

# Training Provider Eligibility Requirements

## Incumbent Worker Training Program (IWTP) Small Business Employee Training Program (SBET)

To be eligible for IWTP or SBET, training providers selected by employers must demonstrate a history of:

1. Successful training through its placement, retention, and satisfaction rates;
2. Collaboration with the targeted industry in the development of the training program curriculum;
3. Use of a current industry standard as the basis for programs utilized to train students for employment in the targeted industry.

The following are examples of documentation that can be submitted by training providers that have not previously participated in IWTP as a primary training provider or SBET to demonstrate they meet the required eligibility requirements.

- ❖ Customer List (Include and Identify Repeat Customers)
- ❖ Instructor Credentials (Include Copies of Certifications)
- ❖ Industry Standard Certification of School or Instructors
- ❖ Customer Satisfaction Rates (From Employer)
- ❖ Customer Satisfaction Feedback from Trainees
- ❖ Annual Statistical Data
- ❖ Testimonial Letters from Employers
- ❖ Media Articles Highlighting Successful Training Activities
- ❖ Evidence of Customized Curriculum for Business & Industry
- ❖ Any Additional Information Pertinent to the Requirements

### **The Process:**

Training providers should submit their applications for approval as primary training providers to the Program Advisor in the region where the training provider is located. See list of Program Advisors at <http://www.laworks.net/downloads/iwtp/IWTPRegionalContacts.pdf>. The Program Advisor will meet with the applicant, review documentation, and make recommendations on information submitted. This interview will allow the Program Advisor to discuss the responsibilities and duties of primary training providers, including fiscal responsibilities and the requirements outlined in Instruction #7, concerning administrative costs. The training provider will be given a contract shell for Incumbent Worker Training grants in order to understand the obligations of training providers under that agreement. If applicable, the Program Advisor will tour the training provider's facilities. After a review of the documentation submitted by the training provider, the Program Advisor will forward the application to the Program Manager with comment. The Program Manager will make the final eligibility determination based on documentation provided by the training provider and comments from the Program Advisor.