

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No	WD 29-19, Change 1
Date:	March 18, 2024
Keyword:	Apprenticeship; ETP; WIOA
Effective:	April 15, 2024

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Courtney Arbour, Director, Workforce Development Division

Subject: **Statewide Eligible Training Providers List—Update**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with updated guidance on the location of the statewide Eligible Training Providers List (ETPL).

This WD Letter update provides clarification relating to the implementation of WorkInTexas.com as the Texas Workforce Commission’s (TWC) workforce case management system.

RESCISSIONS:

WD Letter 29-19

BACKGROUND:

The statewide ETPL, maintained by TWC, is a comprehensive list of training programs approved for Workforce Innovation and Opportunity Act (WIOA)–funded training using Individual Training Accounts (ITAs). ITAs may be used only for programs detailed on the statewide ETPL.

On January 12, 2021, TWC issued WD Letter 05-19, Change 1, and titled “Workforce Innovation and Opportunity Act, Eligible Training Provider Program, Eligibility Criteria, and Performance Expectations—Update.” The guidance includes information on reporting required in order to be eligible for inclusion on the statewide ETPL.

On September 20, 2019, TWC published a statewide ETPL and statewide ETPL Performance Report using the program information received during the ETP reporting period. The ETPL and ETPL Performance Report are on TWC’s [Eligible Training Providers](#) web page. The ETPL is updated as needed to reflect current, approved providers and programs within Texas. The ETPL Performance Report is updated annually.

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

NLF: Boards must be aware that the current statewide ETPL is published on TWC’s [Eligible Training Providers](#) web page.

NLF: Boards must ensure that participants are approved for WIOA-funded training through ITAs only if the program is:

- included on the current statewide ETPL; or
- a locally approved out-of-state training program included on the ETP Local Board Tool.

NLF: Boards must ensure that the statewide ETPL is made universally available, even when a local list is in place.

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.texas.gov.

ATTACHMENTS:

Attachment 1: Revisions to WD Letter 29-19 Shown in Track Changes

REFERENCES:

WD Letter 05-19, Change 1, issued January 12, 2021, and titled “Workforce Innovation and Opportunity Act, Eligible Training Provider Program, Eligibility Criteria, and Performance Expectations—Update”

WD Letter 12-19, Change 2, issued October 25, 2021, and titled “Funding Training Programs Outside of Local Workforce Development Areas through Individual Training Accounts—Update”

WD Letter 17-19, Change 1, issued August 11, 2021, and titled “Registered Apprenticeship Training Programs and the Eligible Training Providers List—Update”

WD Letter 14-19, Change 2, issued June 28, 2021, and titled “Workforce Innovation and Opportunity Act: Individual Training Accounts and Training Contracts—Update”