to serve individuals with barriers to employment.

**Exception # 4**

It would be most appropriate to award a contract to an institution of higher education or other eligible provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations, and such contract does not limit customer choice.

**Contracted Training (Non-ITA):**

Contracted training will be used by the LWDB when directly contracting with institutions of higher education, regional community colleges or community based organizations to facilitate the training of multiple individuals in in-demand industry sectors or occupations whenever such contracts do not limit customer choice. These contracts are instituted when there are an insufficient number of eligible training providers of training services in the local area.
The LWDB will determine if providers demonstrate effectiveness in offering training services in the local area to serve individuals with barriers to employment or are considered hard to serve. Non-ITAs will be used for regional training programs that enhance employability and include but are not limited to:

- Training programs organized in series of courses with specified curricula in a recognized field of study designed to give the participant the necessary knowledge to succeed in that field of study but does not include prerequisites courses.
- Trainings that are taken as continuing education to maintain a currently-held credential - but do not result in an industry-recognized credential.
- Boot Camp or short term prep courses that give the participant the required knowledge to pass a certification exam or obtain licensing.

**Contracts for Non-ITA Training can be made through:**

1. Non-ITA Training Authorizations
2. The issuing of Request for proposal (RFP) which will include a public comment period for interested provider of at least 30 days.

**Provider Selection**

In selecting providers for individuals with barriers to employment, the LWDB will consider the financial stability of the organization and its demonstrated performance in the delivery of services to hard-to-serve participants which includes but is not limited to:

- Low income
- Language or cultural barriers
- Ex-Offenders
- Homeless
- Disabled
- Long-term unemployed
- Low level of literacy

**Performance Indicators**

Performance indicators for Non-ITA Training will be based on State negotiated goals to include:

1. Program completion rate
2. Post training placement in unsubsidized employment
3. Employment retention
4. Attainment of industry recognized certification or certificates
A formal report on performance outcomes will be required from training providers on September 30 annually. An annual desk review and/or site visit will be carried out with respect to the training provider’s performance. Training providers who do not meet the performance measures after a one year period will be removed from the local ETPL.

REASON FOR POLICY:
(1) Workforce Innovation and Opportunity Act alignment and (2) Department of Labor, Licensing, and Regulation alignment.

RELEVANT LAWS, RULES, OR POLICIES:
Workforce Innovation and Opportunity Act, Sec. 122
Training and Education Guidance Letter 17-05, including attachments
Training and Education Guidance Letter 41-14, including attachments

EXCLUSIONS TO THE POLICY:
None

DEFINITIONS:
None

FORMS;
NONE:

REVISION DATE:
May 16, 2018
APPROVING SIGNATURES:

Conrad Samuels
Board Chair
Prince George's County Workforce Development Board

Walter Simmons
Executive Director of Workforce Services
Prince George's County Workforce Development Board

Date
5/16/18