

# DELAWARE WORKFORCE INVESTMENT BOARD



A Proud Member of America's Workforce Network

## Individual Training Account (ITA) Provider/Program Approval Process

### I. New Provider Application:

- A. **Contact the Department of Education (DOE) to apply for DOE Certification.** Applications can be obtained by calling the Department of Education at 302-739-4686. No provider will be approved as an ITA provider until they are DOE certified, except those who are exempt under Delaware Code, Title 14, Chapter 85. Delaware Workforce Investment Board (DWIB) has adopted several policies contained within Title 14, Chapter 85 of Delaware Code (i.e. bonding requirement, etc). Please provide a copy of your DOE certificate once you have been approved. You may fax a copy to Delaware Workforce Investment Board at 302-762-2138.
- B. **Fill out the Application for Initial Eligibility** for Delaware Training Provider Certification and fax to Delaware Workforce Investment Board at 302-762-2138. Please send the original to Delaware Workforce Investment Board, 4425 N. Market Street – Fox Valley, Wilmington, DE 19802.
- C. **Complete and sign a current Delaware Workforce Investment Board Memorandum of Understanding (M.O.U).** Please send the original completed M.O.U. to Delaware Workforce Investment Board, 4425 N. Market Street – Fox Valley, Wilmington, DE 19802. No program will be considered for approval without a current, signed M.O.U.
- D. **Submit your program/course information in compliance with DWIB Approval Criteria** using the provided spreadsheets. DWIB will confirm that each recommended provider is DOE Certified and prepare a report of the recommended programs for the Proposal Review and Certification Committee which will include detailed program information. The committee will then approve or deny acceptance of each program to the ITA list.
- E. Recommended providers and programs that meet the conditions described above will be presented to the Delaware Workforce Investment Board for consideration.
- F. The Delaware Workforce Investment Board will inform in writing those providers who are not approved and will notify the Department of Labor of same.
- G. A provider that is denied may appeal the decision, according to the procedures described on the Delaware Workforce Investment Board web site at <http://www.delawareworks.com/wib>.

**NOTE:** Computer data entry related questions can be answered by Gwen Jones, Julia Hayward or Bill Potter at (302) 761-8160. For all other questions please call Gwen Jones at 302-761-8161.

## **II. Renewal Process:**

- A. Each organization must be certified for this calendar year by the Department of Education (DOE). DOE certification expires on Dec. 31<sup>st</sup> of each year and must be renewed. Applications for certification can be obtained by calling the Department of Education at 302-739-4686. Please provide a copy of your DOE certificate to the DWIB once you have been approved. You may fax a copy to Delaware Workforce Investment Board at 302-762-2138.
- B. Update information on existing ITA programs that will be submitted for renewal approval using the provided spreadsheets. The renewal period is the only time vendors can modify their program information (i.e. tuition, time in class, etc.). The only item that can be modified during the year is contact information.

**IMPORTANT:** Submit renewals in compliance with DWIB Approval Criteria. You must provide performance data for each program to be renewed, including Social Security Numbers (SS#) on each individual who took the course (not just those who were funded by Delaware Workforce Investment Board and the Department of Labor.

If the program you are entering does not meet the requirements of responding to current labor market demand, due to emerging or changing industries, please provide documentation to support your application, such as current research for consideration.

- C. Complete and sign a current Delaware Workforce Investment Board Memorandum of Understanding (M.O.U.). Please send the completed M.O.U. to Delaware Workforce Investment Board, 4425 N. Market Street – Fox Valley, Wilmington, DE 19802. Your programs will not be considered for approval without a current, signed M.O.U.
- D. Recommended providers and programs that meet the conditions described above will be forwarded to the Delaware Workforce Investment Board for consideration.
- E. Delaware Workforce Investment Board will notify in writing providers who are not approved and will notify the Department of Labor of same.
- F. Upon denial of renewal of one or more programs, a provider may appeal the decision according to the procedures described on the Delaware Workforce Investment Board web site at <http://www.delawareworks.com/wib>.

**NOTE:** Computer/data entry related questions can be answered by Julia Hayward or Bill Potter. For all other questions, please contact Gwen Jones at (302) 761-8161.

## **III. The Department of Labor (DOL) and Delaware Workforce Investment Board (DWIB) will:**

- A. Confirm that each recommended provider is in compliance with DWIB approval criteria, and prepare a report of the recommended programs for the Proposal Review and Certification Committee which will include detailed program information. The committee will then approve or deny acceptance of each program to the ITA list.
- B. Notify in writing providers who are not approved and will immediately notify DOL of same.
- C. Address appeals presented in accordance with the procedures described on the Delaware Workforce Investment Board Website at [www.delawareworks.com/wib](http://www.delawareworks.com/wib).