

**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No</b>	WD 29-19
<b>Date:</b>	November 7, 2019
<b>Keyword:</b>	Apprenticeship; ETP; WIOA
<b>Effective:</b>	Immediately

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices  
Integrated Service Area Managers



**From:** Courtney Arbour, Director, Workforce Development Division

**Subject:** **Statewide Eligible Training Provider List**

---

**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on the location of the statewide Eligible Training Provider List (ETPL).

**BACKGROUND:**

The statewide ETPL, maintained by the Texas Workforce Commission (TWC), is a comprehensive list of training programs approved for WIOA-funded training using Individual Training Accounts (ITAs). ITAs may be used only for programs included on the statewide ETPL.

On February 28, 2019, TWC issued WD Letter 05-19, titled “Workforce Innovation and Opportunity Act, Eligible Training Provider Program, Eligibility Criteria, and Performance Expectations.” This guidance included information on required reporting for eligibility for the statewide ETPL.

In June 2019, TWC provided Texas’ Eligible Training Providers (ETPs) with tools to report required student data for Program Year 2018 (PY’18). These student data reports were required to be completed and submitted to TWC’s ETP Unit in late July and early August 2019.

On September 20, 2019, TWC published a statewide ETPL using the program information received during PY’18 ETP reporting. This ETPL is on TWC’s [Eligible Training Provider](#) web page.

**PROCEDURES:**

**No Local Flexibility (NLF):** This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter

and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

**Local Flexibility (LF):** This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

**NLF:** Boards must be aware that the Eligible Training Provider System (ETPS), which included a searchable list of Workforce Investment Act–approved training programs, is no longer approved for use by training providers, Boards, local staff, or contractors.

**NLF:** Boards must be aware that the current statewide ETPL is published on TWC’s Eligible Training Provider web page at <https://www.twc.texas.gov/agency/workforce-development-boards/eligible-training-providers>.

**NLF:** Boards must ensure that participants are approved for Workforce Innovation and Opportunity Act–funded training through ITAs only if the program is:

- included on the current statewide ETPL; or
- a locally approved out-of-state training program included on the local Board Tool.

**NLF:** Boards must ensure that the statewide ETPL is made universally available, even when a local list is in place.

**INQUIRIES:**

Send inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.texas.gov](mailto:wfpolicy.clarifications@twc.texas.gov).

**REFERENCES:**

WD Letter 05-19, issued February 28, 2019, and titled “Workforce Innovation and Opportunity Act, Eligible Training Provider Program, Eligibility Criteria, and Performance Expectations”

WD Letter 12-19, issued May 2, 2019, and titled “Funding Training Programs Outside of Local Workforce Development Areas through Individual Training Accounts”

WD Letter 17-19, issued August 1, 2019, and titled “Registered Apprenticeship Training Programs and the Eligible Training Providers List”

WD Letter 14-19, issued September 14, 2019, and titled “Workforce Innovation and Opportunity Act: Individual Training Accounts and Training Contracts”