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ETPL Application Instructions

Definitions:

ETPL - Eligible Training Programs/Providers List. This is a statewide list of state and local WIB approved training programs and their providers mandated by the Workforce Investment Act. Clients who have met WIA 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 Innovations and Opportunity Act - An act of federal legislation signed into law on July 22, 2014 is 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: The name the provider uses at its administrative offices or main campus
- Legal Name: The official corporate name of the provider entity.
- Tax Registration and EIN: Provide the provider’s tax registration number and Federal Employment Identification Number.
- Administrative Contact Person (Name/Title): The individual to whom all questions concerning the application should be directed, and to whom all communications from the Guam Workforce Investment Board will be addressed during the term of eligibility.
- Physical Address: The address of the administrative office or main campus.
- Mailing Address: The address for receiving correspondence, which may be the same as the physical address or different.
- Phone, Fax, and Email: The phone number, fax number, and email address for the administrative contact person.
- Website Address: The URL of the administrative entity providing the training

- Type of Entity: Select the appropriate classification that best describes your entity.
- Title IV (Federal Financial Aid) Eligible: Indicate whether the institution is or is not Title IV eligible.
- Institutional Accreditation: Complete the name and date in the designated block and attach a copy of the most recent approval letter.

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- The performance and reporting information required upon request is provided, along with an explanation of the complaint/inquiry policy. The signature statements are clear and self-explanatory. **This page must be signed and dated; otherwise, the application may not be considered for processing.**

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- 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.

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- Program/Course Name: refers to the overall Program of Study, which includes the entire Program of Study incorporating all courses that make up the program. This name will be used to represent the Training Program on the Eligible Training Provider List.
- Description of Training Program/Course: Overview of the course that includes its main objectives and purpose.
- Type of Training: Make the appropriate selection based on the available training format. If the course is online, be sure to include the URL Address.
- Potential Outcome: Make the appropriate selection.
- Classification of Instructional Program (CIP) Code: Enter the CIP code for the program.
- Occupation: Enter the occupation this program prepares students for, as defined by the SOC Code.
- List all courses that make up the program: Self-explanatory

Page 5 – Self Explanatory

- Admission Requirements: Provide a detailed description of any program/course entry requirements.
- Pre-Requisites: If "Yes" is selected, provide a detailed description of the program's pre-requisites.
- Indicate Type of Award: Self-explanatory

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- 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****

All sections of Application A **must** be fully completed. Incomplete applications are subject to rejection.

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

As a potential Eligible Training Provider, you are responsible for submitting the original application, along with six (6) copies and all supporting documentation, to the Board.

Attachment Checklist:

- ☐ Certificate of Eligibility to participate in Title IV funding, or Letter of Accreditation approval, or Letter of Approval from the Guam Community College
- ☐ Master Program List
- ☐ License to Operate on Guam
- ☐ Occupancy Certificate
- ☐ Insurance Certificate
- ☐ Affidavit of Non-Discrimination
- ☐ Accreditation Approval
- ☐ Program(s) Award(s)/Certificate(s) granted by your organization
- ☐ Course Schedule
- ☐ Catalog or Brochure
- ☐ Complaint/Inquiry Policy
- ☐ Guam Code Annotated – Procurement