

PROVIDER FORUM
May 24, 2007

Frequently Asked Questions (FAQ's)

Q: Should we submit Social Security Numbers?

A: You will not be required to submit Social Security numbers this renewal period. Please maintain this data because it is still **required** under WIA law to provide this information. We will submit Social Security numbers once the new MIS system is able to support this confidential information.

Q: What is the period for data collection?

A: Data is collected on a calendar year basis. For this Program Year (PY07) data will be collected for the period January 1, 2006 through December 31, 2006.

Reminder: For initial application training providers and programs recognized under the Higher Education Act (HEA) or that are Registered Apprenticeship programs do not need to submit program-specific performance data. All other Training Providers must submit program specific data.

Q: With the new MIS system how will renewal of programs be handled and how will I submit my program changes?

A: All provider and program data will be transferred as is to the new system. Any modifications to your current programs will be submitted on the forms that were reviewed at the Provider Forum in your binders. We are working to get these forms on the website www.delawareworks.com/wib.

Q: Are programs that are submitted as new required to be in existence for at least a year to develop a track record before the DWIB will consider them for addition to the ITA list?

A: No. New programs do not necessarily have to be in existence for a year to be considered for approval; however the board will review your program carefully to make sure it is open to the general public, that it is training within a demand industry, consider the performance history of the Provider, etc. Also, you may want to submit any research you may have gathered in support of your application for approval of a new training program with minimal history.

New programs may be submitted at anytime during the year.

Q: Does being a Department of Education Certified (DOE) provider automatically qualify you as an approved ITA approved provider?

A: No. Having a DOE certification does not automatically guarantee that a provider will be placed on the ITA list. Failure to have DOE certification will prevent a provider from being approved for the list. DOE certification is required for consideration of approval.

Q: What is the deadline for our programs to be updated?

A: All provider and program information must be submitted by June 15, 2007.

Tuition changes may only be submitted at renewal time. Tuition changes will not be made at any other time during the program year.