




Memorandum of Record 408

DATE: January 15, 2010

MEMORANDUM TO: Workforce Solutions Staff, Contractors & Partners

FROM: Daniel Doria 

SUBJECT: Changes to Certified Programs on the Statewide List of Eligible Training Providers

Purpose:

To provide contractors Eligible Training Provider updates, while a “change request” is pending certification to the Statewide List.

Background:

The Eligible Training Provider System (ETPS) is the Texas Workforce Commission’s (TWC) automated system for the submission, approval and state certification of all training programs eligible to receive WIA or other Workforce funding.

As part of the certification process, all training providers are required to submit detailed program information. As part of the board’s application approval authority, it must determine if the program name, length and cost per participant are submitted in compliance with Texas Education Code §132 – relative to Career Schools. Prior to an application being certified for inclusion on the Statewide List, the program elements are again verified by the TWC Eligible Training Provider unit.

As you are aware, program names, contact/semester hours, tuition, and fees associated with training programs do not remain stagnant, and may require changes at anytime with proper notification and approval by the TWC Career Schools & Colleges Division or other accrediting body. These changes are not automatically posted to the Statewide ETPS on a timely manner.

Procedure:

Eligible Training Providers must submit change requests for local review and processing in compliance with the Texas Education code for approval. This local approval DOES NOT IMMEDIATELY change the program information posted to the Statewide List.

However, the approval by WSA of the ETPS automated “change request” provides area contractors with evidence of **WSA’s authorization of ETPS program change(s).**

All automated requests approved by the WSA will be recapped as follows, and sent to contractors for **processing of customer training requests and establishment of Individual Training Accounts:**

Provider Name	Program Name	Approved Program Change(s)
---------------	--------------	----------------------------

Action Required:

Contractors should contact, Daniel Doria, to ensure that change information is delivered to appropriate staff.

All comments and inquiries pertaining to this policy should be directed to:
Daniel Doria
Director, Procurement & Contracts
daniel.doria@twc.state.tx.us