

Eligible Training Provider List (ETPL) Appeals Process

Effective Date: 01.01.2021

Duration: Indefinite

Purpose

To establish the appeal process for denial or termination of eligibility for a training provider's participation in the approved Eligible Training Provider List (ETPL)

Appeals Information

Appeal of Louisiana Workforce Commission's Denial

- If LWC denies/rejects a training provider's application for listing on the ETPL, the training provider will receive a notification from HiRE (LWC's website which houses the ETPL) detailing the rejection.
- Any training provider wishing to appeal a decision by LWC must submit a written appeal within **15 days** of program denial/rejection.

Potential Reasons for the Denial of Application

- Training Program application in HiRE was incomplete/missing required information after 90 days of submission.
- Training Program is not offered to the general public.
- Training Program does not lead to a WIOA acceptable credential.
- Training Program does not lead to a demand occupation
- Training Program is not industry or job specific
- Training Program is designed to provide participants with short-term skill upgrade assistance to enable them to become job ready or advance up a career ladder.
- Training Program's Performance data not submitted
- Training Program's Performance data does not meet state minimum standards;
- Training program does not exceed 20 hours in duration; where applicable.
- Any additional requirement for training providers listed under the WIOA or established by state policy has not been met.

Appeals Process

Appeals to Louisiana Workforce Commission must include the below, at a minimum.

- The Institution Name, Program Name, Contact Information including the name and address where official notices are to be mailed.
- Be legible, written/typed clearly and concisely and the following must be placed within the Request for Appeal Form
- Must state why the training provider disagrees with the denial, suspension, or termination and include a detailed statement of justification for approval.
- The request shall be no longer than five pages. (Appeal form and attachments are not included in this limit)
- Preventative Action Description from Local American Job Center (if denial was for failed performance)
- Signature from the Local American Job Center's Workforce Development Board Director
 - WDBD Contacts can be found here:
http://www2.laworks.net/Downloads/PR/Local_Workforce_Contacts.pdf
- The request for appeal must be sent by certified mail, return receipt requested to:

Louisiana Workforce Commission
Office of Workforce Development
Attn: Director P.O. Box 94094
Baton Rouge, LA 70804

Upon review of the appeal, a decision will be conducted and a written decision provided to the appellant. For additional information or questions concerning this appeals process, please contact Andrea V. Morrison, Deputy Assistant Secretary of Office of Workforce Development for the Louisiana Workforce Commission.