

Northwest TN Workforce Board Outreach and Opportunities Committee

Tuesday, October 24, 2023 – 11:00 a.m.

Milan Chamber of Commerce, 1069 S. Main Street, Milan, TN or Zoom

Minutes

Committee Members Attending In-Person: Ben Marks, **via Zoom:** Ronnie Gunnels, David Parrish, AJ Douglas, Landy Fuqua, Jon Dougherty, Kelly Buffington, Justin Crice

Staff and Contractors Attending In-Person: Jennifer Bane, Ginger Powell, LeAnn Lundberg, Erica Nance (OSO), Ashley Mayton (OSO); **via Zoom:** Lana Burchfiel, Gina Johnson, James Starnes (OSO), Connie Stewart (CSP)

Guest Attending In-Person: Sabra Bledsoe; **via Zoom:** Skyllar Howell (Youth participant)

Review and Approval of Minutes of 7/25/23 Meeting: Ben Marks called the meeting to order and asked for comments regarding the prior meeting's minutes.

- **MOTION:** Landy Fuqua moved to approve the 7/25/23 minutes as presented and Ronnie Gunnels seconded the motion. All were in favor and the motion carried.

Talent Pipelines Report: Ginger Powell, Deputy Director, presented the attached Talent Pipelines report detailing career exploration and talent pipelines efforts and programs. There were 24 GROWWTH enrollments for the quarter and 97 Summer Youth Employment Program (SYEP) enrollments. There weren't any career exploration events for the quarter as schools have just started back, but we have events scheduled with Benton County Technical Center, Dyersburg High School, and Dyer County High Schools during HOSA week the first week in November as part of the Rural Public Health Grant in partnership with Baptist Hospital to promote training programs and careers as Respiratory Therapists and EMTs. The events so far have contributed to full classes with waiting lists. Contracts from the Office of Reentry to serve Justice-Involved Individuals have been received and the first UTCIS Manufacturing Skills Bootcamp was held this month at the Gibson County Jail. An OSHA class will also begin this month at the Weakley County Jail and several other classes are in the process of being scheduled. Jennifer Bane mentioned that RESEA numbers are still low since unemployment numbers are still down. Ben Marks asked about the benefits tracking of the simulations and how that translates to individuals enrolling in the programs. Jennifer noted that while the impacts are measured, there isn't currently a system in place to determine if career exploration events are resulting in program enrollments. The group discussed the many benefits of the services even if they don't result in enrollments, such as students who go to work for companies they toured as part of MFG Day events, or full classes for programs being promoted.

Target Populations Reports:

- **Youth Services / Participant Report:** Connie Stewart introduced Work Experience participant, Skyllar Howell. She came into the AJC looking for a job and was placed in a work experience position at the Northwest Economic Development Council office in Dyersburg. She helps with rent, utilities, and commodities for people in need and said most of them are in the hardest time of their lives. Skyllar has since been hired by the worksite into a permanent Assistant position. She said the experience exposed her to social work and she is considering pursuing a degree in the field.
- **Adult Education (AE) Report:** AJ Douglas, NW TN AE Program Director, provided an update on services in NW and Madison County. There is a new ESL teacher in Madison County, and ESL classes are now being held in Madison and Weakley Counties. AJ is also looking to hire a full-time teacher in Madison County. There are currently 121 students enrolled and 20 graduates. The Measurable Skills Gains attainment is at 17.88% with a goal of 20% by December. The Northstar digital literacy program has 45 active students and they have earned 119 certificates to date such as basic computer skills, telehealth. There have also been 12 students who completed soft-skills training through the WIN software and earned 32 credentials.
- **Vocational Rehabilitation (VR) Report:** Davis Parrish, CTWC West Area Manager, reported they are currently working with the Dyersburg State Community College Eagle Access students on a weekly basis, and will begin working with the McDowell Center to assist clients with soft skills and career readiness. They continue to co-enroll with Title I for

paid work experience. David also mentioned that they are working on a way to get a job coach for work experience participants since it's usually only available for employed participants.

Eligible Training Provider (ETP) Policy Change: Jennifer Bane presented the changes to the attached ETP Policy as noted in red font on the attached handout. The majority of the changes were minor language changes and additional details added due to the State's updated policy. The performance measures, goal, and evaluation process were also updated to reflect the new policy. The detail on the State's appeal process and the monitoring process were removed as they are no longer listed in the State's policy.

- **MOTION: Justin Crice moved to approve the ETP Policy changes as presented and Landy Fuqua seconded the motion. All were in favor and the motion carried.**

Eligible Training Provider List (ETPL):

- **Program Renewals:** Jennifer Bane presented the following attached list of programs due for renewal, including corresponding labor market information and performance data. Only one of the programs reported any WIOA enrollments. The employment rate for WIOA students was below the required rate, but it is likely due to reporting errors. The performance information listed is for the 2021 program year as 2022 data is not yet available. At this time, staff recommended that all these programs be renewed.
 - **MOTION: Justin Crice moved to approve the renewal of the ETPL programs as presented on the attached handout and Landy seconded the motion. All were in favor and the motion carried.**
- **New Program Applications:** UT Martin submitted two new programs for addition to the ETPL – a Bachelor's Degree in Cybersecurity and a Bachelor's Degree in Construction Management. The full details on the programs are included in the handouts along with the corresponding labor market information indicating there is demand for both programs. Ben Marks questioned the cost of the program and Jennifer indicated that it is likely the full cost of the programs, not just tuition listed. Our ITA funds would only allow for up to \$4,000 per year for the last two years of the programs.
 - **MOTION: Ronnie Gunnels moved to approve the new UT Martin programs as presented on the attached handout and Justin Crice seconded the motion. All were in favor and the motion carried. Landy Fuqua abstained from discussion and voting.**

Other Business: Jennifer Bane presented the following items:

- **Strategy Session Results & Next Steps:** The survey results reviewed at the strategy session and the identified action items are included in the handouts. Jennifer noted that staff will begin working through the action items and bring follow-up items to the Board. We will also move forward with developing a labor force participation taskforce as discussed in the strategy session and would welcome volunteers. Sector-based taskforces will also be developed as part of the new QUEST National Dislocated Worker Grant which will also assist with this work.
- **2024 Meeting Schedules & Locations:** The proposed meeting dates and times are noted on the agenda. The schedule combines all committee meetings onto one day and pushes the meetings back about a week to allow sufficient time for staff to compile data for the reports, particularly the fiscal numbers. Jennifer will request use of the Milan Chamber meeting space for these meetings, and the NW Development District / Human Resource Agency for Board meetings.
- **Officer Elections:** Officers will need to be elected at the next meeting. Both the Chair and Vice-Chair are required to be private-sector representative. Jennifer will send out a reminder email for nominations and volunteers.
- **Other:** Jennifer mentioned the Conflict of Interest Forms will be due soon. An email will be sent and forms will be available at the next Board meeting.
- **Registered Electrical Apprenticeship Program (REAP):** Ben Marks asked Jon Dougherty about the status of the most recent REAP class students. One has since left and one may leave, but the other graduates have remained employed. It was suggested one might join a future meeting as a success story.

Future Meeting Dates & Upcoming Events: Future meeting dates and upcoming events were listed on the agenda.

Respectfully submitted, Lana Burchfiel, Public Information Specialist

**NW TN Workforce Board
Outreach and Opportunities Committee**

Tuesday, October 24, 2023 – 11:00 a.m.

Milan Chamber of Commerce
1069 S. Main Street
Milan, TN

[Join Zoom Meeting](#)
Meeting ID: 811 1431 8670
Passcode: 473561

Chair – Ben Marks

Vice Chair – Glad Castellaw

Agenda

1. Welcome and Call to Order Ben Marks, Chair
2. Review and Approval of Minutes of July 25, 2023 Meeting **(Vote Required)** Ben Marks
3. Talent Pipelines Report Ginger Powell, Deputy Director
4. Target Populations Reports
 - a. Youth Services Report Connie Stewart, CSP Executive Director
 - o Youth Participant / Parent Report
 - b. Adult Education (AE) Report AJ Douglas, NW TN AE Program Director
 - c. Vocational Rehabilitation Report David Parrish, CTRC West Area Manager
5. Eligible Training Provider (ETP) Policy Change **(Vote Required)** Jennifer Bane, Executive Director
6. ETPL Report Laura Speer, Director of Performance & Compliance
 - a. Program Renewals **(Vote Required)**
 - b. UT Martin New Program Applications **(Vote Required)**
 - i. Bachelor's Degree in Cybersecurity
 - ii. Bachelor's Degree in Construction Management
7. Other Business
 - a. Strategy Session Results & Next Steps Jennifer Bane
 - b. 2024 Meeting Schedule Jennifer Bane
 - a. Officer Elections Jennifer Bane
 - c. Other All

Future Meeting Dates & Upcoming Events

Meeting / Event	Date and Time	Location
State Board Meeting	November 3 rd , 8:30 am – 12:00 pm	Nashville / YouTube
Northwest Tennessee Workforce Board Meeting	November 28 th , 10:00 am	NW HRA / DD (Martin)/Zoom
Future Virtually Speaking Webinar	December 7 th , 9:00 am	Zoom
Proposed 2024 Committee Meetings	Thursday, 1:30 pm February 1 st May 2 nd August 1 st October 31 st	TBD / Zoom
Proposed 2024 Board Meetings	Tuesday, 10:00 am March 5 th June 4 th Thursday, Sept. 5 th (w/ SW) December 3 rd	TBD / Zoom

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Minutes

Committee Members Attending In-Person: Ben Marks, Brad Hurley; **via Zoom:** Ronnie Gunnels, Amy McDonald, AJ Douglas, Landy Fuqua, Glad Castellaw, Jon Dougherty, Kelly Buffington

Staff and Contractors Attending In-Person: Jennifer Bane, Ginger Powell, LeAnn Lundberg, Laura Speer, Erica Nance (OSO); **via Zoom:** Lana Burchfiel, Kena Hamm, Catherine VanDyke, James Starnes (OSO), Connie Stewart (CSP)

Guest via Zoom: Sammy Thai (Youth Participant)

Review and Approval of Minutes of 4/25/23 Meeting: Ben Marks called the meeting to order and asked for comments regarding the prior meeting's minutes.

- **MOTION:** Glad Castellaw moved to approve the 4/25/23 minutes as presented and Brad Hurley seconded the motion. All were in favor and the motion carried.

Talent Pipelines Report: Ginger Powell, Deputy Director, presented the attached Talent Pipelines report detailing career exploration and talent pipelines efforts and programs. The REAP program was held in June, and we are pleased that we had a bigger class this year with 10 students, 7 of which completed the class and have become Amteck employees. The Justice-Involved grant wrapped up June 30th. The UT Center for Industrial Services offered 10-day manufacturing bootcamps and OSHA 10 classes in several jails. We have already heard some success stories from these as individuals have been released, gone to work, and received a raise due to having their OSHA 10 credential. We were able to serve a total of 98 individuals with the funds, exceeding our goal of 70. Our jails were happy with the programs, and this is the first time in the last several years we were able to offer classes to the female inmates. Regarding the TRANSFR virtual reality headsets, these are not in much use over summer vacation, but we will have healthcare modules added as of August 1st.

Target Populations Reports:

- **Youth Services / Participant Report:** Connie Stewart introduced Work Experience participant, Sammy Thai. Sammy has been working with Connie and her staff in the Dyersburg American Job Center (AJC). Sammy is getting ready to start the pharmacy technician program since she feels like it will be a great work environment and a flexible schedule for a new mother. She will be the first participant we fund for this six-month Dyersburg State Continuing Education program, which should allow her to get her license at the end of the program. She's also potentially eligible for other programs such as GROWWITH, SNAP, etc., to help with her childcare. Connie said cases such as this open up questions such as to which program should pay first.
- **Adult Education (AE) Report:** AJ Douglas, NW TN AE Program Director, provided an update on services in NW and Madison County. AE started a new grant cycle July 1. They are hoping to start a program with GRANGES for ESL and HiSet classes and are currently searching for someone to teach ESL (preferably someone bilingual with Spanish). They will also start virtual Saturday classes. Dyer, Crockett, and Lake are now covered by TCAT Northwest.
- **Vocational Rehabilitation (VR) Report:** Erica Nance gave an update for VR. An event focused on high school students with disabilities and career goals was recently held at the TRC in Paris. There is new VR staff person in the Huntingdon AJC, and most VR staff were able to attend the recent AJC quarterly training.

Special Grants & Projects Report: Jennifer Bane presented the attached report detailing cumulative services and expenditures through June under the National Dislocated Worker Grant (DWG), RESEA grant, Apprenticeship Grant, the Rural Public Health Workforce Training Grant, and SNAP E&T 50+ Technical Assistance project which ended in March. We expended all of our DWG funds in the first two years and were awarded more for a third year. All funds were expended and the enrollment goal exceeded. We recently submitted an application for a QUEST DWG for economic recovery to the State, but the State still has to submit its application to the U.S. Department of Labor. We were a little behind on RESEA expenditures as numbers continue to remain low, but the grant will go through September so funds can be carried over into the first quarter of the new program year. SNAP numbers ended in March. The Rural Public Health grant partnership with Baptist Hospital to promote EMT and respiratory therapist jobs and training has continued with one additional event in the quarter with four high schools and 143 students participating. The EDA Good Jobs grant has been slow going, and they are now looking at using existing providers instead of developing new training centers for

short-term credentials. The original grant didn't allocate funds to us, but we may get staffing and training dollars with the change. The GROWWTH program, the TANF Pilot Project, has only had four enrolled between May and June. Catherine VanDyke, GROWWTH Coordinator, added that they are in a good position with new staff and are really gearing up with outreach programs and getting referrals from these. They are looking at back-to-school events as well. The hardest thing right now is getting the word out. There is an Informational Seminar on Thursday at 9:00 for anyone interested in learning more about the program. She also went over the eligibility requirements for the program, which include being a U.S. Citizen, parent or legal guardian of a child under 18, resident of one of 21 West TN counties, and demonstrate an income-based need (i.e. low income).

Eligible Training Provider List (ETPL) New Programs & Renewals: Laura Speer presented the following attached list of new programs and programs due for renewal, including corresponding labor market information and performance data. She recommended that all these programs be renewed.

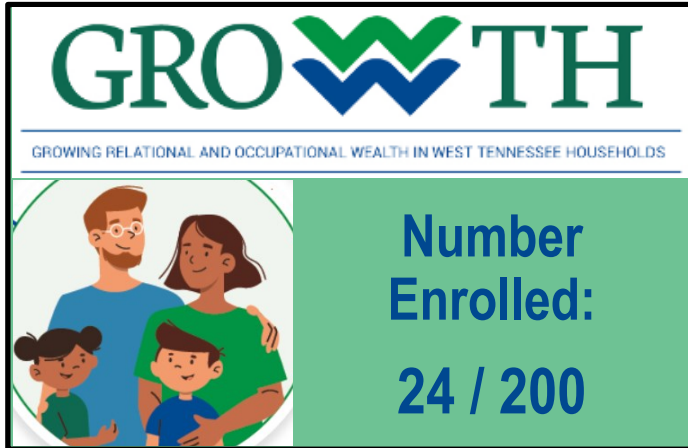
- **Program Renewals:** The attached handout detailing the programs due for renewal, related performance information, and related labor market information was presented and discussed. Brad Hurley inquired about the performance information listed on the handout. Jennifer noted that we still have issues collecting data as noted at the bottom of the handout, primarily for employment information for the non-WIOA students as accurate information can only be collected if training providers supply social security numbers for all students so that TN Department of Labor staff can check employment against wage records. This was a new requirement implemented in the last few years and has been a challenge as schools have expressed privacy concerns. Jennifer also noted that State policy currently requires that any program with at least 10 WIOA students achieve at least 70% completion and employment rates for all students and at least 40% for WIOA students. The draft of the updated policy to be presented to the State Workforce Board in August shows the rate for all students changing to 60%. Programs with fewer than 10 WIOA students are not subject to the same requirements, and exceptions can be made for certain programs like the Certified Production Technician (CPT) programs offered in the jails which typically have lower performance. Staff recommend all programs remain on the list.
- **MOTION:** Brad Hurley moved to approve the renewal of the ETPL programs as presented on the attached handout and Ronnie Gunnels seconded the motion. All were in favor and the motion carried.
- **New ETPL Programs:** TCAT Northwest has submitted two programs for addition to the ETPL – Criminal Justice for Correctional Officer and Farming Operations Technology. Program details and related labor market information were included in the attached handouts.
- **MOTION:** Glad Castellaw moved to approve the TCAT Northwest programs as presented on the attached handout and Landy Fuqua seconded the motion. All were in favor and the motion carried.

Other: Committee members were asked if there were other business items to be addressed, but none were raised.

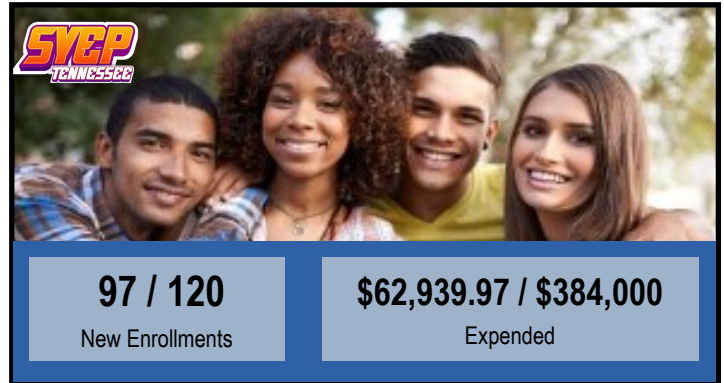
Future Meeting Dates & Upcoming Events: Future meeting dates and upcoming events were listed on the agenda. Jennifer Bane noted that the next Board meeting will be our joint annual meeting with Southwest at 10:30 am and lunch will be served. Members are encouraged to be in-person if at all possible.

*Respectfully submitted,
Lana Burchfiel, Public Information Specialist*

Talent Pipelines



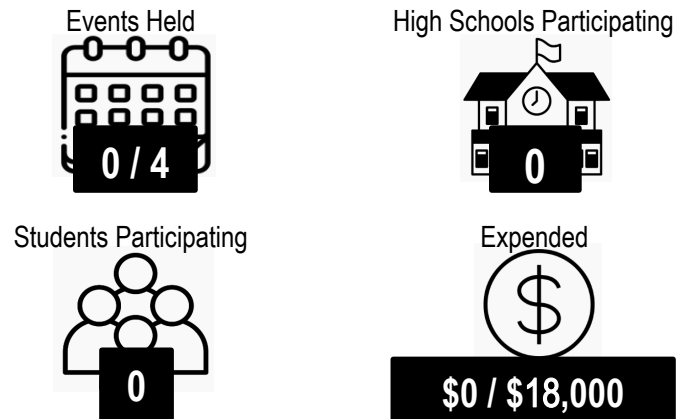
Summer Youth Employment Program



TRANSFR Virtual Reality Headsets



Rural Public Health Workforce Training Network Grant

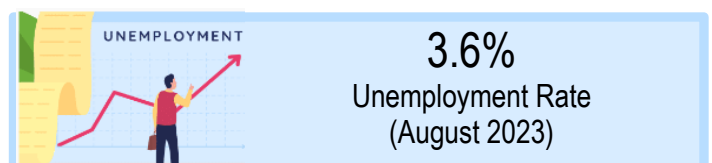


Members of the West Tennessee Public Health Workforce Training Network include Baptist Memorial Hospitals in Union City and Huntingdon; Dyersburg State Community College; Jackson State Community College; Priority Ambulance; and the Northwest Tennessee Workforce Board.

Justice Involved Individuals



Reemployment Services and Eligibility Assessments (RESEA)



In-state and out-of-state postsecondary institutions must be authorized by a state governing body—such as the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBRs), the Tennessee Independent Colleges and Universities Association (TICUA), and the Southern Association of Colleges and Schools (SACs)—to operate in the State of Tennessee. This does not apply to **Registered Apprenticeships (RAs)**.

Program of Training

Training services program may be delivered in person, online, hybrid, or blended format and must lead to at least one (1) of the following **ETPL qualifying credentials**:

1. An industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or the Federal government,
2. A **postsecondary credential, including** an associate or baccalaureate degree;
3. A secondary school diploma or its equivalent;
4. Employment; or
5. Measurable skill gains towards a **recognized postsecondary** credential or secondary school diploma **or its equivalent**.

ETPL approved training providers who wish to partner with third-party training services must ensure the training service provider has a physical presence in the United States. The third-party provider must be authorized for postsecondary training by the appropriate state authorization agency and comply with all WIOA and ETPL procedures. Each program must be evaluated individually to determine if successful completion of the program results in a recognized credential. The ETPL training provider is responsible for collecting initial and continued applications for performance data requirements of the ETPL annual reporting. Further, the certificate received by participants upon successful completion must be issued by the ETPL training provider. It must include the name of the training provider listed on the ETPL, not the name of the third-party training provider.

ETPL Exceptions

The following activities are exempt from utilizing the ETPL process:

1. On-the-Job Training and Customized Training (as defined by WIOA).
2. Skill enhancement and workplace literacy are considered to be short-term prevocational and, therefore, are not defined as training services for the purposes of this policy.
3. Short-term prevocational services are not tied to a specific occupation and include course-like services such as Literacy and Adult Basic Education, Workplace Literacy, introductory computer classes, as well as development of learning skills, communication skills, interviewing skills, punctuality training, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training.
4. Community-based organizations and other private organizations providing training.

Registered Apprenticeship Programs (TEGL 41-14)

All approved Registered Apprenticeships (RAs) are automatically eligible to be included on the statewide ETPL. RAs are not subject to the same application, performance information requirements, or period of initial eligibility procedures since they have already gone through a detailed application and vetting process through the USDOL Office of Apprenticeship. The information required for an RA program to be added to the ETPL is:

- Occupation(s) included within the registered apprenticeship program;
- Name and address of the Registered Apprenticeship Program Sponsor;
- Name and address of the related technical instruction provider(s), including the location of the **instruction** facility if different from the program sponsor's address;
- Method and length of instruction, and
- The number of active apprentices.

The LWDB will act on a RA's application within thirty (30) business days of receipt. The LWDB will contact the State ETPL office to verify the registration status of all RAs that express interest in being included on the ETPL and re-verify no less than every two (2) years. RAs are exempt from performance reporting requirements in WIOA § 116(d)(4) and 122 but may voluntarily report performance outcomes.

RAs are maintained on the ETPL until:

1. They are deregistered,
2. The RA notifies the State that it no longer wants to be included, or
3. The RA is determined to have intentionally supplied inaccurate information or to have substantially violated any provision of Title I WIOA or the WIOA regulations, including 29 CFR Part 38.15.

Reciprocal Agreement

While the ETPL is the primary list of ETPs and programs to be used when referring an eligible WIOA Title I-B candidate to training, the LWDB can send a participant to training located in a different state if the training provider has a Reciprocal Agreement with Tennessee. These agreements allow Tennessee participants to use ETPs if that training provider appears on the other State's ETPL. Similarly, WIOA participants in the reciprocal states can utilize programs that are on Tennessee's ETPL. **The State ETPL office will be responsible for entering into a Reciprocal Agreement.**

ETP Approval Process

The Local Workforce Development-Board (LWDB) agrees to adopt the procedures and formats provided by TDLWD for accepting and processing applications for the Eligible Provider List. Said procedures include processes and formats for Renewal Applications for "grandfathered" eligible providers and for others which have completed their period of initial eligibility, as well as processes for making initial application. Interested applicants shall visit the Eligible Training Provider (ETP) website at www.Jobs4TN.gov in order to register and complete the appropriate application forms as provided by TDLWD within the system. Application forms are available online at the website listed above. **Applicants must supply all required information, including but not limited to, verification that the ETP possesses a current license, certification, registration, approval or exemption from the appropriate State or Federal licensing agency, a description of the training services and programs offered, timely performance data and cost information, applicable partnerships with business, evidence that the program successfully leads to an ETPL qualifying credential, and labor market information addressing the alignment of training with in-demand industry sectors and occupations. LWDB staff will make a determination of completeness regarding ETP's application within thirty (30) business days of receipt.**

Upon receipt of complete and accurate applications, **the program will be placed on the agenda for the next regularly scheduled LWDB meeting. A** Sub-Committee of the LWDB will **first** review and make recommendation to the LWDB for approval, denial or other additional/subsequent consideration **at the next regularly scheduled LWDB meeting.** The Sub-Committee Committee, other committees of the LWDB, or LWDB members may request any additional information from the applicant institution deemed necessary. Applicants must provide all requested performance, cost, credentialing, articulation documentation, or other information requested by the Committee and/or the LWDB. The LWDB will review and approve applicants which are deemed to have met the criteria outlined in WIOA Subtitle B, Chapter 1, Section 122. **The LWDB will notify the provider and State ETPL office of LWDB decision to approve, postpone, or deny within ten (10) business days of decision. Approved programs are granted an initial eligibility period of one year.**

Making Changes to ETP and Program Information

Training providers must submit additional documents and information as needed to the LWDB and the TDLWD as required, such as periodic updates on WIOA training participants, including copies of credentials and transcripts received by WIOA Title I participants, information about all students attending a training program as required for reporting of performance measures, submitting the Annual Training Performance Report (Annual

Report) to the TDLWD and LWDB (excluding Registered Apprenticeships, notifying the LWDB of any changes or updates to a training program, changes in the point of contact, a transition of the school's location, or impending sale or closure.

Revision(s) to already approved and existing program curriculums must first be approved by the appropriate State authorizing agency (Tennessee Higher Education Commission, Tennessee Board of Regents, etc.) if required. The ETP must submit the proper forms using the online web application to make changes on the ETPL. Changes submitted by the ETP are subject to review by the LWDB and the State. Changes in program cost or length that are beyond twenty-five percent (25%) must be resubmitted to the LWDB for approval as a new program. It is the responsibility of the ETP to ensure that information displayed on the ETPL is accurate. ETPs with inaccurate information on the ETPL as discovered in conjunction with a Data Validation review or a Data Accuracy Report are subject to removal from the ETPL for a set suspension period or until all information is corrected (whichever occurs later).

Request by ETP to be Removed from ETPL

Any time after the initial program approval by the LWDB, the ETP (including Registered Apprenticeship Programs) can request to have a program removed from the ETPL. If a program is removed from the ETPL, with the exception of Registered Apprenticeship programs, the ETP is still required to submit quarterly performance reports until the last WIOA training participant completes or withdraws from the program. Failure to submit the remaining quarterly performance reports will subject the ETP to the penalties according to State policy. If at any point after initial approved training is temporarily not offered or is permanently deleted from the ETP's selection of the programs, it must be removed from the ETPL within thirty (30) days of the institutional decision.

Subsequent-Continued Eligibility Determination

Approved training providers receive initial eligibility for one fiscal year for a particular program. ~~During the final three months of the initial eligibility period~~ ~~After the initial eligibility expires~~, training providers are subject to application procedures for continued program eligibility ~~every two years~~. Renewal applications must be reviewed by the LWDB. ~~Training providers must submit accurate and complete renewal applications and must provide required performance data, meeting or exceeding performance standards as outlined in TDLWD policy, in order to remain on the Eligible Training Provider List. If approved, the LWDB will submit appropriate information and recommendation for addition to the Statewide Eligible Training Provider List in the Jobs4TN system.~~

All approved training providers on the ETPL will be required to provide performance data on all training participants as required WIOA section 116(d)(4). The reporting information ~~should may~~ contain, ~~but not be limited to~~, the ~~nine below~~ elements ~~on "All Individuals" in the ETA-9171 report. These elements are as follow:~~

- Total number of individuals served;
- Total number of individuals exited (includes students who completed, withdrew or transferred out of the program);
- Total number who completed the program;
- Total number of exiters employed in the 2nd quarter after exit;
- Total number of exiters employed in the 4th quarter after exit;
- Median earnings of exiters in the 2nd quarter after exit;
- Total number of exiters who attained a credential during participation or within one year after exit;
- ~~Average earnings in the 2nd quarter after exit; and~~
- ~~Average earnings in the 4th quarter after exit.~~

Besides the requirements above, the State has established four (4) performance standard measures to evaluate the Subsequent Eligibility determination for programs with a minimum of ten (10) WIOA students at the end of each program year (July 1- June 30), and they are as follow:

- WIOA student completion rate for each Program must be greater than or equal to 40%.

- All student completion rates for each Program must be greater than or equal to ~~76~~60%.
- WIOA student placement rate for each Program must be greater than or equal to 40%.
- All student placement rates for each Program must be greater than or equal to ~~76~~60%.

In addition to performance data, the LWDB will also evaluate:

1. Information reported to state agencies on federal and state training programs other than programs within WIOA Title I-B
2. The degree to which training programs relate to in-demand industry sectors and occupations in the local area.
3. Compliance with State licensure requirements of training providers, and licensing status of providers of training services, if applicable.
4. The ETP's ability to offer quality training services leading to an ETPL Qualifying Credential.
5. The ETP's ability to provide trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities.
6. The ETP's ability to provide training services to individuals who are employed and to individuals with barriers to employment.
7. The ETP's ability to provide access to training services throughout the state, including rural areas and through technology use, if applicable.

If continued eligibility is granted, ETPs will remain on the list until the next continued eligibility determination. Programs approved for continued eligibility will remain on the ETPL for twenty-four (24) months from the date the program was approved after subsequent review. The LWDB will notify the provider and State ETPL office of LWDB decision to approve, postpone, or deny within ten (10) business days of the decision.

Failure to Meet ~~Subsequent-Continued~~ Eligibility

To maintain eligibility as a training provider, an entity must provide accurate information and adhere to federal and State performance metrics as provided in additional State guidance. ~~Eligibility may be denied/revoked for the following reasons~~ **Reasons for Denial of Application for Initial Eligibility:**

1. LWDB or the State may deny eligibility if the application from an ETP is not complete, ~~accurate~~, or not submitted within the required time frame.
2. LWDB or the State may deny eligibility if an applicant fails to meet the minimum criteria for initial listing specified in this policy (WIOA Section 122[c][1]).
3. ~~The Provider does not have the appropriate State and/or Federal approval to operate.~~
4. LWDB may deny eligibility if the training programs offered by the ETP ~~do not meet the definition of WIOA training services, or~~ do not lead to gainful employment in in-demand occupations as determined by a labor market analysis.
5. LWDB may deny eligibility if the training program demographics (i.e. cost and length) are substantially higher (beyond fifty percent [50%] than previously approved programs offering the same credential (within the past two [2] program years).
6. ~~The Provider did not submit annual performance data by the designated due date (exceptional circumstances beyond the provider's control, such as natural disasters, will be taken into account).~~
7. ~~The Provider did not meet established minimum performance levels.~~
8. LWDB or the State may deny eligibility if it is determined that the applicant intentionally supplied inaccurate information (WIOA Section 122[f][1][B]).
9. LWDB or the State may deny eligibility to a training provider who has been found to have substantially violated any WIOA requirements (WIOA Section 122[f][1][B]), ~~or its regulations, including 29 CFR part 38.~~
10. ~~The Provider failed to demonstrate the business capacity or integrity to successfully deliver training.~~

Failure to meet performance requirements ~~for continued eligibility~~ can result in punitive action to include written warnings, suspension, or removal of a provider or program from the ETPL. Supplemental data, explained within WIOA Section 122(b)(1)-(b)(4)(D) and 20 CFR 680.490, such as the specific economic, geographic, and

demographic factors in the local areas in which training providers seeking eligibility are located; and the characteristics of those served by the eligible training providers seeking eligibility, including the demonstrated difficulties in serving such populations, where applicable, may be considered prior to removal. The LWDB will inform the ETP in writing and include the reason(s) for the removal. Any program removed from the ETPL for subsequent eligibility reasons must remain off of the ETPL for a minimum of one (1) complete program year.

Revocation is for a period not less than two (2) years for providers that intentionally supply inaccurate information or substantially violate any provision of WIOA or its regulations, including 29 CFR part 38.

While a program is removed from the ETPL for subsequent eligibility reasons, the ETP cannot receive new WIOA Title I training participants or utilize WIOA ITA funds for the removed programs. Additionally, an ETP may be suspended from the ETPL for actions provided in State policy. An ETP whose eligibility is terminated as a result of the reasons specified in Subsequent Eligibility of the current policy for a program shall be liable for repayment of all funds received during any period of noncompliance (WIOA Section 122[f][1][C]). In order for the program to be added back to the ETPL, the ETP must re-apply through the LWDB. Performance data is required as part of the application process for the time period when the program was removed from the ETPL.

Training providers have the right to appeal denial of eligibility status as outlined in the below appeals process.

Training Providers Appeal Process

If a Local Workforce Development Board (LWDB) rejects an application for ~~initial~~ eligibility determination for a program of training service, the LWDB must provide notice with the letter of rejection containing the reasons for rejections as well as the availability of an appeals process. **Training providers have the right to appeal denial of eligibility status and may begin that process with the LWDB.**

~~**Local Appeals**—Each LWDB maintains a written appeal process.~~ The ~~appeal process procedure~~ includes an opportunity for a hearing, with a final written decision on the appeal to be provided within sixty (60) days of the date of the LWDB's receipt of the request for appeal. If the provider is not satisfied with the outcome of the local appeal, a provider may submit a formal appeal to the State appeals committee.

Should an application for addition to the ETPL be denied by the LWDB, the LWDB will notify the applicant of the denial, the reason(s) for the denial, and information on the appeal process within ten (10) working days. Notification shall be written and may be transmitted by U. S. Postal Service, Return Receipt Requested, Fed Ex or other package delivery service, by facsimile transmission, and/or electronically through e-mail. The applicant institution may access the approved LWDB appeal process, as follows:

1. The institution must request, in writing, additional consideration by the LWDB and its Sub-Committee of at least 1 – 3 impartial appeal officers (i.e. any staff or board members uninvolved in the initial decision). The written request must be submitted within 10 working days of receipt of written notification of denial or need for additional information/review by the LWDB.
2. Address local appeals to the Workforce Innovations, Inc., Attn: Executive Director and Board Chairman at 208 N. Mill Ave. in Dyersburg, TN 38024, (731) 286-3585, TDD # 711.
3. The LWDB Sub-Committee shall consider the appeal request within 30 calendar days of receipt of the written request for appeal and shall make a recommendation to the ~~NWTDW~~ LWDB for approval, denial, or request for additional/subsequent information.
4. The LWDB must consider the appeal and the recommendation of the Sub-Committee and render a decision at its next regularly scheduled LWDB meeting, or within 60 calendar days from the date the LWDB received the written request for appeal from the provider institution, whichever is greater.
5. The applicant institution must be notified, in writing, of the decision of the LWDB within 10 working days of the LWDB final action, and the process for filing a State appeal in the event the provider is not satisfied with the outcome of the local appeal. As referenced above, written notification may be in the form of USPS Return Receipt Requested, Fed Ex or other package delivery service, facsimile transmission, and / or electronically using e-mail.

6. If the applicant disagrees with the action taken by the LWDB through its local appeal process, the applicant may access the appeal process through the THEC, according to established THEC appeal procedures, as outlined in the approved Strategic Five-Year State Workforce Investment Plan for the State of Tennessee.
- ~~7. In the event an approved provider is removed or suspended from the ETPL, students enrolled through the Workforce Innovation and Opportunity Act (WIOA) prior to the suspension/removal will be allowed to continue their training using WIOA funds until completion. No new students may be enrolled into a suspended/removed institution until official notification of reinstatement has been received.~~

State Level Appeals

~~This procedure applies only to training providers who have exhausted the appeal process of a Local Workforce Development Board and are dissatisfied with the Local Workforce Development Board's final decision.~~

- ~~1. A training provider wanting to appeal to the State must submit an appeal request to the State within 30 days from the LWDB's notification to the training provider of its final decision on an appeal. The request for an appeal to the State must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate provider official.~~
- ~~2. The State will promptly notify the LWDB when it receives a request for appeal. The State will also notify the LWDB when it makes the final decision on an appeal.~~
- ~~3. The State appeal process includes the opportunity for the appealing training provider to have a hearing. The hearing officer must be impartial. The hearing officer must provide written notice to the concerned parties of the date, time, and place of the hearing at least 10 calendar days before the scheduled hearing. Both parties must have the opportunity: to present oral and written testimony under oath; to call and question witnesses; to present oral and written arguments; to request documents relevant to the issues(s), and to be represented.~~
- ~~4. The five member State appeals committee, chaired by the hearing officer, will administratively review the appeal, make a preliminary decision, and notify the training provider and the LWDB. The committee may either uphold or reverse the LWDB decision.~~
- ~~5. The State appeals committee must render a decision within 60 days from receiving the training provider's initial State appeal request.~~

Dissemination of the ETPL for Customer Access

The State will ensure that the ETPL is accurate and current. The State must ensure that the updated list is available to all LWDBs (WIOA Section 122[d][1]) and to the general public through the State website wherever internet service is available. The LWDB is responsible for ensuring that all American Job Center (AJC) staff members have access to the ETPL and are knowledgeable about utilizing the ETPL; the LWDB will also ensure local access to the ETPL is made available for customers within the AJCs (WIOA Section 122[d][1]). The LWDB is also responsible for ensuring that all American Job Center staff do not allow WIOA participants to enroll in programs that do not appear on the ETPL.

Participant Selection of ETP

Participants utilizing an Individual Training Account (ITA) will have the opportunity to select any of the approved ETPs and programs on the ETPL (WIOA Section 122[d]). While participants can select from the complete ETPL, State and LWDB policies determine the funding amounts for each program. Thus, the LWDB may choose not to fund certain categories of training programs based on, but not limited to, the following reasons: lack of occupational demand for LWDB; high tuition cost in comparison to comparable programs; and lack of a livable wage upon program completion.

Monitoring

~~The TDLWD will monitor the LWDBs for ETPL compliance at a minimum of every two (2) years. The LWDBs must monitor a minimum of fifteen percent (15%) of a training providers' program each year between July 1 and June 30. The LWDB staff will randomly select WIOA participant files and validate that the data has been uploaded into the system correctly, ensuring that the yearly Federal ETP report is accurate. Additionally, the LWDBs must establish monitoring procedures and will provide a copy of this process to the ETPL Coordinator upon request. The LWDB's monitoring procedures shall include:~~

- ~~1. Running reports in Jobs4TN quarterly to identify programs due for renewal.~~
- ~~2. Selecting a sample of the ETP's programs due for renewal that representative of at least 15% of the ETP's programs on the ETPL.~~
 - ~~a. If the programs due for renewal do not constitute a large enough sample, additional programs will be selected at a later time in the program year when they are due for renewal, or~~
 - ~~b. If additional programs are not due for renewal within the program year, additional programs will be selected at the time of the review.~~
- ~~3. Completing a review of the selected programs by:~~
 - ~~a. Verifying the information in Jobs4TN is complete and accurate.~~
 - ~~b. Ensuring a copy of the accrediting body's receipt letter or exemption certificate is on file.~~
 - ~~c. Ensuring the program is still in demand.~~
 - ~~d. Evaluating the process in place for tracking student and WIOA participant progress, completion, placement, and earnings for required performance measures.~~
 - ~~e. Verifying that the annual ETPL performance report for the program has been submitted timely and with accurate information.~~
 - ~~f. Ensuring all applicable performance standards were met in accordance with TDLWD policy.~~
 - ~~g. Verifying the number of WIOA participants served.~~
 - ~~h. Selecting a 10% sample of WIOA participants, including at least one student per program being monitored, for review.~~
 - ~~i. Validating that the data has been uploaded into the system correctly, ensuring that the yearly Federal ETP report is accurate.~~
- ~~4. Monitoring results will be documented and kept on file by the LWDB staff.~~

Data Validation

~~To ensure the accuracy and validity of the information supplied by Eligible Training Providers, the State conducts data validation visits at least once every year for all ETPs or as warranted by WIOA enrollment numbers. The State will notify the LWDB of the audit findings within ten (10) days of auditing of an ETP within LWDB area.~~

References:

Workforce Services Policy - Eligible Training Provider ~~List~~, TN-WIOA (16-9); Title I of the Workforce Innovation and Opportunity Act of 2014 (29 U.S.C. 3101 et seq.); Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); WIOA Section 188 Nondiscrimination; WIOA Section 122

Vetted and Approved by the Local Workforce Development Board: ~~November 15, 2022~~ November 28, 2023

Jimmy Williamson, Chair
Northwest Tennessee Workforce Board

Eligible Training Provider List (ETPL) Program Renewals

Provider Name	Program Name	Overall Completion Rate*	Overall Employment 2nd QTR after Exit*	WIOA Total Enrolled	WIOA Completion Rate*	Overall Employment 2nd QTR after Exit*	ONET codes	2022 Jobs	2027 Jobs	2022-2027 Change	Average Annual Openings	Average Hourly Earning
BETHEL UNIVERSITY	Business Management Certificate	0%	0%	0	0%	0%	11102100 - General and Operations Managers, 11301200 - Administrative Services Managers, 11919900 - Managers, All Other	1,164	1,387	223	156	\$ 51.92
BETHEL UNIVERSITY	Criminal Justice Certificate	0%	0%	0	0%	0%	33101100 - First-Line Supervisors of Correctional Officers, 33101200 - First-Line Supervisors of Police and Detectives, 33301200 - Correctional Officers and Jailers	58	62	4	6	\$ 25.69
BETHEL UNIVERSITY	Customer Relationship Management Certificate	0%	0%	0	0%	0%	43101100 - First-Line Supervisors of Office and Administrative Support Workers	1,051	1,126	133	75	\$ 25.82
BETHEL UNIVERSITY	Emergency Services Management Certificate	0%	0%	0	0%	0%	33101200 - First-Line Supervisors of Police and Detectives	190	193	3	14	\$ 25.84
BETHEL UNIVERSITY	Healthcare Management Certificate	0%	0%	0	0%	0%	11911100 - Medical and Health Services Managers	229	271	42	28	\$ 42.74
BETHEL UNIVERSITY	Information Technology Certificate	0%	0%	0	0%	0%	11302100 - Computer and Information Systems Managers	84	115	31	13	\$ 61.32
DSCC	Certified Mental Health Technician- Continuing Education	0%	0%	0	0%	0%	21102300 - Mental Health and Substance Abuse Social Workers	67	76	9	8	\$ 20.31
DSCC	Certified Nursing Assistant	83%	83%	11	83%	8%	31909900 - Healthcare Support Workers, All Other	46	49	3	7	\$ 15.31
DSCC	Certified Paralegal- Continuing Education	0%	0%	0	0%	0%	23201100 - Paralegals and Legal Assistants	59	64	5	8	\$ 18.57
DSCC	Certified Veterinary Assistant-Continuing Education	0%	0%	0	0%	0%	31909600 - Veterinary Assistants and Laboratory Animal Caretakers	73	93	20	20	\$ 14.12
DSCC	Pharmacy Technician	0%	0%	0	0%	0%	29205200 - Pharmacy Technicians	311	321	10	31	\$ 19.93
DSCC	Pharmacy Technician Online-Continuing Education	0%	0%	0	0%	0%	29205200 - Pharmacy Technicians	311	321	10	31	\$ 19.93
TCAT AT PARIS	Criminal Justice:Corrections Officer	0%	0%	0	0%	0%	33301200 - Correctional Officers and Jailers	704	713	9	72	\$ 18.90

SOC	Occupations - Northwest LWDA- Region of 9 counties	2023 Jobs	2028 Jobs	Avg. Hourly Earnings	2023 - 2028 Openings	Avg. Annual Openings
11-3021	Computer and Information Systems Managers	90	117	\$61.12	64	13
11-9021	Construction Managers	158	184	\$40.63	90	18
Totals and Averages		248	300	\$47.80	154	31
SOC	Occupations - Southwest LWDA- Region of 8 counties	2023 Jobs	2028 Jobs	Avg. Hourly Earnings	2023 - 2028 Openings	Avg. Annual Openings
11-3021	Computer and Information Systems Managers	113	141	\$54.15	74	15
11-9021	Construction Managers	190	200	\$40.59	84	17
Totals and Averages		303	341	\$45.51	158	32
SOC	Occupations - KY Counties within 60min drive time of Martin TN	2023 Jobs	2028 Jobs	Avg. Hourly Earnings	2023 - 2028 Openings	Avg. Annual Openings
11-3021	Computer and Information Systems Managers	<10	12	Insf. Data	<10	1
11-9021	Construction Managers	<10	<10	Insf. Data	<10	1
Totals and Averages		16	20	\$46.44	10	2
Northwest LWDA Counties Benton County, TN Carroll County, TN Crockett County, TN Dyer County, TN Gibson County, TN Henry County, TN Lake County, TN Obion County, TN Weakley County, TN Southwest LWDA Counties Chester County, TN Decatur County, TN Hardeman County, TN Hardin County, TN Haywood County, TN Henderson County, TN McNairy County, TN Madison County, TN						
Kentucky Counties within 60min drive time of Martin TN- UTM Main Campus Counties Carlisle County, KY Fulton County, KY Graves County, KY Hickman County, KY						

ETPL Application

Education Program Information		
Provider: UNIVERSITY OF TENNESSEE AT MARTIN	Program: CONSTRUCTION MANAGEMENT	Program ID: 1011104
CIP Code:		
General Information		
Status: Active	Purpose for adding program: Submit for ETPL Approval and accept participants	Education Program Type: PS - Approved Provider Training - ITA
Associated Services Code(s): 300 - Occupational Skills Training - Approved Provider List (ITA); 303 - Distance Learning; 314 - Enrolled In Apprenticeship Training; 324 - Adult Educ w/ Occ. Skills Training - Approved Provider List (ITA); 416 - Youth-Occupational Skills Training - Approved Provider List; 607 - WTP Vocational Education- Training Approved Provider List; 630 - SNAP-Enroll in Voc/Tech training- Approved ETPL provider	Apprenticeship: No	Education Program is a Registered Apprenticeship : No
Industry Recognized Apprenticeship Program (IRAP)? No	CIP Code: 151001 - Construction Engineering Technology/Technician	Education Program Name: CONSTRUCTION MANAGEMENT
Education Program Description: A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers engineering contractors and other professionals engaged in the construction of buildings and related structures. Includes instruction in basic structural engineering principles and construction techniques building site inspection site supervision construction personnel supervision plan and specification interpretation supply logistics and procurement applicable building codes and report preparation.		
Potential Outcome(s): A baccalaureate degree	This program leads to a credential or degree: Yes	Name of Associated Credential: Construction Management
Completion Level: Bachelor's Degree	Attain Credential: BA/BS Degree	Other, Specify
Certification/License Title:	Certification/License Type:	Green Job Training: No
Partner Business: No		
Description of the partnership or plans to develop partnership:		
LWDB Submitted:		
Apprenticeship		
Apprenticeship Registration Date:	Apprenticeship Description:	Number of active apprentices:
Instruction Methods:	Instruction Length in Weeks:	Tech, Instruction is provided by another provider:
Instruction Provider Name:	Address 1:	Address 2:
Zip:	City:	State:
Program Model:	Apprenticeship program sponsored by another organization:	

ETPL Application

Program Sponsor Name:	Address 1:	Address 2:
Zip:	City:	State:

Additional Details

Financial Aid Available: Federal Loan; Institutional Scholarship; Pell Grant	URL of Training Program: https://www.utm.edu/academics/majors-and-programs/construction-management	Program Prerequisites: High School Diploma or Equivalent
Date and Program First Offered: 08/20/2022	Please provide a reasonable explanation regarding why this is a new program: This is designed for STEM students looking to utilize engineering expertise in the management of building projects	Minimum Class Size:
Maximum Class Size:	Number Of Instructors:	
Describe the minimum entry level requirements or prerequisites:	Drug/Alcohol Screening Required:	Accessibility:
Describe any equipment used in this program and its adequacy and availability:	Grievance Procedure:	Grievance Procedure URL:
Refund Policy:	Refund Policy:	Quality Pre-Apprenticeship:
State Use 1:	State Use 2:	State Use 3:
State Use 4::	State Use 5:	

Related Training and Instruction

Provider Name:	Location:	Organization Type:	Provider for Profit:	Leads to Credential/Degree	CIP Code:	Status:
Code						
Occupation Titles	Occupation Title	Providers' Alternate Occupation Title				
11902100	Construction Managers					
Selected Occupation is not noted as in local bright outlook – provide evidence that it is in demand					Bright Outlook	

Occupation Skills

ETPL Application

Skill Description:	0355, use knowledge of regulations in surveying or construction activities, 0753, evaluate material specifications, 0755, evaluate new construction industry practices, 0896, interpret maps for architecture, construction, or engineering project, 1402, understand construction specifications, 1646, understand government construction contracting regulations, 5134, ensure conformance to building regulations, 5149, inspect facilities or equipment for regulatory compliance, 5196, evaluate construction quality, 5520, compute cost estimates of construction or engineering projects	
Completion Expectation		
Number of Credits: 120	Credit Earned Duration: Semester	Hourly wage :
Scheduling		
Class Time: 120	Lab Time:	Other Time:
Class Frequency:		
Clock/Contact Hours: 15	Full-time weeks: 112	Program Format: In-person
Duration		
Duration Title: Class Schedule Offering-Primary	Primary Duration: True	Duration: 8
Schedule Intensity: Full-Time	Weekly Schedule: M-F	Class Offered: Day, Night, Summer
Location		
Location Name: UNIVERSITY OF TENNESSEE AT MARTIN	Address: 116 HALL-MOODY ADMINISTRATION BUILDING, , MARTIN, TN, 38238	Billing Address: 116 HALL-MOODY ADMINISTRATION BUILDING, , Martin, TN, 38238
External Approvals		
State Approving Agency: Tennessee Higher Education Commission	State Approving Agency Status: Approved	Approval Expiration Date: 01/01/1900
Other State Approving Agency Approved Programs: No	DOE Approved: No	Community College Chancellor's Office Approved: No
Community College ID: NO	Listed on another state's ETPL? NO	
Cost Details		
Cost Structure(s):	Total Cost: \$46,832.00	

ETPL Application

Line item	Amount
Books/Fee	\$40,832.00
Books	\$6000.00
Tools	\$0.00

ETPL Application

Education Program Information		
Provider: UNIVERSITY OF TENNESSEE AT MARTIN	Program: CYBERSECURITY	Program ID: 1011103
CIP Code:		
General Information		
Status: Active	Purpose for adding program: Submit for ETPL Approval and accept participants	Education Program Type: PS - Approved Provider Training - ITA
Associated Services Code(s): 300 - Occupational Skills Training - Approved Provider List (ITA); 303 - Distance Learning; 314 - Enrolled In Apprenticeship Training; 324 - Adult Educ w/ Occ. Skills Training - Approved Provider List (ITA); 416 - Youth-Occupational Skills Training - Approved Provider List; 607 - WTP Vocational Education- Training Approved Provider List; 630 - SNAP-Enroll in Voc/Tech training- Approved ETPL provider	Apprenticeship: No	Education Program is a Registered Apprenticeship : No
Industry Recognized Apprenticeship Program (IRAP)? No	CIP Code: 111003 - Computer and Information Systems Security/Auditing/Information Assurance	Education Program Name: CYBERSECURITY
Education Program Description: A program that prepares individuals to assess the security needs of computer and network systems recommend safeguard solutions and manage the implementation auditing and maintenance of security devices systems and procedures. Includes instruction in computer architecture programming and systems analysis networking telecommunications cryptography security system auditing and design applicable law and regulations risk assessment and policy analysis contingency planning user access issues investigation techniques and troubleshooting.		
Potential Outcome(s): A baccalaureate degree	This program leads to a credential or degree: Yes	Name of Associated Credential: Cybersecurity
Completion Level: Bachelor's Degree	Attain Credential: BA/BS Degree	Other, Specify
Certification/License Title:	Certification/License Type:	Green Job Training: No
Partner Business: No		
Description of the partnership or plans to develop partnership:		
LWDB Submitted:		
Apprenticeship		
Apprenticeship Registration Date:	Apprenticeship Description:	Number of active apprentices:
Instruction Methods:	Instruction Length in Weeks:	Tech, Instruction is provided by another provider:
Instruction Provider Name:	Address 1:	Address 2:
Zip:	City:	State:
Program Model:	Apprenticeship program sponsored by another organization:	

ETPL Application

Program Sponsor Name:	Address 1:	Address 2:
Zip:	City:	State:

Additional Details

Financial Aid Available: Federal Loan; Institutional Scholarship; Pell Grant	URL of Training Program: https://www.utm.edu/academics/majors-and-programs/cybersecurity	Program Prerequisites: High School Diploma or Equivalent
Date and Program First Offered: 08/20/2022	Please provide a reasonable explanation regarding why this is a new program: This program was started to meet specific needs for security in the technology area	Minimum Class Size:
Maximum Class Size:	Number Of Instructors:	
Describe the minimum entry level requirements or prerequisites:	Drug/Alcohol Screening Required:	Accessibility:
Describe any equipment used in this program and its adequacy and availability:	Grievance Procedure:	Grievance Procedure URL:
Refund Policy:	Refund Policy:	Quality Pre-Apprenticeship:
State Use 1:	State Use 2:	State Use 3:
State Use 4::	State Use 5:	

Related Training and Instruction

Provider Name:	Location:	Organization Type:	Provider for Profit:	Leads to Credential/Degree	CIP Code:	Status:
Code						
Occupation Titles	Occupation Title	Providers' Alternate Occupation Title				
11302100	Computer and Information Systems Managers					
Selected Occupation is not noted as in local bright outlook – provide evidence that it is in demand					Bright Outlook	

Occupation Skills

Skill Description:	0150, follow data security procedures, 0587, design data security systems, 5225, plan computer security measures	
Completion Expectation		
Number of Credits: 120	Credit Earned Duration: Semester	Hourly wage :
Scheduling		

ETPL Application

Class Time: 120	Lab Time:	Other Time:
Class Frequency:		
Clock/Contact Hours: 15	Full-time weeks: 112	Program Format: In-person
Duration		
Duration Title: Class Schedule Offering-Primary	Primary Duration: True	Duration: 8
Schedule Intensity: Full-Time	Weekly Schedule: M-F	Class Offered: Day, Night, Summer
Location		
Location Name: UNIVERSITY OF TENNESSEE AT MARTIN	Address: 116 HALL-MOODY ADMINISTRATION BUILDING, , MARTIN, TN, 38238	Billing Address: 116 HALL-MOODY ADMINISTRATION BUILDING, , Martin, TN, 38238
External Approvals		
State Approving Agency: Tennessee Higher Education Commission	State Approving Agency Status: Approved	Approval Expiration Date: 01/01/1900
Other State Approving Agency Approved Programs: No	DOE Approved: No	Community College Chancellor's Office Approved: No
Community College ID: NO	Listed on another state's ETPL? NO	
Cost Details		
Cost Structure(s):	Total Cost: \$46,832.00	
Line item	Amount	
Books/Fee	\$40,832.00	
Books	\$6000.00	
Tools	\$0.00	

Eligible Training Provider Approval

Effective Date: ~~November 15, 2022~~ November 28, 2023

Duration: Indefinite

Purpose: In order to receive funds under Title I of WIOA, a training provider must make application to the local Workforce Board for approval. Therefore, customers approved for **Individual Training Account (ITA)** funds can only select from programs on the Eligible Training Provider List (ETPL). If a program is not on the list, WIOA cannot pay the cost of attendance.

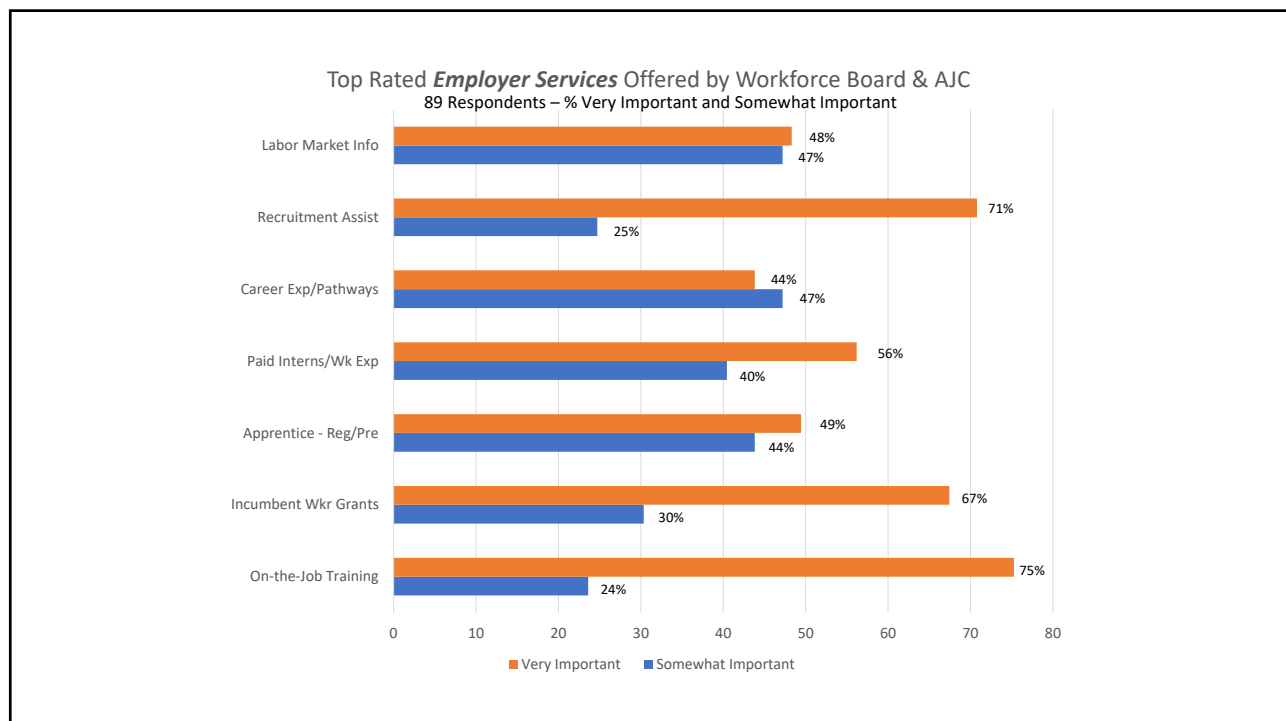
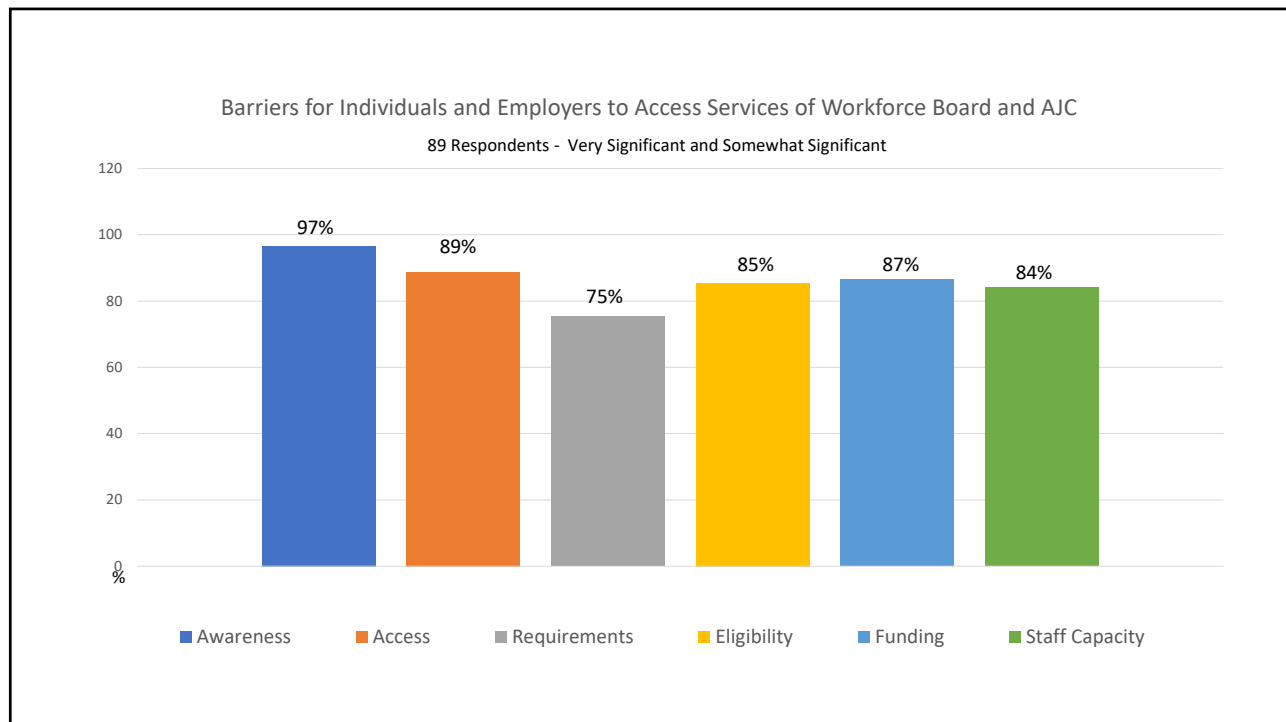
Policy: In the State of Tennessee, the Tennessee Department of Labor and Workforce Development (TDLWD) is charged by the State Workforce Development Board with the responsibility to develop and maintain the Eligible Training Provider List.

Training Provider Eligibility (TEGL 41-14)

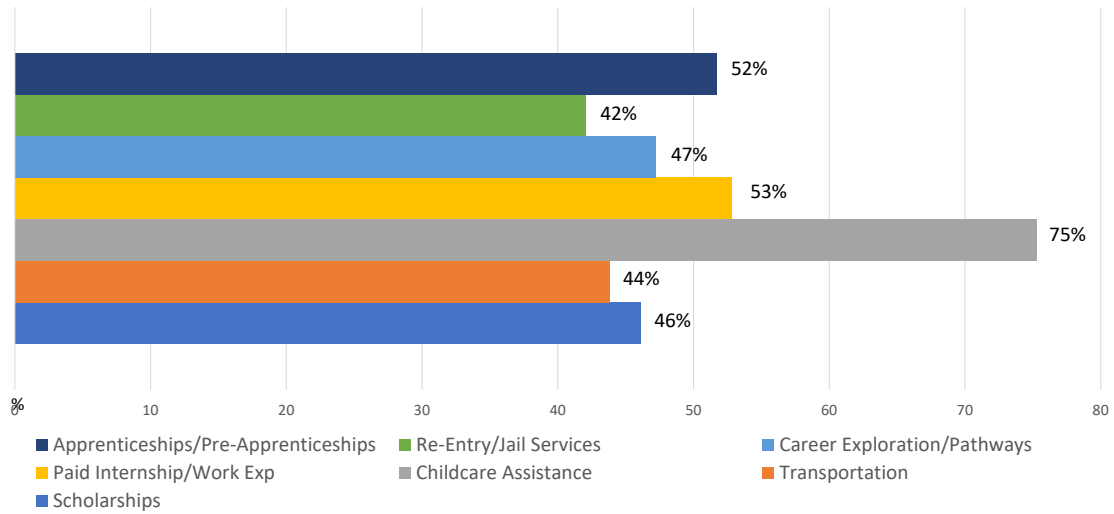
To be eligible to receive funds, the training provider must meet at least one of the following requirements:

1. A postsecondary educational institution that is eligible to receive Federal funds under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et. Seq.) and provides a program that leads to an associate degree, baccalaureate degree, diploma, certificate, **or other recognized postsecondary credential**.
2. An entity that carries out programs under the National Apprenticeship Act of August 16, 1937; 50 Stat. 664, Chapter 663; 29 U.S.C. 50 et. seq.
3. Another public or private provider of a program of training services for the general public or specialized training for participant populations that face multiple barriers to employment such as providers directly associated with the Division of Rehabilitation Services, TN Department of Human Services. These populations include the following categories: low-income individuals with barriers to employment and people with disabilities.
4. LWDBs if they meet the conditions of WIOA Section 107(g)(1).
5. Another public or private provider with demonstrated effectiveness providing training to a population that faces multiple barriers to employment. These populations include:
 - a. Displaced homemakers
 - b. Low-income individuals
 - c. Indians, Alaskan natives, and native Hawaiians, as such terms are defined in WIOA Section 166(b)
 - d. Individuals with disabilities, including youth who are individuals with disabilities
 - e. Older individuals
 - f. Ex-offenders
 - g. Homeless individuals (as defined in Section 41403(6) of the Violence Against Women Act of 1994 [42 U.S.C. 1404e-2(6) as amended in 2013]; or homeless children and youths (as H.R. 803 – 10 defined in Section 725[2] of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 1143a[2] and Section 721). Youth who are in or who have aged out of the foster care system
 - h. Individuals who are English language learners, including individuals who have low levels of literacy and individuals facing substantial cultural barriers
 - i. Eligible migrant farmworkers, as defined in WIOA Section 167(i), and services to other low-income individuals
 - j. Individuals within two (2) years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et. Seq.)
 - k. Single parents (including single pregnant women)
 - l. Long-term unemployed individuals
 - m. Other groups the Governor determines to have barriers to employment (WIOA Section 134[c][3][E])
6. Other groups as determined by the Governor.

May 2023 Strategy Session Survey Results

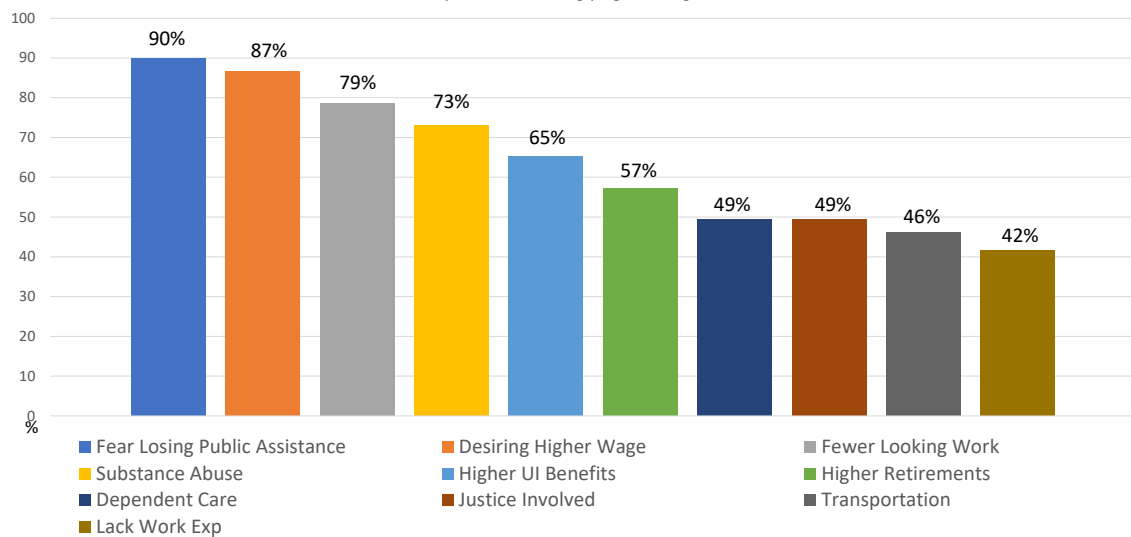


Top Rated *Individual Services* Offered by Workforce Board and AJC
(89 Respondents - Very Important)



Top Ten Rated Factors Contributing to Low Labor Force Participation

89 Respondents - Strongly Agree or Agree



Suggested Action Items

Group 1 – Fear of losing public assistance benefits; Lack of work experience

- Show examples / successes of moving off public assistance and into work - display success stories.
- Provide funding for career advancement.
- Promote the importance of having a driver's license or other I-9 acceptable identification.
- Increase employment among high school students.
- Accommodate desire of early retirees to continue working part-time.

Group 2 – Desiring Higher Wages reducing interest in low-paying jobs; Transportation

- One-year transportation stipends for those in 'low wage' jobs.
- Define low wage.
- Evaluate impact of the benefits cliff.
- Virtually Speaking webinar on benefit plans.

Group 3 – Fewer people of working age looking for employment; Justice-Involved Individuals (JIIs)

- Training and assistance for Human Resources professionals.
- Alternative work schedules.
- Diverse job offerings.
- More short-term credentials.
- Training for childcare professionals and pathway development.
- Incentives for childcare.
- More intensive support for JIIs and youth at work (e.g. on-site coaches).
- Assistance for individuals with disabilities.

Group 4 – Substance Abuse; Increased dependent care needs

- Expand partnerships with organizations serving these individuals.
- Streamline services between agencies.
- Family education and resources.
- Working with the Small Business Development Centers and DHS for existing and potential childcare owners.
- Seek additional funding – needs to be less restrictive.

Group 5 – Higher UI Benefits; Higher pace of retirements due to an aging population

- Survey to ask individuals about why they aren't working.
- Better succession planning.
- Partnerships with other boards and organizations.
- Additional grants and funding.

Other Comments / Suggestions

- Policy Changes?
- Service-Strategy Changes?
- Taskforce Members?