

GENERAL INFORMATION AND INSTRUCTIONS

The Workforce Investment Act of 1998 established a voucher system that requires local Workforce Investment Boards and the state of Indiana to certify eligible training programs and providers. The intent of the act is to allow the job seeker that qualifies for training services through WIA to obtain a voucher that they can redeem at the training provider of their choice in order to obtain needed training in a demand occupation skill.

Alliance 4 Advancement is soliciting applications for adults and dislocated worker training programs related to demand occupations in Economic Growth Region 4- including Miami, Cass, Howard, Tipton, Clinton, Carroll, White, Tippecanoe, Montgomery, Fountain, Warren, and Benton counties. Providers of occupational training that focuses on demand occupations and whose performance qualifies them to receive WIA funding will be placed on a statewide listing of eligible training providers. Participants eligible for training will receive a voucher that may be used at the training provider of their choice selected from the statewide training list. The applicable program(s) offered by a training provider must be on the statewide list to be eligible to redeem WIA training vouchers. The Statewide Certified Eligible Training Provider list is called Indiana Education & Training Choices and can be accessed electronically at http://www.ai.org/serv/dwd_etc

FREQUENTLY ASKED QUESTIONS

Who can qualify as a training provider?

All organizations with eligible programs must make application to the Alliance 4 Advancement or to any other Regional Workforce Board in Indiana. Performance data must meet the approval of the RWB and WIB (Workforce Investment Board) in order to be forwarded to the State for approval and inclusion on the statewide training list.

IMPORTANT: Only one successful application must be made to any workforce board in the state to be published on the statewide certified training provider list. Duplicate applications are not necessary to multiple workforce boards.

The training program must be certified, meaning that the student will be awarded a certificate in recognition of an individual's attainment of technical or occupational skills.

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act.
- A professional industry that has established standards for the required knowledge, skills, and abilities resulting in a portable certificate recognized across the country.
- A registered apprenticeship program under the National Apprenticeship Act?
- A public regulatory agency that authorizes the legal use of occupational or professional titles or licenses an occupation or profession.
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.

- Job Corps centers that issue certificates.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

How do I get on the statewide list?

Applications received and approved by the Region 4 RWB (Alliance 4 Advancement) will be forwarded to the Indiana Department of Workforce Development. Approval by IDWD is signified by inclusion on the statewide training list. This application is mandatory for all providers who wish to provide training supported by funds authorized by the Workforce Investment Act of 1998.

What is an eligible training program?

Programs must focus on demand occupations that are recognized by Alliance 4 Advancement. WIA funding may only be used to train people for occupational areas that are in demand in the local labor market. If your program does not focus on a demand occupation recognized by Alliance 4 Advancement, justification as to its demand in EGR 4 may be included in addition to the application for Alliance 4 Advancement to consider approval.

If a program does not prepare an individual for a specific occupation, the program is not classified as "training" under the Workforce Investment Act. A program that develops skills that are applicable broadly across a wide range of occupations (examples - keyboarding skills, computer literacy, or basic reading and math skills) are considered prevocational and are not required to be certified.

What programs and organizations will be approved by Alliance 4 Advancement?

Application is made by program, not organization. If your organization offers more than one program, separate applications must be completed for each eligible program. The training organization must be accredited, and the training program must be certified.

Can my organization expect referrals and funding by being included on the statewide list?

The completion of this application and inclusion on the statewide training list **does not** guarantee referrals or funding in any way.

When can I redeem vouchers for WIA training services?

WIA training vouchers cannot be issued until after the organization and eligible training program(s) have been approved and are published on the statewide eligible training provider's list.

What is the deadline for application?

Alliance 4 Advancement accepts training applications on an ongoing basis. Application and program review and program normally are completed within 2 weeks. There may be occasions when more information will be requested before approval can be granted.

How often do I need to re-apply for eligibility?

All training providers are required to apply for recertification annually. However, a modification to the training application should be submitted whenever there are changes to the training program, including but not limited to certification status, locations, and costs.

APPLICATION INSTRUCTIONS

TRAINING PROGRAM CERTIFICATION

The training organization must be accredited, and the accrediting association must be listed on the application. The training program must be certified by one of the following entities:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.

- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act.
- A professional industry that has established standards for the required knowledge, skills, and abilities resulting in a portable certificate recognized across the country.
- A registered apprenticeship program under the National Apprenticeship Act?
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession.
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

PROGRAM LOCATION

List the locations where the training activities for this program take place, including street address, city, state, and ZIP code. Please include a contact person for each location and a phone number for each location.

PROGRAM SYNOPSIS

Be sure to answer all questions under this category. Provide a brief description of the training program by answering first question. In response to the second questions, it is imperative to identify the occupations that graduates from this training will qualify for. For third the question, please identify any prerequisites for the training programs, which could include work experience or prior education or training. If prerequisites are not identified, it is assumed that anyone can take this training program and anyone completing this training program will be qualified for the occupations identified in the answer to the second question.

DEGREE/CREDENTIAL

Completion of the training program must result in either a degree or an industry-recognized certificate. A certification of completion does not meet this definition.

PROGRAM COSTS

Tuition and fees: This includes charges assessed to students for educational purposes. Charges for room, board, and other services rendered by auxiliary enterprises are excluded.

Books and supplies: This includes books and supply costs related to enrollment in the training program.

Important Note: Workforce Investment Act funds cannot pay program costs than those that are listed on the training application and published on the state list. When program costs increase, including tuition, fees, books, and supplies, the training organization must submit a new training application with "Modification" marked on the first page of the training program application.

FINANCIAL AID RESOURCES AVAILABLE

Financial aid resources available – Mark the appropriate boxes if your organization accepts federal Pell Grants, other federal financial aid, state financial aid, or offers private fund student tuition assistance. In addition, identify any other financial assistance (including scholarships, but excluding loans) that your organization can provide.

PROGRAM OUTCOMES

Note: Program outcomes are calculated by location.

Period reported: Enter the beginning and ending dates that covers the performance being reported.

Enrolled: Enter the number of participants enrolled in this training program during the period reported.

Completed: Enter the number of participants who completed the training program during the period reported.

Employed after completion: Enter the number of participants who were employed (full-time or part-time) after completing this training program.

Employed in related occupation: Enter the number of participants who are employed (full-time or part-time) in an occupation related to this training program.

Average employment wage: Enter the average hourly wage for all participants who were employed in a related occupation after completion of this training.

SIGNATURE

Please print or type of the name of the authorized signatory, title, and phone number. The authorized signatory should sign and date the application.