



ELIGIBLE TRAINING PROVIDER LIST (ETPL) REQUIRED DOCUMENTS CHECKLIST

Provider Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

These items listed below, as appropriate, must be submitted and/or completed by training providers to list their programs on the Eligible Training Provider List (ETPL) through CalJOBS (www.caljobs.ca.gov) and to do business with the Monterey County Workforce Development Board (WDB) and its local WIOA service providers.

Mail the following signed documents to the Monterey County WDB:
1. Signed ETPL Master Agreement with Exhibits
2. Signed Authorized Signatures Form for Contracts & Reimbursement Claims
Email the following documents (or provide links if available online) to the Monterey County WDB:
3. Current Certificate of Liability Insurance (<i>See Monterey County Insurance Requirements</i>)
4. Complete the Vendor Data Record online at: www.co.monterey.ca.us/admin/vendorinfo.htm <i>In order to do business with the Monterey County WDB, training providers must visit this website to self-register and complete a Vendor Data Record, and CA Form 590 or CA Form 587.</i>
5. Copy of SAM “System for Award Management” registration online at: https://www.sam.gov to identify if your school/organization is excluded (suspended/debarred) from doing business with the Federal government.
6. Copy of <u>one</u> of the following criteria to be listed on the ETPL: <ul style="list-style-type: none"> ▪ Current Status of Approval to Operate or Verification of Exemption by the Bureau for Private Postsecondary Education (BPPE). <i>This information can be obtained on the BPPE website at: www.bppe.ca.gov/schools/approved_schools.shtml;</i> ▪ Accreditation: Accreditation by the Accrediting Commission for Senior Colleges and Universities, Western Association of Schools and Colleges (WASC), or the Accrediting Commission for Community and Junior Colleges, CA State University (CSU), University of CA (UC), and other WASC accredited institutions; ▪ Postsecondary Status: Postsecondary institutions eligible under Title IV of the Higher Education Act (HEA) and offering programs leading toward an associate degree, baccalaureate degree, or certificate; ▪ Apprenticeship Programs: All registered apprenticeship programs that are registered with the Department of Labor, or recognized by the CA Department of Industrial Relations, Division of Apprenticeship Standards (DIR/DAS) are automatically eligible for inclusion on the ETPL; ▪ Pre-Apprenticeship Skills Training: Training providers must include a letter of commitment from an approved apprenticeship program, meet the application policies and procedures required for the type of program (e.g. community college, private post-secondary, adult education providers, etc.) and must be approved by the DIR/DAS. Programs must also possess a strong record of enrolling their graduates into a registered apprenticeship program; ▪ Approval by the CA Department of Education; or ▪ Approval by the Chancellor’s Office of the CA Community Colleges.
7. Current Annual Report with performance criteria or document of reported outcomes. If available online, provide the link to where the current annual report and performance outcomes are located.
8. Current catalog with list of programs, prices, refund policy, training hours and financial aid information. If available online, provide the link to where the current catalog is located.

Please email a scanned copy of this checklist and the required documents (and links to information online) to BushML@co.monterey.ca.us and mail all original signed documents to:
 Attn: Marleen Bush, Monterey County Workforce Development Board
 1441 Schilling Place, North | Salinas, CA 93901