

## **Mountain Area Workforce Development Board**

### **Board Policy Regarding the Approval of Training Providers**

(excluding OJT, customized training, incumbent workforce training,  
work experience and transitional training)

Section 122 of the Workforce Innovation and Opportunity Act (WIOA) specifies the criteria, information requirements, and procedures regarding the determination of eligible providers of training services under WIOA. While the state has responsibility for the determination of the list of eligible training providers, Section 122 (b) (3) permits local boards to establish criteria and information requirements in addition to those requirements established by the Governor.

After the prospective training provider has completed the NCWorks training service provider's registration online and been approved by the state for the list of approved training providers, the Mountain Area Workforce Development Board requires that applicants seeking to be approved as training providers within the region also submit the following information:

- Describe your organization's billing processes and schedule/frequency.
- At what point in a trainee's participation are billable costs incurred?
- What are your organizations refund policies for "no shows" and/or "dropouts"?
- If Board policies do not provide sufficient funds to cover the entire costs of the training and certification, what options does your organization offer to trainees that will enable them to pay the additional costs? Provide copies of any specific documents that trainees must sign to assure that these unsubsidized costs will be paid.
- Please provide a copy of your organization's latest audit, financial balance sheet and cash flow report.
- Please provide at least two references from other local areas, and/or employers who have experience with the performance of your organization's graduates.

#### **Procedures:**

Board Staff will review your application and provide a written decision within 30 days after your completed application materials are received.