

Northwest TN Workforce Board Outreach and Opportunities Committee

November 6, 2024 – 1:00 p.m.

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

Minutes

Committee Members Attending In-Person: Ben Marks, Brad Hurley; **via Zoom:** Jon Dougherty, AJ Belyew, Kelly Buffington, Tessa Kyle, Landy Fuqua, Rachel Cates, Ronnie Gunnels, Lindsay Theobald, Amy McDonald

Staff and Contractors Attending In-Person: Jennifer Bane, Ariel McGahey, Laura Speer, LeAnn Lundberg, Ashley Mayton (OSO); **via Zoom:** Ginger Powell, Gina Johnson, James Starnes (OSO), Erica Nance (OSO)

Guest Attending via Zoom: Sabra Bledsoe

Welcome and Call to Order/Public Comment/Review and Approval of Minutes from 8/1/24 Meeting: Ben Marks called the meeting to order and asked if there were any public comments. Hearing no public comments, Ben presented the minutes from the last meeting and asked the group for any feedback or changes

- **MOTION: Ronnie Gunnels moved to approve the 8/1/24 minutes as presented, and Landy Fuqua seconded the motion. All were in favor and the motion carried.**

Target Populations Reports:

Youth Services / Participant Report: Connie Stewart was unable to attend the meeting, so Jennifer Bane reported that the Career Service Provider (CSP) is working to re-obligate youth employment program (YEP) funds that were not fully used by current participants. CSP staff are also doing some outreach to high school partners for our regular work experience program as well.

Adult Education Report: AJ Belyew, NW AE Program Director, reported that they are partnering with Outside In to offer classes. She also reviewed the State report card, and they have 33 diplomas, 46 level gains, and 36% MSG. They have a goal of 200 enrollments for the program year and will be working to establish career plans for students.

Vocational Rehabilitation (VR) Report: Jennifer Bane reported that David Parrish has retired from VR. He plans to still participate as a committee member and VR will identify a new staff person to take his spot on the board.

Talent Pipelines Report: Ginger Powell, Deputy Director, presented the attached Talent Pipelines report detailing career exploration and talent pipelines efforts and programs. As of September, there was a total of 187 GROWWTH enrollments and staff are on track to exceed the enrollment goal of 219 by December 31st. There has been a total of 240 TYEP enrollments, exceeding the goal of 216. Since some individuals do not use their full funding allotment, we have had to exceed the enrollment goals to expend all funds. Staff continue to partner with local schools and organizations for the TRANSFR VR headsets. There was not any usage of the headsets in the first quarter due to schools being out on summer break, but the headsets are being used at local schools now that classes have resumed. The Rural Health Training Grant partnership with Baptist Hospital is now in its 3rd year and the first event for this program year is scheduled for tomorrow. Baptist Hospital is exceeding their goals in addition to us meeting our goals as a partner. The new Justice-Involved grant is getting underway with four enrollments so far. The labor force update for September is also included in the attached report.

Program Highlights: Jennifer Bane reviewed the Program Highlights included in the packet. In August, the GROWWTH program team and Business Services Staff collaborated to organize a highly successful multi-employer job fair at the Dyersburg AJC. There were 15 employers represented at the event and over 270 job seekers attended, with 16 individuals being hired on the spot. Employers also indicated plans to hire an additional 193 individuals. The Training Services story highlighted youth participant Brian Belong who participated in the Youth Work Experience program. He completed placements at the Real Hope Center and W.G. Rhea Library Summer Program and found a passion for working with students and helping them realize their potential. He is now

attending college full-time with a full athletic scholarship for soccer. The Northwest Workforce Board's partnership with Amteck for the pre-apprenticeship program continues to be highly successful. This summer, 17 individuals completed the program, with 14 of the individuals being enrolled in Title I services. Committee member Jon Dougherty with Amteck reported that 16 individuals from the program are still employed and are beginning the four-year apprenticeship program to become journeyman electricians. Ben Marks asked if there was something specific that led to higher enrollment in the pre-apprenticeship program this year. Jon said that he believed increased wages and outreach events that brought students on-site to Amteck have helped increase enrollment. Board staff added that word of mouth has helped increase awareness of the program and starting earlier with recruitment helped catch more potential students before they made other plans for after graduation.

In-Demand Occupations Criteria: Jennifer reviewed the attached In-Demand Criteria and Occupations list for Individual Training Accounts (ITAs) for 2024-2027 that was approved by the board during the September 12th meeting. Since we have some new board members and there were some sound issues for Zoom attendees at the board meeting, staff wanted to ensure all board members were clear on what is included in these documents. Both documents are also posted on our website so anyone can access and review them.

Per WIOA law, ITAs must be tied to in-demand occupations. Staff have utilized similar procedures for identifying in-demand occupations for several years, but the board has now formalized this process to ensure consistency and assist Career Advisors in communicating to customers what occupations / training are approved by the Board for ITA funding, and the number approved. The In-Demand Occupation Criteria handout details the criteria used to come up with the list of approved in-demand occupations. The criteria removes any occupations that require higher training than a bachelor's degree, have less than 10 positions in the local area, are projected to have less than four new jobs in the four-year strategic planning period have median wages less than \$14.48 (the self-sufficiency threshold), do not align with our regional priority sectors, and do not have related post-secondary training opportunities in the area. These criteria will also be used to assess any new program applications for the Eligible Training Provider List (ETPL) to ensure consistency for all training providers and programs. The handout of approved in-demand occupations shows the number of ITAs to be funded per year in the blue column. The in-demand occupation list also shows occupations that require Program Director approval prior to an ITA being issued. Jennifer stated that the approved in-demand occupations list is not exhaustive of every occupation that may be considered in-demand or have a need, but since we have limited funding, we need to make sure we are focusing on occupations that have the highest demand and need in our area.

Eligible Training Provider List (ETPL) Report:

Program Renewals: Laura Speer presented the attached list of programs due for renewal, including corresponding labor market information (LMI) and performance data. LMI was evaluated based on the in-demand occupations criteria included in the handouts. Bethel University has five programs up for renewal and staff recommended all programs be renewed, except for the Success Program. This program is not recommended for renewal due to not being related to a specific in-demand occupation as required by WIOA. Dyersburg State has 16 programs up for renewal, and staff recommended all programs be renewed except for the following four programs:

- Associate of Applied Science- Early Childhood Education is not recommended for renewal due to the associated occupation, education & childcare administrators, preschool & daycare, not being on the in-demand occupation list due to not aligning with priority sectors for the region, and there being no estimated job growth for the area.
- Corrections & Law Enforcement Certificate is not recommended for renewal due to the associated occupation, police and sheriff's patrol officers, not being on the in-demand occupation list due to not aligning with priority sectors for the region.
- Early Childhood Education Technical Certificate is not recommended for renewal due to the associated occupation, childcare workers, not aligning with priority sectors for the region and no job growth.

- Surgical Technology Program- Associate of Applied Science is not recommended for renewal due to the associated occupation, surgical technologists, not being on the in-demand list due to not enough job growth with only one new job projected between 2024 and 2027.

Jennifer explained that while the five programs are not recommended for renewal for the NW ETPL, they will remain on the State ETPL so other areas can fund them if they would like to do so. Brad Hurley asked if training providers are notified in advance if they have programs that staff are not recommended for renewal. Jennifer explained that training providers receive a letter notifying them of any program non-renewals and the appeals process after the full board votes on the renewals. The committee discussed if training providers should be notified in advance to allow time for them to provide evidence of need if they would like the programs to remain on the ETPL and noted the need for consistency when making determinations on program renewals. The committee opted to allow staff to continue with the current process of notifications to training providers and will revisit the process at a future meeting.

- **MOTION: Brad Hurley moved to approve the renewal of all programs for the State ETPL, and for the NW ETPL except for the five programs indicated in red on the attached handout, as presented, and Ronnie Gunnels seconded the motion. All were in favor and the motion carried. Landy Fuqua abstained from voting and discussion.**

New Program Applications: Laura Speer presented the attached list of three new programs for TCAT Henry / Carroll- HVAC / Refrigeration, Automotive Technology, and Administrative Office Technology, including corresponding review of labor market information and performance data. Staff noted that these programs appear as new programs in the system due to the recent restructuring of TCAT campuses in NW, but the programs have been approved in the past under TCAT McKenzie, which is now part of TCAT Henry / Carroll. The programs meet all in-demand occupation criteria and have had good success in the past, so staff recommend approving all three for the NW and State ETPLs.

- **MOTION: Brad Hurley moved to approve the addition of the three programs for the NW and State ETPLs as presented and Landy Fuqua seconded the motion. All others were in favor and the motion carried.**

ETPL Program Revisions: Staff reviewed the current NW ETPL list using the In-Demand Criteria adopted by the board at the 09-06-2024 meeting and the attached list of programs on the proposed revisions to existing ETPL programs handout are recommended to be removed from the NW ETPL due to not meeting the in-demand criteria. Programs would remain on the State ETPL to allow other areas to utilize them. The program list also shows the number of individuals that have enrolled in the program through Title I in the past two years, and most of the programs have had 0 enrollments.

- **MOTION: Ronnie Gunnels moved to remove the programs on the attached list from the NW ETPL and Amy McDonald seconded the motion. Landy Fuqua abstained from voting and discussion. All were in favor and the motion carried.**

Eligible Training Provider Policy Change- Appeals Process: Jennifer presented the proposed changes to the Eligible Training Provider policy as outlined in red on the attached handout. The appeals process has not been used much in the past since there was not as much limitation on programs. With the recent limiting of the approved list, we expect there to be more appeals, so we revisited the policy. The recommended changes set a timeline of one calendar year for when a training provider can reapply for a program to be included on the ETPL after being denied. Jennifer noted that the SW O&O committee reviewed the same policy changes and recommended that the language under item 7 in the policy also be added to the second paragraph to add clarity. Amy McDonald asked if this policy change would apply to all training providers, including those currently in the appeals process, and Jennifer confirmed that if approved by the full board, this policy will apply to all training providers.

- **MOTION:** Ronnie Gunnels moved to approve the changes to the Eligible Training Provider Policy as presented and Kelly Buffington seconded the motion. All were in favor and the motion carried.

LFPR (Labor Force Participation Rate) Strategic Priorities – Skills and Career Advancement: Jennifer Bane requested feedback on effective and innovative strategies and what the Board and AJCs can / should do to assist employers regarding skills and career advancement. The attached handout describes what is meant by ‘career & skills advancement’ as it relates to high quality jobs according to the QUEST National Dislocated Worker Grant (DWG) and U.S Department of Commerce. She also reviewed feedback from other committee meetings such as partnership with Upskill MidSouth. Jennifer said the Incumbent Worker Training (IWT) program can assist with costs of training existing employees; however, we typically use State CBG funding for IWT and those funds are often limited and only available at certain times. The State has also indicated that they will most likely not have funding available for CBG grants this year. There is a DRA grant that we are looking at applying for that can assist with technical and credentialed training. Proposals for this grant are due in December and letters of support will be needed, so if employers have specific training needs, they can let the board staff know.

Other Business:

- Funding Opportunity: Jennife received a notice for a state funded healthcare grant. The grant is open to different types of training in the healthcare field. The grant is open to anyone, but applications must be related to training individuals in the healthcare field. She is happy to share the funding announcement with anyone who is interested.
- Conflict of Interest Forms: Jennifer reminded the committee that annual Conflict of Interest forms are due by 12-31-2024. Forms will be emailed with the next board meeting packets and paper copies will be available at the December 5th board meeting.

Future Meeting Dates & Upcoming Events: Future meeting dates and upcoming events were listed on the agenda. The proposed dates for 2025 committee and board meetings are also included. It is proposed to move the O&O committee meeting to 11:00 or 11:30AM starting on the 2-11-2025 meeting. Jon asked if staff could send a placeholder calendar invite for future meetings and Jennifer confirmed that staff will do so.

*Respectfully submitted,
Ariel McGahey, Director of Operations*

NW TN Workforce Board
Outreach and Opportunities Committee

Wednesday, November 6, 2024 – 1:00 p.m.

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

Join Zoom Meeting
Meeting ID: 836 4761 5244
Passcode: 021334

Chair – Ben Marks

Vice Chair – Glad Castellaw

Agenda

1. Welcome and Call to Order Ben Marks
 - a. Opportunity for Public Comment (limit of three minutes per speaker)
2. Review and Approval of Minutes of 8/1/2024 Meeting **(Vote Required)** Ben Marks
3. 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
4. Talent Pipelines Report Ginger Powell, Deputy Director
 - a. Program Highlights
5. Review of In-Demand Occupations List & Criteria Jennifer Bane, Executive Director
6. ETPL Report Laura Speer, Director of Performance & Compliance
 - a. Program Renewals **(Vote Required)**
 - b. New Program Applications **(Vote Required)**
 - c. ETPL Program Revisions **(Vote Required)**
7. Eligible Training Provider Policy Changes – Appeals Process **(Vote Required)** Jennifer Bane
8. LFPR Strategic Priorities – Skills & Career Advancement Jennifer Bane

Provide opportunities and tools for workers' self-realization and advancement in their current jobs, within the organization, and outside it.

 - a. Effective and innovative strategies?
 - b. Specific opportunities for target populations / underserved communities?
 - c. What can / should the Board and AJCs do to assist with these items?
9. Other Business All
 - a. Annual Conflict of Interest Forms – Due 12/31/24
 - b. Proposed 2025 Committee Meeting Schedule: **11:30 am** on Tuesday, February 11th, May 6th, August 5th, November 4th (Milan Chamber of Commerce)

Future Meeting Dates & Upcoming Events

Meeting / Event	Date and Time	Location
State Board Meeting	November 8 th , 8:30am – 12pm	Nashville / YouTube
Northwest TN Workforce Board Meeting	December 3 rd , 10:00 am	NW HRA / DD (Martin)/Zoom
Virtually Speaking Webinar – Artificial Intelligence (AI) in the Workplace	December 5 th , 9:00 am	Zoom
Tentative 2025 Board Meeting Dates	10:00 am on Tuesday, March 11 th June 10 th Sept. 9 th (Annual Meeting) Dec. 2 nd (with Southwest)	NW HRA / DD (Martin)/Zoom TBD / Zoom

Northwest TN Workforce Board Outreach and Opportunities Committee

August 1, 2024 – 1:00 p.m.

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

Minutes

Committee Members Attending In-Person: Ben Marks ; **via Zoom:** Jon Dougherty, John Glad Castellaw, David Parrish, AJ Douglas, Kelly Buffington, Tessa Kyle, Landy Fuqua, Rachel Cates, Ronnie Gunnels, Lindsay Theobald

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

Guest Attending in-person: Janna Hellums **via Zoom:** Kendall Hernandez

Review and Approval of Minutes of 5/2/24 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 5/2/24 minutes as presented, and Ronnie Gunnels seconded the motion. All were in favor and the motion carried.

Target Populations Reports:

Youth Services / Participant Report: Connie Stewart introduced Kendall Hernandez on her first day as Administrative Assistant for the Dyersburg State Community College (DSCC) Health Sciences program. Kendall started in the Tennessee Youth Employment Program (TYEP) in May at DSCC EMS program. She had recently moved to the area and was able to use TYEP to expand on previous her work experience. The connection through TYEP led to her now being a fulltime employee at DSCC.

Adult Education Report: AJ Douglas, NW AE Program Director, reported that they have replaced the Madison County ESL instructor and will be resuming ESL classes soon. Alternative pathways took effect in April, meaning they no longer just use HiSET as a high school equivalency diploma. Due to the NW area's proximity to KY, they often get students that have partially completed their GED but would previously have had to start over since TN did not offer the GED. These students can now finish their GED in TN rather than having to start over with the HiSET. They received their state report card, and their new student enrollment for PY23 was 539, which exceeds the goal for the year. Their MSG rate exceeds their goal of 40% at 43.1%, and they had 117 graduates this program year. Additionally, 109 students have earned digital literacy certificates, with many students also earning stackable credentials.

Vocational Rehabilitation (VR) Report: David Parrish CTCRC West Area Manager provided an update on projects, stating that they concluded the summer youth camp with an ADA celebration in Paris and hope to do similar events in Obion and Gibson County. The camp covered a period of 6 weeks. VR started conducting two classes a week at the McDowell Center in Dyersburg in June, one for resident students and another for day students. It took 6-8 months to get this started but things are going well, and they expect to add a 3rd class in the Fall. They also started a new referral system in March at the Lake County Correctional Center. Initially they weren't getting referrals and realized they needed to be on-site. They are now sending a VR Counselor and two community services staff on-site once a month and have gotten over 30 referrals in the past few months. However, it is difficult to obtain medical information from the prison system, and inmates may not be from the NW area, making it hard to direct them to the right counselor. They are currently meeting with TDOC to discuss expanding to have VR staff to cover all correctional facilities. Additionally, staff is primarily focused on getting customers back to school and connecting them to employment.

Talent Pipelines Report: Ginger Powell, Deputy Director, presented the attached Talent Pipelines report detailing career exploration and Talent Pipelines efforts and programs. There has been a total of 96 GROWWITH enrollments and staff continue to spend time on outreach to increase enrollments. There has been a total of 233 TYEP enrollments, exceeding the goal of 216. There have been 637 individuals (mostly school-aged youth) who explored careers using the TRANFR VR headsets. The Rural Health Training Grant met its goal for the year to conduct four outreach events to promote EMT/Paramedic and Respiratory Care training programs and careers, hoping to reduce the staff shortage of these occupations. We have one more year in the grant, so we are preparing for the next school year. The Justice Involved grant wrapped up June 30th with 112 individuals served and all funds expended. Most were served through manufacturing skills bootcamps and OSHA training held in local jails. We were selected for a new Justice Involved grant for PY24 that is more focused on individuals going to work, so the funding will go more towards OJT, ITAs, and Work Experience, rather than training for currently incarcerated individuals. The new grant will focus on the ABC model-- Any job, Better job, Career. We already work with several second-chance employers for OJT and Work Experience, and staff are working to connect with more. With this funding we will be able to reimburse OJT wages at a higher rate than our usual 50%. Work placement is a challenge when we are working with jails since we often don't know when inmates will be released. Ginger clarified Justice-involved doesn't necessarily mean incarcerated, so we are able to serve a wide range of individuals. The goal for the grant is to serve 50 participants and we will be receiving \$200,000.

Eligible Training Provider List (ETPL) Report:

In-Demand Occupations Criteria: Jennifer Bane reviewed the attached proposed In-Demand Occupations Criteria. Staff have utilized similar procedures for identifying in-demand occupations for several years, but Jennifer is now recommending this process be formalized by the Board to ensure consistency and assist Career Advisors in communicating to customers what occupations / training are approved by the Board for ITA funding. Jennifer reviewed the proposed new criteria and explained that while we have not done this much narrowing down in the past, as our resources are tighter and educational training has changed, we are trying to ensure we are focusing on jobs that are most needed in our area, and that will result in participants being work-ready at the completion of training. The proposed criteria would remove any occupations that require higher training than a bachelor's degree, have less than 10 positions in the local area, are projected to have less than four new jobs in the four-year strategic planning period, have median wages less than \$14.48 (the self-sufficiency threshold), do not align with our regional priority sectors, and do not have related post-secondary training opportunities in the area. These criteria were used to review and make recommendations on the ETPL programs due for renewal, as well as new programs applying to be added to the NW ETPL. The goal is to ensure that the programs on the ETPL align with training for occupations that are authorized for ITAs.

Program Renewals: Laura Speer presented the attached list of programs due for renewal, including corresponding labor market information (LMI) and performance data. LMI was evaluated based on the in-demand occupations criteria included in the handouts. Staff recommends all programs be renewed for the State ETPL, but the programs in red on the attached handout – TCAT Henry/Carroll's Collision Repair Technology program and UT Martin's Veterinary Science & Technology and Video Game Design programs, did not meet the criteria for approval for the Northwest (NW) area and are not recommended for renewal on the Northwest ETPL.

- **MOTION: Ronnie Gunnels moved to approve the renewal of all programs for the State ETPL, and for the NW ETPL except for the three programs indicated in red, as presented and Glad Castellaw seconded the motion. All were in favor and the motion carried. Landy Fuqua abstained from voting and discussion.**

New Program Applications: Ariel McGahey presented the attached list of new programs for Barber School 1, Master Barber (FT, PT, and Cosmetology Crossover) and Barber Instructor, including corresponding review of labor market information and performance data. Based on the labor market data, we do not recommend approval for these programs in the NW area at this time since the data indicates there is not at least one new job projected per year, not one more job than resident worker, and the occupations are not aligned with regional priority sectors. These programs will remain on the State ETPL as approved by another local Board, and any other local areas may elect to use them on their ETPL, if desired.

- **MOTION: Ronnie Gunnels moved to NOT approve the addition of the Barber School 1 program for the NW ETPL as presented and Glad Castellaw seconded the motion. David Parrish opposed. All others were in favor and the motion carried.**

Supportive Services Policy Changes: Jennifer Bane reviewed the proposed policy change to extend the potential timeframe for transportation assistance supportive services for work experience from 60 days to up to 90 days.

- **MOTION: Landy Fuqua moved to approve the changes to the Supportive Services Policy as presented and Ronnie Gunnels seconded the motion. All were in favor and the motion carried.**

LFPR (Labor Force Participation Rate) Strategic Priorities – Organizational Culture: Jennifer Bane requested feedback on effective and innovative strategies and what the Board and AJCs can / should do to assist employers regarding organizational culture. The attached handout describes what is meant by 'organizational culture' as it relates to high quality jobs according to the QUEST National Dislocated Worker Grant (DWG) and U.S Department of Commerce. Jennifer noted that the AJC committee mentioned acknowledging work anniversaries, and surveys with a third party. Any feedback can be submitted to Jennifer.

Other Business: Kelly Buffington asked for clarification regarding the income threshold included in the in-demand occupations criteria. Jennifer Bane explained that number comes from the Board's self-sufficiency policy, which is 200% of the Federal poverty level. The amount is updated annually.

Opportunity for Public Comment: No public comments were received.

Future Meeting Dates & Upcoming Events: Jennifer Bane reviewed the future meeting dates and upcoming events listed on the agenda. Due to conflicts with state meetings, the date for the board meeting has been moved. Committee meetings have also been moved to November 6th.

*Respectfully submitted,
Lana Burchfiel, Public Information Specialist*

Talent Pipelines

GROWTH

GROWING RELATIONAL AND OCCUPATIONAL WEALTH IN WEST TENNESSEE HOUSEHOLDS



**Number
Enrolled to Date:**
187 / 219

Tennessee Youth Employment Program



240 / 216

New Enrollments

\$582,657.57 / \$687,094.00

Expended

TRANSFR Virtual Reality Headsets



0

High Schools/
Organizations
Participating

0 / 225

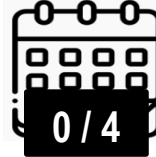
Active Explorers

0

Careers Explored

Rural Public Health Workforce Training Network Grant

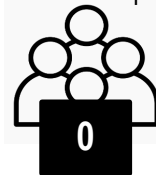
Events Held



High Schools Participating



Students Participating



Expended



\$0 / \$18,000

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

4 / 50
Individual Served

\$0 / \$180,000
Expended



Labor Force Update

107,143 ▲

Number in the Labor Force

102,897 ▲

Number Employed

4,246 ▼

Number Unemployed

4.0% ▼

Unemployment Rate Sept 2024

Program Highlights

American Job Centers

On Wednesday, August 21st, the GROWWTH program team collaborated with the Northwest TN Workforce Board's Business Services staff to organize a successful multi-employer job fair at the American Job Center in Dyersburg. The event featured fifteen employers from various sectors, including retail, manufacturing, healthcare, food service, and transportation. Attracting over 270 job seekers, the fair resulted in 16 individuals being hired on the spot by companies such as White & Associates, Schneider Trucking, At Home Healthcare, Chick-Fil-A, and PPL. Furthermore, employers indicated plans to hire an additional 193 individuals. "With record attendance, the GROWWTH team connected with jobseekers and shared workforce development and career advancement opportunities achievable through GROWWTH services," said Ginger Powell, Deputy Director. "The hiring event was a tremendous success for our employer partners and jobseekers alike."



Training Services



Brian Belong's journey into the world of work was more than just a means to earn an income; it was a heartfelt mission driven by his passion for nurturing young minds. Raised in an environment that encouraged his own development as a soccer player, Brian sought to give back by helping kids grow and learn.

It all began when his mother discovered the Work Experience program at church. Knowing her son's love for soccer and his desire to support youth, she encouraged him to get involved. Through Career Advisor Rhonda Mitchum, Brian secured an interview with Carl Anderson at the Real Hope Center. It was here that Brian found his calling, working in the after-school program where he guided children through homework and extracurricular activities.

Brian's approach to working with kids was simple: "Let's go and have fun and work together as a team." He recognized that teaching wasn't just a one-way street; he learned as much from the kids as they did from him. His efforts did not go unnoticed. Kayla Nation, the Youth Services Librarian, praised Brian's ability to create a calm and inviting atmosphere for the children. "He always gave the kids time;" she noted, highlighting his knack for making learning enjoyable.

After completing his time at the Real Hope Center, Brian continued to expand his experience with the W.G. Rhea Library Summer Program. He discovered a magical environment dedicated to young readers, filled with colorful books and creative activities. Each day brought new challenges, fueling Brian's passion for learning. He found joy in reading to the children, witnessing their engagement and creativity firsthand.

"The work experience program provided me with my first employment opportunity," Brian said. "It really boosted my confidence and helped me feel comfortable applying for jobs while in college." His dedication and hard work paid off—after graduating high school, Brian earned a full athletic scholarship for soccer and began college this fall.

Brian credits his success to the opportunities provided by WIOA, the Real Hope Center, and the W.G. Rhea Library. With a bright future ahead, he is eager to continue his journey, fueled by the belief that every child, like himself, has the potential to soar.

Business Services

The NW Workforce Board's partnership with Amteck for the 2024 pre-apprenticeship class has been highly successful. Classroom training began in June and continued into July, with 14 students enrolled in the Title I program. All 14 students completed both the classroom training and work experience components of the pre-apprenticeship.

Participants received work experience wages, work attire, and essential starter tools. Amteck staff provided on-site instruction, mentorship, and hands-on experience in the field.

As a result of the program, graduates accepted full-time positions with Amteck and are now enrolling in a four-year electrician apprenticeship program to become journeyman electricians.



Sector	SOC	Description	2024 Jobs	2027 Jobs	2024 - 2027 Change	Approved per Year (AVG)	Median Hourly Earnings	Median Annual Earnings	Avg. Annual Openings	Annual Replacement Jobs	Typical Entry Level Education	Typical On-The-Job Training	Work Experience Required
Skilled Trades	53-3032	Heavy and Tractor-Trailer Truck Drivers	2,005	2,099	95	24	\$23.05	\$47,949.34	247	212	Postsecondary nondegree award	Short-term on-the-job training	None
Skilled Trades	49-9071	Maintenance and Repair Workers, General	1,302	1,381	79	20	\$22.04	\$45,835.82	146	120	High school diploma or equivalent	Moderate-term on-the-job training	None
Healthcare & Social Assistance	29-1141	Registered Nurses	1,235	1,313	78	19	\$31.52	\$65,557.50	99	68	Bachelor's degree	None	None
Skilled Trades	49-9041	Industrial Machinery Mechanics	387	438	51	13	\$29.29	\$60,928.52	48	31	High school diploma or equivalent	Long-term on-the-job training	None
Skilled Trades	47-2061	Construction Laborers	1,035	1,084	48	12	\$17.10	\$35,565.80	108	90	No formal educational credential	Short-term on-the-job training	None
Healthcare & Social Assistance	31-1131	Nursing Assistants	1,080	1,122	42	11	\$15.46	\$32,146.56	173	155	Postsecondary nondegree award	None	None
Manufacturing	51-4121	Welders, Cutters, Solderers, and Brazers	678	720	41	10	\$20.47	\$42,576.86	81	67	High school diploma or equivalent	Moderate-term on-the-job training	None
Manufacturing	51-9199	Production Workers, All Other	1,064	1,103	39	10	\$17.22	\$35,808.78	130	115	High school diploma or equivalent	Moderate-term on-the-job training	None
Information	15-1252	Software Developers	158	195	37	9	\$47.46	\$98,708.11	21	9	Bachelor's degree	None	None
Professional & Technical	13-2011	Accountants and Auditors	470	506	35	9	\$31.89	\$66,338.46	49	37	Bachelor's degree	None	None
Manufacturing	51-4041	Machinists	360	393	33	8	\$23.06	\$47,964.66	47	36	High school diploma or equivalent	Long-term on-the-job training	None
Professional & Technical	43-9061	Office Clerks, General	1,746	1,779	33	8	\$15.27	\$31,756.79	221	209	High school diploma or equivalent	Short-term on-the-job training	None
Professional & Technical	13-1082	Project Management Specialists	264	293	29	7	\$36.85	\$76,646.72	28	19	Bachelor's degree	None	None
Healthcare & Social Assistance	29-2061	Licensed Practical and Licensed Vocational Nurses	908	934	26	7	\$22.57	\$46,947.19	81	70	Postsecondary nondegree award	None	None
Professional & Technical	17-2112	Industrial Engineers	212	237	25	6	\$40.13	\$83,470.10	20	12	Bachelor's degree	None	None
Skilled Trades	47-2031	Carpenters	614	638	24	6	\$20.02	\$41,631.22	62	51	High school diploma or equivalent	Apprenticeship	None
Healthcare & Social Assistance	21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	215	239	24	6	\$19.77	\$41,114.57	26	18	Bachelor's degree	None	None
Manufacturing	51-2028	Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers	193	217	24	6	\$16.52	\$34,363.63	30	21	High school diploma or equivalent	Moderate-term on-the-job training	None
Professional & Technical	13-1199	Business Operations Specialists, All Other	210	233	23	6	\$25.23	\$52,472.61	26	19	Bachelor's degree	None	None
Professional & Technical	13-1161	Market Research Analysts and Marketing Specialists	185	208	23	6	\$26.58	\$55,290.14	25	17	Bachelor's degree	None	None
Professional & Technical	43-3031	Bookkeeping, Accounting, and Auditing Clerks	1,068	1,090	22	6	\$19.48	\$40,521.90	132	125	Some college, no degree	Moderate-term on-the-job training	None
Professional & Technical	13-1071	Human Resources Specialists	342	364	22	5	\$28.09	\$58,418.05	36	29	Bachelor's degree	None	None
Skilled Trades	47-2073	Operating Engineers and Other Construction Equipment Operators	362	379	17	4	\$21.09	\$43,871.23	37	31	High school diploma or equivalent	Moderate-term on-the-job training	None
Skilled Trades	11-9021	Construction Managers	350	367	17	4	\$29.13	\$60,583.20	31	25	Bachelor's degree	Moderate-term on-the-job training	None
Professional & Technical	17-2141	Mechanical Engineers	87	104	16	4	\$44.96	\$93,512.95	11	5	Bachelor's degree	None	None
Skilled Trades	49-3023	Automotive Service Technicians and Mechanics	699	715	16	4	\$20.05	\$41,694.24	67	59	Postsecondary nondegree award	Short-term on-the-job training	None
Skilled Trades	49-9051	Electrical Power-Line Installers and Repairers	158	174	15	4	\$30.95	\$64,366.92	18	12	High school diploma or equivalent	Long-term on-the-job training	None
Healthcare & Social Assistance	31-9092	Medical Assistants	388	403	15	4	\$15.61	\$32,460.47	56	50	Postsecondary nondegree award	None	None
Information	15-1232	Computer User Support Specialists	181	196	15	4	\$23.54	\$48,965.45	17	12	Some college, no degree	None	None
Skilled Trades	49-3041	Farm Equipment Mechanics and Service Technicians	157	172	15	4	\$22.88	\$47,581.27	18	13	High school diploma or equivalent	Long-term on-the-job training	None
Professional & Technical	43-6013	Medical Secretaries and Administrative Assistants	451	466	15	4	\$15.77	\$32,792.89	54	48	High school diploma or equivalent	Moderate-term on-the-job training	None
Healthcare & Social Assistance	21-1093	Social and Human Service Assistants	130	144	14	4	\$17.18	\$35,737.37	18	14	High school diploma or equivalent	Short-term on-the-job training	None
Manufacturing	51-9161	Computer Numerically Controlled Tool Operators	147	161	14	4	\$23.78	\$49,465.23	18	14	High school diploma or equivalent	Moderate-term on-the-job training	None
Healthcare & Social Assistance	31-2021	Physical Therapist Assistants	140	152	13	3	\$27.24	\$56,656.63	24	20	Associate's degree	None	None
Skilled Trades	49-9043	Maintenance Workers, Machinery	166	179	13	3	\$39.00	\$81,127.25	20	16	High school diploma or equivalent	Long-term on-the-job training	None
Healthcare & Social Assistance	29-2052	Pharmacy Technicians	330	343	12	3	\$17.35	\$36,095.05	34	30	High school diploma or equivalent	Moderate-term on-the-job training	None
Healthcare & Social Assistance	21-1021	Child, Family, and School Social Workers	198	209	12	3	\$24.53	\$51,016.94	19	15	Bachelor's degree	None	None
Skilled Trades	49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	209	221	12	3	\$22.18	\$46,138.37	21	17	High school diploma or equivalent	Long-term on-the-job training	None
Skilled Trades	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	283	294	11	3	\$18.94	\$39,398.18	29	24	Postsecondary nondegree award	Long-term on-the-job training	None
Professional & Technical	17-3026	Industrial Engineering Technologists and Technicians	166	176	11	3	\$24.27	\$50,488.43	19	15	Associate's degree	None	None
Healthcare & Social Assistance	31-9091	Dental Assistants	149	160	11	3	\$18.46	\$38,388.31	25	21	Postsecondary nondegree award	None	None
Information	15-1299	Computer Occupations, All Other	119	129	10	3	\$26.27	\$54,634.91	11	8	Bachelor's degree	None	None
Information	15-1211	Computer Systems Analysts	94	104	10	2	\$43.40	\$90,276.47	9	6	Bachelor's degree	None	None
Manufacturing	51-4111	Tool and Die Makers	163	173	9	2	\$24.51	\$50,970.45	21	17	Postsecondary nondegree award	Long-term on-the-job training	None
Professional & Technical	13-1081	Logisticians	71	81	9	2	\$28.18	\$58,618.47	9	6	Bachelor's degree	None	None

Healthcare & Social Assistance	29-1292	Dental Hygienists	133	142	9	2	\$33.95	\$70,610.28	12	9	Associate's degree	None	None
Professional & Technical	17-2051	Civil Engineers	81	89	8	2	\$38.70	\$80,504.63	8	5	Bachelor's degree	None	None
Professional & Technical	19-5011	Occupational Health and Safety Specialists	62	70	8	2	\$37.59	\$78,181.68	9	7	Bachelor's degree	None	None
Healthcare & Social Assistance	29-2042	Emergency Medical Technicians	125	132	7	2	\$15.74	\$32,742.32	12	9	Postsecondary nondegree award	None	None
Skilled Trades	49-9099	Installation, Maintenance, and Repair Workers, All Other	143	150	7	2	\$19.63	\$40,836.33	16	14	High school diploma or equivalent	Moderate-term on-the-job training	None
Professional & Technical	17-3022	Civil Engineering Technologists and Technicians	138	145	7	2	\$21.05	\$43,776.12	15	13	Associate's degree	None	None
Skilled Trades	47-2152	Plumbers, Pipefitters, and Steamfitters	272	279	7	2	\$20.79	\$43,237.07	28	23	High school diploma or equivalent	Apprenticeship	None
Healthcare & Social Assistance	21-1092	Probation Officers and Correctional Treatment Specialists	95	102	7	2	\$25.35	\$52,720.36	10	7	Bachelor's degree	Short-term on-the-job training	None
Healthcare & Social Assistance	29-1126	Respiratory Therapists	80	87	7	2	\$28.12	\$58,482.28	7	4	Associate's degree	None	None
Professional & Technical	17-2071	Electrical Engineers	65	71	6	2	\$46.43	\$96,569.01	6	4	Bachelor's degree	None	None
Skilled Trades	47-2111	Electricians	506	513	6	2	\$25.23	\$52,485.69	49	44	High school diploma or equivalent	Apprenticeship	None
Skilled Trades	49-3042	Mobile Heavy Equipment Mechanics, Except Engines	66	73	6	2	\$23.47	\$48,823.11	8	6	High school diploma or equivalent	Long-term on-the-job training	None
Professional & Technical	17-3023	Electrical and Electronic Engineering Technologists and Technicians	104	110	6	1	\$25.58	\$53,204.19	12	10	Associate's degree	None	None
Healthcare & Social Assistance	29-2043	Paramedics	161	166	6	1	\$21.51	\$44,746.35	10	7	Postsecondary nondegree award	None	None
Professional & Technical	13-2052	Personal Financial Advisors	59	65	5	1	\$32.84	\$68,314.00	6	4	Bachelor's degree	Long-term on-the-job training	None
Skilled Trades	49-9052	Telecommunications Line Installers and Repairers	67	72	5	1	\$26.46	\$55,036.55	8	6	High school diploma or equivalent	Long-term on-the-job training	None
Healthcare & Social Assistance	29-2018	Clinical Laboratory Technologists and Technicians	101	106	5	1	\$28.20	\$58,652.07	9	7	Bachelor's degree	None	None
Professional & Technical	17-2199	Engineers, All Other	51	56	5	1	\$37.78	\$78,579.98	5	Insf. Data	Bachelor's degree	None	None
Professional & Technical	19-4031	Chemical Technicians	64	69	5	1	\$26.55	\$55,231.10	9	8	Associate's degree	Moderate-term on-the-job training	None
Professional & Technical	13-2051	Financial and Investment Analysts	40	44	5	1	\$39.56	\$82,280.41	4	Insf. Data	Bachelor's degree	None	None
Information	15-2031	Operations Research Analysts	43	47	4	1	\$31.09	\$64,675.48	4	Insf. Data	Bachelor's degree	None	None
Professional & Technical	17-1011	Architects, Except Landscape and Naval	32	36	4	1	\$35.40	\$73,640.86	3	Insf. Data	Bachelor's degree	Internship/residency	None
Healthcare & Social Assistance	31-2011	Occupational Therapy Assistants	44	48	4	1	\$30.19	\$62,786.71	8	6	Associate's degree	None	None
Manufacturing	51-9162	Computer Numerically Controlled Tool Programmers	16	20	4	1	\$26.61	\$55,340.95	3	Insf. Data	Postsecondary nondegree award	Moderate-term on-the-job training	None
Professional & Technical	13-1121	Meeting, Convention, and Event Planners	64	68	4	1	\$15.25	\$31,722.50	8	7	Bachelor's degree	None	None
Information	15-2051	Data Scientists	30	34	4	1	\$40.33	\$83,896.29	3	Insf. Data	Bachelor's degree	None	None
Healthcare & Social Assistance	31-1133	Psychiatric Aides	22	26	4	1	\$14.86	\$30,912.57	5	3	High school diploma or equivalent	Short-term on-the-job training	None
Healthcare & Social Assistance	29-2034	Radiologic Technologists and Technicians	132	136	4	1	\$24.14	\$50,220.82	10	7	Associate's degree	None	None
Professional & Technical	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	1,151	1,156	4	1	\$17.52	\$36,433.11	132	128	High school diploma or equivalent	Short-term on-the-job training	None
Healthcare & Social Assistance	29-2072	Medical Records Specialists	62	66	4	1	\$19.07	\$39,657.18	6	4	Postsecondary nondegree award	None	None
Professional & Technical	17-3011	Architectural and Civil Drafters	24	27	4	1	\$25.05	\$52,101.61	3	Insf. Data	Associate's degree	None	None

In-Demand Occupations Criteria

1. Typically requires no higher than a Bachelor's degree.

- * WIOA Title I does not count anything above a bachelor's degree as a credential in federal performance measures.
- * Individuals must be able to immediately enter the workforce.

2. Has a minimum of 10 positions in the local area.

3. Has positive growth of at least 4 in the planning period (2024-2027), or 1 per year.

4. Has median hourly wages above the self-sufficiency threshold (\$14.48).

5. Typically requires no work experience at entry.

6. Aligns with regional priority sectors:

- a. Healthcare & Social Assistance
- b. Manufacturing
- c. Transportation & Skilled Trades
- d. Information
- e. Professional, Scientific, & Technical Services

7. Related to postsecondary training opportunities.

Approved number to fund per year determined based on change between 2024 - 2027 divided by four years.

All criteria can be appealed through the ITA appeals process.

Vetted and Approved by the Local Workforce Development Board: September 12, 2024


Jimmy Williamson, Chair
Northwest Tennessee Workforce Board

Bethel University ETPL Program Renewals

Program Name	SOC / Occupation	Duration	Total Cost	2024 Jobs	2027 Jobs	2024-2027 Change	Median Hourly Earnings	In-Demand Criteria* Met?	Overall Completion Rate	Overall Employment 2nd QTR after Exit	WIOA Total Enrolled	WIOA Completion Rate*	WIOA 2nd QRT Employment Rate*	Performance Criteria** Met?	Recommended for Renewal?
Associate of Arts in Customer Relationship Management	13-1199 Business Operations Specialists, All Other	100 Weeks	\$21,000	210	233	42	\$ 17.30	Yes	0%	90%	0	0%	0%	N/A - less than 10 WIOA students	Yes
B.S. NURSING	29-1141 Registered Nurses	24 Months	\$36,336	1,234	1,313	78	\$ 31.52	Yes	72%	96%	11	58%	100%	Yes	Yes
Bachelor of Science Business Administration	13-1199 Business Operations Specialists, All Other	4 Semesters/T erms	\$44,800	210	233	42	\$ 25.23	Yes	55%	69%	0	0%	0%	N/A - less than 10 WIOA students	Yes
CRIMINAL JUSTICE	21-1092 Probation Officers and Correctional Treatment Specialists	48 Months	\$44,800	95	102	7	\$ 25.35	Yes	52%	74%	3	100%	100%	N/A - less than 10 WIOA students	Yes
SUCCESS PROGRAM	N/A - no specific related occupation	48 Months	\$44,800	N/A - no specific related occupation				No	17%	77%	2	100%	100%	N/A - less than 10 WIOA students	No - not related to a specific in-demand occupation as required by WIOA (appears to no longer be offered either).

Dyersburg State Community College ETPL Program Renewals

AAS IN ADV. EMERGENCY MEDICAL TECH. CONCENTRATION	29-2042 Emergency Medical Technicians	4 Semesters/T erms	\$10,700	125	132	7	\$24.51	Yes	98%	95%	4	67%	100%	N/A - less than 10 WIOA students	Yes
AAS-PARAMEDIC CONCENTRATION	29-2043 Paramedics	4 Semesters/T erms	\$10,700	161	166	6	\$21.51	Yes	75%	100%	1	0%	100%	N/A - less than 10 WIOA students	Yes
ASSOCIATE OF APPLIED SCIENCE - BUSINESS	43-3031 Bookkeeping, Accounting, and Auditing Clerks	4 Semesters/T erms	\$13,067	1,068	1,090	22	\$ 19.48	Yes	98%	78%	6	75%	67%	N/A - less than 10 WIOA students	Yes
ASSOCIATE OF APPLIED SCIENCE - COMPUTER INFORMATION TECHNOLOGY	15-1232 Computer User Support Specialists	4 Semesters/T erms	\$13,067	181	196	15	\$ 23.54	Yes	73%	64%	2	0%	67%	N/A - less than 10 WIOA students	Yes
ASSOCIATE OF APPLIED SCIENCE - EARLY CHILDHOOD EDUCATION	11-9031 Education and Childcare Administrators, Preschool and Daycare	4 Semesters/T erms	\$13,067	28	28	0	\$21.16	No	100%	73%	3	100%	75%	N/A - less than 10 WIOA students	No - not on in-demand list due to not aligning with priority sectors for the region and no estimated job growth.
ASSOCIATE OF APPLIED SCIENCE - HEALTH INFORMATION TECHNOLOGY	29-2072 Medical Records Specialists	4 Semesters/T erms	\$13,067	62	66	4	\$ 19.07	Yes	88%	86%	1	50%	0%	N/A - less than 10 WIOA students	Yes
ASSOCIATE OF APPLIED SCIENCE - NURSING	29-1141 Registered Nurses	4 Semesters/T erms	\$13,767	1,235	1,313	78	\$ 31.52	Yes	92%	99%	89	77%	99%	Yes	Yes
ASSOCIATE OF APPLIED SCIENCE IN ENGINEERING SYSTEMS TECHNOLOGY	17-3026 Industrial Engineering Technologists and Technicians	4 Semesters/T erms	\$12,000	166	176	11	\$ 24.27	Yes	100%	75%	3	100%	67%	N/A - less than 10 WIOA students	Yes
ASSOCIATE OF APPLIED SCIENCE- CRIMINAL JUSTICE	21-1092 Probation Officers and Correctional Treatment Specialists	4 Semesters/T erms	\$13,067	95	102	7	\$ 25.35	Yes	83%	75%	0	0%	100%	N/A - less than 10 WIOA students	Yes

COMPUTER SYSTEMS OPERATIONS & MAINTENANCE TECHNICAL CERTIFICATE	15-1232 Computer User Support Specialists	2 Semesters/Terms	\$6,400	181	196	15	\$23.54	Yes	0%	0%	0	0%	0%	N/A - less than 10 WIOA students	Yes
CORRECTIONS AND LAW ENFORCEMENT CERTIFICATE	33-3051 Police and Sheriff's Patrol Officers	2 Semesters/Terms	\$6,400	491	500	9	\$21.47	No	0%	0%	0	0%	0%	N/A - less than 10 WIOA students	No - not on in-demand list due to not aligning with priority sectors for the region.
EARLY CHILDHOOD EDUCATION TECHNICAL CERTIFICATE	39-9011 Childcare Workers	2 Semesters/Terms	\$6,585	657	635	-21	\$11.18	No	50%	50%	1	0%	100%	N/A - less than 10 WIOA students	No - not on in-demand list due to negative growth.
ELECTRONIC HEALTH RECORD TECHNICAL CERTIFICATE	29-2072 Medical Records Specialists	2 Semesters/Terms	\$6,400	62	66	4	\$19.07	Yes	0%	0%	0	0%	0%	N/A - less than 10 WIOA students	Yes
EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC CERTIFICATE	29-2042 Emergency Medical Technicians	3 Semesters/Terms	\$8,200	125	132	7	\$24.51	Yes	97%	88%	3	67%	100%	N/A - less than 10 WIOA students	Yes
MEDICAL CODING TECHNICAL CERTIFICATE	29-2072 Medical Records Specialists	2 Semesters/Terms	\$7,055	62	66	4	\$19.07	Yes	100%	75%	0	0%	0%	N/A - less than 10 WIOA students	Yes
Surgical Technology Program- Associate of Applied Science	29-2055 Surgical Technologists	4 Semesters/Terms	\$12,426	15	16	1	\$42.78	No	0%	0%	0	0%	0%	N/A - less than 10 WIOA students	No - not on in-demand list due to not enough growth.

***In-Demand Criteria**

Minimum of 10 jobs in the local area
Positive job growth of at least 1 new job per year
At least 1 more job than resident worker per year
Median wage is above the self-sufficiency wage (\$14.48)
Aligns with one of the regional priority sectors listed below:
Healthcare & Social Assistance Manufacturing
Skilled Trades & Transportation Information
Professional, Scientific, & Technical Services

****Performance Criteria**

For programs with at least 10 WIOA-funded students.
All student completion and employment rate greater than or equal to 60% (PY 2022).
WIOA student completion and employment rate greater than or equal to 40%.

**Eligible Training Provider
New Program Review Form**

Training Provider Name: TCAT Henry / Carroll

Training Program Name: HVAC / Refrigeration

A. Requirements for Consideration of Initial Eligibility for State ETPL:

	Yes	No
1. Is the ETP's information in Jobs4TN complete and accurate?	<u>X</u>	<u> </u>
2. Does the ETP possess current approval or exemption from the appropriate State or federal licensing agency?	<u>X</u>	<u> </u>
3. Is the program's information in Jobs4TN complete and accurate, including cost and performance information?	<u>X</u>	<u> </u>
4. Does the program lead to a WIOA-recognized credential? If yes, specify:	<u>X</u>	<u> </u>
5. Is the program's information in Jobs4TN complete and accurate, including cost and performance information?	<u>X</u>	<u> </u>
6. Is there a process in place for tracking the number of students and WIOA participants, and their progress, completion, placement, and earnings for required performance measures?	<u>X</u>	<u> </u>
7. If an existing program, are the required performance metrics of at least 60% completion and placement rates met?	<u> </u>	<u> </u>
a. <u>Completion Rate: 64%</u>		
b. <u>Placement Rate: 82%</u>		
8. Is the program offered in partnership with a business?		
a. <u>If yes, business name(s): N/A</u>	<u> </u>	<u>X</u>
9. Does the program align with in-demand industry sectors and occupations in the State?	<u>X</u>	<u> </u>
Recommended for addition to the State ETPL? If no, provide justification for recommended denial:	<u>X</u>	<u> </u>

B. Requirements for Consideration of Initial Eligibility for Local ETPL:

	Yes	No
1. Does the program meet the requirements for inclusion on the State ETPL as		

described above?

X

2. Is the program cost comparable to similar training programs, particularly in the local area, or region?

X

a. Program Cost: \$7,810
b. Comparable Program Cost: \$6,976 (TCAT NW, HVAC)

3. Is the program length comparable to similar training programs, particularly in the local area, or region?

X

a. Program Length: 16 Months
b. Comparable Program Length: 16 Months

4. Does the program align with in-demand industry sectors and lead directly to high-quality jobs in in-demand occupation in the local area?

X

a. Related occupation(s): HVAC and Refrigeration Mechanics and Installers

b. Documentation of labor market demand (all must be met):

- o Minimum of 10 jobs in the local area?
 - o Positive job growth of at least 1 new job per year?
 - o Median wage is above the self-sufficiency wage?
 - o Aligns with one of the regional priority sectors listed below?
- Healthcare & Social Assistance
Manufacturing
Skilled Trades & Transportation
Information
Professional, Scientific, & Technical Services

X

X

X

X

X

X

X

X

Sector	SOC	Description	2024 Jobs	2027 Jobs	2024 - 2027 Change	Approved per Year (AVG)	2024 - 2027 % Change	Avg. Hourly Earnings	Median Hourly Earnings	Median Annual Earnings	Avg. Annual Openings
Skilled Trades	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	283	294	11	3	4%	\$21.81	\$18.94	\$39,398.18	29

Recommended for addition to the Local ETPL? If no, provide justification for recommended denial:

X

Note: NW-funded students between July 2021 and June 2023 resulted in 94% completion rate (15/16), 87.5% employment rates for second quarter after exit (14/16), and 92% training related employment at exit (12 of 13 employed at exit).

ETPL Application

Education Program Information		
Provider: TENNESSEE COLLEGE OF APPLIED TECHNOLOGY at Henry/Carroll	Program: HVAC/Refrigeration	Program ID: 1012008
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: 470201 - Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	Education Program Name: HVAC/Refrigeration
Education Program Description: A program that prepares individuals to apply technical knowledge and skills to repair install service and maintain the operating condition of heating air conditioning and refrigeration systems. Includes instruction in diagnostic techniques the use of testing equipment and the principles of mechanics electricity and electronics as they relate to the repair of heating air conditioning and refrigeration systems.		
Potential Outcome(s): An industry-recognized certificate or certification; A measurable skills gain leading to employment	This program leads to a credential or degree: Yes	Name of Associated Credential: Heating Ventilation Airconditioning/Refrigeration Diploma
Completion Level: TTC Diploma	Attain Credential: Occupational Skills certificate or credential	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:

ETPL Application

Program Model:	Apprenticeship program sponsored by another organization:	
Program Sponsor Name:	Address 1:	Address 2:
Zip:	City:	State:

Additional Details

Financial Aid Available: Pell Grant	URL of Training Program: https://tcathenrycarroll.edu	Program Prerequisites: None
Date and Program First Offered: 09/03/2024	Please provide a reasonable explanation regarding why this is a new program: This is not a new program. This program is being added as a result of a merger between TCAT Henry/Carroll and TCAT McKenzie	Minimum Class Size: 5
Maximum Class Size: 20	Number Of Instructors: 1	
Describe the minimum entry level requirements or prerequisites:	Drug/Alcohol Screening Required:	Accessibility: On-Site Parking
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				
49902100	Heating, Air Conditioning, and Refrigeration Mechanics and Installers					
Selected Occupation is not noted as in local bright outlook – provide evidence that it is in demand					Bright Outlook	

Occupation Skills

Skill Description:	0671, repair refrigeration or HVAC equipment, 0870, install household appliances, 1185, control HVAC equipment	

ETPL Application

Completion Expectation		
Number of Credits:	Credit Earned Duration: Semester	Hourly wage :
Scheduling		
Class Time: 30	Lab Time:	Other Time:
Class Frequency: Weekly		
Clock/Contact Hours: 30	Full-time weeks: 56	Program Format: In-person
Duration		
Duration Title: Class Schedule Offering	Primary Duration: True	Duration: 16
Schedule Intensity: Full-Time	Weekly Schedule: Mon-Friday 8:00 am - 2:30 pm	Class Offered: Day
Location		
Location Name: TN College of Applied Technology Henry/Carroll	Address: 16940 Highland Drive, , Mc Kenzie, TN, 38201	Billing Address: 16940 Highland Drive, , Mc Kenzie, TN, 38201
External Approvals		
State Approving Agency: Tennessee Board of Regents	State Approving Agency Status:	Approval Expiration Date: 01/01/1900
Other State Approving Agency Approved Programs: No	DOE Approved: No	Community College Chancellor's Office Approved: Yes
Community College ID: NO	Listed on another state's ETPL? NO	
Cost Details		
Cost Structure(s):	Total Cost: \$7,810.00	
Line item	Amount	
Books/Fee	\$6,160.00	
Books	\$1650.00	
Tools	\$0.00	

**Eligible Training Provider
New Program Review Form**

Training Provider Name: TCAT Henry / Carroll

Training Program Name: Automotive Technology

A. Requirements for Consideration of Initial Eligibility for State ETPL:

	Yes	No
1. Is the ETP's information in Jobs4TN complete and accurate?	<u>X</u>	<u> </u>
2. Does the ETP possess current approval or exemption from the appropriate State or federal licensing agency?	<u>X</u>	<u> </u>
3. Is the program's information in Jobs4TN complete and accurate, including cost and performance information?	<u>X</u>	<u> </u>
4. Does the program lead to a WIOA-recognized credential? If yes, specify:	<u>X</u>	<u> </u>
5. Is the program's information in Jobs4TN complete and accurate, including cost and performance information?	<u>X</u>	<u> </u>
6. Is there a process in place for tracking the number of students and WIOA participants, and their progress, completion, placement, and earnings for required performance measures?	<u>X</u>	<u> </u>
7. If an existing program, are the required performance metrics of at least 60% completion and placement rates met?	<u> </u>	<u>X</u>
a. <u>Completion Rate: 31% (WIOA rate for PY 21-22 = 100%)</u>		
b. <u>Placement Rate: 80% (WIOA rate for PY 21-22 = 100%)</u>		
8. Is the program offered in partnership with a business?		
a. <u>If yes, business name(s): N/A</u>	<u> </u>	<u>X</u>
9. Does the program align with in-demand industry sectors and occupations in the State?	<u>X</u>	<u> </u>

Recommended for addition to the State ETPL? If no, provide justification for recommended denial:

Note: Overall completion rate of 31% is below required 60%, however performance of the two NW-funded students between July 2021 and June 2023 resulted in 100% completion and related employment rates.

B. Requirements for Consideration of Initial Eligibility for Local ETPL:

	Yes	No
1. Does the program meet the requirements for inclusion on the State ETPL as described above?	<u>X</u>	<u> </u>
2. Is the program cost comparable to similar training programs, particularly in the local area, or region?	<u>X</u>	<u> </u>
a. <u>Program Cost: \$5,714</u>		
b. <u>Comparable Program Cost: \$5,935 (TCAT NW, Auto. Tech.)</u>		
3. Is the program length comparable to similar training programs, particularly in the local area, or region?	<u>X</u>	<u> </u>
a. <u>Program Length: 20 Months</u>		

b. Comparable Program Length: 16 Months

4. Does the program align with in-demand industry sectors and lead directly to high-quality jobs in in-demand occupation in the local area? X

a. Related occupation(s): Automotive Service Technicians & Mechanics

b. Documentation of labor market demand (all must be met):

- o Minimum of 10 jobs in the local area? X
- o Positive job growth of at least 1 new job per year? X
- o Median wage is above the self-sufficiency wage? X
- o Aligns with one of the regional priority sectors listed below?
 - Healthcare & Social Assistance X
 - Manufacturing X
 - Skilled Trades & Transportation X
 - Information X
 - Professional, Scientific, & Technical Services X

Sector	SOC	Description	2024 Jobs	2027 Jobs	2024 - 2027 Change	Approved per Year (AVG)	2024 - 2027 % Change	Avg. Hourly Earnings	Median Hourly Earnings	Median Annual Earnings	Avg. Annual Openings
Skilled Trades	49-3023	Automotive Service Technicians and Mechanics	699	715	16	4	2%	\$21.02	\$20.05	\$41,694.24	67

Recommended for addition to the Local ETPL? If no, provide justification for recommended denial: X

Note: NW-funded students between July 2021 and June 2023 resulted in 100% completion rate (2/2), 50% employment rates for second quarter after exit (1/2), and 100% training related employment in fourth quarter after exit (2/2).

ETPL Application

Education Program Information		
Provider: TENNESSEE COLLEGE OF APPLIED TECHNOLOGY at Henry/Carroll	Program: Automotive Technology	Program ID: 1012005
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: 470604 - Automobile/Automotive Mechanics Technology/Technician	Education Program Name: Automotive Technology
Education Program Description: A program that prepares individuals to apply technical knowledge and skills to repair service and maintain all types of automobiles. Includes instruction in brake systems electrical systems engine performance engine repair suspension and steering automatic and manual transmissions and drive trains and heating and air condition systems.		
Potential Outcome(s): An industry-recognized certificate or certification; A measurable skills gain leading to employment	This program leads to a credential or degree: Yes	Name of Associated Credential: Automotive Technician Diploma
Completion Level:	Attain Credential: Occupational Skills certificate or credential	Other, Specify
Certification/License Title:	Certification/License Type:	Green Job Training:
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:

ETPL Application

Program Model:	Apprenticeship program sponsored by another organization:	
Program Sponsor Name:	Address 1:	Address 2:
Zip:	City:	State:

Additional Details

Financial Aid Available: Pell Grant	URL of Training Program: https://tcathenrycarroll.edu	Program Prerequisites: None
Date and Program First Offered: 09/03/2024	Please provide a reasonable explanation regarding why this is a new program: Not a new program-adding due to merge between TCAT Henry/Carroll and TCAT McKenzie	Minimum Class Size: 5
Maximum Class Size: 20	Number Of Instructors: 1	
Describe the minimum entry level requirements or prerequisites:	Drug/Alcohol Screening Required:	Accessibility: On-Site Parking
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				
49302300	Automotive Service Technicians and Mechanics					
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:	0032, align vehicle frame, 0033, align or adjust clearances of mechanical components or parts, 0034, align or adjust clearances of vehicle body parts or components, 0123, apply cleaning solvents, 0249, follow vehicle repair procedures, 0250, use knowledge of ventilation systems, 0551, coordinate equipment or personnel in mechanical repair setting, 0740, estimate cost for repair services, 0742, estimate materials or labor requirements, 0884, maintain or repair cargo or passenger vehicle, 0983, maintain repair records, 1317, estimate time or cost for installation, repair, or construction projects, 1580, splice electric cable, 1813, use pneumatic tools, 1814, use precision measuring devices in mechanical repair work, 1818, use pressure gauges, 1868, use vehicle repair tools or safety equipment, 1873, inspect commercial vehicles, 2006, use machining operations with semiconductor chip forming technology, 2327, demonstrate or explain assembly or use of equipment, 2349, clean or degrease wel	
Completion Expectation		
Number of Credits:	Credit Earned Duration: Semester	Hourly wage :
Scheduling		
Class Time: 1512	Lab Time:	Other Time:
Class Frequency: Daily		
Clock/Contact Hours: 30	Full-time weeks: 50	Program Format: In-person
Duration		
Duration Title: Class Schedule Offering-primary	Primary Duration: True	Duration: 14
Schedule Intensity: Full-Time	Weekly Schedule: Mon-Friday 8:00 am - 2:30 pm	Class Offered: Day
Location		
Location Name: TN College of Applied Technology Henry/Carroll	Address: 16940 Highland Drive, , Mc Kenzie, TN, 38201	Billing Address: 16940 Highland Drive, , Mc Kenzie, TN, 38201
External Approvals		
State Approving Agency: Tennessee Board of Regents	State Approving Agency Status:	Approval Expiration Date: 01/01/1900

ETPL Application

Other State Approving Agency Approved Programs: No	DOE Approved: No	Community College Chancellor's Office Approved: Yes
Community College ID: NO	Listed on another state's ETPL? NO	
Cost Details		
Cost Structure(s):	Total Cost: \$5,714.00	
Line item	Amount	
Books/Fee	\$5,154.00	
Books	\$560.00	
Tools	\$0.00	

**Eligible Training Provider
New Program Review Form**

Training Provider Name: TCAT Henry / Carroll

Training Program Name: Administrative Office Technology

A. Requirements for Consideration of Initial Eligibility for State ETPL:

	Yes	No
1. Is the ETP's information in Jobs4TN complete and accurate?	<u>X</u>	<u> </u>
2. Does the ETP possess current approval or exemption from the appropriate State or federal licensing agency?	<u>X</u>	<u> </u>
3. Is the program's information in Jobs4TN complete and accurate, including cost and performance information?	<u>X</u>	<u> </u>
4. Does the program lead to a WIOA-recognized credential? If yes, specify:	<u>X</u>	<u> </u>
5. Is the program's information in Jobs4TN complete and accurate, including cost and performance information?	<u>X</u>	<u> </u>
6. Is there a process in place for tracking the number of students and WIOA participants, and their progress, completion, placement, and earnings for required performance measures?	<u>X</u>	<u> </u>
7. If an existing program, are the required performance metrics of at least 60% completion and placement rates met?	<u>X</u>	<u> </u>
a. <u>Completion Rate: 74%</u>		
b. <u>Placement Rate: 90%</u>		
8. Is the program offered in partnership with a business?		
a. <u>If yes, business name(s): N/A</u>	<u> </u>	<u>X</u>
9. Does the program align with in-demand industry sectors and occupations in the State?	<u>X</u>	<u> </u>

Recommended for addition to the State ETPL? If no, provide justification for recommended denial:

	<u>X</u>	<u> </u>
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B. Requirements for Consideration of Initial Eligibility for Local ETPL:

	Yes	No
1. Does the program meet the requirements for inclusion on the State ETPL as described above?	<u>X</u>	<u> </u>
2. Is the program cost comparable to similar training programs, particularly in the local area, or region?	<u> </u>	<u> </u>
a. <u>Program Cost: \$5,420</u>		
b. <u>Comparable Program Cost: \$4,854 (TCAT NW, AOT)</u>		

3. Is the program length comparable to similar training programs, particularly in the local area, or region?

a. Program Length: 12 Months
 b. Comparable Program Length: 12 Months

4. Does the program align with in-demand industry sectors and lead directly to high-quality jobs in in-demand occupation in the local area?

a. Related occupation(s): Office Clerks, General
 b. Documentation of labor market demand (all must be met):

o Minimum of 10 jobs in the local area? X
 o Positive job growth of at least 1 new job per year? X
 o Median wage is above the self-sufficiency wage? X
 o Aligns with one of the regional priority sectors listed below?
 Healthcare & Social Assistance X
 Manufacturing X
 Skilled Trades & Transportation X
 Information X
 Professional, Scientific, & Technical Services X

Sector	SOC	Description	2024 Jobs	2027 Jobs	2024 - 2027 Change	Approved per Year (AVG)	2024 - 2027 % Change	Avg. Hourly Earnings	Median Hourly Earnings	Median Annual Earnings	Avg. Annual Openings
Professional & Technical	43-9061	Office Clerks, General	1,746	1,779	33	8	2%	\$16.41	\$15.27	\$31,756.79	221

Recommended for addition to the Local ETPL? If no, provide justification for recommended denial:

Note: NW-funded students between July 2021 and June 2023 resulted in 100% completion rate (3/3), 67% employment rates for second quarter after exit (2/3), and 0% training related employment at exit (0 of 2 employed at exit).

X

ETPL Application

Education Program Information		
Provider: TENNESSEE COLLEGE OF APPLIED TECHNOLOGY at Henry/Carroll	Program: Administrative Office Technology	Program ID: 1011999
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: 520402 - Executive Assistant/Executive Secretary	Education Program Name: Administrative Office Technology
Education Program Description: A program that prepares individuals to perform the duties of special assistants and or personal secretaries for business executives and top management. Includes instruction in business communications principles of business law public relations scheduling and travel management secretarial accounting filing systems and records management conference and meeting recording report preparation office equipment and procedures office supervisory skills and professional standards and legal requirements.		
Potential Outcome(s): A secondary school diploma or its equivalent; Employment; A measurable skills gain leading to employment	This program leads to a credential or degree: Yes	Name of Associated Credential:
Completion Level: TTC Diploma	Attain Credential: Occupational Skills certificate or credential	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:

ETPL Application

Program Model:	Apprenticeship program sponsored by another organization:	
Program Sponsor Name:	Address 1:	Address 2:
Zip:	City:	State:

Additional Details

Financial Aid Available: Pell Grant	URL of Training Program: https://tcathenrycarroll.edu	Program Prerequisites: None
Date and Program First Offered: 09/03/2024	Please provide a reasonable explanation regarding why this is a new program: Not a new program-product of a merger between 2 campuses	Minimum Class Size: 5
Maximum Class Size: 20	Number Of Instructors: 1	
Describe the minimum entry level requirements or prerequisites:	Drug/Alcohol Screening Required: No	Accessibility: On-Site Parking
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				
43101100	First-Line Supervisors of Office and Administrative Support Workers					
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:	0069, analyze operational or management reports or records, 0558, coordinate staff or activities in clerical support setting, 0758, evaluate office operations, 1154, operate scanner, 1263, perform typing or data entry for extended duration, 1313, write business correspondence, 1726, use desktop publishing software, 1859, use word processing or desktop publishing software, 2012, use total quality management practices, 2054, route multi-line telephone calls, 2058, use telephone communication techniques, 2102, take dictation, 2116, arrange teleconference calls, 2137, develop tables depicting data, 2158, select software for clerical activities, 2159, maintain telephone logs, 2161, type document from machine transcription, 2163, maintain administrative services procedures manual, 2164, maintain appointment calendar, 2181, paste up materials to be printed, 2200, process mail through postage machine, 2218, take meeting notes, 4238, communicate with customers or employees to disseminate infor	
Completion Expectation		
Number of Credits:	Credit Earned Duration: Semester	Hourly wage :
Scheduling		
Class Time: 30	Lab Time:	Other Time:
Class Frequency: Weekly		
Clock/Contact Hours: 30	Full-time weeks: 44	Program Format: In-person
Duration		
Duration Title: Class Schedule	Primary Duration: True	Duration: 12
Schedule Intensity: Full-Time	Weekly Schedule: Mon-Fri 8 am - 2:30 pm	Class Offered: Day
Location		
Location Name: TN College of Applied Technology Henry/Carroll	Address: 16940 Highland Drive, , Mc Kenzie, TN, 38201	Billing Address: 16940 Highland Drive, , Mc Kenzie, TN, 38201
External Approvals		
State Approving Agency: Tennessee Board of Regents	State Approving Agency Status:	Approval Expiration Date: 01/01/1900

ETPL Application

Other State Approving Agency Approved Programs: No	DOE Approved: No	Community College Chancellor's Office Approved: Yes
Community College ID: NO	Listed on another state's ETPL? NO	
Cost Details		
Cost Structure(s):	Total Cost: \$5,420.00	
Line item	Amount	
Books/Fee	\$4,320.00	
Books	\$1100.00	
Tools	\$0.00	

Proposed Revisions to Existing ETPL Programs

Provider Name	Program Name	WIOA Total Enrolled (7/1/22 - 6/30/24)	SOC / Occupation	2024 Jobs	2027 Jobs	2024-2027 Change	Median Hourly Earnings	Reason(s) In-Demand Criteria Not Met
Dyersburg State	Certified Paralegal	0	23-2011 Paralegals and Legal Assistants	65	67	1	\$22.40	Growth in jobs is less than 1 per year.
Dyersburg State	Certified Veterinary Assistant	0	31-9096 Veterinary Assistants and Laboratory Animal Caretakers	59	66	7	\$15.43	Not aligned with a priority sector for the region.
TCAT Henry/Carroll	Criminal Justice:Corrections Officer	0	33-3012 Correctional Officers and Jailers	698	720	22	\$23.22	Not aligned with a priority sector for the region.
TCAT Northwest	Digital Agronomy	0	19-4012 Agricultural Technicians	16	16	1	\$21.97	Not aligned with a priority sector for the region.
TCAT Northwest	Farming Operations Technology	0	11-9013 Farmers, Ranchers, and Other Agricultural Managers	1236	1208	-28	\$15.13	Not aligned with a priority sector for the region.
UT Martin	Agriculture Business	0						
UT Martin	Agriculture General	1						
UT Martin	English	0	25-3011 Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors	37	36	-1	\$30.09	Not aligned with a priority sector for the region.
UT Martin	Family and Consumer Science Education	0	25-2023 Career/Technical Education Teachers, Middle School	0	0	0	n/a	Not aligned with a priority sector for the region.
UT Martin	Geoscience	0	19-2041 Environmental Scientists and Specialists, Including Health	24	26	3	\$31.65	Not aligned with a priority sector for the region.
UT Martin	Education Integrated Studies	0	25-2021 Elementary School Teachers 25-2022 Middle School Teachers	1,110 597	1,128 604	18 8	\$24.89 \$25.59	Not aligned with a priority sector for the region.
UT Martin	Interdisciplinary Studies	1	Not related to a specific occupation.					Not related to a specific in-demand occupation as required by WIOA.
UT Martin	International Studies	0	11-2023 Public Relations Managers	43	44	1	\$52.69	Not aligned with a priority sector for the region.
UT Martin	Math	0	43-9111 Statistical Assistants	26	26	0	\$29.89	Not aligned with a priority sector for the region.
UT Martin	Fine & Performing Arts	1	27-2042 Musicians and Singers	80	84	4	\$32.30	Not aligned with a priority sector for the region.
UT Martin	Music (Bachelor of Arts in Music)	0						
UT Martin	Music (Bachelor of Music)	0						
UT Martin	Natural Resources Management	0	11-9121 Natural Sciences Managers	13	14	1	\$51.52	Not aligned with a priority sector for the region.
UT Martin	History	0	25-3099 Teachers and Instructors, All Other	46	47	1	\$27.52	Not aligned with a priority sector for the region.
UT Martin	Philosophy	0						
UT Martin	Political Science	0	27-3023 News Analysts, Reporters, and Journalists	21	23	2	\$14.66	Not aligned with a priority sector for the region.
UT Martin	Secondary Education	3	25-2031 Secondary School Teachers	667	682	14	\$26.11	Not aligned with a priority sector for the region.
UT Martin	Spanish	0	27-3091 Interpreters and Translators	34	35	2	\$24.22	Not aligned with a priority sector for the region.

Training Providers Appeal Process

If a Local Workforce Development Board (LWDB) rejects an application for 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.

The appeal process 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 **or at its next regularly scheduled LWDB meeting, whichever is greater**. 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 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~~ by the Tennessee Department of Labor and Workforce Development.
7. Upon a final determination of denial by the TDLWD, a provider must wait at least **one calendar year** from the decision date before reapplying to the ETPL.

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



Skills & Career Advancement

Provide opportunities and tools for workers' self-realization and advancement in their current jobs, within the organization, and outside it.

Strategies and Actions

Offer multiple ways for workforce members to gain skills and progress.

- Equitably—and transparently—offer skills training for increasing levels of competency.
- Respond to workers' personal needs and your organization's needs.
- Communicate clear, transparent career paths within the organization, along with the skills, competencies, and experiences needed to progress on those paths.
- Offer training opportunities that lead to industry-recognized credentials such as a certificate, license, or degree.
- Support organizational performance improvement and intelligent risk taking and reinforce ethical business practices.
- Expand position descriptions to reflect new responsibilities and roles.

Make skills building free.

- Offer scholarships or tuition reimbursement for local and online educational programs.
- Offer Registered Apprenticeship programs for new and incumbent workers.
- Establish paid internships and school-to-work programs as pathways to full-time positions.

Cross-train employees.

- Cross-train workers such that employees and managers have ownership and specialization over a specific department but can step in to help other departments when needed.

Provide ongoing performance reviews and promotions.

- Ensure that workers meet with managers at least twice per year to review their career paths and development areas.
- Establish clear and transparent promotion pathways that prioritize internal candidates.



Ensure performance management and development.

- Establish a performance management system that uses compensation, rewards, recognition, and other incentives to encourage high performance, intelligent risk taking, and a customer and business focus.
- Ensure that part-time work does not adversely impact career advancement.
- Create clear and transparent off- and on-ramps to full-time work.
- Evaluate the effectiveness of your learning and development programs.
- Examine learning outcomes with respect to worker engagement measures and key business results.
- Ensure that performance management development processes promote equity and inclusion for all workforce groups and segments.

Sample Resources

- [Baldrige Excellence Framework: 5 Workforce](#)
- [Good Jobs Diagnostic Tool](#)
- [Good Jobs Project](#)
- [Urban Institute: Five Elements of a Good Job](#)

