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Eddie Baza Calvo, Governor of Guam • Ray Tenorio, Lieutenant Governor of Guam  
Frank Blas, Jr, Chairman • Jerrold C. "Jere" Johnson, Vice Chairman • Sam Mabini, Ph.D., Executive Secretary

## Instructions for Application for the ETPL

### **Definitions:**

Eligible Training Programs/Providers List - ETPL. This is a statewide list of state and local Workforce Development Board approved training programs and their providers mandated by the Workforce Innovation and Opportunity Act (WIOA). Clients who have met WIOA requirements for core and intensive services and who are determined to be in need of training services may choose their training from the statewide ETPL.

Workforce Innovation and Opportunity Act. An act of federal legislation signed into law on July 22, 2014 and designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

One-Stop Center. – A concept that encompasses many workforce investment partners co-located to provide access to many types of services for the individual seeking employment and training, as well as support services.

### **Instructions:**

#### **Cover Page**

- Name of Training Provider is the name the Provider goes by at the entity's administrative offices or main campus.
- Legal Name is the name of the Provider Corporate entity.
- Tax Registration Number and Federal Employment Identification Number are to be listed.
- Administrative Contact Person (Name/Title) is the person to whom all questions concerning the application is to be directed and to whom any communications from the Guam Workforce Development Board should be directed during the term of eligibility.
- Address is that of the administrative office or main campus.
- Internet Address is that of the administrative entity providing the training.
- Phone and Fax numbers and e-mail are those of the Contact Person.
- The Application must be returned to the appropriate Guam Workforce Investment Board.

Title IV (Federal Financial Aid) Eligible – Indicate whether the institution is or is not Title IV eligible.

Institutional Accreditation – Complete the name and date information requested in this block and attach a copy of the most recent letter of approval.

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## Page 2

Licensed to Operate in Guam – Check the appropriate box and attach a copy of the most recent letter of approval.

Performance and reporting information that is to be provided upon request is listed and complaint/inquiry policy requirements are explained. The signature statements are self-explanatory. **This page must be signed and dated or the processing of the application may not be considered.**

## Page 3 – Self-Explanatory

- Attach a “master list” of training programs with site and contact information for programs being offered.
- Attach any document listed on the chart (Occupancy Permit, Insurance Certificate, etc.), non-submission of required documents for each site will not be approved.

## Page 4

Program Information – Self-Explanatory (Program Name is the name of the entire Program of Study incorporating all courses making up the program. The Program Name will be used to describe the Training Program appearing on the Eligible Training Provider List.)

- Type of Training. Make the appropriate selection.
- List all courses that make up the program. Self-explanatory.
- Please describe any PROGRAM admission requirements. This section must be filled out in detail.

## Page 5

- Describe Program Pre-Requisites. If yes is selected, this section must be filled out in detail.
- Classification of Instructional Program (CIP) Code. Self-explanatory.
- Indicate Type of Award (chart). Self-explanatory.
- Complete all items and chart regarding licensing.
- Occupations. List all occupations for which the program prepares a student.

## Page 6 – Self-Explanatory

- Total Program Fees under Tuition/Fees Included in Program will be included as the **TOTAL** cost for which a customer **may** qualify under the Individual Training Account Program subject to any cap designated by the Workforce Investment Board funding the program.
- Fees Not Included In Program Fees may not be included in the cost for which a customer **may** qualify under the Individual Training Account Program. List any fees not included in the tuition table that the student will be responsible for in order to complete the program.
- Combined Program Cost is the total of both Tuition/Fees Included in Program and Fees Not Included In Program Fees.

**\*\*IMPORTANT INFORMATION\*\***

***Each*** item listed on Application A ***must*** be filled out. Applications not fully filled out may be rejected.

**Approval of the Training Provider** located within the Territory of Guam shall be the responsibility of the **Guam Workforce Development Board (GWDB)**.

***It is your responsibility as a potential Eligible Training Provider to provide an original and six (6) copies of this application and all supporting documents to the GWDB.***

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**Attachments Checklist:**

1. Certificate of Eligibility to participate in Title IV funding, or Letter of Accreditation approval, or Letter of Approval from the Guam Community College.
2. Master Program List
3. Occupancy Certificate
4. Insurance Certificate
5. Affidavit of Non Discrimination
6. Accreditation Approval
7. Program(s) Award(s)/Certificate(s) granted by your organization.
8. Course Schedule
9. Catalog or Brochure
10. Complaint/Inquiry Policy