

DATE: MARCH 1, 2024

TO: ALL INTERESTED PARTIES

FROM: LOCAL WORKFORCE DEVELOPMENT AREAS (LWDAs) WorkSource Atlanta Metro

SUBJECT: APPLICATION FOR TRAINING PROVIDER AGREEMENT

The Local Workforce Development Areas (LWDAs) in metro Atlanta are accepting applications for Training Provider Agreements, under the Workforce Innovation and Opportunity Act (WIOA) for occupational skills training to eligible adults, dislocated workers, and older youth.

Training providers should first consult the LWDA service boundaries to determine in which county their primary training site (or office headquarters) is located. This will determine to whom a training provider application is submitted. WorkSource Atlanta Regional accepts training provider applications for the following counties: Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton (inside and outside of the City of Atlanta), Gwinnett, Henry and Rockdale.

Training providers submitting an application to the Atlanta Regional Commission should carefully review the enclosed packet which includes:

- Instructions for Completing the WorkSourceMetro Atlanta ETP Application
- Workforce Innovation and Opportunity Act Glossary and General Information
- Initial Eligibility for New Providers
- Provider/Program Responsiveness Checklist
- Eligible Training Provider Application
- Individual Training Account Policy and Forms.

This solicitation seeks applications for funding in a variety of skills training areas. This application **does not** include On-the-Job Training, Customized Training, training for special target populations, stand-alone job readiness, life skills training, and youth services. A list of occupational training options in the metropolitan region is attached (Attachment B). As the list includes a variety of occupations from lower skill to higher skill levels, each customer will be provided with wage rates of specific occupations. Training in areas not listed may be considered if the institution can demonstrate an employer need for trainees (e.g. employer references).

## INSTRUCTIONS FOR COMPLETING THE WORKSOURCE METRO ATLANTA ETP APPLICATION

The WorkSource Metro Atlanta ITA Work Group evaluates new training programs on a quarterly basis. All providers that were not previously approved as an eligible training provider under WIA/ WIOA (except Registered Apprenticeship programs) must submit required information to be considered for initial eligibility under WIOA. Providers receive initial eligibility for one fiscal year for a provider specific program.

Apprenticeship Programs registered under the National Apprenticeship Act (NAA) are exempt from initial eligibility procedures. Registered apprenticeship programs must be included and maintained on the list of eligible providers of training services as long as the corresponding program remains registered.

The tentative meeting schedule is the 4th Thursday of each quarter - **January, April, July, and October. The deadlines for application submission are January 1, April 1, July 1, and October 1.** Applications received after the deadline will be held for the next quarterly evaluation date.

**Training programs included in the application must exist at the time of application, be approved by the Nonpublic Postsecondary Education Commission (NPEC) and be currently available to the general public and not solely dedicated/availed to WIOA customers.** Other important points to consider while completing the ETP application:

- To be considered for review, each program must have at least ten (10) students who have completed a program of study and obtained training related employment, with documentation available on their employment status. Newly formed programs should wait to apply until this has occurred. New programs without documented completion and employment records will not be reviewed.
- Respond to all questions. If the question does not apply indicate "not applicable". When referring to a catalog or brochure, indicate, "See attached catalog".
- The name of the training institution is the legal name of the entity.
- The contact person is the individual who may answer questions concerning the application.
- Program descriptions should be completed for each program or course of study. If a provider catalog contains the information requested, please attach.
- If the application is submitted via e-mail, it will be necessary to mail a provider certification as well as a catalog of courses of study, or reference website, if available online.

The Metro Atlanta ITA Work Group will review all responsive provider applications for consideration. During the application review, staff will conduct employer reference checks, program graduate reference checks, and a training observation to ensure that customers receive quality services. Metro Atlanta ITA Work Group recommended providers will be forwarded to the Technical College System of Georgia, Office of Workforce Development (OWD) for review, acceptance and inclusion on the State Approved Eligible Training Provider Listing (ETPL). If the application is accepted by the OFD, a completed provider agreement must be processed and submitted to the provider for signature. Once included on the ETPL, training providers are required to complete an agreement with each LWDA in which they plan to provide training services. Each individual LWDA is responsible for local provider policies, processes and agreements.

The application is available online at: [www.atlantaregional.org/trainingproviderapplication](http://www.atlantaregional.org/trainingproviderapplication).

### COMPLETED APPLICATIONS SHOULD BE MAILED OR E-MAILED TO:

Atlanta Regional Commission  
Workforce Solutions Division  
229 Peachtree Street, NE / Suite 100  
Atlanta, Georgia 30303  
Or email to: [wioatrainingprovider@atlantaregional.org](mailto:wioatrainingprovider@atlantaregional.org)

*Faxed applications will not be accepted*

Questions may be sent to [wioatrainingprovider@atlantaregional.org](mailto:wioatrainingprovider@atlantaregional.org).

## Workforce Innovation and Opportunity Act General Information

**Workforce Innovation and Opportunity Act (WIOA):** WIOA will help job seekers and workers access employment, education, training and support services to succeed in the labor market and match employers with the skilled workers they need to compete in the global economy. The purposes of WIOA include:

- Increasing access to and opportunities for the employment, education, training and support services that individuals need, particularly those with barriers to employment;
- Supporting the alignment of workforce investment, education and economic development systems, in support of a comprehensive, accessible, and high-quality workforce system;
- Improving the quality and labor market relevance of workforce investment, education and economic development efforts;
- Promoting improvement in the structure and delivery of services;
- Increasing the prosperity of workers and employers;
- Providing workforce development activities that increase employment, retention and earning of participants and that increase post-secondary credential attainment and as a result, improve the quality of workforce, reduce welfare dependency, increase economic self-sufficiency, meet skill requirements of employers and enhance productivity and competitiveness of the nation.

**WIOA Services:** A customer may access the array of services and program information available on the statewide ETPL and may choose from a variety of Eligible Training Providers. There is no guarantee that a customer will enroll in a specific course or program of study after referral. It is the responsibility of the customer and the career adviser to develop a career plan. A customer may be determined WIOA eligible during WIOA career services. If it appears that the customer is eligible and suitable for provider training, they will be approved for enrollment by LWDA staff. Once approved for enrollment, LWDA staff will provide written authorization to both the customer and the training organization through an Individual Training Account (ITA).

**Career Services:** Services that LWDA's are responsible for providing for adults and dislocated workers under WIOA. Career services may include initial assessment of skill levels, job search and placement assistance, provision of information on in-demand sectors and occupations, information on nontraditional employment, labor market information, provision of information about the performance and cost of education and training providers in the area, career counseling, information about filing unemployment compensation claims, information relating to the availability of supportive services such as child care and transportation, specialized assessments of individual skill levels and service needs, individual or group counseling and career planning, development of an individual employment plan, short-term job-readiness activities, literacy activities related to basic workforce readiness, etc.

**Credentialing:** WIOA performance standards include the attainment of recognized post-secondary credential received by participants. It is the Provider's responsibility to assure that credentialing goals are obtained for each student. All training programs must prepare WIOA participants through job training and preparation to sit for testing in order to attain an industry-recognized credential as specified by WIOA. Such nationally recognized industry, association, or organizations include:

- A state education body
- An institution of higher education eligible to participate in federal financial aid programs
- A registered apprenticeship
- A public regulatory agency
- A professional, industry or employer association

**Eligible Training Provider:** An organization, entity, or institution, such as a public or private college and university, community-based organization, or proprietary school whose application has been approved by the local workforce Board and submitted to the state for inclusion on the state ETPL to provide training services through the use of an ITA or training provided (WIOA exception) through a contract for services. Reference NPRM sec.680.410

**Eligible Training Provider List (ETPL):** A statewide compilation of providers that are approved to provide services through the One-Stop system described by WIOA. These lists contain consumer information, including cost and performance information for each provider, so that customers may make informed choices.

**Initial Eligibility for New Providers:**

**All providers that were not previously approved as an eligible training provider under WIOA (except Registered Apprenticeship programs) must submit required information to be considered for initial eligibility under WIOA. Under WIOA, providers may receive initial eligibility for one fiscal year for a provider specific program.**

Apprenticeship Programs registered under the National Apprenticeship Act (NAA) are exempt from initial eligibility procedures. Registered apprenticeship programs must be included and maintained on the list of eligible providers of training services as long as the corresponding program remains registered (see Section on Registered Apprenticeship Programs).

For providers seeking initial eligibility, verifiable program specific performance information must be provided. Applicants must provide the following:

1. A detailed description of each training program to be considered
2. Performance information for each training program will include (see Required Performance Information below)
  - a. Median earnings
  - b. Average wage at placement
  - c. Attainment of Post-Secondary Credential
  - d. Completion rate
  - e. Employment rate
  - f. Training Related Employment Rate
3. Describe provider partnerships with businesses
4. Describe the recognized post-secondary credential attained after training completion
5. Describe how the training program aligns with in-demand industries and occupations
6. A provider must also comply with the following to be considered for inclusion on the ETPL:
  - a. The provider must have been in business for at least 6 months prior to the initial program application and have a current business license or proof of active compliance with the Secretary of State Corporations Division.
  - b. Training must be available to the general public, have published catalog price structures, and each program must have completed and placed in training related employment at least 10 students per program.
  - c. Current of all federal and state taxes (must supply certification from accounting/tax firm of current tax standing regarding federal and state taxes, including Unemployment Insurance taxes).
  - d. In statutory compliance with the laws of the state related to the operation as a training of education institution. Proprietary colleges or schools operating in Georgia are required by the Nonpublic Post-Secondary Educational Institution Act of 1990 to have a certificate of authorization from the NPEC before beginning operation of advertising in the state.
  - e. Provide documentation of current accreditation/authorization.
  - f. In good standing with the Better Business Bureau with no outstanding complaints.
  - g. Not be found in fault in criminal, civil or administrative proceeding related to its performance as a training or educational institution. Must disclose any pending criminal, civil or administrative proceeding as either a defendant or a respondent.
  - h. Disclose any and all conflicts of interest with state or local LWDB staff or Board members, including but not limited to family ties (spouse, child, and/or parent), fiduciary roles, and employment or ownership interests in common.
  - i. Include a current federal tax identification number.

## Students Past Performance Information (for most recent 12-month period)

***Provider must meet at least (3) measures listed below***

Measure	State of Georgia Minimum Standard	Definition
Median Earnings	\$11.50	The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
Average Wage at Placement	\$10.70	Average wage at placement of completers obtaining employment during the above period
Attainment of Post-Secondary Credential	60%	The percentage of program participants who obtain a recognized post-secondary credential or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program
Completion Rate	70%	Program completion rate for student completing all coursework and exams
Employment Rate	70%	Employment rate for all students completing the program coursework
Training-Related Employment Rate	70%	Percent of completers exiting the program who have obtained training- related employment

**Each LWDB may set minimum standards applicable to their local areas.**

**Registered Apprenticeship:** Under WIOA, Registered Apprenticeship programs that request to be ETPs are automatically included on the list and will remain as long as the program is registered or until the program sponsor notifies the State that it no longer wants to be included on the list. Registered Apprenticeship programs are not subject to the same application and performance information requirements or to initial eligibility procedures as other providers since they are subject to a detailed application and vetting procedure to become a Registered Apprenticeship program with the United States Department of Labor.

**Notice of Denial of Eligibility or Removal from Eligible Training Provider Listing:** Providers may be removed from the state ETPL under certain circumstances. Relevant considerations include:

- If inaccurate information regarding a program is intentionally supplied to the LWDA or OWD, a termination of eligibility will occur and will remain in effect for not less than two years;
- If a LWDB or WFD determines that an Eligible Training Provider has violated any requirements under WIOA, or other State or Federal laws, regulations or requirements, a termination of eligibility will occur and will remain in effect for a minimum of two years;
- If a LWDB or WFD makes a termination determination at any time during a training provider agreement to provide training services, there will be an opportunity for a hearing;
- A provider whose eligibility is terminated under the above conditions shall be liable for repayment of funds received during the period of noncompliance;
- If a provider does not respond to continuing eligibility requests, the programs undergoing continuing eligibility review will be removed from the ETPL. If the provider desires to have those programs reapproved, they may reapply

- through a LWDB after a six-month period;
- If a provider's program fails to meet or exceed minimum established local and state performance levels, the provider's eligibility to receive funds for that program may be suspended by a LWDB or WFD.

If it is deemed by a LWDB that training received by a WIOA customer did not adhere to program information as marketed by the training provider and/or the performance data was misrepresented by the provider, consequences levied upon the training provider may include: additional training to the aggrieved customer at no cost; and/or refund to the fiscal agent of amounts paid; and/or debarment from the ETPL.

**Continued Eligibility:** WIOA requires a re-determination of ITA program eligibility through a "continuing eligibility" process. For a program to remain eligible to receive ITA funds for new enrollments, the State shall compare program-level performance outcomes against established minimum standards, covering the preceding program year. The State reserves the right to request sufficient information to complete continuing eligibility on any provider.

New Eligible Training Providers determined initially eligible under WIOA, will be subject to the application procedure for continued eligibility after their initial year of eligibility expires.

**Individual Training Account (ITA):** A training plan obligation and expenditure account established on behalf of a WIOA eligible participant to establish a plan for payment for a program of training services, which may include tuition, books and fees.

**Provider Entry Criteria:** Training providers will be held accountable to meet certain performance standards established by the State and LWDBs to qualify for the ETPL on performance criteria. Training providers have responsibility in assessing the current skills, education and experience of candidates and providing training and employment for customers. Provider entry requirements will be a critical factor in establishing and attaining successful performance. They should be established with a purpose of determining whether the customer's current skills, education, experience, etc. will enable them to complete the training program, obtain the knowledge and skills necessary to receive certification, as well as obtain training-related employment with wages that meet standards and promote self-sufficiency.

Providers should be aware that entry requirements for reading, math and language should match those appearing on the ETPL. The Program Description, submitted by the provider, contains all information regarding entry criteria. Testing for reading, math and language should be comparable to the Tests of Adult Basic Education (TABE). Letters of acceptance should include a statement that the student has met the entry requirements as stated on the ETPL. Persons not meeting the stated ETPL entry requirements are not to be allowed to attend training until the appropriate levels are achieved.

If customers are eligible for grants and scholarships such as the PELL Grant or HOPE Scholarship/Grant, applications must be made for these funds so that funds may be combined to provide for total cost of training expenses.

**Program of Training Services:** A program of training services is one or more courses or classes that, upon successful completion, leads to (a) a recognized post-secondary credential, secondary school diploma or its equivalent, (b) training-related employment, or (c) measurable skills gains toward such credential or employment.

## **STOP and READ**

**No students should start training before the following have been completed:**

- 1. ITA Training Provider Agreement - Executed**
- 2. Student has been determined WIOA eligible and approved for training**
- 3. Voucher received by Training Provider**

## **PROVIDER/PROGRAM APPLICATION RESPONSIVENESS CHECKLIST**

***IF ORGANIZATION IS UNABLE TO MEET ANY REQUIREMENTS OF THE RESPONSIVENESS CRITERIA LISTED BELOW, THE PROGRAMS WILL NOT BE REVIEWED AND WILL BE CONSIDERED NON-RESPONSIVE.***

**NAME OF PROVIDER:** \_\_\_\_\_

### **REQUIREMENTS**

	Verified by ARC Staff
<input type="checkbox"/> Must be in statutory compliance with the laws of Georgia related to its operation as a training or educational institution.	<input type="checkbox"/>
<input type="checkbox"/> Must have been in business for at least six (6) months prior to initial application and must maintain legal active status to conduct business, evidenced by a current business license and/or proof of active compliance with the Secretary of State Corporations Division (attach to application).	<input type="checkbox"/>
<input type="checkbox"/> Must supply certification from accounting/tax firm of current tax standing regarding Federal and State taxes, including Unemployment Insurance (UI) taxes.	<input type="checkbox"/>
<input type="checkbox"/> Must be in good standing with the Better Business Bureau with no outstanding complaints.	<input type="checkbox"/>
<input type="checkbox"/> Must not be found in fault in criminal, civil, or administrative proceeding related to performance as a training or educational institution. Must disclose any pending criminal, civil or administrative proceeding as either a defendant or a respondent (sign Debarment Statement, Attachment A).	<input type="checkbox"/>
<input type="checkbox"/> Must disclose any and all conflicts of interest with state or local WIOA officers, Board Members, or Board Staff, including, but not limited to familial ties (spouse, child, parent), fiduciary roles, employment, or ownership interests in common.	<input type="checkbox"/>
<input type="checkbox"/> All applications must include the current federal tax identification number (the number used to file employee income taxes with the Internal Revenue Service).	<input type="checkbox"/>
<input type="checkbox"/> To be considered for review, each program must have at least ten (10) students who have completed the program and obtained training related employment, with documentation available on employment status. Newly formed programs should wait to apply until this has occurred. New programs without documented completion and employment records will not be reviewed.	<input type="checkbox"/>

---

### **TRAINING PROGRAM CRITERIA:**

<input type="checkbox"/> The training skills are specific and in demand in the labor market.	<input type="checkbox"/>
<input type="checkbox"/> A recognized post-secondary credential is attained after program completion.	<input type="checkbox"/>
<input type="checkbox"/> The program is existent, ongoing and continuous.	<input type="checkbox"/>
<input type="checkbox"/> The training program is open to the general public, have a published catalog price structure and is not solely dedicated/availed to WIOA customers.	<input type="checkbox"/>
<input type="checkbox"/> Job search and/or placement assistance is provided by the organization.	<input type="checkbox"/>
<input type="checkbox"/> The organization does not appear on current federal, state, or local debarment and suspension lists.	<input type="checkbox"/>
<input type="checkbox"/> The provider assures that the proposed training facility is handicapped accessible or there are reasonable accommodations made for provision of services to handicapped individuals.	<input type="checkbox"/>

### **NPEC AND/OR OTHER ACCREDITATION/AUTHORIZATION**

<input type="checkbox"/> All program requests must be currently approved by NPEC (Include copy of NPEC certification for each program)	<input type="checkbox"/>
--	--------------------------

**Proprietary colleges or schools operating in Georgia are required by the Nonpublic Post-Secondary Educational Institutions Act of 1990 (NPEIA) to have a certificate of authorization from the Georgia Nonpublic Post-Secondary Education Commission (NPEC) before beginning operation or advertising in the state.** This certificate must be renewed annually. The NPEC's primary purpose is to ensure that each authorized college or school is educationally sound and financially stable.

**Degree-Granting Institutions** – The Nonpublic Post-Secondary Educational Institutions Act of 1990 provides that a post-secondary educational institution must apply for and be granted a Certificate of Authorization before beginning operation or advertising in Georgia. NPEC must authorize each degree program. Following initial authorization, the institution's Certificate must be renewed annually. Any institution operating or advertising to begin operation without acquiring the necessary Certificate of Authorization is in violation of Georgia law, and shall be subject to civil penalties.

**Non-Degree Granting Institutions** – Any instructional program defined as a proprietary school according to the Nonpublic Post-Secondary Educational Institutions Act of 1990 must apply for and be granted a Certificate of Authorization before beginning operation or advertising in Georgia. Following initial authorization, the institution's Certificate must be renewed annually. Any institution operation or advertising to begin operation without acquiring the necessary Certificate of Authorization is in violation of Georgia law, and shall be subject to civil and criminal penalties.

NPEC allows exemptions when another governmental agency is providing oversight. For example, the Georgia Department of Safety provides oversight of Truck Driver Training Programs. **Proprietary schools interested in becoming a WIOA ITA provider will need to contact NPEC to begin the authorization process.** NPEC exemptions will be considered on a case-by-case basis.

**For additional information concerning NPEC, please contact:**

**Kirk Shook, Executive Director**  
 Nonpublic Post-Secondary Education  
 Commission 2082 East Exchange Place, Suite 220  
 Tucker, GA 30084  
 PH:(770) 414-3300 FAX: (770) 414-3309  
<http://www.gnpec.org>

Check below the agency/agencies providing accreditation/authorization for your organization and attach a copy of the certification document.

**Verified  
by  
ARC Staff**

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Nonpublic Post-Secondary Education Commission (NPEC)  | <input type="checkbox"/> |
| <input type="checkbox"/> Georgia Healthcare Partnership (GHP/GMCF)   | <input type="checkbox"/> |
| <input type="checkbox"/> Department of Public Safety (DPS)   | <input type="checkbox"/> |
| <input type="checkbox"/> Other(s): _____   | <input type="checkbox"/> |
| <input type="checkbox"/> Provide licensure documentation if another governmental agency is providing oversight (i.e., GA Public Safety or GA Medical Care Foundation). | <input type="checkbox"/> |
| <input type="checkbox"/> Attach a copy of the credential and a confirming statement that graduates of the program may sit for a Credential Examination.                | <input type="checkbox"/> |

## ATTACHMENTS TO APPLICATION

The following items have been included as an attachment to the application:

- ☐ Accreditation/Authorization Documents (Include authorizing agency description) \*
- ☐ Catalog or Brochure
- ☐ Copies of credential(s) to be received by students
- ☐ Current Business License\*
- ☐ Debarment Form NPEC
- ☐ Certification \*
- ☐ Program Description(s)
- ☐ Published Course Price Listing (Copy of catalog or website page, if price included)
- ☐ Schedule of Classes
- ☐ Signed EEO and Conflict of Interest Assurances
- ☐ Standards of Conduct Assurance

\*Please attach if applicable to your organization.

# Individual Training Account (ITA) Provider/Program Application

## ITA Provider Information

Training Provider Name	
Address	
City	
State	
Zip	
County	
Website (URL)	
Authorization/Accreditation	
Federal Tax ID # (99-9999999)	
Year Business Established	
Contact Name, Title	
Phone (999-999-9999)	
Fax (999-999-9999)	
Email	

## Financial Aid

Pell Grant	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hope Scholarship	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other, Please Specify (Title IV, Sallie Mae, etc.)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Complete separate copies of the following 4 pages for **EACH PROPOSED PROGRAM.**

## Program Information

Program Title	
Program Description (Describe or attach)	
Program Specific Authorization/Accreditation	
Credential Earned	Please complete the form on the following page for <u>each program.</u>
Describe in Detail Provider Partnerships with Businesses	
Describe How the Training Program Aligns with in Demand Industries and Occupations	

## Credentials for Each Program Requested for Georgia Eligible Training Provider List

Training Provider Name: \_\_\_\_\_

Program Title	Credential Name	Price of Exam	Organization Granting Credential	Address & Contact Information of Organization

***Attach a copy of the credential and a confirming statement that graduates of the program may sit for the Credential Examination. A Certificate of Completions does not qualify as a credential for ITAs.***

**Published Program Cost (as advertised to the general public via website & catalog)**

<b>PROVIDER</b>		
<b>PROGRAM</b>		
	<b>Item</b>	<b>Cost</b>
	<b>TUITION</b>	\$
<b>Supplies</b> <i>(List each supply and cost)</i>		
<b>Supply Name</b>		\$
<b>Supply Name</b>		\$
<b>Supply Name</b>		\$
<b>Supply Name</b>		\$
<b>Supply Name</b>		\$
<b>Supply Name</b>		\$
<b>SUPPLIES TOTAL</b>		\$
<b>Books</b> <i>(List each book and cost)</i>		
<b>Name</b>		\$
<b>ISBN Number</b>		
<b>Name</b>		\$
<b>ISBN Number</b>		
<b>Name</b>		\$
<b>ISBN Number</b>		
<b>BOOKS TOTAL</b>		\$
<b>Test Fees</b> <i>(List Name of Exam)</i>		
<b>Exam Name</b>		\$
<b>Exam Name</b>		\$
<b>Exam Name</b>		\$
<b>TEST FEES TOTAL</b>		\$
<b>Other Costs</b> <i>(List all other costs)</i>		
		\$
		\$
		\$
<b>OTHER COST TOTAL</b>		\$
<b>TOTAL PROGRAM COST</b>		\$

Number of Weeks	(Classroom) Total Curriculum Hours	Other (Specify Internship and Externship Hours Separately)		
<b>Entry Criteria: Tests of Adult Basic Education (TABE) assesses basic reading, math and language skills and provides Grade equivalent scores.</b>				
High School Diploma Required	Reading Level	Math Level	Language Level	Other Entry Requirements (Please List)
Yes <input type="checkbox"/> No <input type="checkbox"/>				

Class sessions: \_\_\_\_ Online(self pace) \_\_\_\_ Online/Virtual (Instructor led) \_\_\_\_ Classroom \_\_\_\_ Hybrid

Number of completed programs the Training Provider has conducted: _____	Number of Students	%/\$	State Minimum Requirement
<b>Total Students past 12 months</b>			
<b>Median Earnings After Placement</b> (median weekly earnings of program completers placed in unsubsidized employment during the second quarter after exit from the program)		\$	\$ 11.50
<b>Average Wage at Placement</b> (average wage at placement of completers obtaining employment during the past 12 months)		\$	\$ 10.70
<b>Attainment of Post-Secondary Credential</b> (number and percent of completers exiting the program who obtained a recognized post-secondary credential (diploma, certificate or license) during participation in or within 1 year after exit from the program)	/ %		60%
<b>Completion Rate</b> (number and percent of total students exiting during the last 12 months who met the program's completion requisites)		%	70%
<b>Employment Rate</b> (number and percent of completers exiting the program during the last 12 months who obtained employment)		%	70%
<b>Training-Related Employment</b> (number and percent of completers exiting the program during the last 12 months who have obtained training related employment)		%	70%

<b>Graduate and Employer References</b> <i>(List a <b><u>minimum</u></b> of ten graduates who completed the listed program)</i>					
Graduate Name	Graduate Phone	Graduate E-mail	Employed By	Employer Contact	Employer Phone

### **CERTIFICATION**

I hereby certify that the information provided in this Application package is true and correct. I also understand that my organization may be subject to an on-site review of training and facilities, and may be asked to provide supporting documentation before the final execution of an agreement. I assure that proposed training facilities are disabled accessible or reasonable accommodations will be made for the provision of services to disabled individuals. I assure that costs as described are the same as those published for the general public.

---

**Name (Printed) and Title**

---

**Signature**

---

**Date**

### **EO ASSURANCES**

**As a condition to the award of financial assistance from the Technical College System of Georgia, Office of Workforce Development, under WIOA, the applicant assures that it will comply with the nondiscrimination and equal opportunity provisions of the following laws:**

The U.S. Department of Labor (Department) is issuing nondiscrimination and equal opportunity regulations to implement Section 188 of the Workforce Innovation and Opportunity Act (WIOA). Under Section 188(e) of WIOA, Congress required the Department to issue regulations implementing Section 188 no later than one year after enactment of WIOA. The Department's publication of this final rule complies with the statutory mandate. This final rule creates a new part in the CFR, which mirrors the regulations published in the CFR in 1999 to implement Section 188 of WIA. The Department has made no substantive changes in this final rule; the changes are technical in nature. This final rule adopts the Department's regulatory scheme for Section 188 of WIA verbatim, with technical revisions to conform to WIOA. Specifically, the Department has: Replaced references to the "Workforce Investment Act of 1998" or "WIA" with "Workforce Innovation and Opportunity Act" or "WIOA" to reflect the proper statutory authority; and updated section numbers in the text of the regulation to reflect its new location.

Section 188 of WIA prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of age, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

---

**Name (Printed) and Title**

---

**Signature**

---

**Date**

**CONFLICT OF INTEREST ASSURANCE:**

Pursuant to the Georgia Dept. of Economic Development, Workforce Division Conflict of Interest Policy in conformity with O.C.G.A 34-14-2(2012), the provider confirms that they have no conflicts of interest with state, or local Workforce Innovation and Opportunity Act (WIOA) officers, board members or board staff, including but not limited to familial ties (spouse, child, parent), fiduciary roles, employment or ownership interests in common.

---

**Name (Printed) and Title**

---

**Signature**

---

**Date**

**STANDARDS OF CONDUCT ASSURANCE:**

The Training Provider agrees that in administering Workforce Innovation and Opportunity Act funded training services, it will comply with standards of conduct that maintain the integrity of the program in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias, or special interest.

---

**Name (Printed) and Title**

---

**Signature**

---

**Date**

**ATTACHMENT A**

**Standard Certifications Regarding Debarment, Suspension, Ineligibility  
And Voluntary Exclusion Form**

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- 1) The prospective primary certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining; attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach and explanation to this proposal.

---

Name and Title of Authorized Representative

---

Signature

## Instructions for Certification Regarding Debarment

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is proving the certification as set below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal Funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Georgia Department of Economic Development, Workforce Division (WFD) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person”, primary covered transaction”, “principle”, proposal”, “voluntarily excluded”, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier that covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the US Department of Labor.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be constructed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

# Demand Occupations List

WorkSource Metro Atlanta represents the collective efforts of five Local Workforce Development Boards within the 10-county metro Atlanta region. Each Board provides occupational specific skills training for industries that are stable and have projected growth.

This list serves as a guide for in-demand jobs and is not meant to be an all-inclusive list of acceptable WIOA funded occupational skills training options. There may be additional occupations in which demand occurs based on the job market or specific opportunities within the broad spectrum of occupations. This list includes occupations that show a favorable mix of projected long-term job growth, projected annual job openings, and median wages. WIOA participants seeking training in an occupation not on this Demand Occupations List may discuss the appropriateness and relevance of the proposed training with their career advisor for additional consideration (approval is at the discretion of the Local Workforce Development Board). WIOA participants can learn more about additional occupations at [www.onetonline.org](http://www.onetonline.org).

SOC Code (ONET-6)	Occupation Title	Total Jobs	Average Hourly Wage	10 - Year Total New Demand	Typical Education Needed for Entry	Work Experience	Typical On-the-Job Training Needed
<b>Business and Financial Operations Occupations</b>							
<a href="#">13-1071</a>	Human Resources Specialists	18,229	\$34.62	21,374	Bachelor's degree	None	None
<a href="#">13-1081</a>	Logisticians	5,644	\$36.39	8,007	Bachelor's degree	None	None
<a href="#">13-1082</a>	Project Management Specialists	15,951	\$51.88	15,920	Bachelor's degree	None	None
<a href="#">13-1111</a>	Management Analysts	21,212	\$53.32	25,188	Bachelor's degree	Less than 5 years	None
<a href="#">13-2011</a>	Accountants and Auditors	31,600	\$42.55	33,284	Bachelor's degree	None	None
<a href="#">13-2051</a>	Financial and Investment Analysts	6,242	\$47.84	5,940	Bachelor's degree	None	None
<a href="#">13-2052</a>	Personal Financial Advisors	6,940	\$58.51	6,826	Bachelor's degree	None	Long-term on-the-job training
<a href="#">13-2099</a>	Financial Specialists, All Other	3,159	\$44.90	3,169	Bachelor's degree	None	None
<b>Computer and Mathematical Occupations</b>							
<a href="#">15-1211</a>	Computer Systems Analysts	11,676	\$52.88	10,207	Bachelor's degree	None	None
<a href="#">15-1212</a>	Information Security Analysts	3,927	\$57.02	5,044	Bachelor's degree	Less than 5 years	None
<a href="#">15-1231</a>	Computer Network Support Specialists	4,445	\$36.97	4,289	Associate's degree	None	Moderate-term on-the-job training
<a href="#">15-1232</a>	Computer User Support Specialists	15,987	\$31.44	15,477	Some college, no degree	None	Moderate-term on-the-job training

SOC Code (ONET-6)	Occupation Title	Total Jobs	Average Hourly Wage	10 - Year Total New Demand	Typical Education Needed for Entry	Work Experience	Typical On-the-Job Training Needed
<b>Computer and Mathematical Occupations continued</b>							
<a href="#">15-1241</a>	Computer Network Architects	4,792	\$65.10	3,738	Bachelor's degree	5 years or more	None
<a href="#">15-1242</a>	Database Administrators	2,931	\$46.35	2,636	Bachelor's degree	None	None
<a href="#">15-1244</a>	Network and Computer Systems Administrators	7,168	\$50.14	5,944	Bachelor's degree	None	None
<a href="#">15-1252</a>	Software Developers	43,186	\$61.06	45,813	Bachelor's degree	None	None
<a href="#">15-1253</a>	Software Quality Assurance Analysts and Testers	5,053	\$49.33	5,588	Bachelor's degree	None	None
<a href="#">15-1255</a>	Web and Digital Interface Designers	2,501	\$44.76	2,625	Bachelor's degree	None	None
<b>Architecture &amp; Engineering Occupations</b>							
<a href="#">17-2051</a>	Civil Engineers	5,633	\$41.97	5,011	Bachelor's degree	None	None
<a href="#">17-2071</a>	Electrical Engineers	3,427	\$58.94	2,823	Bachelor's degree	None	None
<a href="#">17-2112</a>	Industrial Engineers	4,024	\$46.59	3,482	Bachelor's degree	None	None
<a href="#">17-2141</a>	Mechanical Engineers	4,098	\$50.00	3,026	Bachelor's degree	None	None
<b>Education, Training, &amp; Library Occupations</b>							
<a href="#">25-2011</a>	Preschool Teachers, Except Special Education	7,746	\$20.14	11,368	Associate's degree	None	None
<a href="#">25-2012</a>	Kindergarten Teachers, Except Special Education	2,325	\$34.52	2,875	Bachelor's degree	None	None
<a href="#">25-2021</a>	Elementary School Teachers, Except Special Education	25,365	\$34.66	21,947	Bachelor's degree	None	None
<a href="#">25-2022</a>	Middle School Teachers, Except Special and Career/Technical Education	12,674	\$35.82	10,991	Bachelor's degree	None	None
<a href="#">25-2031</a>	Secondary School Teachers, Except Special and Career/Technical Education	15,886	\$39.04	13,137	Bachelor's degree	None	None
<a href="#">27-1024</a>	Graphic Designers	6,012	\$30.82	6,191	Bachelor's degree	None	None
<b>Healthcare Practitioners &amp; Technical Occupations</b>							
<a href="#">29-1141</a>	Registered Nurses	44,361	\$41.63	33,349	Bachelor's degree	None	None
<a href="#">29-1292</a>	Dental Hygienists	3,700	\$41.01	3,281	Associate's degree	None	None
<a href="#">29-2034</a>	Radiologic Technologists and Technicians	3,497	\$32.84	2,527	Associate's degree	None	None
<a href="#">29-2061</a>	Licensed Practical and Licensed Vocational Nurses	10,549	\$26.59	10,808	Postsecondary nondegree award	None	None
<a href="#">29-2072</a>	Medical Records Specialists	3,604	\$25.43	3,179	Postsecondary nondegree award	None	None

SOC Code (ONET-6)	Occupation Title	Total Jobs	Average Hourly Wage	10 - Year Total New Demand	Typical Education Needed for Entry	Work Experience	Typical On-the-Job Training Needed
Healthcare Support Occupations							
<a href="#">31-9091</a>	Dental Assistants	6,626	\$21.54	11,475	Postsecondary nondegree award	None	None
<a href="#">31-9092</a>	Medical Assistants	16,596	\$19.18	29,698	Postsecondary nondegree award	None	None
<a href="#">31-9097</a>	Phlebotomists	2,793	\$21.44	5,074	Postsecondary nondegree award	None	None
Office & Administrative Support Opportunities							
<a href="#">23-2011</a>	Paralegals and Legal Assistants	8,331	\$28.56	11,865	Associate's degree	None	None
<a href="#">41-3021</a>	Insurance Sales Agents	16,306	\$49.76	17,805	High school diploma or equivalent	None	Moderate-term on-the-job training
<a href="#">43-5011</a>	Cargo and Freight Agents	2,569	\$25.96	3,477	High school diploma or equivalent	None	Short-term on- the-job training
<a href="#">43-5061</a>	Production, Planning, and Expediting Clerks	8,901	\$25.87	11,837	High school diploma or equivalent	None	Moderate-term on-the-job training
<a href="#">43-5071</a>	Shipping, Receiving, and Inventory Clerks	18,423	\$19.23	20,557	High school diploma or equivalent	None	Short-term on- the-job training
<a href="#">43-6013</a>	Medical Secretaries and Administrative Assistants	6,497	\$22.07	9,106	High school diploma or equivalent	None	Moderate-term on-the-job training
Construction & Extracation Occupation							
<a href="#">47-2031</a>	Carpenters	12,567	\$24.66	13,805	High school diploma or equivalent	None	Apprenticeship
<a href="#">47-2061</a>	Construction Laborers	24,837	\$19.38	30,282	No formal educational credential	None	Short-term on- the-job training
<a href="#">47-2073</a>	Operating Engineers and Other Construction Equipment Operators	7,057	\$23.08	8,544	High school diploma or equivalent	None	Moderate-term on-the-job training
<a href="#">47-2111</a>	Electricians	14,483	\$28.85	18,398	High school diploma or equivalent	None	Apprenticeship
<a href="#">47-2141</a>	Painters, Construction and Maintenance	6,455	\$21.11	6,675	No formal educational credential	None	Moderate-term on-the-job training
<a href="#">47-2152</a>	Plumbers, Pipefitters, and Steamfitters	7,382	\$28.99	8,781	High school diploma or equivalent	None	Apprenticeship
<a href="#">47-2181</a>	Roofers	2,604	\$22.12	2,909	No formal educational credential	None	Moderate-term on-the-job training
<a href="#">47-2211</a>	Sheet Metal Workers	2,873	\$24.38	3,237	High school diploma or equivalent	None	Apprenticeship

SOC Code (ONET-6)	Occupation Title	Total Jobs	Average Hourly Wage	10 - Year Total New Demand	Typical Education Needed for Entry	Work Experience	Typical On-the-Job Training Needed
<b>Installation, Maintenance, &amp; Repair Occupations</b>							
<a href="#">49-2022</a>	Telecommunications Equipment Installers and Repairers, Except Line Installers	6,297	\$31.92	8,813	Postsecondary nondegree award	None	Moderate-term on-the-job training
<a href="#">49-3011</a>	Aircraft Mechanics and Service Technicians	4,363	\$42.45	4,204	Postsecondary nondegree award	None	None
<a href="#">49-3021</a>	Automotive Body and Related Repairers	3,200	\$30.43	3,498	High school diploma or equivalent	None	Long-term on-the-job training
<a href="#">49-3023</a>	Automotive Service Technicians and Mechanics	15,417	\$24.42	16,588	Postsecondary nondegree award	None	Short-term on-the-job training
<a href="#">49-3031</a>	Bus and Truck Mechanics and Diesel Engine Specialists	6,305	\$26.20	6,839	High school diploma or equivalent	None	Long-term on-the-job training
<a href="#">49-3042</a>	Mobile Heavy Equipment Mechanics, Except Engines	2,809	\$28.13	3,488	High school diploma or equivalent	None	Long-term on-the-job training
<a href="#">49-9021</a>	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	7,614	\$27.02	8,479	Postsecondary nondegree award	None	Long-term on-the-job training
<a href="#">49-9041</a>	Industrial Machinery Mechanics	6,497	\$29.76	8,102	High school diploma or equivalent	None	Long-term on-the-job training
<a href="#">49-9071</a>	Maintenance and Repair Workers, General	28,485	\$21.88	33,906	High school diploma or equivalent	None	Moderate-term on-the-job training
<b>Production Occupations</b>							
<a href="#">51-2023</a>	Electrical, Electronic, and Electromechanical Equipment Assemblers, Except Coil Winders, Tapers, and Finishers	2,497	\$19.81	3,363	High school diploma or equivalent	None	Moderate-term on-the-job training
<a href="#">51-4041</a>	Machinists	3,616	\$25.34	4,543	High school diploma or equivalent	None	Long-term on-the-job training
<a href="#">51-4121</a>	Welders, Cutters, Solderers, and Brazers	6,825	\$23.89	8,771	High school diploma or equivalent	None	Moderate-term on-the-job training
<a href="#">51-9111</a>	Packaging and Filling Machine Operators and Tenders	6,212	\$19.04	8,377	High school diploma or equivalent	None	Moderate-term on-the-job training
<b>Transportation &amp; Material Moving Occupations</b>							
<a href="#">53-3032</a>	Heavy and Tractor-Trailer Truck Drivers	45,961	\$27.31	62,698	Postsecondary nondegree award	None	Short-term on-the-job training
<a href="#">53-3033</a>	Light Truck Drivers	23,771	\$21.01	34,173	High school diploma or equivalent	None	Short-term on-the-job training
<a href="#">53-7051</a>	Industrial Truck and Tractor Operators	29,620	\$21.83	40,635	No formal educational credential	None	Short-term on-the-job training

Source: Burning Glass, JobsEQ & Bureau of Labor Market Information

5/2023