

Help us close skills gaps by putting your training program on the ETPL

Here's what it is, why it's worth doing, and how to get listed, in plain terms.

The short version: The Eligible Training Provider List (ETPL) is New York State's approved list of training programs. Job seekers with WIOA training funding can generally only use it at programs on that list—so if you want access to that funding pipeline, getting listed is the first step.

WHY IT'S WORTH DOING

The ETPL connects providers and prospective students with WIOA-funded training opportunities

Individual Training Accounts (ITAs) are one of the primary ways the workforce system pays for eligible job seekers' training. Those funds can only go to approved training providers and course offerings listed on the ETPL so being on the list puts your program in front of career center staff and customers actively choosing where to train.



Being listed doesn't guarantee funding. Courses still need to lead to a real credential and, to be prioritized for local funding, align with occupations Monroe County has identified as in demand.

Do you qualify?

The ETPL is intended for training providers that meet applicable licensing, certification, registration, and performance requirements. If you are unsure whether your organization or course qualifies, contact RochesterWorks before starting the application.

You're likely eligible if you're

- A college or university offering a program leading to a postsecondary credential
- A registered apprenticeship sponsor (you're automatically eligible—see below)
- A community-based organization, joint labor-management group, or adult-education provider
- Any public or private provider offering occupational skills training

Your course needs to

- Lead to a postsecondary credential recognized by WIOA
- Come from a provider that's currently licensed, certified, or registered as required by your field
- Be in good standing—no unresolved unemployment insurance or labor law issues

Registered Apprenticeship Program? You don't need to apply—RAPs are automatically eligible. NYSDOL will reach out directly about getting listed.

THE PROCESS

How to get listed

1 Pick one course to start with

You don't need to list your whole catalog. Submit a single course offering—you can add more later as students want to enroll.

2 Commit to reporting student outcomes

Before submitting, you commit to reporting how students did—completion, credentials earned, employment—within 12 months of the course ending.

3 Submit your application

Include your licensing/certification status, program details, and the required performance outcome data for a recent cohort of students.

4 Get a decision within 30 days

Board staff review your compliance history, program quality, and completeness of your application, then approve or deny.

5 Maintain eligibility after approval.

Initial eligibility lasts 12 months. After that, the Board reviews your outcome data and renews you for 24-month cycles going forward, as long as you're still delivering results.

STAYING LISTED

What keeps you in good standing

To remain on the ETPL, keep your program information current and continue meeting program, reporting, and compliance requirements.

i Important: Report your outcomes on time.

If you don't submit required performance data within 12 months of a course ending, you may be removed from the ETPL.

- Keep your license, certification, or registration current.
- Stay current on unemployment insurance contributions and labor law compliance.
- Make sure everything you submit to the Board and the state is accurate.
- Keep delivering the kind of outcomes and program quality you were approved for.
- Keep your administrative contact information current and respond promptly to any outreach from RochesterWorks staff.

If your application is denied or your program is removed, you have 15 business days to file a written appeal with both the Board and the state. If the decision stands, there's a waiting period of up to 24 months before you can reapply.

GET HELP

Talk to someone before you apply

Questions? We're here to help.

RochesterWorks staff can walk you through the application and answer questions about whether your program fits.

TECHNICAL ASSISTANCE & TRAINING

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[Go to the ETPL application →](#)

Based on RochesterWorks WIOA Policy 106 (Eligible Training Provider Initial and Continued Eligibility Policy), revised June 16, 2026. This page is a plain-language guide for prospective training providers—it doesn't cover every requirement in the full policy.