



Higher Education Coordinating Commission Office of Workforce Investments Policy	
Subject: Eligible Training Provider List	
Focus:	<input checked="" type="checkbox"/> WIOA Title I <input checked="" type="checkbox"/> National DWG <input type="checkbox"/> State Grants <input type="checkbox"/> Other:
Publish Date: 11/17/2025	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revised Policy

Overview

The Higher Education Coordinating Commission Office of Workforce Investments (OWI) is the designated state agency responsible for the development, operation, maintenance, and dissemination of the statewide Workforce Innovation and Opportunity Act (WIOA) Eligible Training Provider (ETP) list (680.430 and 680.500).

OWI is responsible for ensuring that providers and programs on the list meet eligibility criteria and performance levels established by OWI by verifying the accuracy of the information provided. The list ensures the accountability, quality, and labor market relevance of programs of training services that receive funds through WIOA title I, subtitle B.

For purposes of this policy, the Workforce and Talent Development Board has defined in-demand occupations as those occupations that have more than the median number of total openings. Administrative processes for this definition rely on the Oregon Employment Department's High-Demand Occupations lists and forecasts.

Registered Apprenticeship programs carried out under the National Apprenticeship Act (29 USC 50 *et seq.*) are automatically eligible to be included on the ETP list, and are not subject to the processes delineated in this policy. Registered Apprenticeship programs can access mechanisms in place to facilitate inclusion on the ETP list by contacting the ETP administrator.

Policy Statement

This policy provides the criteria, information requirements, and procedures regarding the eligibility of providers of training services in the Lifelong Educational Advancement Resource Network (LEARN) system, and operational aspects of initial applications, and continued eligibility procedures.

An eligible training provider is a provider of a program of training services who has met the eligibility requirements to receive WIOA title I, subtitle B funds via an Individual Training Account (ITA) for enrolled participants. All training providers shall comply with the respective criteria, information requirements and procedures established within this policy.

Only the entities listed below may apply for inclusion on the ETP list, and these are the only entities eligible to provide training for participants enrolled in a WIOA title I, subtitle B – funded program of training services. Training provider entities eligible to apply for inclusion on the ETP list include:

1. Institutions of higher education that provide a program that leads to a recognized postsecondary credential, as defined at WIOA Section 3 (52);
2. Apprenticeship programs, that carry out programs registered under the National Apprenticeship Act (29 USC 50 *et seq.*); or
3. Other public or private providers that provide training, which may include community-based organizations, and joint-labor-management organizations;

4. Eligible providers of adult education and literacy activities under title II of WIOA, if such activities are provided in combination with training services described at 680.530; and
5. Local Workforce Development Boards (LWDBs), if they meet the conditions of WIOA Section 107(g)(1).

A program of training services is one or more courses or classes, or a structured regimen that provides job-driven training services and leads to a recognized postsecondary credential, as defined in WIOA Section 3(52), which includes:

1. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the state involved or federal government, or a postsecondary credential;
2. A secondary school diploma or its equivalent;
3. Employment; or
4. Measurable skill gains toward a recognized postsecondary or secondary school diploma or its equivalent credential or employment.

These programs of training services may be delivered in person, online, or in a blended approach.

Examples of programs of training services required to be on the ETP list include:

1. Occupational skills training as defined at 681.540, including training for nontraditional employment;
2. Entrepreneurial training, as defined at 681.540;
3. Job readiness training provided in combination with training services identified at 680.200 (a) – (h);
4. Adult education and literacy activities, including activities of English language acquisition; and integrated education and training programs, provided concurrently or in combination with training services as identified at 680.200(a) – (g);

Licensing

Oregon requires significant consumer protection through its licensing requirements. Training providers must be authorized or licensed by the appropriate governing board or agency prior to applying for placement on the ETP list.

- Community college training programs must be approved by the HECC Office of Community Colleges and Workforce Development.
- Degree-granting private postsecondary institutions offering academic programs in Oregon, or to Oregon students from outside the state, must be approved by the HECC Office of Degree Authorization.
- Private Career Schools providing occupational and vocational training and certificate opportunities must be licensed by the Private Career Schools (PCS) Licensing Unit in the HECC Office of Private Postsecondary Education, with the exception of circumstances listed in Oregon Revised Statute 345.015.
- Specific occupations with boards that issue licenses, such as the Construction Contractors Board or State Board of Nursing, must be licensed by the appropriate governing board.

Eligible Training Provider Requirements

1. Training providers must be a legal entity, registered to do business in Oregon.
2. Training providers must offer programs of training services that lead to an in-demand occupation.
3. Training providers must have the ability to:

- a. Offer programs of training services that lead to postsecondary credentials;
 - b. Meet the needs of local employers and participants; and
 - c. Serve individuals with barriers to employment as defined at WIOA Section 3(24).
4. Training providers are required to have refund policies specifying when refunds for tuition and other costs associated with the training program will be allowed. Refund policies must be written and published so students are aware of how to request a refund.
5. Training providers must have a grievance policy which provides for due process for students to file complaints with an organization against faculty, staff, or other employees. Grievance policies must be written and published so that students are aware of how to file a complaint.
6. As potential recipients of WIOA title I, subtitle B funds, training providers must comply with nondiscrimination and equal opportunity provisions in the following laws:
 - a) Regulations under Section 188 of the Workforce Innovation and Opportunity Act;
 - b) 29 CFR 37, Title VI of the Civil Rights Act of 1964;
 - c) Age Discrimination Act of 1998;
 - d) Sections 504 and 508 of the Rehabilitation Act of 1973;
 - e) Title IX of the Education Amendments of 1972;
 - f) Title II Subpart A of the American with Disabilities Act of 1990; and
 - g) The Genetic Information Nondiscrimination Act of 2008.
7. Training providers that have been debarred by any state or the federal government are not eligible to be included on the ETP list during the debarment period.

Out of State Training Providers

Oregon has reciprocal agreements with Washington, Idaho, and Utah that allow WIOA title I, subtitle B participants in Oregon to use ITAs to enroll in a program of training identified on those states' ETPL, and for WIOA title I, subtitle B participants in those states to use ITAs to enroll in training programs on Oregon's ETP list. Final approval for using an Oregon-funded ITA at a Washington, Idaho, or Utah training provider rests with Oregon WIOA title I, subtitle B service providers.

Other out-of-state training institutions that are not operating within Oregon and with whom Oregon does not have a reciprocal agreement must apply to be on Oregon's ETP list. They must meet the eligibility requirements established in this policy, meet the licensing requirements of its home state, and be on its home state's ETP list.

Distance Learning

Programs of training services in which the majority of training is delivered via distance or online learning must meet the following requirements:

1. Training providers must have a mechanism for student interaction with an instructor or instructors.
2. Training providers must ensure periodic assessment of each student.
3. Training providers' policy must describe the responsibilities of each party (training provider, participant) to the distance or online learning experience.

Distance or online learning is defined as a method wherein teachers and students do not meet in a classroom but use the Internet, email, etc. for instruction and learning.

Initial Eligibility

For initial eligibility determination purposes, training providers must establish profile accounts in the LEARN system. Once the profile is established, the initial eligibility application for a program of training services may be initiated. Once approved, the initial eligibility period is for one calendar year.

Training providers are responsible for ensuring that program details reflected in the ETP list are kept current. List elements are to be updated via the LEARN system.

Initial eligibility determinations will be conducted for each training provider on a program by program basis. There is no blanket approval for all programs offered by a provider.

If an application for initial eligibility is incomplete, the LEARN system will generate messaging to the program provider. Initial eligibility processes may be interrupted because the program of training services proposed for inclusion does not meet the definition at 680.420 or the training provider is not in compliance with WIOA title I and accompanying regulations, or other requirements.

If an application for initial eligibility is denied because of factors related to alignment of the training services with in-demand industry sectors and occupations (680.450(e)(5)), messaging from the LEARN system will include details on how training providers may initiate a process with the LWDB to facilitate initial eligibility based on the LWDB's determination of in-demand, as appropriate (WIOA section 3 (23)(B)).

Continued Eligibility

All training providers' programs on the ETP list must apply biennially for continued eligibility beginning one calendar year after initial eligibility. Providers will receive automated messaging from the LEARN system 45 days prior to expiration of the initial eligibility period, and are to complete the continued eligibility application process via the LEARN system. Training providers whose continued eligibility applications are denied, or whose program of training services has been removed from the ETP list may initiate resolution via LEARN messaging with the ETP administrator. Training providers may also utilize the processes in OWI's Grievance Procedure Policy.

Additional Programs

All training providers with programs on the ETP list may use the "Add Program" application feature on the LEARN system once they are an established provider with training programs already listed. This allows the training provider to skip the training provider details section and move directly to the training program section.

Local Workforce Development Boards are responsible to:

1. Collaborate with the State to ensure sufficient numbers and types of providers of training services are accessible in each local area, including eligible providers with expertise in assisting individuals with disabilities and adults in need of adult education and literacy activities described under WIOA sec. 107(d)(10)(E);
2. Work with their local and regional employers and education providers to ensure there are training programs that provide credentials, certificates and/or skills that are valued by employers within priority industry sectors identified in the local strategic plan.
3. In partnership with the state, make available through WorkSource Oregon centers the list of eligible providers of training services and accompanying information.

Local Training Provider List

The Local Workforce Development Board may create a local training provider list (LTPL) with additional eligibility criteria, information requirements, and minimum performance levels for local providers beyond what is required by the State. Local eligibility is contingent on the provider first being approved for the State eligible training provider list (ETPL). If a LTPL is created, the LWDB must notify OWI and establish a policy outlining the process and procedure for the list, including a written policy for training provider complaints and appeals.

Data Collection and Reporting

Data collection and reporting requirements will be added to the policy and the LEARN system once established and tested.

Effective Date

11/17/2025

Required Action

This policy should be widely distributed to Local Workforce Development Boards, community colleges, private career schools, and other training providers throughout Oregon. Any Local Workforce Development Board creating a Local Training Provider List must establish a policy outlining the process and procedure for the list, including a written appeal policy for training provider complaints and appeals.

Contact

Comments about this policy can be emailed to hecc.owi-workforce-policy@hecc.oregon.gov.

References

Workforce Innovation and Opportunity Act of 2014

WIOA Regulations 20 CFR 680.400 – 680.530

Training and Employment Guidance Letter (TEGL) No. 3-18, Eligible Training Provider (ETP) Reporting Guidance Under the Workforce Innovation and Opportunity Act (WIOA)

Training and Employment Guidance Letter (TEGL) No. 8-19, Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs

Training and Employment Guidance Letter (TEGL) No. 8-19, Change 1, Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act